

Maxwell Centre Cycling at Work Guidance

1. Introduction

The University of Cambridge is committed to reducing the environmental impact of its travel and is therefore encouraging the University community to cycle during the day between sites and for work meetings. Individuals can either use their own bicycles to do this or access the Maxwell Centre pool bikes.

This document is a best practice guide for cycling at work and provides information on the pool bikes available, guidance for safer cycling, how to reduce risk of theft and information on the University's public liability insurance for cyclists.

2. The Maxwell Centre Pool Bike Scheme

There are 7 pool bicycles available to borrow at Maxwell Centre. The bikes are a standard size and are easily adjusted to suit the heights of different cyclists. The figure below shows the type of bikes available.

Comfort bike



This bike is a more comfortable variation of a mountain bike, with wider wheels and bigger treads which provides a smooth, comfortable ride. The handle bars are positioned higher for a more upright ride that is easy on the back. There are four comfort bikes at the Maxwell Centre.

Folding bike



The folding bike will collapse in seconds into a package that will fit in a car boot allowing for travel on a park & ride or storage on a train luggage rack. The smaller wheels will not provide the comfort with road irregularities as easily as larger ones. There is one folding bike available at the Maxwell Centre.

Electric bike



The electric bike uses an electric motor to help with propulsion. Basically, it's like a normal bicycle with the addition of a battery pack and an electric motor. This eases the burden of pedalling, making it easier to go uphill or cycle into headwind, and it will help you cycle further, with less effort, than you could on a regular bike. There are two electric bikes at the Maxwell Centre.

You can borrow lights, high visibility clothing and panniers from reception. The pool bikes are parked in the cycle parking area behind the Cavendish Laboratory reception and are labelled with a bicycle number.

3. Booking out a pool bike

- Join the bike scheme by signing and complying with the Maxwell Centre Pool Bike User Agreement which can be accessed from www.maxwell.cam.ac.uk.
- Bikes can then be booked by contacting reception at recept@phy.cam.ac.uk or (3)37200. Please be sure to book your bike as early as possible as bikes will be allocated on a first-come, first-served basis.
- Bikes must be booked for at least **two hours** and users are encouraged to factor in extra time in each booking to allow for travel time and possible delays.
- The comfort and electric bikes come with inbuilt lights and reflectors with a separate lock, lights for the folding bike need to be collected at reception. You can also borrow a high visibility vest, a bicycle pump, repair kits and panniers for storage.
- To pick up your bike (and any other equipment you have requested), head to reception and show your card to request the keys of the bike lock.
- If you are using an electric bike, attach the battery into the panier slot by sliding it horizontally into position.
- Once you have finished with the bike, return the bike keys and accessories to reception. There is a blue box for you to leave the bike keys should you return outside reception opening hours. If you experience a delay and you think you will return later than you arranged, please notify reception.
- If you are returning an electric bike at the end of the day please check the battery level. If the battery is low the battery should be charged from the socket inside the main door. Batteries can be locked in the charging container overnight and keys should be returned to reception or the blue key box.

4. Reporting faults with the Maxwell Centre Pool Bikes

Report any faults to the Cavendish Laboratory reception as soon as they happen. The bikes are covered under a maintenance agreement with a local bike shop and if a fault arises the bike shop will make the repairs as quickly as possible in accordance with the manufacturer's instructions. Staff are asked not to arrange for repairs themselves as they will not be reimbursed the cost.

5. Pre-cycling checks

Whether you're borrowing a pool bike or using your own bike for work, the University recommends that before taking the bike out you should check everything is working properly and the bike is adjusted for your comfort.

Please check:

1. **Mechanical Conditions** Are all the parts tight and in good repair?
2. **Frame** Check that the frame fits you
3. **Tyres** Are they fully inflated with plenty of tread and no bald patches?
4. **Wheels** Check spokes are not broken or loose and that both wheels run freely.
5. **Chain** Is the chain oiled and not too loose or too tight?
6. **Brakes** Do both brakes stop the cycle with the minimum amount of pull on the brake levers?
7. **Brake Levers** Are the brake levers positioned so your fingers curve easily around them whilst the palm of their hand is on the grips?
8. **Saddle** Is the saddle straight, roughly horizontal and the correct height for the rider?
9. **Seat Post** Is the saddle the correct height for you with the seat post tight and not over the maximum limit?

