



TIPS FOR WORKPLACE CYCLING:

Organise cycle repair sessions

Behaviour Change activities made easy for delivery in small steps



What

A cycle repair session (**Dr Bike**) provides basic repairs, small adjustments and safety checks to employee bikes to ensure they are safe to cycle. Qualified and experienced mechanics are recruited to deliver these sessions at your workplace.

How

- Independent bike shops, mobile mechanics and local bike projects will all employ qualified mechanics. Contact different suppliers to ask about levels of ability, experience and services.
- Survey employees to gauge the interest before organising.
- Promote well in advance so staff can plan to cycle in, and have a booking system to make the best use of the mechanic's time.
- Employees are advised to meet the mechanic when their bike is being fixed, to learn what has been fixed, tips on maintenance and future repairs.
- Complete a **Cycle Repair (Dr Bike) Risk Assessment**, share with colleagues, make it dynamic on the day and document any incidents.

Why

Organising a Dr Bike session, free to employees, is a great way to engage staff in the activity and gauge interest in cycling so further activities can be planned.

When

Book a morning or afternoon session, on a day when most employees are at work. Sessions can last between 2–3 hours, or all day, depending on how many mechanics are booked and on staff interest.

Who for

All employees with a bike. Set expectations, typical repairs at a Dr Bike include, checking tyre pressure, adjusting saddles, tuning brakes and gears. For extensive further repairs, recommend a local bike shop.

Where

Ensure the event is visible, not tucked away in a corner; try inside near the reception or foyer or outside near the entrance or cycle parking space. Aim to enable employees to see that your workplace supports cycling.

Who delivers

Recruit a bike mechanic, ask experienced colleagues to become cycle champions and coordinate the session.

Behaviour Change tips

- **Avoid technical language:** A mechanic who explains bike repairs in everyday language, will be less intimidating and employees will show increased interest in cycling.
- **Encourage employees to show interest:** Avoid a drop-off system and arrange that employees are present and can talk to the mechanic about repairs to their bike. They'll learn top tips about maintenance and feel more connected to their bike.