

OGB 37

A mountain biker wearing a silver helmet with 'SHOEI' branding, a white protective jersey, and dark shorts is riding a full-suspension mountain bike through a wooded area. The rider is leaning forward, and the bike is in motion, with the front wheel slightly off the ground. The background consists of bare trees and a wooden structure, possibly a trail feature. The overall tone is sepia or brownish, giving it a vintage or rugged feel.

Cycle trail management

A guide for FC staff

All Operational Guidance Booklets (OGBs) are covered by © Crown Copyright .

If you wish to reproduce any part of this guidance please apply to:

Office of Public Sector Information
Licensing Division
St Clements House
2-16 Colegate
Norwich NR3 1BQ

Or fill in the online licence application at: <http://www.opsi.gov.uk/click-use/index>

The booklets are Forestry Commission (FC) internal guides and are intended for Forestry Commission use only. We make them publicly available for reference and because some of the advice they contain may help others create their own guidance. However, please be aware of the following important points.

- We will not provide support for anyone else using them.
- Anyone outside the FC uses them at their own risk.
- The guidance in the booklets is specific to FC operations.
- Our booklets refer to other internal guidance which is designed solely for FC use.
- We revise our booklets regularly. Please make sure you have the latest version.

Table of Contents

1.	Foreword	5
1.1	Moving around in this OGB.....	6
1.2	Support and implementation of the Practice Guide.....	6
1.3	Feedback and change – listening to you.....	6
1.4	The purpose of the Practice Guide	6
1.5	How to use the Practice Guide	7
2.	What’s mandatory and recommended in OGB 37?	8
2.1	What’s mandatory?.....	8
2.2	What’s recommended?.....	9
3.	Introduction.....	10
3.1	What is involved?	10
3.2	Roles and responsibilities	11
3.3	Why do we need to manage cycling on the National Forest Estate?	11
3.4	Legal requirements.....	12
4.	Trail development and management.....	14
4.1	Management models	14
4.2	The seven stages of planning, constructing and maintaining mountainbike trails.....	15
5.	Current legislation	18
6.	Project Management – what to consider	21
6.1	Introduction.....	21
6.2	Project responsibilities.....	21
6.2.1	Project steering committee	21
6.2.2	The Project Manager	22
6.2.3	The Project Sponsor.....	22
6.2.4	The Project Champion.....	22
6.2.5	Project Team	22
6.2.6	Reasons why projects fail.....	24
6.3	What to consider – the essential processes.....	24
6.3.1	The Construction (Design & Management) Regulations (CDM) 2007	24
6.3.2	Planning permission – local authority planning.....	24
6.3.3	Planning advice	25
6.3.4	Essentials for the planning process.....	25
7.	Managing existing trails.....	26
7.1	Review	26
7.1.1	Why?	26
7.1.2	Timescale.....	27
7.2	Managing wild trails	28
8.	Accident reporting	29

8.1	Emergency planning	29
9.	Managing staff involved with bike trails	30
9.1	Training	30
9.1.1	Cycling at work	30
9.1.2	PPE for cycling	31
9.1.3	Lone working	31
10.	Event management	32
10.1	Health and safety	32
10.1.1	Types of events and who is responsible	32
10.1.2	Diminishing FC duty of care based on hand on of responsibility	33
10.1.3	Examples of FC guidance and permissions	34
10.1.4	Event management - contractors	35
11.	Managing lease agreements	36
11.1	What is a third party development?	36
12.	What's in the Practice Guide, and is it mandatory or recommended?	37
13.	References	47

Figures

Figure 4.1	Management models	14
Figure 4.2	Designing cycle routes	17
Figure 6.1	Project deliverers	23
Figure 7.1	Reviewing your existing facilities	27
Figure 10.1	Event management relationship	32

1. Foreword

We, the Forestry Commission Recreation Group, have produced this Operational Guidance Booklet (OGB) to accompany the Practice Guide 'Planning and Managing Mountain Biking in Woodlands' and 'The Field Guides'. It is a summary of the policy and important elements from the Practice Guide. In it you will find the standard OGB classifications and these relate directly to sections of the Practice Guide which have the detail on individual subjects. The Practice Guide will be on the Internet in early 2009. (We will add links when it is ready – yellow highlights show where we will add those links.)

In this OGB we will look at:

- health and safety;
- the legislation;
- the risks and controls;
- monitoring;
- record keeping; and
- your responsibilities.

We have designed it to be:

- a reference work;
- a link to other sources of useful information;
- a supporting and instructional document; and
- the basis for follow up support visits and audits.

You will find:



Mandatory elements. Auditable actions necessary to meet legal requirements or to deliver or report on corporate policy.



Timebound mandatory elements. As above, but to a deadline.



Recommendations. These are auditable actions that you should practise for efficiency and effectiveness. Any variation must be defined and authorised by Unit Managers.



Cautions against certain actions or things to avoid.

Examples, Best Practice and Important Reader Information are shown in Light Blue Boxes like this.

If you have any queries about this OGB, please contact [John Ireland](#) with a note of the section and subject. We will publish updates on the Operational Support Unit Intranet site in the Operational Guidance folder and let you know by linked e-mail.

1.1 Moving around in this OGB

We have designed this document for you to read on screen using Adobe Acrobat Reader. If you need help with the various versions of Adobe Reader, please click on [this link](#).

1.2 Support and implementation of the Practice Guide

In the table below are those you can contact for additional support if you need it.

Scotland	England	Wales	SH&E
Alan Stevenson	Martin O'Vastar David Thorp Bridgette Hall	David Liddy	John Ireland Emily Ramsay

1.3 Feedback and change – listening to you

Although we do not anticipate major changes to the Practice Guide, we do recognise that the initial release will highlight issues, particularly in complying with mandatory and recommended actions and we will need to review this. Therefore we will maintain a log of Requests for Change (RFCs). It is important that everyone who uses the Practice Guide contributes to this process and that we make sure that what we 'require' or 'recommend' is achievable.

1.4 The purpose of the Practice Guide

The main reason for producing the Practice Guide is to provide a structured approach to this complex subject that will benefit both the land manager and the user.














We have developed this OGB for Forestry Commission (FC) staff who are responsible for managing these areas of our work, and also those who are involved in providing and managing recreational sites in National Forests in England, Scotland and Wales.

To accompany this OGB there are two essential references that you will need to use with it.

1. 'Planning and Managing Mountainbiking in Woodlands' – Practice Guide.
2. Associated Practice Notes on managing and creating cycle trails.

These two documents will give you more detailed information on the subject. The Practice Guide gives managers information on what they have to do and the Practice Notes tell you how to do it. See Table 1 for the relationship.

Table 1 How the documents relate

Content	OGB	Practice Guide	Practice Notes	Web Site
Roles and Responsibilities.				
What to do as a landowner.				
A guide for FC Staff with what you must do.				
The policy and important elements from the Practice Guide.				
How to do it Technical information.				

1.5 How to use the Practice Guide

We have designed the ‘*Planning and Managing Mountainbike trails in Woodlands*’ – Practice Guide and the ‘Practice Notes’ as a reference manual. We do **NOT** expect you to read them from start to finish. Use them when you require detailed information about the mandatory policy and recommended best practice in this OGB.

2. What's mandatory and recommended in OGB 37?

2.1 What's mandatory?

Here we summarise for you all the mandatory management requirements set out in this booklet, with the section for you to refer to.

Each mandatory element is mapped to the UKFS with the reference and a category for compliance with Section 5 of the standard. Our legend is:

1. **Legal (L)** as in UKFS/UKWAS/Guidelines.
2. **Best Practice (BP)** as in UKFS/UKWAS/Guidelines.
3. **FC Policy (P.)**
4. **Internal Business Process (IBP).**

The UKFS uses the following legends which we have used here.



General Forestry Practice



Forests and Landscape



Forests and Biodiversity



Forests and People



Forests and Climate Change




Forests and Soil



Forests and Historic Environment



Forests and Water

No.	Requirement	OGB Section	UKFS Ref	Category
1	<p>Staff who cycle at work must have done the relevant training courses for the type of work being undertaken.</p> <ul style="list-style-type: none"> • L&D course ref 1.89a – ‘Mountain bike and cycle use in the workplace’. • Ref 1.89b – ‘Use of cycles in the work place technical and remote environments’. <p>Staff involved who inspect trails must have done the relevant trail inspection course.</p> <ul style="list-style-type: none"> • 1.89C Level 3 - Mountain Bike & Cycle use in the Work Place - Trail Check. 	9.1.1		P
2	<p>Bikes used as work equipment must be serviced by trained bike mechanics and the service records made available to supervisor. (FC Bikes- FC pays for routine service or maintenance) Cycle Technicians National Accreditation Scheme (CyTec) is the recognised national standard for mechanics.</p>	9.1.1		P
3	<p>Use an appropriate lone working system or notify the district office of location and times of work. The system must be fail-safe. (Ref: FASTCo 802).</p>	9.1.3	 9	L

No.	Requirement	OGB Section	UKFS Ref	Category
4	<p>Land transaction approvals (LTA) must be circulated and approved by the relevant countries' CEO before any leases and operating agreements are agreed.</p> <p>The lease and operating agreements will be drawn up with support from estate staff, FC solicitors and other FC staff as necessary.</p>	11.1		P

2.2 What's recommended?

Here we summarise the good practice recommendations in this booklet with the sections for you to refer to.