6. Stay safe whilst cycling

Follow these top tips to stay safe whilst cycling.

Cycle Training

Whether you're a confident cyclist or new to cycling, cycle training can help improve your skills and reduce your risk of having an accident whilst cycling. Free cycle training will be available for staff if there is a demand. The course will take



approximately 2 hours and will be offered at lunch time at the Maxwell Centre. Sign up when you register for the pool bike scheme or email bikes@maxwell.cam.ac.uk

Follow the Highway Code

Information on following the Highway Code for cyclists is online here <https://www.gov.uk/guidance/the-highway-code/rules-for-cyclists-59-to-82>

Helmets

The University encourages staff to wear helmets when using the Maxwell Centre pool bike scheme and staff are responsible for procuring their own helmets. The government guidelines are set out in the Highway Code in Appendix 2, which state that any helmet worn should conform to BS 6863 (SNELL approval) or equivalent.



Using Mobile Phones and Handheld Communication Devices whilst cycling at work

It is strongly advised that mobile phones and other handheld communication devices are not used whilst cycling at work. If you need to take a call whilst on the move, stop in a safe place to use your phone.

Be Safe, Be Seen

It is a legal requirement to have lights and reflectors on your bike while cycling on public roads in the dark.



BE SAFE BE SEEN

Find out how you can stay safe cycling in the winter online at www.environment.admin.cam.ac.uk/what-are-we-doing/travel

- 1 Wear bright reflective clothing.
- 2 Put a white front light and red back light on your bike.
- 3 Put a red back reflector on the back of your bike.

CUenvironment
@CambridgeSust

Web: www.environment.admin.cam.ac.uk
Email: environment@admin.cam.ac.uk

THE CAMBRIDGE green CHALLENGE

Use quieter, less trafficked routes

Plan your cycle route before you set off by visiting <http://www.cyclestreets.net/>.

7. Reporting a cycling accident

Cyclists are required to report any accident or near miss to their Line Manager as soon as possible, completing a University accident form, which can be found online at:

www.admin.cam.ac.uk/offices/safety

Any cycle accidents occurring on the public highway should also be reported to the Police. This information is used by Cambridge County and City Councils to determine key cycle accident hotspots and to allocate funding for future cycle scheme improvements.

If a pool bike has been damaged please report to Cavendish reception as soon as possible.

8. The University's public liability insurance cover for cyclists

Staff members cycling at work are covered by the University's public liability insurance.

9. Reducing the risk of cycle theft

Keep your bike secure Bike theft accounts for 20% of all reported crime in Cambridge city, that means 7 bikes a day!

The infographic shows four bicycles. The first two have green checkmarks above them, indicating they are secure. The last two have red 'X' marks above them, indicating they are insecure. The tips are as follows:

- TIP 1** Get your bike security marked and registered at BikeRegister.com. Police have free marking events – check their websites.
- TIP 2** Record details of your bike – frame number, BikeRegister number, other distinguishing features, and photo.
- TIP 3** Use locks of gold 'sold secure' standard.
- TIP 4** Lock the frame and both wheels to the cycle parking stand.
- TIP 5** Make the locks and bike hard to manoeuvre. Secure your bike as close to the stand as possible.
- TIP 6** Take parts that are easy to remove with you, such as saddles and wheels or use secure skewers.
- TIP 7** Lock your bike at recognised secure cycle parking that is well lit and covered by CCTV.
- TIP 8** Take the same care to lock your bike securely at home. Bikes get stolen from communal hallways, gardens and sheds.
- TIP 9** Don't buy a stolen second-hand bike. Insist on proof of ownership and check the bike frame number at BikeRegister.com.

Thieves think that cycle theft is a low risk, high reward crime. Follow these tips to lock thieves out and ensure your bike remains safe and secure.

Web: www.environment.admin.cam.ac.uk
Email: environment@admin.cam.ac.uk
Twitter: @CambridgeSust Facebook: CUenvironment

THE CAMBRIDGE *green* CHALLENGE

Creating a safer Cambridgeshire

If a

pool bike is stolen, report this immediately to bikes@maxwell.cam.ac.uk. You will also need to provide a statement for the police

10. Find out more

If you have any questions about cycling at work, email travel@admin.cam.ac.uk or speak to the Maxwell Centre Travel Plan Coordinator.