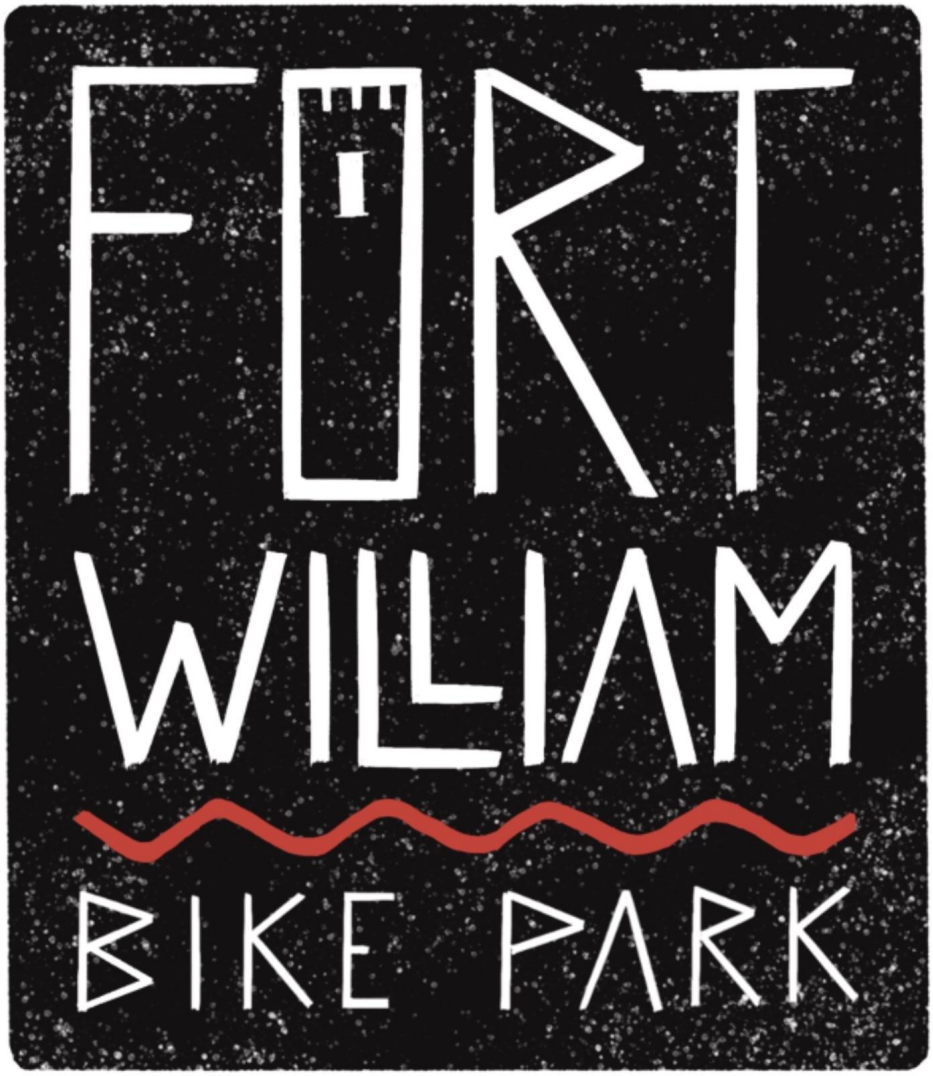

FORT
WILLIAM
BIKE PARK

MANAGEMENT AND MAINTENANCE PLAN FORT WILLIAM BIKE PARK

This document set out the values of the Lochaber Wheeled Sports Society and the process on how the Fort William Bike Park will be managed on a day to day basis.

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ACRONYMS USED

FWBP - Fort William Bike Park.

LWSS - Lochaber Wheeled Sports Society.
Owners of the FWBP. Registered Charity Number SC048964

RUG - Registered User Group.
A group or organisation who are registered to use the facility during restricted hours.

WHW - West Highland Wheelers Bike Club

1 Aims and Values for LWSS

1.1

Aims of the LWSS

- LWSS aims to provide a safe and inclusive outdoor space for young people.
- LWSS value the physical and mental health benefits of regular participation in wheeled sports and aim to promote and support these benefits.
- LWSS aims to nurture and develop local talent through community days, coaching and competition.
- LWSS aims to promote health and wellbeing for the people of Lochaber through participation in active outdoor lifestyle pursuits.
- LWSS aims to enrich the Lochaber area and enhance our reputation as the premier location for outdoor sports in the United Kingdom.