No	Recommendation	Reference
1	<p>Work activity</p> <p>Unit Managers must set clear parameters about what is and what is not a work activity.</p>	Section 9.1.1
2	<p>Cycling at work</p> <p>Avoid or walk past all jumps and TTF's (excluding Boardwalk), unless you definitely have to ride them as part of your work activity and you have assessed the risk.</p>	
3	<p>Cycle maintenance</p> <p>Staff using their own bikes and equipment for work will pay for professional service and maintenance from the mileage allowance they claim. (Refer to staff notice 16 for current Travel and subsistence rates for information on Bicycles.)</p>	
4	<p>Training courses</p> <p>We recommend that staff also attend course ref 6.11 Planning and Design of Recreational Trails.</p>	
5	<p>Bike helmets</p> <p>Staff must wear a helmet when cycling at work. Other relevant equipment should be in accordance with the cycling at work safety standard.</p>	Section 9.1.3

3. Introduction

3.1 What is involved?

People have ridden bicycles off-road since they were invented. However, the modern activity and sport of mountain biking, as we know it today, started in the late 1970s.

Cycling, and in particular mountain biking, developed quickly as a sport during the 1990s and continues to do so. To match this development cycle manufacturers have worked hard to design mountain bikes to suit the many types of mountain biking that people enjoy today.

Table 2 What the activity and sport includes

Riding man-made features	Natural features
Forest tracks	Desire lines: cross-country and downhill
Waymarked routes	Waymarked desire lines
Green lanes	'Off-trail'
Narrow single-track paths	Hill and mountain paths.
Downhills	
Technical trails	
Man-made bike parks	
Urban features.	

The Oxford English Dictionary describes the mountainbike as, 'A bicycle with a light sturdy frame, broad deep-treaded tyres and with multiple gears, originally designed for riding on mountainous terrain'. The term 'mountain biking' describes the activity of riding this type of bike. You can ride a mountainbike, almost anywhere and it doesn't have to be out in the countryside or forest. Mountainbiking requires fitness, technical bike handling skills and self-reliance. It is a sport for individuals.

Because mountainbike riders often ride in remote areas, they need to be self-reliant.

Riders must be capable of repairing broken bikes or flat tyres, if not, they may have a long walk pushing their bikes to get back home. The need and desire for these skills helps shape the activity and sport. Riders often go for rides in small groups, particularly when tackling the longer remote routes.

The Forestry Commission (FC), offers cycling opportunities in forests, and a variety of cycling experiences from wide forest roads and waymarked trails to narrow single tracks. In addition to informal open access opportunities our formal facilities comprise over 2,600 km of cycle routes in our forests, which provide some of the best off-road cycling routes in Britain. Local volunteers started many original routes by creating jumps, downhills and trails in forests or woodlands close to where they lived. This informal community development has been at the heart of many of the new routes that the FC has expanded, improved, or replaced. The FC has also constructed purpose-built trails to stimulate rural development.

3.2 Roles and responsibilities

The **Unit Manager** is responsible for the overall standards of a facility.

As unit manager, you need to consider and think through all the issues in this OGB. Are your trails designed, constructed and managed to current best practice guidelines. If not, do you have an agreed and documented course of action to bring them to the required standard. For existing trails, do you have a management plan that meets current best practice? In all this you will be helped by your staff – see Table 3.

Table 3 Roles and responsibilities

Role	Responsibility
Unit Manager	Facility standards
District Forester and Recreation Manager	Facility management
Field staff	Design, inspection, maintenance, repair.
Administration support	Resumption diary and other admin work.

You will also get additional expert help from:

- Civil Engineering staff:
- Design and interpretation services: and
- Safety, Health and Environment.

3.3 Why do we need to manage cycling on the National Forest Estate?

Providing recreation is one of our objectives in the FC, and is a significant part of our business, and we must manage it like any other part of our business.

The Forestry Commission is, to date, the single largest developer and manager of purpose-built mountain bike trails in GB. In the FC we need trails to be:

- sustainable and fit-for-purpose;
- planned, built and managed within current Construction (Design Management Regulations – (CDM)); and
- which meet the needs of the users.

To fulfil its role as competent land manager and provider of formal facilities, it is essential for the FC to make sure the facilities are:

- **Fit for purpose.**

To make sure this happens the FC should use:

- competent, skilled trail designers and trail builders, to design and construct these facilities;
- trail designers and trail builders who are aware of their responsibilities and fulfil their roles under CDM regulations; and
- trail designers and trail builders who understand the wider needs of land managers as well as those of the users.

- **Inspected and Maintained**

The key points of your inspection regime are that:

- trails and their facilities are inspected at regular agreed intervals;
- trails and their facilities are maintained as a result of recorded actions that are the result of inspections or from general fault reports;
- there is a robust system showing what to look at and inspect;
- staff who do the inspections are trained and their training is shown on their training records; and
- records are kept and easily accessible, to show that all these systems are put into practice.

- **That Information is provided for the users.**

- You must provide information and review it regularly.
- Provide information via the internet and leaflets.
- On the ground – trailhead, way-markers.
- At the visitor centre – through clubs and events and the mountain bike press.

The FC is also a sympathetic land manager who manages open access for recreation which includes cycling. In accordance with the provision of SOAC and CROW it must also act as a responsible land manager when providing access, and also for how the other land management activities impact on areas.

3.4 Legal requirements

We have legal responsibilities under the Health and Safety at Work Act, and the Occupiers Liability Act to manage public access to our estate. This includes both informal and promoted mountain biking activities. The countryside and forests are a working environment and not free from risk. There are many natural hazards:

- uneven ground;
- rough paths;
- cliffs;
- steep rocky ground;

- water; and
- exposed hills.

Some activities such as mountaineering, mountain biking and canoeing use these hazards as challenges, and they are the basis of many people's enjoyment of the outdoors. Mountain biking is a physically demanding, yet highly accessible outdoor activity with proven health and fitness benefits.

In summary, there is wide variety of trail design and construction. There are many styles of management, both for trail design and the building process, all with different ways of achieving the desired result. However, you need to think through and consider all these issues.

Our trails must be designed and constructed to current best practice guidelines; and FC managers must be able to show and justify what they have done when creating and maintaining trails.

Our management of access for cyclists must be:

- responsible; and
- be examples of good practice.

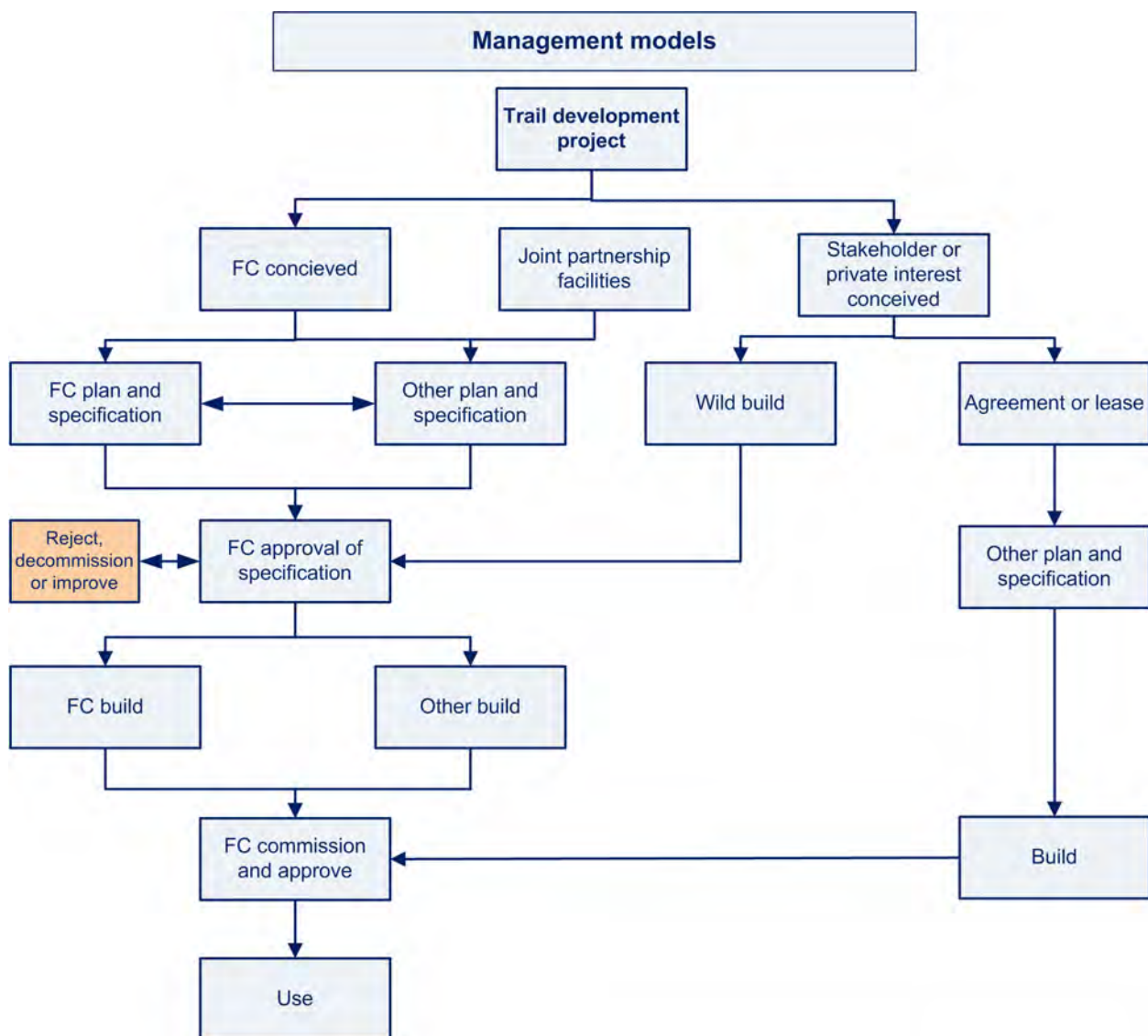
4. Trail development and management

4.1 Management models

There are a number of models for developing trails on the National Forest Estate – see Figure 4.1.

It is important for FC managers and stakeholders to determine and be clear about roles responsibilities and management arrangements.

