



TIPS FOR WORKPLACE CYCLING:

Support first timers & new employees

Behaviour Change activities made easy for delivery in small steps

What

Cycling to work can be a massive step for employees who have never contemplated this type of journey. **Be prepared to explain** concerns around route planning, carrying luggage, arriving at

work and types of commuter cycles. **Find valuable knowledge, tips and advise on Cycling UKs 'Start Cycling' webpages.**

Who for

Anyone facing a new beginning or contemplating cycling to work.

How

• **Route planning:** Share route planning information and offer to help colleagues work out a journey.

Try out the route on a non-working day, ride it with them, go for a coffee and make it a social.

Share knowledge about off-road paths, quiet roads, and how to avoid busy traffic and congestion.

• **Carrying luggage:** New commuters will question how and what to carry. Do I carry work equipment and a change of clothes? These questions matter, share your experience and best tips.

• **Arriving at work:** The practicalities of arriving at work will also raise valid questions. Where do I lock my bike and is it safe? After a shower, how do I dry my towel? Share your experience and be ready to advise.

• **Commuter cycles:** Employees will want to know if their bike is suitable for the commute.

This depends whether the route is off or on road, cycling experience and type of luggage. If an employee is thinking about purchasing a new bike, advise them on a small investment and look into a cycle to work scheme.

• **Create a welcome pack and include things like:**

- Links to [Cycling UKs online journey planner](#).
- Create a map of local pathways and routes
- Source information from councils, local authorities and cycling groups
- List workplace facilities; storage, showers, changing rooms.
- List who cycle champions and buddies are.
- Details of cycling funding schemes.
- List essential items such as a bike pump and waterproofs.

Why

Encouraging a change in how people travel to work is challenging. Address the barriers and sympathise with colleagues. Highlight the benefits of saving money and improving health and wellbeing.

When

Approach new colleagues as they start and existing colleagues with 'new beginnings'.

Where

Meet up over coffee, chat through necessary topics and allow time for questions.

Who delivers

Ask colleagues who cycle to work to become cycle champions, to support first timers and new beginners.

Behaviour change tips

New beginnings: Encouraging a colleague to cycle to work, will be easier if that person is beginning something else new. This can be moving house, changing jobs, a new relationship, or beginning a family. Be pro-active and approach any colleague with a 'new beginning', especially new employees.