1.2 The LWSS are using the following objective criteria for development of the FWBP..

- More young people participating in biking.
- More people with disabilities participating in biking.
- More women and girls participating in biking.
- More individuals from deprived communities participating in biking.
- More individuals with protected characteristics participating in biking.
- More individuals from rural communities participating in biking.
- More opportunities for participation in sport.
- More opportunities for progression in sport.
- More opportunities for performance.
- More opportunities for developing coaching and volunteering workforce.

2 Organisational Structure

The Fort William Bike Park will be operated and managed by the Lochaber Wheeled Sports Society. The LWSS is a registered charity run by a board of Trustees.

2.1 Trustees Board

Responsibilities
Overseeing all committee groups within FWBP.
Ensuring charity rules and regulations are adhered to.
Overseeing accounts.
Ensuring insurance and legal responsibilities are maintained.
Organising Annual General meeting.
Annual agreement / changes to Management Plan working document
Meets quarterly.

The Trustees Board oversees the following committees.

2.2 Management Committee

Responsibilities
Lease management.
Policing of Recognised User Groups.
Ensure the park is open and closed when required.
Ensure Recognised user groups have access when required.
Ensure booking system is maintained.
Engage with user groups to maximise usage.
Organise work parties for maintenance.
Manage litter and waste removal.
Development of Annual Maintenance Program.
Inspection and maintenance program enforced.
Key maintenance tasks including: Sweeping tracks, water management, sign maintenance, litter picking, replacement and repairs to infrastructure.
Bi-annual Risk Assessment will identify the features and hazards to be checked.
Management of Professional Contractors.
Insurance.
Meet every 2months.

2.3 Corporate Fundraising Committee

Responsibilities

Raising Funding for capital projects.
Identifying and engaging with various funding sources.
Completing appropriate applications for funding.
Meets when required.

2.4 Local Fundraising Committee

Responsibilities
Raising funds through local community projects.
Engaging with local groups to assist fundraising.
Raising money for the day to day running of the Bike Park.
Meets every 2 months.

2.5 Recognised User Group Committee

Responsibilities
Provide representation for each recognised user group.
Identify other user groups.
Discuss ongoing usage and management of Bike Park.
Review Code of Conduct.
Review diary system.
Meets every 6 months.

3. Staffing

Our operational plan will rely initially on a team of volunteers for the management of the Hub. Recognised User Groups will be responsible for costs associated with staffing and delivery of their projects and activities.

4. Opening Hours

The Bike Park will be open for public use

Mon - Thurs	1600- 2100
Friday	1400 - 2100
Saturday Sunday	0830 - 2100

Access restricted to Recognised User Groups.

Mon - Thurs	0830 - 1600
Friday	0830 - 1400

During school holidays the Bike Park will be open for public access

Mon - Sun	0830 - 2100

The Bike Park will be open to Recognised User Groups during the school term whilst the school is open for normal schooling. [08.30-16.00 hours Monday - Thursday and 08.30 - 14.00 on Fridays.]

Recognised user groups will be able to book through the Fort William Bike Park Website. https://fortwilliambikepark.org/.
Equipment can be booked through My Turn linked to the appointment website.
RUGs will be responsible for the supervision and upkeep of the Bike Park during the restricted hours.
The Bike Park will be accessible to the RUGs by using a keypad number.

The gates will be locked using a magnetic locking unit on a timer. It will be locked between the hours of 0830 - 1600 Monday to Thursday and 0830 - 1400 Friday. It will automatically open between 1600 - 2100 Monday to Thursday, 1400-2100 Friday, and 0830-2100 Saturday and Sunday.

There will be an operating officer on call who will be responsible for opening and closing of the gates and general supervision of the facility when it is open to the public. This will be on a rotational basis.

Users will be persuaded to cycle to and from the facility where possible. There is a docking station for the Lochaber Environmental Group Electric Bike Share scheme nearby which will promote the use of e bikes for travel to and from the facility. There is adequate public transport for those who do not own bicycles and will be using the LWSS equipment.
There are ample parking facilities nearby which can be accessed easily outside school hours.