Figure 4.1 Management models



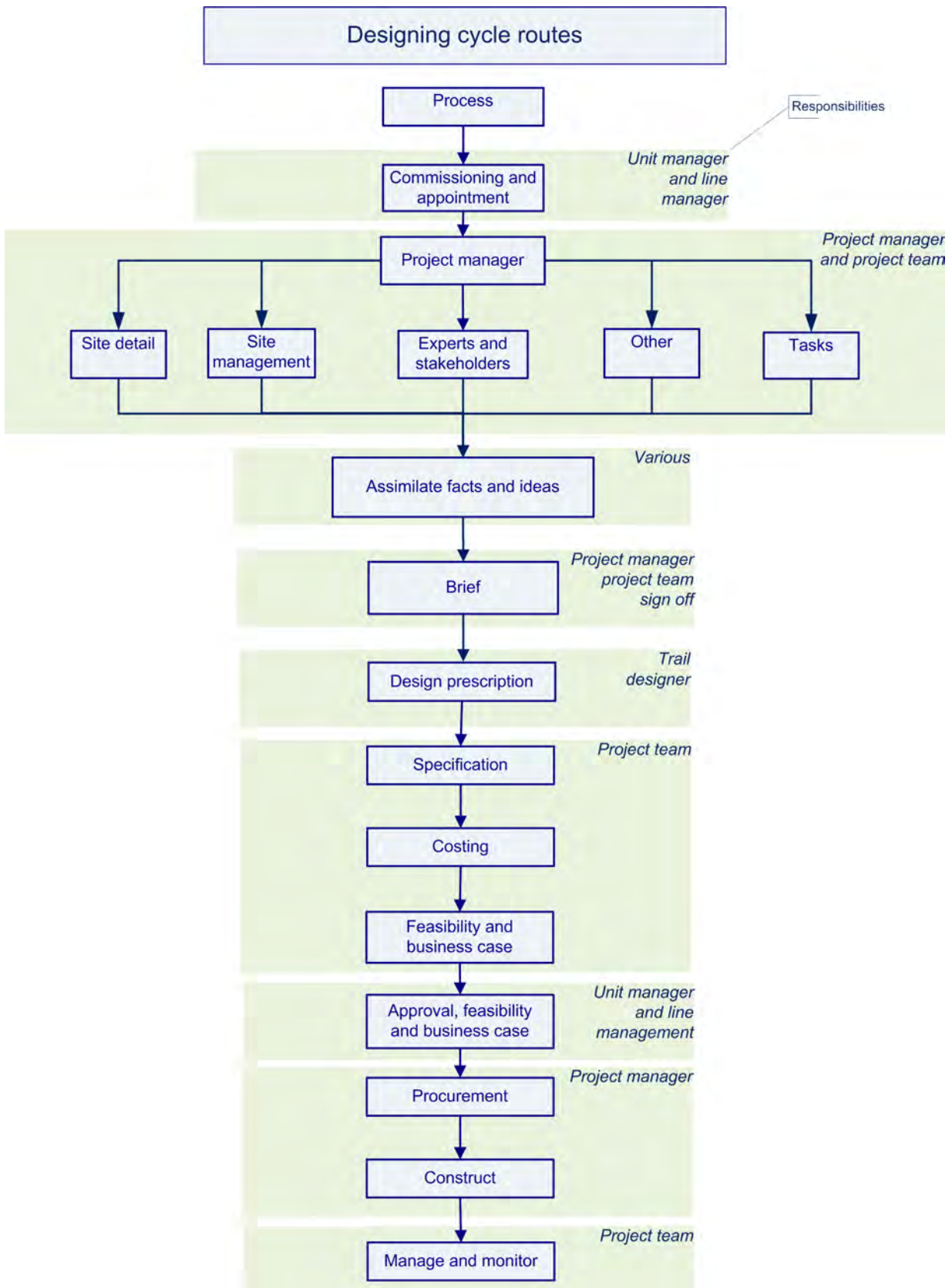
4.2 The seven stages of planning, constructing and maintaining mountainbike trails

Table 4 The seven components

No.	Stage	Considerations
1	Information gathering	<ul style="list-style-type: none"> • Defining needs and requirements. • Resources (budget, people). • Identifying prospective sites. • Consultation needs. • Route evaluation or detailed survey. • Planning requirements. • Risk assessment (business and users).
2	Concept planning	<ul style="list-style-type: none"> • Aims and objectives. • How you want to achieve it. • Roles and responsibilities. • Purpose of the facility. • User needs (riders and other users). • Grade of trail or facility. • Opportunities and constraints.
3	Creating a specification	<ul style="list-style-type: none"> • Mapping the trail corridor. • Design issues (macro or micro). • Design prescription for trail grading. • Specific technical features. • Conformity to trail build best practice. • Environmental legislation or best practice.
4	Construction the trail	<ul style="list-style-type: none"> • Construction options. • Using contractors. • Health and safety. • Information and signage. • Monitoring and inspection. • Project management or control.
5	Interpretation and signs	<ul style="list-style-type: none"> • Site planning. • Threshold signs and trail signs. • Health and safety. • Adherence to best practice. • Information and media.
6	Completing the work	<ul style="list-style-type: none"> • Conformity to specification. • Completion checklist. • Sign off construction. • Risk assessment (use and maintenance).

No.	Stage	Considerations
		<ul style="list-style-type: none">• Testing design.• Trail opening.
7	Monitoring and maintenance	<ul style="list-style-type: none">• Record keeping.• Maintenance.• Re-design (route, construction, grade).• Evaluation and feedback.• Planning continuing management.• Accident reporting.

Figure 4.2 Designing cycle routes



5. Current legislation

In this section we set out the various laws and regulations that you will need to know about if you are managing and creating cycle trails.

Remember, there are many, often linked, responsibilities. You will need specific training in many areas to do your job properly. Good training will help avoid the possibility of litigation if anything goes wrong.

Duty of care is the key that affects land managers. There is no such thing as ‘at your own risk’ for us as land managers.

Table 5 Project management and the laws

	Project phase	The relevant legislation
1.	Information gathering <ul style="list-style-type: none"> • Site specific information. • Surveying prospective sites. • Consultation requirements. • Macro- and micro-scale design issues. • Budget. • Risk assessment. 	Health & Safety Criminal Law: <ul style="list-style-type: none"> ▪ HASAWA; ▪ MHSWA Regs; and ▪ Construction Design and Management (CDM). Environmental law: <ul style="list-style-type: none"> ▪ Designated sites; ▪ Habitats legislation; ▪ Controlled activities regulations; and ▪ Water framework directive. Local authority planning regulations. Access legislation including PROW CROW and SOAC. Disability Discrimination Act.
2.	Initiation and Concept planning <ul style="list-style-type: none"> • Purpose of the facility. • Project management. 	Health & Safety Criminal Law: <ul style="list-style-type: none"> ▪ HASAWA; ▪ MHSWA Regulations; and ▪ Construction Design and Management (CDM). Environmental law: <ul style="list-style-type: none"> ▪ Habitats legislation; ▪ Controlled activities regulations; and ▪ Water framework directive. Local authority planning regulations. Designated sites SSSI, SAM, etc Access legislation including, PROW CROW and SOAC. Disability Discrimination Act.
3.	Creating a specification <ul style="list-style-type: none"> • Grade of trail or facility. • Specific features. • Adherence to FC/IMBA best practice. • Legislation. 	Criminal Law: <ul style="list-style-type: none"> ▪ HASAWA; ▪ MHSWA Regs; and ▪ Construction Design and Management (CDM) Civil law: <ul style="list-style-type: none"> ▪ Duty of care; ▪ Common law; and ▪ occupiers liability. Local authority planning regulations. Environmental law: <ul style="list-style-type: none"> ▪ Designated sites; ▪ Habitats legislation;

	Project phase	The relevant legislation
		<ul style="list-style-type: none"> ▪ Controlled activities regulations; and ▪ Water framework directive. Access legislation including PROW CROW and SOAC. Disability Discrimination Act.
4.	Interpretation, media and signs There are three phases: <ul style="list-style-type: none"> • signs during the initial construction work; • signs during the construction work (when the riders are attempting to ride the routes before it is finished and opened;) • final signs and information. 	Criminal Law: <ul style="list-style-type: none"> ▪ HASAWA; ▪ MHSWA Regs; ▪ Construction Design and Management (CDM); and ▪ RIDDOR. Civil law: <ul style="list-style-type: none"> ▪ Duty of care; ▪ Common law; and ▪ occupiers liability.
5.	Constructing the trail <ul style="list-style-type: none"> • In house or contract? • Using contractors. • Inspection regime. • Budget. 	Criminal Law: <ul style="list-style-type: none"> ▪ HASAWA; ▪ MHSWA Regs; ▪ Construction Design and Management (CDM); and ▪ RIDDOR. Civil law: <ul style="list-style-type: none"> ▪ Duty of care; ▪ Common law; and ▪ occupiers liability. Environmental law: <ul style="list-style-type: none"> ▪ Designated sites; ▪ Habitats legislation; ▪ Controlled activities regulations; and ▪ Water framework directive. Local authority planning regulations.
6.	Completing work <ul style="list-style-type: none"> • Fitness for purpose. • Testing, trail opening. • Sign-off. 	Criminal Law. HASAWA: <ul style="list-style-type: none"> ▪ MHSWA Regs; ▪ Construction Design and Management (CDM); and ▪ RIDDOR. Civil law: <ul style="list-style-type: none"> ▪ Duty of care; ▪ Common law; and ▪ Occupiers' liability. Local authority planning regulations.
7.	Monitoring and evaluation <ul style="list-style-type: none"> • Record keeping. • Maintenance. • Evaluation. • Planning continuing management. 	Criminal Law: <ul style="list-style-type: none"> ▪ HASAWA; ▪ MHSWA Regs; and ▪ Construction Design and Management (CDM); and ▪ RIDDOR. Civil law: <ul style="list-style-type: none"> ▪ Duty of care; ▪ Common law; and ▪ Occupiers liability. Environmental law:

	Project phase	The relevant legislation
		<ul style="list-style-type: none">▪ Designated sites;▪ Habitats legislation;▪ Controlled activities regulations; and▪ Water framework directive. Local authority planning regulations. Access legislation including PROW CROW and SOAC. Disability Discrimination Act.

