

Bicycles at Clare Hall



A quick guide to keeping your bike secure
and staying safe on the roads.



**CLARE HALL
CAMBRIDGE**



Below are the most necessary steps you can take in bike safety both in Clare Hall and around Cambridge:

1. Register your bicycle at the Porters' Lodge by completing the [online form](#). Please upload a photo of your cycle in the relevant part of the form. It is important that once you've submitted the form you attend the Porters' Lodge to collect an asset ID tag. This needs to be placed in a prominent position, clearly visible on your cycle.
2. Register your bicycle through [Immobilise](#), and consider using their property marking kit or RFID tags.
3. Ensure you have at least one quality lock and are familiar with its use.
4. Read, understand, and implement advice and guidance given in the [Highway Code for Cyclists](#).
5. Consider taking a FREE [road awareness lesson](#) (CRSid email address required).

Note - if you are removing your bicycle from the site permanently, please inform the Porters' Lodge so that we can update our records.

Bikes at Clare Hall

The College would like to promote the safe storage and use of bikes both in Clare Hall and around the city.

Security. The safest place within Clare Hall to park your bike is on the racks provided; these are mostly covered by CCTV, and offer bespoke locking points. The use of rails around the car park, especially those nearest the entrance and exit, is discouraged.

Road Safety. When using the Clare Hall car park, please observe the one-way system. When cycling around Cambridge a helmet, lights, and high-visibility clothing are strongly advised, especially at night or in Winter. Cyclists are encouraged to familiarise themselves with the [Highway Code for Cyclists](#) and to be proactive in their safety.

Racks. The College has rack space for up to 108 bicycles. Care should be taken when placing bikes to ensure they make the best use of space, and that they can be safely removed. Users are encouraged to use racks, freeing the “hurdle” style locking points for those less able.

Minor Repairs. The College has two [Turvec bike repair stations](#), one in the underground car park at Main Site, and the other at West Court by 9 Herschel Road. Please use these to maintain and repair your bikes year-round. We have included Turvec's guide on care and maintenance on the following page of this PDF.

Out and about

Always secure your bike when you leave it, even if only for a few minutes.

Park your bike where everyone can see it, and avoid leaving your bike in the same place every day.

Lock 'tight' so that your bike is hard to move around when parked. **Lock both wheels and the frame** to a bike stand or other immovable object. Make sure the post can't be cut through or the bike lifted off.

Locks can be picked, so face the lock to the ground (but not resting on it) so it can't easily be turned upwards for picking.

Take with you any items that can be removed without tools such as wheels, lights, pump, saddle, etc.

If you have quick release wheels and seats, it is possible to replace those with [security skewers](#).

Go to the [CUSU Welfare](#) cycling page for more advice and information on next steps.

Finally ...

Wear a **helmet** and **high-visibility** clothing

Install **lights** both front (white) and rear (red)

Shoulder-check and signal clearly before turning across traffic

BE SAFE, BE SEEN

Bike Repair Station and Pump

Care & Maintenance Programme (based on location)

Other Outdoor Location - Maintenance recommended every 3-4 months

Any Indoor Location - Maintenance recommended every 3-4 months

Please note if the Station is installed in a commercial bike store or other locations that expect heavy daily usage, then we recommend the pump is maintained every 1-2 months.

If there are clear signs of rust or corrosion on the tools or if the pump has seized up then we advise you to follow the below maintenance steps immediately.

Repair station

- Check for any missing tools or wires
- Grease all spanners and screwdrivers
- Check for vandalism or damage to the station housing, tools or bike holder that may inhibit use
- Check for paintwork or artwork damage



Cycle pump

- Check pump piston is running smoothly
- Lift pump handle up and grease the piston
- Check hose and pump valves are in good condition and functioning properly
- Ensure pressure gauge has not been damaged or fallen out of alignment



Cleaning of Polyester Powder Coated Parts

The frequency of cleaning depends upon the environment in which the product is situated, for areas of 'normal' urban environment we recommend a maximum period of 18 months between cleaning operations. A polyester coating can be cleaned using a solution of mild detergent in warm water. All surfaces should be cleaned using a soft cloth, sponge or a natural bristle brush. Abrasive materials should be avoided as they will damage the coating. If the polyester coating has become badly soiled and it is difficult to remove the 'soiling', repeated cleaning may be required.

User Guide

Available on Turvec's YouTube Channel <https://www.youtube.com/watch?v=Oms5YU-FLFQ>

We hope this guide has been of interest and value.

Feedback is appreciated.

**Useful links
(when printed)**

The following are contained as hyperlinks within this document:

<https://forms.office.com/r/CqqicyHEWU>

www.immobilise.com

www.highwaycodeuk.co.uk/changes-and-answers/highway-code-for-cyclists

www.cycleconfident.com/sponsors/cambridge

www.turvec.com/blog/bike-repair-station-maintenance-guide/

www.cyclingabout.com/list-ways-theft-proof-wheels-secure-components-locking-security-skewers-seatpost-locks

www.studentadvice.cam.ac.uk/welfare/cycling

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