There is a fence surrounding the Bike Park which will prevent access outwith opening hours.
The entrance gate will be locked when the Bike Park is closed.
The floodlights are set to dim at 2100 when the park closes and will go off completely 15 minutes after the park is closed.

5 Responsibility

5.1

Only Recognised user groups (RUGs) will be able to access the bike park during restricted hours.

A Recognised User Group will need to apply and agree to abide by the Code of Conduct for RUGs. An application is made to the Board of Trustees whereby it will be signed off by a member of the Board and the Headmaster of LHS.

All Recognised User Groups will have a clear agreement created with the LWSS as to their responsibilities what they will deliver.

5.2

Code of Conduct for Recognised User Groups (RUGs)

Lochaber Wheeled Sports Society (LWSS)

LWSS is fully committed to safeguarding and promoting the wellbeing of all its users. LWSS believes that it is important that members, coaches, administrators and parents associated with the facility should, at all times, show respect and understanding for the safety and welfare of others. Therefore, users are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the Bike Park with Gregor Muir, child welfare officer or Doug Little, Chairperson of West Highland Wheelers.

LWSS strives to offer a positive cycling experience.

The Fort William Bike Park is not open for public use during school hours during term time. Permission has to be given through LWSS Trustees Board and Mr Scott Steel, Headmaster LHS .

As a RUG leader you are able to utilise the Bike Park during the restricted hours of 0830 - 1630 Monday to Thursday and 0830-1400 Friday.

As a recognised user, you are expected to abide by the following code of practice:

RECOGNISED USER GROUPS ARE EXPECTED TO

- Prebook, honour, and cancel any bookings using online booking diary.
- Adhere to the booking time.
- Provide supervised sessions with a specified leader.
- Keep Bike Park clean and tidy.
- Treat equipment and facilities with respect and notify the Management Committee if any damage to equipment and facilities is noted.
- Restrict use to members of your group.
- Provide a safe and managed session.
- Keep all gates closed and locked appropriately.
- Respect other user groups.
- Act in a responsible manner and keep noise to a minimum.
- Be adequately insured for the activity being provided.
- Park in the designated parking area at LHS.

BECOMING A RECOGNISED USER GROUP.

- Application should be made to the Board of Trustees of the Lochaber Wheeled Sports Society using the application form.
- An annual administration fee of £40 will be required.
- The Board will assess each application.
- On successful application you will be provided a link to the Bike Park Diary and a password to allow booking.
- The Board retains the right to withdraw recognition if adherence to the Code of Conduct is not made.

ANNUAL APPLICATION FOR REGISTRATION FOR USER GROUPS

Name of Group _____ **Date of Application** _____

Group Leader _____ **E mail address** _____

Group Leader Qualification Number_____ _____ **Contact**

Provisional number, age range and description of group _____

Frequency of Sessions _____

Please describe below the goals and activities you are aiming to provide.

I can confirm that this RUG has the appropriate insurance cover to allow for the activity described above.

Signed _____ **(Group Leader)**

By signing this you are agreeing to abide by the Code of Conduct for use of the Fort WIlliam Bike Park.
LWSS have authority to withdraw access if rules are not adhered to.
An admin fee of £40 is required.
A signed copy of this form should be scanned and returned to
fwmpumptrackskatepark@gmail.com

SIgned (LWSS Board Member) _____

Signed (Headmaster LHS) _____ Fee Paid (date)_____

5.3

When the bike park is open Public will be directed to signs showing instructions to the correct usage of the Bike Park.

The signage contains contacts for Belford Hospital. Emergency contact details. E mail contact to report any damage or issues. Guidance for use and a code of conduct for correct usage of the Pump Track.

Address and locations shown. Location is shown as what three words ‘group.blaring.sizing’



6 Fees

A Local Fundraising Committee will meet every two months.

The LWSS aim to provide free use for children and protected groups.
Some fees will be charged and collected by the Lochaber Wheeled Sports Society. These will be kept to a minimum but are crucial for ongoing expenses and maintenance.

The admin fee for recognised user groups will be used for admin costs for the Bike Park.
We will ask for donations for non affiliated user groups. There is a QR code linked to the Just Giving Page for donations.
Money will be raised through fundraising throughout the year.