Click [here to](#) go to the relevant section in the Practice Guide for further information and help .

6. Project Management – what to consider

6.1 Introduction

Project planning is essential for a successful project. Creating a project plan is the first thing you should do when undertaking any kind of project.

Project planning has often been ignored in favour of getting on with the work. This is not wise or acceptable. Many people fail to realise the value of a project plan.

Project planning:

- saves time;
- saves money; and
- avoids problems.

Remember!

- Thinking and planning are relatively cheap!
- Take time to plan.
- Talk to other stakeholders.
- Look at the complete picture.
- The **Project Sponsor** is responsible for delivering the business benefit.
- The **Project Manager** is responsible for delivering the process that will produce the business benefit within the constraints of cost, time and quality.

6.2 Project responsibilities

6.2.1 Project steering committee

Project steering committee is responsible for:

- the feasibility, validity and interaction of projects;
- the relative priorities and keeping to corporate goals;
- clearly focussing the team; and
- apportioning resources.

This group will have the 'big picture' and be in a good position to:

- review and approve major changes.

6.2.2 The Project Manager

The **Project Manager** is responsible for how the project will be delivered and how it will produce the business benefit within the constraints of:

- cost, time and quality.

A project manager must:

- be a good communicator;
- be the link for all the teams involved and for the organisation the project is for; and
- recommend and demonstrate the likely impact of decisions, but allow the sponsor to take the responsibility.

6.2.3 The Project Sponsor

The **Project Sponsor** is:

- responsible for setting up and owning the objectives for the project;
- accountable for delivering the business benefit;
- critical to the delivery of the project; and
- usually a senior manager;

Each project should have a clearly defined project sponsor.

There should never be more than one sponsor for each project; though a sponsor can be a sponsor to more than one project.

The relationship between a sponsor and a project manager is key to success. There should be a close, open and honest relationship.

6.2.4 The Project Champion

In some cases the project sponsor may be senior staff within the FC with the 'passion' for the project, but without the time to fulfil the role properly. In these circumstances the active part of the project sponsor's role may be passed to a 'named' project champion. This will be someone who is just as committed to delivering the benefits as the actual project sponsor.

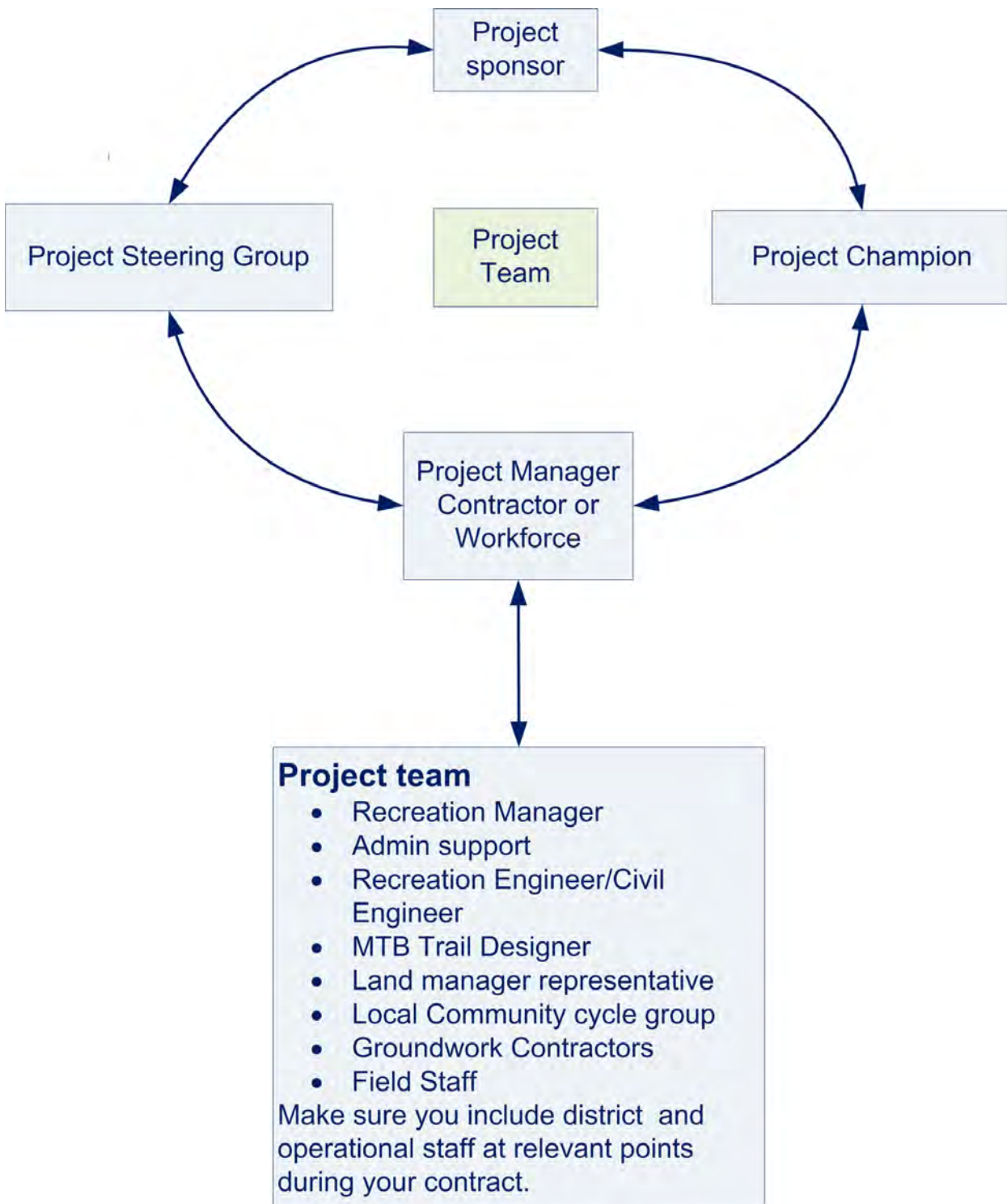
6.2.5 Project Team

The **Project Team** delivers the elements of the project.

It is vital that the project team is made up of people who can fulfil the roles required by the scope of the project.

They are the people who will deliver the project.

Figure 6.1 Project deliverers



Key You must use a project management system in the design, construction and maintenance of facilities.



Do not allow unplanned deviation from the project definition ('mission creep').

6.2.6 Reasons why projects fail

Projects fail for a variety of reasons.

- Poor definition of what the project is.
- Poor or no planning.
- Wrong leader.
- Scope not defined.
- Wrong team.
- Ineffective controls.
- Poor communication.
- Unrealistic time scales.



6.3 What to consider – the essential processes

6.3.1 The Construction (Design & Management) Regulations (CDM) 2007

Building cycle trails is construction.

The Construction Design Management Regulations 2007 (CDM) form a framework for the effective management of health and safety on a construction project. They define roles and assign responsibilities for health and safety matters. They require you to consider health and safety at the start of a project and that it should form an integral part of all stages of design and implementation.

Some useful links for CDM guidance.

- [FCE instruction No 37 CDM.](#)
- [Paths for all CDM general info.](#)

Click [here](#) to go to the relevant section in the Practice Guide for further information and help.

6.3.2 Planning permission – local authority planning

Crown exemption was removed on 7 June 2006. Until then, development by the Crown did not require planning permission. However, government departments, including the Forestry Commission, have consulted planning authorities before proceeding with development (including changes of use) which would otherwise require planning permission. The method of consultation involved submitting a “Notice of Proposed Development.”

As the front line managers of the national forest estate, forest district’s have a key role and responsibility to manage and co-ordinate input into the required planning process with support from relevant internal and external resources as necessary. As there is no consistent approach with Planning Authorities, it is important for FC staff to develop effective channels of communication with their local planning officers.

Use this link for planning advice:

http://alpacorn.forestry.gov.uk:7777/pls/portal/PORTAL.www_media.show?p_id=820600&p_settingssetid=204271&p_settingssiteid=0&p_siteid=33&p_type=basetext&p_textid=820601

6.3.3 Planning advice

You will find an example of planning advice on the FC England web site. There will be similar procedures for Scotland and Wales, but each Planning Authority within the three countries and their different regions will have its own website with comprehensive information and guidance to help you lodge planning applications.

http://alpacorn.forestry.gov.uk:7777/portal/page?_pageid=33,820127&_dad=portal&_schema=PORTAL

6.3.4 Essentials for the planning process

Some essentials for you to consider.

- Identify the relevant planning need.
- Area land agents and district managers need to be kept informed
- Consult the local authority planning team at an early stage to get more advice and guidance – this is essential, as there is often a variation in interpretation and implementation of planning legislation.
- Identify the relevant planning application ‘type’ – for example, Full or Outline.
- Identify a named lead person to co-ordinate and make sure actions are implemented. For example:
 - Forest District staff member;
 - Forest Civil Engineer;
 - Area land Agent;
 - Consultant;
 - Community group; and
 - Partner within wider Partnership Project;
- If you are in any doubt at any stage talk to your local authority planning department.

7. Managing existing trails

7.1 Review

7.1.1 Why?

This is essential to check that your facilities are fit for purpose as described in this OGB, Practice Guide and Field Guides.

It is important to review your existing facilities and use the forms provided in the Practice Guide to supplement the information available about the facilities.

