

Bike Safety Checklist

| Part | Check | OK? |
|---------------------------------|---|-----|
| Wheels | | |
| Wheel quick release /Wheel nuts | Check quick release skewer is firmly closed or that axle nuts are fully tightened. | |
| Tyre wear | Check visually that tyres are not split or cracked and that there is tread remaining on the tyre. | |
| Tyre pressure | Check that tyre is firmly inflated to the recommended pressure on the tyre wall. | |
| <i>*Hub bearings</i> | <i>Grip rim and rock back and for to feel for loose bearings; spin wheel to check for tight bearings.</i> | |
| <i>*Rims and spokes</i> | <i>Check visually for any defects, and spin wheel to check that it runs true.</i> | |
| Brakes | | |
| Brake levers | Check angle of levers and that these can be comfortably reached. Brakes should apply pressure at 1/3 to 1/2 of travel. | |
| <i>*Brake blocks</i> | <i>Check that blocks are correctly positioned and not worn beyond the wear indicators.</i> | |
| <i>*Brake cables</i> | <i>Check that cables are not frayed or heavily corroded.</i> | |
| Saddle | | |
| Seat post | Check that the 'minimum insertion' marker is not visible above the seat tube; check that post is securely gripped in frame. | |
| Saddle | Try to rock saddle in different directions to check that it is fitted securely; check visually that saddle is straight and level. | |

Pedals and cranks

| | | |
|------------------------|---|--|
| <i>*Bottom bracket</i> | <i>Hold cranks and rock back and for to check secure fitting.</i> | |
| Cranks | Hold cranks and rock back and for to check secure fitting. | |
| Pedals | Check that pedals are fastened securely to the cranks. | |

Handlebars and headset

| | | |
|--------------------------|---|--|
| Stem alignment | Hold front tyre between knees and turn gently to check that the handlebar stem is correctly aligned with the front wheel and tightened. | |
| Handlebar alignment | Check that handlebars are correctly aligned and secured by stem. | |
| Stem height (quill only) | Check visually that stem 'minimum insertion' marker is not visible above steering tube. | |
| <i>*Headset bearings</i> | <i>Apply brakes and rock bike back and for to feel for loose headset bearings; check that handlebars move freely.</i> | |

Gears and transmission

| | | |
|---------------------|--|--|
| Chain | Check that chain is not heavily rusted and does not easily come off front chain wheel. | |
| Derailleur position | Ensure that the rear derailleur does not foul the spokes. | |

Peripherals

| | | |
|-------------------------------|---|--|
| Lights, mudguards, racks etc. | Check that all additional items and brackets are firmly secured and do not foul moving parts. | |
|-------------------------------|---|--|

| Fitting | | |
|--------------------|--|--|
| Top tube clearance | Rider stands astride the bike with at least 3 cm between top tube and crotch. | |
| Saddle height | Rider sits on saddle with balls of feet but not heels touching the ground; knee should be slightly bent when placed on lowest pedal. | |
| Handlebar reach | Rider should not have to stretch shoulders or lock out arms to reach the handlebars. | |

** These items may carry higher safety risks or require special tools. It is advised that these jobs be referred to a professional cycle mechanic.*

Contact Details

This document is based on a template developed by Cycle Training Wales. More information about CTW, including a one-day training course designed around the 'M'check, is available:

www.cycletrainingwales.org.uk

If you would like to discuss the information provided here, or any other element of setting up an active travel or pool bike scheme, you can contact:

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The Active Travel Workplace Toolkit was developed by Sustrans in partnership with the Sports Council for Wales.



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