7 Maintenance

Day to day management and maintenance will be completed by a Recognised User Group Leader and the on call committee member.

Maintenance will be managed through the Management Committee.
This will utilise a combination of volunteer and contractor work for the maintenance of the Bike Park. This will be managed using the health and safety guidelines outlined below.

LWSS will be responsible for the day to day care and repair of the facility. All areas are to be kept clean and tidy and litter to be removed regularly, as required, to ensure a litter free environment and the immediate surrounding areas.

Day to day management of the facility will be the responsibility of the Board of the LWSS.
There will be an on call operating officer who will be responsible for opening and closing of the gates and general supervision of the facility. This will be on a rotational basis.

7.1

The facility has an agreed annual maintenance plan.

Key maintenance tasks include:
- Trail maintenance and cleaning and drainage clearance.
- sign maintenance.
- litter picking.
- Replacement and repairs to infrastructure.

- The frequency and level of inspection and a completed Risk Assessment identify the features and hazards to be checked.

7.2

Risk assessment and Inspection Schedule
The risk assessment is reviewed Monthly on the first Saturday of each month by a member of the Management Committee.

The inspection schedule is reviewed monthly.

A full discussion on both the Inspection Schedule and Risk Assessment is completed on an annual basis.

The completed risk assessment form must be retained on file, together with a map and description of the facility and the inspection schedule and a summary of the frequency and level of inspection that will identify the features and hazards to be checked.

The completed risk assessment, map and description of the facility and inspection schedule can be found at the end of this document.

8 Health and Safety

Health & Safety is paramount. The LWSS management board have experience of legislation, best practice, and lessons learned from incidents / accidents.

8.1 All parties involved in this facility will have roles and responsibilities under the Health and Safety at Work act, the Construction, Design and Management regulations and other legislation. These will be set out in supplementary agreements specific to the construction project being undertaken.

8.2 Occupiers liability act also applies to the facility.
OCCUPIERS LIABILITY (SCOTLAND) ACT 1960
An 'occupier' of land has a duty to show care towards people on that land. The level of this duty of care is the level which it is reasonable to foresee will be needed so that people do not suffer injury or damage. The occupier must consider injury or damage which may be caused as result of any dangers due to the condition of the property, or of anything done or omitted to be done by the occupier which is his legal responsibility.

8.3 Health and safety will be a standing item on the agenda for meetings.

The discussion on health and safety should cover new developments, roles and responsibilities, and review any incidents. Examples of topics to cover include:
•Preparation and review of Risk Assessments.
•Checks and requirements for competency, training, and qualified supervision.
•Learn and review from any incidents and accidents

Accidents and incidents must be reported to LWSS . Serious accidents will be reported to a named individual in LWSS. A contact is shown on the signage.

9 Policies and Procedures

9.1 Maintenance

Lochaber Wheeled Sports Society (LWSS) has a duty to ensure that anyone will not suffer injury due to any risk created by our failure to manage our land and facilities adequately. Planned inspection and maintenance of the site and facility are a key way to manage this.

When carrying out our site and facility management we will need to follow the Plan, Do, Check and Act principles:

Plan: Specify the facility, decide how to manage it, agree procedures for dealing with non-safety related issues, decide who will be responsible for each area of the work, identify how we measure success, plan for emergencies and unforeseen changes.

Do: Assess the risk, reduce risk wherever possible, and implement our plan.

Check: audit and monitor our plans to make sure they're being implemented, investigate when issues, accidents near misses or incidents occur.

Act: Act on the findings of our inspections, monitoring and investigations and ensure changes to processes are made to improve performance.

For example an inspection and maintenance programme could pick up a worn section of the track or a small pothole in a trail surface, enabling remedial action to be taken before the problem becomes potentially hazardous. In the absence of an inspection, the worn section of the track could fail or the pothole becomes deeper, with the potential to cause an accident resulting in injury.

Any inspections are to be completed by a named competent person. This competent person will be able to evidence their experience, skills and knowledge.

The list of competent inspectors including their CV is seen at the end of this document.

Within the first year of the facility being open the LWSS will organise a DMBIS maintenance and inspection course.

There is also a handover meeting with Velosolutions and Concreate to discuss a maintenance and management program. This will confirm how the facility should be maintained what things to look out for etc.