Set priorities by:

- facilities that incorporate public rights of way;
- age of build;
- user groups;
- types of build:
 - Green and blue;
 - Forest road trails;
 - Jump trails and freeride; and
 - Red and black routes.

As an aid decide on what is a priority to look at.

- use stakeholders views and feedback; and
- use local knowledge of your facilities.

Look at:

- their fitness for purpose;
- grading –whether it matches current guidance;
- extent;
- nature of conception;
- type; and
- build standard.

Also look at ongoing work, current new build and maintenance projects.

There is also a need to have a fundamental catch-up review of previously built facilities:

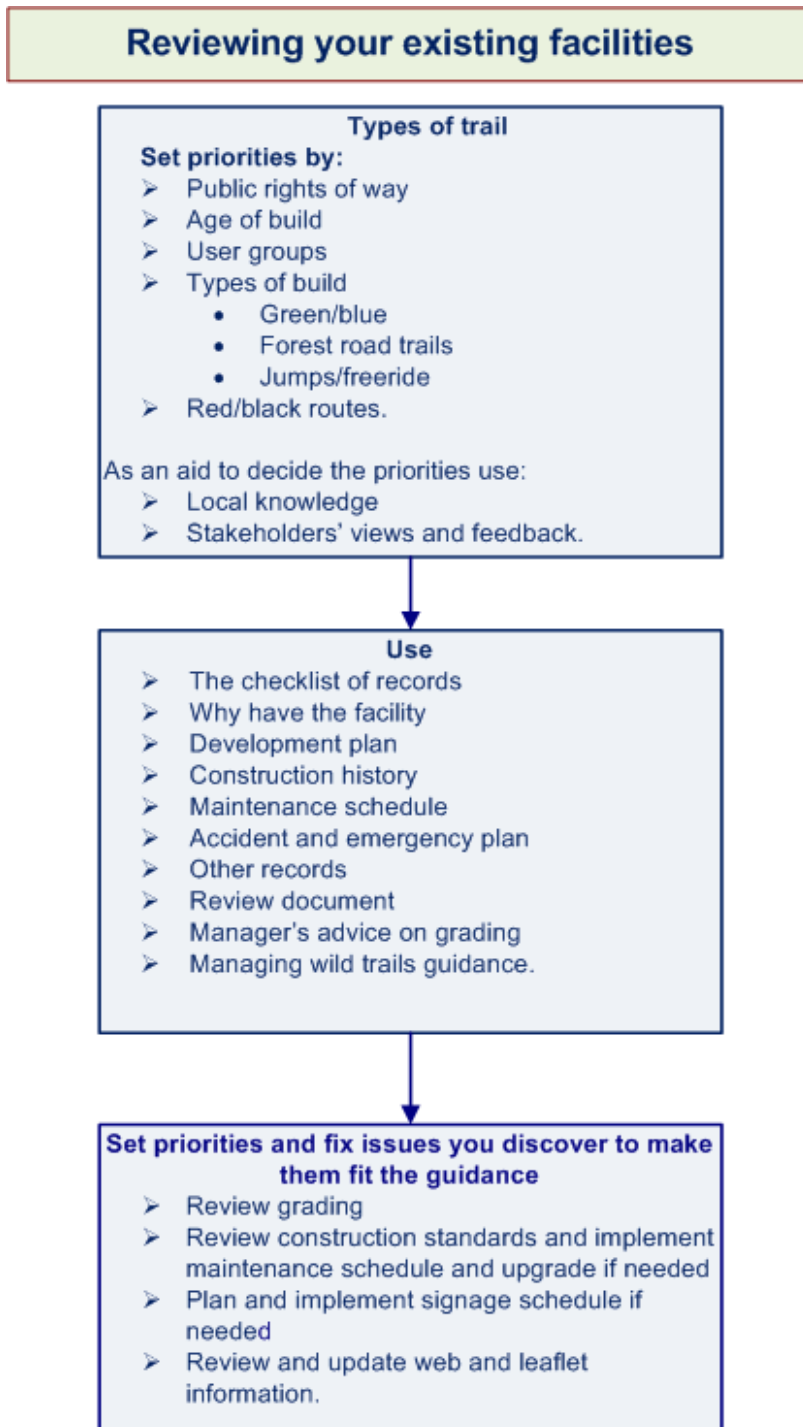
- their fitness for purpose;
- if not remove or replace.

7.1.2 Timescale

It is important to set a timescale to do this work, and this should reflect a realistic estimate of how long it should take to do all the facility types within your management unit and will require you to be flexible.

The timescale should be linked to the business planning process within your management unit so that if money is required to maintain or upgrade facilities, you can identify the need and set priorities.

Figure 7.1 Reviewing your existing facilities



7.2 Managing wild trails

In this section we cover how you manage areas where there is a lot of bike activity that you have not planned for, or authorised.

This sort of activity usually increases in the spring and school holidays and you may need more resources to deal with it during these times.

Why are these activities a problem?

- It is illegal to interfere, alter or construct anything on land that is owned by others without their consent.
- They may cause damage to the area, for example, nails in trees, and they may alter land drainage patterns.
- They may damage habitats or disturb wildlife in sensitive sites.
- They may damage archaeology or cultural sites.
- They can get in the way of normal management.
- They are a hazard to others – managers, other forest users who have legitimate access to the area.
- They may be a hazard to those using the unauthorised features.

For land managers, the main duty of care is to people who unwittingly wander into an area of unauthorised building, whether on foot, bike or horse.



Trying to stop this type of activity may drive it further underground, making it more difficult to manage, and much more dangerous for those taking part.

Click [here](#) for more information and help.

8. Accident reporting

The essential points to record are these.

- Where did it happen?
- What happened?
- Is the trail design a contributing factor?
- Who did it happen to?
- What was the nature of the accident?
- Was it reportable under RIDDOR (Reporting Injuries, Diseases and Dangerous Occurrences).

🔑 Deal with accidents: investigate and report on them without delay.

Use OGB No.23 to guide you through the process of accident investigation and reporting, it will also give you all the contacts that you may need to help and advise you. Don't go it alone! Click this link for more information: [OGB No. 23 – Accidents: Investigation and Reporting](#).

You can click [here](#) to go to the AIRS page.

8.1 Emergency planning

It is important to consider what to do if something goes wrong on your trails for example extreme weather conditions – how would you close or divert the routes?

If somebody has an accident on your trail and needs evacuated by the emergency services – have you got meeting points organised?

Please read OGB 17 – [Planning for the unexpected](#) – in particular the points about emergency planning.

9. Managing staff involved with bike trails

9.1 Training

9.1.1 Cycling at work



Unit Managers must set clear parameters about what is and what is not a work activity.

Cycling is a medium to high risk activity and you must think through your risk assessment from the 1st principles of, “**Can it be avoided?**”

It must be clear that the presumption is to avoid cycling wherever possible. If staff are to cycle in the course of their work then there must be a clear need to cycle, for example, to cover distances on a forest road. Staff do not need to walk sections of trail on forest roads which they can easily ride one each inspection.



The risk assessment for trail inspection of the particular facility should specify which sections of trail should be ridden and which parts should be walked.



Employees and volunteers must understand that when they are using a bike at work it is a work activity. The work must be managed like any other work activity. Use the cycling at work safety standard click this link: [Cycling at work safety standard](#).



Avoid or walk past all jumps and TTF's (excluding Boardwalk), unless you definitely have to ride them as part of your work activity and you have assessed the risk.



Staff who cycle at work must have done the relevant training courses for the type of work being done.

- L&D course ref 1.89a – ‘Mountain bike and cycle use in the workplace’.
- Ref 1.89b – ‘Use of cycles in the workplace technical and remote environments’.



Staff involved who inspect trails must have done the relevant trail inspection course.

- 1.89C Level 3 - Mountain Bike & Cycle use in the Work Place - Trail Check.

We recommend that staff attend this course aswell – [6.11 Planning and Design of Recreational Trails](#).

Staff must be updated regularly on current best practice in the management and construction of cycle trails.

Staff must use the Cycling at work safety standard as a minimum standard for managing cycling at work. [Cycling at work safety standard](#).



Bikes used as work equipment must be serviced by trained bike mechanics and the service records made available to a supervisor. (FC Bikes- FC pays for routine service or maintenance) Cycle Technicians National Accreditation Scheme (CyTec) is the recognised national standard for mechanics.



Staff using their own bikes and equipment for work will pay for professional service and maintenance from the mileage allowance they claim. (Refer to staff notice 16 for current Travel and subsistence rates for information on Bicycles.)

9.1.2 PPE for cycling



Staff must wear a helmet when cycling at work. Other relevant equipment should be in accordance with the cycling at work safety standard.

9.1.3 Lone working



Use an appropriate lone working system or notify the district office of location and times of work. The system must be fail-safe. (Ref: FASTCo 802)

10. Event management

10.1 Health and safety

This is your **primary** consideration if you are organising events. It should be integral to **everything** that you do.

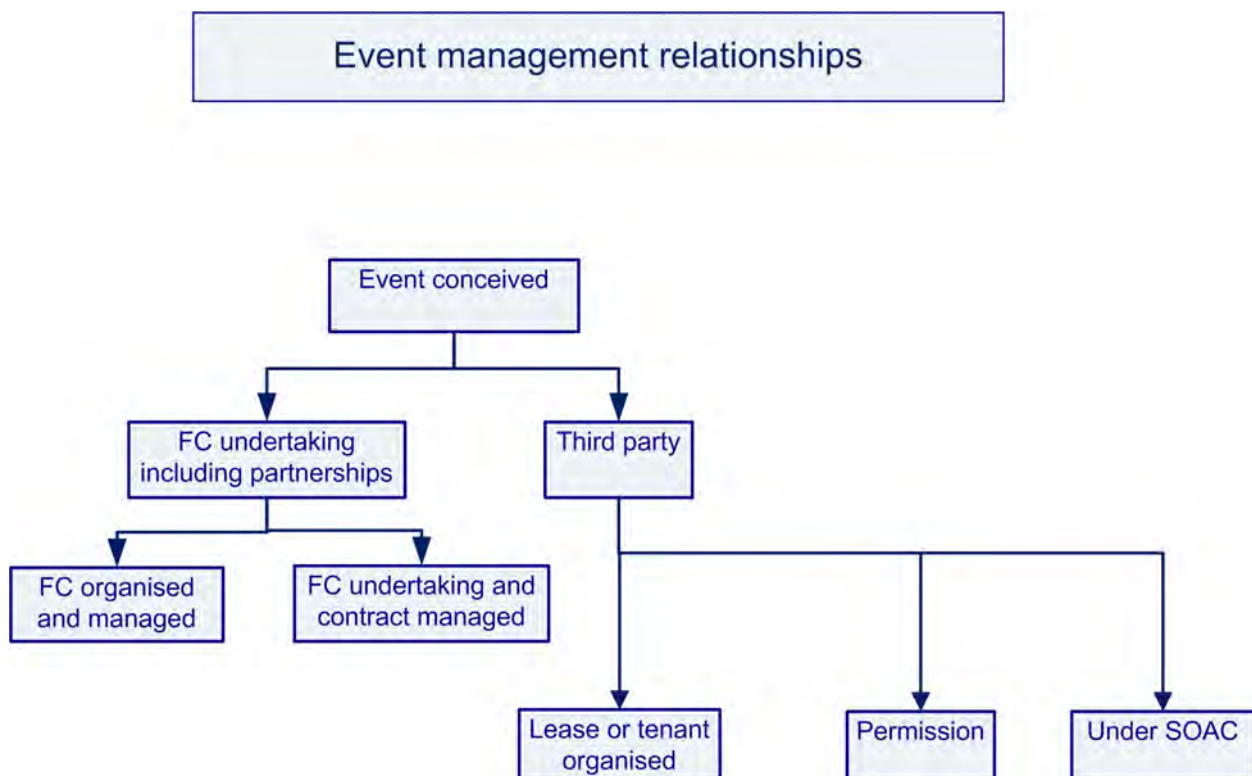
10.1.1 Types of events and who is responsible

There are three types of events.

- Forestry Commission organised and managed.
- Forestry Commission organised contract managed.
- Event organiser using the national forest estate

You must make it clear who is organising the event, the landowner, or an event organiser. If it is an event organiser they need to get permission from the landowner. The landowner should provide information about any hazards and constraints, and the event organiser should manage the event.

Figure 10.1 Event management relationship



10.1.2 Diminishing FC duty of care based on hand on of responsibility

The landowner should provide information about any hazards and constraints and the event organiser should manage the event.

Table 6 Roles and responsibilities – third party permission

Forest District Responsibilities	Organiser Responsibilities
	Makes initial contact regarding event.
Sends out proforma requesting details.	
Internal consultation and checks. Cross reference with other unit managers if event crosses district boundaries.	Supplies details of event management procedures such as risk assessment. Identify key issues.
See checklist Practice Guide Section 6 'Event Management'. Issues permit. Advises of fee and provides names and addresses of those people the organiser needs to contact.	
Contacts managers of harvesting operations and all other contractors working in the area covered by the permission, to advise them of the event and remind them of their obligations.	Contacts all those with rights over the land. This will include everyone who has a right of access over the land, for example shooting tenants and holders of horse riding permits.
	Gains any other consents, for example Highways Authority and Police.
	Advises of checkpoint locations (where appropriate).
Issues reminder to all staff of forthcoming event.	
Event	
Verifies site is clear, advises of any damage.	Clears site and notifies participant numbers.
Issues invoice.	

The organisers, Forestry Commission or other, will need to prepare a risk assessment for the event. The plan and risk assessment will need to identify **key** issues.

See Practice Guide for information on this.

10.1.3 Examples of FC guidance and permissions

We have included here some links to examples of FC guidance and permissions.

Permissions policy

- [England](#)
- [Scotland](#)
- [Wales](#)

Managing events and activities see OGB 42

http://alpacorn.forestry.gov.uk:7777/portal/page?_pageid=33,1452332&_dad=portal&_schema=PORTAL

Permissions Procedures Scotland (working link)

http://alpacorn.forestry.gov.uk:7777/portal/page?_pageid=33,1633999&_dad=portal&_schema=PORTAL

Scotland Standard letter where no formal permission required (working link)

<http://alpacorn.forestry.gov.uk:7777/pls/portal/docs/PAGE/ECONNECT/FC%20SCOTLAND/ESTATES%202010/ACCESS%20AND%20RIGHTS%20OVER%20LAND/PERMISSIONS/PERMISSIONS%20%20TO%20Z/STANDARD%20LETTER%20UPDATED%20131010.DOC>

Cycle course Scotland Standard agreement

Cycle course guidance GB

Cycle Hire guidance GB

Cycle Hire guidance Scotland

(Working link)



http://alpacorn.forestry.gov.uk:7777/portal/page?_pageid=33,1633852&_dad=portal&_schema=PORTAL

Cycle event Permissions Scotland (working link)

<http://alpacorn.forestry.gov.uk:7777/pls/portal/docs/PAGE/ECONNECT/FC%20SCOTLAND/ESTATES%202010/ACCESS%20AND%20RIGHTS%20OVER%20LAND/PERMISSIONS/PERMISSIONS%20A%20TO%20E/CYCLING%20EVENT%20UPDATED%20131010.DOC>

British Cycling Mountain Bike organisers Handbook (Scotland ,England and Wales)

http://alpacorn.forestry.gov.uk:7777/pls/portal/docs/PAGE/ECONNECT/FC%20SCOTLAND/COMMUNITIES_RECREATION_TOURISM/RECREATION/CYCLING%20INCL%20MOUNTAIN%20BIKING/MOUNTAIN%20BIKE%20HANDBOOK%20080409.PDF

Permissions procedures England(working link)

http://alpacorn.forestry.gov.uk:7777/portal/page?_pageid=33,1658838&_dad=portal&_schema=PORTAL

Cycle Events England(working link)

<http://alpacorn.forestry.gov.uk:7777/pls/portal/docs/PAGE/ECONNECT/FORESTRY%20COMMISSION%20ENGLAND/ESTATES%202010/ACCESS%20AND%20RIGHTS%20OVER%20LAND/PERMISSIONS%20A%20TO%20E/CYCLING%20EVENTS.DOC>

Sustrans permissions England(working link)

http://alpacorn.forestry.gov.uk:7777/portal/page?_pageid=33,1633993&_dad=portal&_schema=PORTAL

Permissions Procedures Wales

http://alpacorn.forestry.gov.uk:7777/portal/page?_pageid=33,1633931&_dad=portal&_schema=PORTAL

Cycling Event Wales GB

http://alpacorn.forestry.gov.uk:7777/portal/page?_pageid=33,1647408&_dad=portal&_schema=PORTAL

Cycle course guidance England and Wales (working link)

http://alpacorn.forestry.gov.uk:7777/portal/page?_pageid=33,1633985&_dad=portal&_schema=PORTAL

Permission for An Outdoor Activity England (working link)

<http://alpacorn.forestry.gov.uk:7777/pls/portal/docs/PAGE/ECONNECT/FORESTRY%20COMMISSION%20ENGLAND/ESTATES%2010/ACCESS%20AND%20RIGHTS%20OVER%20LAND/PERMISSIONS%20A%20TO%20E/AN%20ACTIVITY.DOC>

OGB 42(working link)

http://alpacorn.forestry.gov.uk:7777/portal/page?_pageid=33,1452332&_dad=portal&_schema=PORTAL

Managing public access see OGB 42(working link)

http://alpacorn.forestry.gov.uk:7777/portal/page?_pageid=33,1452332&_dad=portal&_schema=PORTAL

10.1.4 Event management - contractors

If you are using contractors, work closely with them to make sure:

- they have prepared a risk assessment;
- that their risk assessment complies with FC standards and is suitably matched with yours and those of others, avoid 'gaps' in their coverage; and
- that their staff are briefed, properly trained and equipped before the event.

11. Managing lease agreements

11.1 What is a third party development?

A third party development is a stakeholder or private interest conceived and managed project or an FC conceived opportunity but passed to a third party to invest in and take forward – see Figure 4.1.

1. Developments will require an agreement probably in the form of a lease, between FC, acting on behalf of the Ministers, and a legally constituted entity which needs to be either in place or established to fulfil the undertaking. The legally constituted entity could be a company, a local authority or an appropriately constituted group, that can act as a legal entity and that has appropriate structures, governance, insurance and guarantees.
2. Leases are most likely to cover discrete areas of land, which minimises the disruption of other forest-based activities. Any costs or losses to the FC in terms of disruptions or the loss of revenue or assets may be subject to compensation. You may also ask for a bond for the cost of restoring the site.
3. Leases are likely to be accompanied by an operating agreement which sets out how the operator will manage the facility or business to the satisfaction of the FC. This agreement will also cover the link with other FC business, such as, forest operations, wildlife and heritage conservation, estate management and other recreation activities.

🔑 Land transaction approvals (LTA) must be circulated and approved by the relevant countries' CEO before any leases and operating agreements are signed.

🔑 The lease and operating agreements will be drawn up with support from estate staff, FC solicitors and other FC staff as necessary.

4. FC does not have the legal ability under current legislation to lease opportunities for forest management. Recreation, leisure and tourism activities may be leased but you will need to consider carefully how the leased activities interface with forest management and other estate management responsibilities which are either retained or also leased to third parties.
5. Commercial recreation activities which are subject to leases fall under the remit of the HASAWA 1974 so the FC liabilities may be higher than those under informal management activities.