FORT WILLIAM BIKE PARK
SITE MAINTENANCE PLAN
Lochaber Wheeled Sports Society (LWSS)
Responsibility of the Management Committee Duty Officer

MAINTENANCE TASKS

- **Annual**
  Risk assessment and maintenance plan to be reviewed by Committee
  Works and building plan completed for upcoming year.
  Contractor tenders to be reviewed for value for money and efficiency
  A detailed inspection by the site to be completed with maintenance required identified.
  Drainage clearance.

- **Monthly**
  Risk assessment review by duty member.
  Check for any reports of damage via e mail.
  Detailed, logged visual inspection of site using monthly inspection form.
  Check grass cutting completed.
  Drainage Clearance.

- **Weekly**
  Check for reports of damage via e mail.
  Visual inspection of site using weekly inspection form.
  Checking for litter and damage
  Main bins positioned for collection by Highland Council.
  Local bins are emptied into main bin.
  Check signs are clean and legible.
  Sweep debris off tracks.

- **Daily**
  Review of any incident reports.
  Visual inspection of the site checking for litter and damage.
  Bins inspected and emptied appropriately
  Sweep debris off tracks

It is the role of the Recognised User Group Leader or Designated Person to complete the daily inspection before use.

- **Severe weather Inspections**
  These will be carried out as a matter of routine following severe weather E.g. very strong wind, very heavy rain, heavy snow). As soon as it is safe to do so, check for issues

Inspections forms are to be logged and reviewed by Management Committee
Any incident reports and damage reports are to be logged and reviewed by Management Committee and a copy sent to the Chair of the Board of Directors. These should be acted on as soon as is feasible and minuted in subsequent meetings.

9.2 Risk Assessment

The completed risk assessment form must be retained on file, together with a map and description of the facility and the inspection schedule a summary of the frequency and level of inspection that will identify the features and hazards to be checked.

Do – Creating a master form

LWSS is responsible for carrying out a Risk Assessment for each facility which identifies the features and hazards and assesses the benefits of any risks.

Identifying an appropriate inspection schedule is a key part of the risk assessment process.

The completed risk assessment form must be retained on file, together with a map and description of the facility and the inspection schedule.

Check - Type of Inspection

The risk assessment process will identify the type of inspection needed.
This would include

Formal visual –walk through site, observe and rectify faults if necessary e.g pick up litter, close gates, findings and action identified recorded

Informal visual, visual-written report and action where necessary, It should be stressed that this option must not be regarded as a substitute for the formal system, which will be implemented at regular intervals.

Formal Inspections - Full investigation /testing of equipment for faults, recorded on

form. Professional or technical - an independent professional inspection

The Risk assessment for the facility will identify the frequency of inspections process. It should also record why the frequency of inspection is considered appropriate. Any decisions could be subject to legal challenge and must be explained clearly.

Identifying the frequency of inspection will involve considering the
•Type of facility
•Level of use
•Patterns of use, and the level of risk against the cost of control.

FORT WILLIAM BIKE PARK
RISK ASSESSMENT
Lochaber Wheeled Sports Society (LWSS)
Responsibility of the Management Committee Duty Officer

Fort William Bike Park Paths Grass Areas Banking and Trials Area	**Named Person**	**Gregor Muir**			**Date of RA 22/7/23**
Hazard	**Severity 1-5**	**Likelihood 1-5**	**Risk Rate (S+L)**	**Control Measures**	**Review**
Bunds - Unfinished and seeded	**2**	**2**	**4**	**Tape off to prevent access**	**Done 22/7/23**
Some concrete blocks accessible to climb on	**2**	**3**	**5**	**Tape off to prevent access**	
Unstable ground	**1**	**1**	**2**	**Check before opening**	
Left over basketball nets And some rubbish Potential trip hazard	**2**	**2**	**4**	**Request removal by council**	

Fort William Bike Park World Championship Pump Track	**Named Person**	**Gregor Muir**			**Date of RA 22.7.23**
Hazard	**Severity 1-5**	**Likelihood 1-5**	**Risk Rate (S+L)**	**Control Measures**	**Review**
Hole for Electricity Access and large piece of rock.	**2**	**2**	**4**	**Fence off to prevent access**	**Done 22/7/23**
Some unstable grass areas	**1**	**1**	**2**	**Reinspect regularly**	