12. What's in the Practice Guide, and is it mandatory or recommended?

In this table we summarise the contents of each chapter of the Practice Guide, showing you what is mandatory, recommended and cautionary, although we have not shown this in the Practice Guide. We also show you who we have aimed it at. Although the main audience is staff involved with managing and constructing cycle trails, many sections are relevant to anyone in operations and estates. If you want to look at a subject in detail, please refer to the Practice Guide.

Before you start a reminder of the symbols:



Mandatory elements. Auditable actions necessary to meet legal requirements or to deliver or report on corporate policy.



Timebound mandatory elements. As above, but to a deadline.











Recommendations. These are auditable actions that you should practise for efficiency and effectiveness. Any variation must be defined and authorised by Unit Managers.








Cautions against certain actions or things to avoid.

Chapter 1 – Introduction	
Who's it for?	Contents in brief
All staff who are involved with managing and constructing cycle trails.	<ul style="list-style-type: none"> • Background. • Aims and objectives. • Introduction to mountainbiking. • Mountainbikes and cycling. • Benefits of the activity. • Importance of planning and achieving standards. • User safety; the risks and their management.


Chapter 1 – Introduction			
Ref	Classification	Requirement – Importance of planning and achieving standards	Practice Guide section
1.		<ul style="list-style-type: none"> All trails should, where possible, have shortcut options, and these plus the main trails should be comprehensively and clearly waymarked. 	Importance of planning and achieving standards.
2.		<ul style="list-style-type: none"> Back-up literature should clearly show the route, grade, distance, climb and likely riding time. Reinforce this with trailhead information. 	
3.		All information provided must be consistent across the different mediums used – official website, leaflet, panels and waymarkers.	
4.		You must seek advice on planning permission from the relevant authority.	
5.		Follow OGB 24 – ‘Health and Safety: Assess the Risk’ .	
Ref	Classification	Requirement – user safety the risks and their management	Practice Guide section
1		<p>Land managers two top priorities must be:</p> <ol style="list-style-type: none"> To manage all cycle facilities to an acceptable risk, and make sure that the hazards are clearly identified before users enter the facility. Make sure that less experienced cyclists are fully informed about hazards on trails and, where possible, provide them with easy trails to build up their experience. 	User safety – the risks and their management.
2		You must report accidents involving the public through the RIDDOR system as in OGB 23 .	User safety – the risks and their management.


Chapter 1 – Introduction			
Ref	Classification	Requirement – user safety the risks and their management	Practice Guide section
3		<p>For a civil claim to succeed, the person making the claim must be able to show:</p> <ul style="list-style-type: none"> • that they were owed a duty of care; • that the duty of care was breached; or • that their injury arose from that breach. 	User safety – the risks and their management.




Chapter 2 – Legal framework			
Who's it for?		Contents in brief	
All staff who are involved with managing and constructing cycle trails.		<ul style="list-style-type: none"> • Health and safety legislation (GB wide). • CDM. • Environmental law. • Other DDA, planning. • Access issues (different in some countries such as CRoW). • Consideration for other forest users. 	
Ref	Classification	Requirement – Legal framework	Practice Guide section
1.		Follow OGB 3 – ‘Contract Management’ .	Legal framework.
2.		Follow all FC Guidelines for sustainable forest management, for example, ‘ <i>Forest and Water Guidelines</i> ’ and ‘ <i>Nature Guidelines</i> ’.	Legal framework.
3.		CDM applies to cycle trail building.	Legal framework.
4.		All Health and Safety legislation such as work at height, PUWER and LOWER apply to cycle trail construction and management.	Legal framework.






Chapter 3 – Planning a mountainbike trail or facility			
Who's it for?		Contents in brief	
All staff who are involved with managing and constructing cycle trails.		<ul style="list-style-type: none"> • Meeting the needs of riders. • Who is involved. • Description of the planning of construction and management of projects. 	
Ref	Classification	Requirement – meeting the needs of riders	Practice Guide Section
1		Informal cycling access is a responsible right in Scotland and permissible in England and Wales on the National Forest Estate. The activity is compatible with other Forestry Commission interests provided managers follow good practice in managing the activity. Click here for OGB 30 on CRoW and here for SOAC .	Meeting the needs of riders.




Chapter 4 – Planning of construction and management of projects			
Who's it for?		Contents in brief	
All staff who are involved with the management and construction of cycle trails. <ul style="list-style-type: none"> • Agreements • Leases • Operating plans. 		<ul style="list-style-type: none"> • Information gathering. • Initiation and concept planning. • Creating a specification. • Constructing the trail. • Interpretation and signs. • Completing the work. • Monitoring. 	



Chapter 4 – Planning of construction and management of projects			
Ref	Classification	Requirement – information gathering	Practice Guide Section
1.		Seek advice about obtaining planning permission.	Information gathering.
2.		Consider and apply DDA requirements and access issues.	Legal framework.
Ref	Classification	Requirement – Initiation and concept planning	Practice Guide Section
1.		Create a Concept Plan. Use the flow diagram and forms in the practice guide. Use the project planning checklist.	Initiation and concept planning. Project planning.
2.		Do a stakeholder analysis. Consult and record your findings.	Initiation and concept planning.
3.		Follow OGB 3 – ‘Contract Management’ and OGB 24 – ‘Health and Safety: Assess the Risk’ .	Initiation and concept planning.
Ref	Classification	Requirement – creating a specification	Practice Guide Section
1.		Use the Path and bridges planning, design, construction and maintenance manual to design bridges and timber constructions.	Importance of planning and achieving standards.
2.		Use the IMBA guide lines on building sustainable trails in <i>“Trail solutions”</i> and <i>“Managing Mountain Biking”</i> .	Click here for IMBA web site information on trail building manuals.
3.		Ask for advice and use competent specialists to draw up the specifications including interpretation and sign specialists.	




Chapter 4 – Planning of construction and management of projects			
Ref	Classification	Requirement – constructing a trail	Practice Guide Section
1.		Follow OGB 3 – ‘Contract Management’ .	Tender and award.






Chapter 4 – continued			
Ref	Classification	Requirement - Interpretation and signage	Practice Guide Section
1.		<ul style="list-style-type: none"> Decide if you need a plan. If yes, put it into practice. Check that signs are still relevant and that the wording is correct. 	Field guide.
2.		<p>Car park panels must include:</p> <ol style="list-style-type: none"> Map of routes - showing routes, route grades, ride direction, lengths, potential hazards and where emergency information is. MTB ‘Is this for you’ grading information panel. Clear list of all routes and their grades. Emergency information for users. The forest cycle code. Scotland only - Outdoor Access Code. 	Field guide.
3.		<p>Waymarking posts should be numbered so you can find riders who have injured themselves or damaged their bikes.</p> <p>Waymarking posts at key locations should show where the nearest emergency information point is, and the route to the car park.</p>	Field guide.

Ref	Classification	Requirement – Completing work	Practice Guide Section
1.		<p>Make sure records are kept of the information supplied and any changes. Also make sure that:</p> <ul style="list-style-type: none"> • an inspection and maintenance regime has been agreed and implemented with the recreation staff; and • there is an emergency plan and risk assessment, including consultation with emergency services on how to deliver the emergency plans. 	Completing work.
2.		Follow OGB 3 – ‘Contract Management’ .	Completing work.
Ref	Classification	Requirement – Monitoring	Practice Guide Section
1.		<p>Implement the agreed inspection regime. The key points of an inspection regime are that:</p> <ul style="list-style-type: none"> • there is a robust system showing what to look at and inspect; • defects are identified, reported, recorded and rectified; • record repairs and sign them off as fit-for-purpose; • relevant training has been provided and recorded for the people doing the inspections; • records are kept and easily accessible, to show that you actively manage a repair schedule and make any modifications; and • the inspection regime reflects the risk assessment for the facility. 	Monitoring.
2.		A risk assessment, and all the above, should be combined in a Health and Safety file for the facility compiled by the planning supervisor, and helped by the Trail designer.	Monitoring.
3.		Facilities must be formally inspected at least three times a year and more often during busy periods and after severe weather.	Monitoring.

Ref	Classification	Requirement – Monitoring continued	Practice Guide Section
4.		Moving structures must be inspected every seven days.	TTF Field guide.
5.		Review or update the information that is available to the public about the facility every six months.	Monitoring.
6.		Make sure you keep records of the information you have supplied to the public and any changes. Take snapshots of the information twice a year.	Monitoring.

Chapter 5 – Managing or controlling wild trail building by mountain bikers			
Who's it for?		Contents in brief	
All staff who are involved with the management and construction of cycle trails.		This section of the guide covers the management of areas where there is a lot of bike activity going on that has not been planned for, nor authorised.	
Ref	Classification	Requirement – Controlling wild trail building by mountainbikers	Practice Guide Section
1.		Trying to stop this type of activity may drive it further underground, making it more difficult to manage, and much more dangerous for those taking part. Talk to unauthorised trail builders whenever possible and agree actions. Seek advice from line managers. Ignoring these trails is not an option.	Managing and controlling wild trails.
2.		As soon as you are aware of wild trail building, you have to make a judgement. Decide which areas are a priority. The priorities should be where unofficial areas impact on areas of responsible access. For example: <ul style="list-style-type: none"> • waymarked trails; • roads; and • public rights of way. 	Managing and controlling wild trails.

Ref	Classification	Requirement – Controlling wild trail building by mountainbikers continued	Practice Guide Section
3.		You may need planning permission to develop or keep this type of facility. However, for small informal facilities it is unlikely that you will need planning consent, and many local authorities do not require planning permission for what are often considered temporary structures. FC staff should consult their local area land agent. It is important that FC senior management within the district are kept informed throughout the process.	Managing and controlling wild trails.
4.		Closing an unauthorised site requires as much thought and planning as opening up a new trail or park.	Managing and controlling wild trails
5.		Clearly identify and record the reasons why you have taken the decision to close a site.	Managing and controlling wild trails.

Chapter 6 – Event management			
Who's it for?		Contents in brief	
All staff who are involved in managing and constructing cycle trails and cycling events, including volunteer trail building.		<ul style="list-style-type: none"> • Health and safety. • Types of events and who is responsible. • Point to consider when issuing permissions. • Points to consider for event management. • Closures for access legislation. 	
Ref	Classification	Requirement	Practice Guide Section
1.		Use the HSG 195 Event Safety Guide HSG 195 Event Safety Guide .	Event management.
2.		FC staff who spend a significant amount of time managing volunteers or working with partner organisations involving volunteers should consider further training to help them with their role.	Event management.
3.		Use the 'Events' check list.	Event management.
4.		<p>Volunteers must be over 16. If volunteers younger than 18 are appointed, the FC needs a specific risk assessment for activities they will be involved with see http://www.hse.gov.uk/risk/guidance.htm.</p> <p>Having events with parents or guardians present reduces liability. Please also refer to Child Protection Guidance on our Human Resources intranet site.</p> <p>Volunteer management Scotland Volunteering in Scotland</p> <p>There is no upper age limit for volunteers but they must be fit for the task in hand.</p>	Event management.
5.		The same health and safety standards must be applied to voluntary workers as would be applied to employees exposed to the same risks.	Event management.

13. References

There are various other important references that support this OGB.

You will find health and safety information in various codes, instructions and other documents. Look on the Safety, Health and Environment Intranet site for all relevant safety documents. Also look on the Operational Guidance intranet site for OGBs particularly Nos. 19 – '[Accidents; Investigation and Reporting](#)', 24 – '[Health and Safety: Assess the Risk](#)' and 3c – '[Contract Management](#)'.

In this table we provide you with many other references and links that you may find useful.

Phase	Reference document		
	OGB	FMM	Other
Initiation & Concept planning	CRoW No. 30 Forest Roads No. 12 Forest Design Planning No. 36	FMM No. 44 – FC approach to stakeholder consultation	Scottish cycle strategy English cycle strategy A tool box for public involvement in forest and woodland planning Partnership funding Money matters Access and behavioural guide http://alpacorn.forestry.gov.uk:7777/pls/portal/docs/PAGE/ECONNECT/FC%20SCOTLAND/COMMUNITIES_RECREATION_TOURISM/RECREATION/FCS-ACCESS-BEHAVIOUR.PDF Recreation site design guidance http://alpacorn.forestry.gov.uk:7777/portal/page?_pageid=33,1500397&_dad=portal&_schema=PORTAL OGB 40 Construction http://alpacorn.forestry.gov.uk:7777/portal/page?_pageid=33,1304430&_dad=portal&_schema=PORTAL Paths for All downloads on 5.4 CDM 2007 5.6 Project Management 3.6 DDA (page 2 of the web page) Health and Safety in Path

Phase	Reference document		
	OGB	FMM	Other
			<p>construction an overview</p> <p>http://www.pathsforall.org.uk/component/option,com_docman/Itemid,166/dir,DESC/gid,57/limitstart,16/order,date/task_cat_view/</p> <p>Visitor safety in the countryside</p> <p>Forest Design Planning</p> <p>Involving communities in forestry through community participation</p> <p>Environmental impact assessment</p> <p>Forests and peatland habitats</p> <p>Standard agreement for constructing and maintaining cycle courses Scotland</p> <p>Standard agreement for constructing and maintaining cycle courses in England and Wales</p> <p><i>'The identification of soils for forest management'</i>; search on FC Internet publications for 0855385596.</p>

Phase	Reference document		
	OGB	FMM	Other
Initiation & Concept planning	CRoW No. 30 Forest Roads No. 12 Forest Design Planning No. 36	FMM No. 44 – FC approach to stakeholder consultation	'Forest Fencing' – Bulletin 102 search on FC Internet publications for 0117103047 . Forest visitor surveys and monitoring Social and environmental benefits of forestry Community partnerships on the national forest estate Working in partnership our commitment FCS Woodlands for Wales Forest for Scotland England forestry strategy Life cycle assessment for construction projects

Phase	Reference document		
	OGB	FMM	Other
Information /Design	Contract Management No. 3c Risk assessment No. 24		<p>IMBA Trail solutions</p> <p>IMBA Managing Mountain Biking</p> <p>Click here for IMBA web site information on trail building manuals</p> <p>Forest operations and Badger setts</p> <p>Terrain Classification</p> <p>http://alpacorn.forestry.gov.uk:7777/pls/portal/docs/PAGE/ECONNECT/FOREST%20RESEARCH/FR%20RESEARCH/PS7%20TECH%20DEV/HARVESTING/SMALL%20SCALE%20HARVESTING/LINK%20TO%20REPORT%20PAGE/TN1695.PDF</p> <p>Disabled visitors</p> <p>Path bridges planning design and construction</p> <p>http://www.pathsforall.org.uk/component/option,com_docman/Itemid,69/gid,103/task,doc_details/</p> <p>Designing with timber</p>

Phase	Reference document		
	OGB	FMM	Other
Creating a specification and construction	Hand-Arm vibration and Noise – No. 38 Chainsaw and Machine Certification – No. 19 Waste Management – No. 35 Accidents: Investigation and Reporting – No. 23 Planning for the Unexpected – No. 17 Chemicals in the Forest – No. 15 Managing Fuelling – No. 11	FMM 25 Archaeology FMM 21 Fencing FMM 24 Forest Drainage	HSE publications Managing public safety on harvesting sites Managing Health and Safety in Forestry The work at height regulations Manual handling Chainsaws at work PUWER how the regulations apply to Forestry LOLER how the regulations apply to Forestry HSE working alone in safety AFAG Guides General safety 802-805 Vehicles 701-705 Processing 601,606 Chainsaws 301-310 Maintenance 201-204 Establishment 102-105 Forest and Water guidelines Managing and controlling invasive rhododendron Forest fencing Protecting the environment during mechanised harvesting operations FM 6 Use of helicopters

Phase	Reference document		
	OGB	FMM	Other
			<p>Forestry Civil engineering</p> <p>FCE Handbook</p> <p>Roads maintenance policy</p> <p>Civil Engineering CE1 CE7</p> <p>CE1 organisation of civil engineering sites</p> <p>CE2 Blasting</p> <p>CE3 Chains slings and lifting gear</p> <p>CE4 Quarrying earthmoving plant general</p> <p>CE5 mobile quarrying earthmoving machines</p> <p>CE6 Crushers</p> <p>CE7 Misc. civil engineering operations</p> <p>Civil Engineering checklists</p> <p>Contractor check list</p> <p>Backhoe loader checklist</p> <p>Dozer checklist</p> <p>Excavator checklist</p> <p>Grader checklist</p> <p>Loading shovel checklist</p> <p>Rock drill checklist</p> <p>Scrubcutter checklist</p> <p>Tipper dumper etc checklist</p> <p>Safety standards general</p> <p>Gen1 Work site organisation</p> <p>Gen2 Work in isolated conditions</p> <p>Gen3 manual handling of loads</p> <p>Gen5 ladders</p> <p>Gen7 transport of plant</p>

Phase	Reference document		
	OGB	FMM	Other
			<p>Mechanical engineering</p> <p>Mechanical engineering checklists</p> <p>ME2 portable and transportable electrical equipment</p> <p>ME3 Pneumatic tools</p> <p>ME4 lifting</p> <p>ME5 gas welding</p> <p>ME6 Electrical welding</p> <p>ME7 Grinding</p> <p>ME9 Wheels and tyres</p> <p>ME10 miscellaneous workshop operations</p>

Phase	Reference document		
	OGB	FMM	Other
			<p>First Aid</p> <p>http://alpacorn.forestry.gov.uk:7777/pls/portal/docs/PAGE/ECONNECT/SAFETY%2C%20HEALTH%20AND%20ENVIRO NMENT/FIRST%20AID%20POLICY.DOC</p> <p>HSM8 minimising accidents in isolated conditions</p> <p>HSM 10 Working at heights</p> <p>Lymes disease</p> <p>http://alpacorn.forestry.gov.uk:7777/pls/portal/docs/PAGE/ECONNECT/SAFETY%2C%20HEALTH%20AND%20ENVIRO NMENT/LYME%20DISEASE%20POWERPOINT(2).PPT</p> <p>HSM 31 Working outside health risks from the sun</p> <p>Personal protective equipment</p> <p>HSM 6 accident prevention eye protection</p> <p>HSM 6 Appendix 1</p> <p>HSM 9 Accident prevention safety helmets</p> <p>HSM 39 High visibility clothing</p> <p>SHE Information</p> <p>FC work near underground gas pipelines</p> <p>Overseas workers</p>
Interpretation & signage		<p>FMM 27 Forest Signs</p> <p>http://alpacorn.forestry.gov.uk:7777/pls/portal/docs/PAGE/ECONNECT/OPERATIONAL%20SUPPORT%20UNIT/OTHER%20GUIDANCE/FMMS/FMM27.PDF</p>	<p>Signage guidance</p> <p>http://fcnotes/website/brandmanual.nsf/LUContents/D6EBA6A39ACBBB8880257473003319F6</p> <p>England signage guidance</p> <p>http://alpacorn.forestry.gov.uk:7777/portal/page?_pageid=33,388226&_dad=portal&_schema=PORTAL</p>

Phase	Reference document		
	OGB	FMM	Other
Completing work			
Inspection & Monitoring			Cycle at work safety standard HSM36 Resumption diary Inspection forms and checklists http://alpacorn.forestry.gov.uk:7777/portal/page?_pageid=33,1452337&_dad=portal&_schema=PORTAL Hazards from trees