Fort William Bike Park All User Pump Track	**Named Person**	**Gregor Muir**			**Date of RA 22/7/23**
Hazard	**Severity 1-5**	**Likelihood 1-5**	**Risk Rate (S+L)**	**Control Measures**	**Review**
None noted					

Fort William Bike Park BMX Park	**Named Person**	**Gregor Muir**			**Date of RA 22/7/23**
Hazard	**Severity 1-5**	**Likelihood 1-5**	**Risk Rate (S+L)**	**Control Measures**	**Review**
Unfinished Building site	**5**	**1**	**5**	**Fenced off to prevent access**	**DOne 22/7/23**

FORT WILLIAM BIKE PARK
INSPECTION SCHEDULE
Lochaber Wheeled Sports Society (LWSS)
Responsibility of the Management Committee Duty Officer

Digital Google Questionnaire to be completed.
Includes

DATE OF INSPECTION

NAME OF INSPECTOR

SITE CLEAR OF RUBBISH

SURROUNDING FENCE UNDAMAGED

PUMP TRACKS UNDAMAGED
PUMP TRACKS SWEPT AND CLEAN OF RUBBISH
BMX PARK UNDAMAGED
BMX PARK SWEPT AND CLEAN OF RUBBISH
TRIALS AREA UNDAMAGED

MAINTENANCE REQUIRED

Weekly, monthly and annual questionnaire completed.
The records will be kept for 6 years.
Photographic evidence will also be included before and after maintenance.

9.1.3 Lighting

Lighting will be controlled using a timer. The lights will be dimmed at 2100 and will be extinguished 15 minutes after the park has closed. The lights will go on 15 minutes before the bike park opens when light is required.

9.1.4 Sound management

The Bike Park is for the use of bikes and cycle ability bikes (adaptive bikes) only.

Signage displaying T&C's of usage ,and any online booking system will incorporate and explain to users the necessity to act in a responsible manner and keep noise to a minimum.

Consistent abuse of the parks T&C's will lead to banning of individuals or groups.

In the event that noise complaints are received from local residents, then either an acoustic barrier would be installed, other noise reduction measures introduced and a review of opening times.

In the event of such a complaint ,complainants would be able to contact the management via the website/ social media or designated mobile number of one of the Trustees.

First response to a complaint will be via the following procedure

1. Investigation of current situation via on site visit or 3rd party visit.
2. Appropriate action to mitigate any current noise relating to the complaint.
3. Complaint logged on shared drive register of complaints document.

Secondary Response will include the following procedure

4. The above document will form part of the quarterly meetings H&S items on the Trustees agenda and any further action instigated.

   This may include any of the following

   - Reviewing management of users
   - Reviewing opening hours
   - Reviewing type of users

The following parameters will be used for guidance and interpretation of the above.

Monday to Friday – 08:30 to 21:00 hours and Saturday 10:00 to 15:00 hours – the specific sound pressure level from the facility must not exceed LAeq 38, 1 hour

Saturday 08:30 to 10:00, 15:00 to 21:00 hours – the specific rating level from the facility must not exceed the background noise level (assessment as per BS4142)

Sunday – the specific rating level from the facility must not exceed the background noise level (assessment as per BS4142)

9.2 Liability and Insurance

Liability and insurance responsibilities will be transferred to the LWSS on completion of the construction. The policy will be held by the LWSS and a copy will and be presented to the Landlord on the day of renewal. The tenant will indemnify from any claim or loss associated with the use and shall provide Public

It will insure against loss or damage by fire, explosion, impact, storm. It will be in the name of the LWSS but will have show an interest from Highland Council. Insurance should cover for the reinstatement value of the park.

The insurance will provide third party liability of £5 000 000.

RECOGNISED USER GROUPS ARE RESPONSIBLE FOR THEIR OWN LIABILITY INSURANCE. EVIDENCE OF RUG INSURANCE SHOULD BE AVAILABLE ON APPLICATION TO BECOME A RUG.

9.3 Safety Equipment

All equipment and facilities will be inspected according to guidelines. Equipment will be given a full visual inspection before being used. They will be serviced annually or when required. There will be first aid and fire safety equipment on site.