

Risk Assessment for Mountain Biking – Have Fun Tours



Reviews

Completed By	Revision Date	Approved By	Approval Date
John Searston	19/07/2018	John Searston	19/07/2018

Risk level	Action required/approval
Medium	<input checked="" type="checkbox"/> Document controls in planning documents and/or complete this Curriculum Activity Risk Assessment. <input checked="" type="checkbox"/> Consider obtaining parental/carers permission.

Minimum supervision

At least 1 qualified "Have Fun Tours" Activity Instructor is to be present to run Mountain Biking

Participant Requirements

Mountain Biking is recommended for grade 4 and/or 9 years old and above

It is required to have no less than 1 group teacher/supervisor present to assist with student behaviour

Qualifications

All contractors hold at a minimum, one of the following qualifications/skills sets or other recognised skill sets/qualifications from another jurisdiction, along with mandatory First Aid/ CPR and QLD Blue Card, working with children check.

Level 1 Nationally Accredited Cycling Coach

Level 2 Cycling Coach

Certificate 4 in Outdoor Recreation

Certificate 3 in Outdoor Recreation – endorsed in off Road Cycling

Nationally Accredited Cycle skills Coach

Bicycle Education Officer for Qld. Transport

Bicycle Education Workshops

Aust Cycle Instructors

Through the use of well maintained equipment, training and accredited staff and sound operating procedures and policies control the "real risks" associated with this activity

In assessing the level of risk, considerations such as the likelihood of an incident happening in combination with the seriousness of a consequence are used to gauge the overall risk level for an activity. The matrix below has been used as a guide to assist with developing the risk assessment:

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
5 Almost Certain	Medium	Medium	High	Extreme	Extreme
4 Likely	Low	Medium	High	High	Extreme
3 Possible	Low	Medium	High	High	High
2 Unlikely	Low	Low	Medium	Medium	High
1 Rare	Low	Low	Low	Low	Medium

Risk Level	
Low	Little chance of incident or serious injury.
Medium	Some chance of an incident and injury requiring first aid.
High	Likely chance of a serious incident and injury requiring medical treatment.
Extreme	High chance of a serious incident resulting in highly debilitating injury.

Minimum Equipment/Facilities

First aid kit suitable for activity

Communication system

Electronic and other equipment that can be damaged by water is to be carried in water resistant containers.

Leaders are responsible for determining the equipment to be carried by all participants. The following communication equipment should be appropriate for the activity and area of operations.

- Phone-line at location
- Mobile phone
- UHF Radio

Sun Safety equipment (Helmet, sunscreen, shirt etc.)

Water bottle carried in a bike carrier or camelback style backpack(students should not share drinking containers)

Appropriate clothing and enclosed footwear (no singlets, skirts, short shorts, thongs, crocs etc.)

Appropriately sized and correctly fitted helmets of the type approved by Standards Australia, to be worn at all times

Appropriately fitted and enclosed shoes that provide full protection of the feet

Bicycles should be inspected regularly and maintained. Those that fail a mechanical inspection should not be used

an outline of the route to be followed, number and names of party, estimated time of departure and estimated time of arrival of the party, and contact person in case of emergency is known to camp administrator.

Hazards and Control Measures

Listed below are the indicative hazards/risks and the control measures.

Hazards/Risks	Control Measures
Biological material <ul style="list-style-type: none">• Bodily fluids (e.g. blood, sweat, saliva)	<ul style="list-style-type: none">• Comply with HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions and Infection Control Guidelines. Students with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious.• Have sufficient and suitable containment material (bandages, etc.) available• Ensure that personal items are not shared.
Environmental conditions <ul style="list-style-type: none">• Weather• Surfaces• Surrounds• Cars• Walkers, joggers• Animals	<ul style="list-style-type: none">• Survey the area before the route is selected to ensure there are no objects impeding the participants• Consider surface suitability, hazards, rate of traffic flow and use of off-road tracks• Minimise the number of extreme inclines, sharp corners, stop signs, traffic lights and turns across traffic where possible• Ensure cyclists carry out regular equipment checks on all parts of the their bike, including brakes, tyres, chains and gears, handle bars and seats.• Establish resting stops• Carry out briefings at rest stops• Limit time spent on the activity and obtain appropriate shelter if weather conditions deteriorate.
Equipment <ul style="list-style-type: none">• Equipment failure	<ul style="list-style-type: none">• Use, maintain and store equipment according to manufacturer's specifications• Conduct regular equipment checks prior to start of sessions. Particular attention to fastening systems• Check for worn or faulty equipment, and adhere to manufacturer's guidelines for life of equipment• Ensure all safety equipment is in place and in good condition and discard immediately if not suitable• Supply all equipment in a clean and serviceable condition• Check equipment before use• Provide specific training in and awareness of safety requirements.• Carry maintenance equipment• Instruct students on manual handling techniques

Hazards/Risks	Control Measures
<p>Physical contact</p> <ul style="list-style-type: none"> • Breaks/ sprains • Cuts, abrasions and or grazes • Concussion • Accidental bumping • Sticks tree branch 	<ul style="list-style-type: none"> • Provide instruction in road rules , safety and supervision procedures and skills before starting • Monitor student numbers and available space • Contractor to conduct a pre activity safety review of the proposed course . Instructor to relay any information of potential hazards from sticks and tree branches to participants before and during activity session.
<p>Physical exertion</p> <ul style="list-style-type: none"> • Strains and sprains • Cramps • Exhaustion and fatigue 	<ul style="list-style-type: none"> • Include lead-up activities before starting • Provide appropriate warm-up and warm-down activities • Provide a pre-session briefing including details on session type, distance, rules, conditions and possible dangers • Consider the time of day and season of the year when planning an event to minimise heat stress and dehydration • Provide activities that match the fitness and maturity levels of students • Encourage students to consume adequate amounts of water and food before and during the activity to prevent dehydration
<p>Students</p> <ul style="list-style-type: none"> • Special needs • High risk behaviours • Medical conditions • Student numbers 	<ul style="list-style-type: none"> • Obtain parental permission including relevant medical information • When students with medical conditions are involved, ensure that relevant medical/ emergency plans and medications are readily available (insulin, Ventolin, EpiPen, etc) • Refer to individual education plan/Educational adjustment plan/Behaviour management plan and other student documents. • Where necessary, obtain advice from relevant advisory visiting teachers or specialist teachers • Ensure there is adequate adult supervision • Ensure long hair is tied back before participating in the activity • Students who are actively participating in the activity, to be seen by at least one adult at all times • Jewellery can be a serious hazard when undertaking many activities. All forms of jewellery should be considered in terms of the risk it presents for each activity. Procedures are in place to dissuade or protect (e.g. tape) the wearing of jewellery accordingly.

<p>Emergency Procedures</p> <ol style="list-style-type: none"> 1. Effect Rescue as required. 2. Conduct First Aid as required. 3. Contact Emergency Services via mobile phone, radio. 4. Depending on injury: Stabilise patient and await ambulance or remove patient to appropriate site to recover. 5. In the event of serious injury, suspend activity until incident can be investigated 	<p>Teacher/group leader responsibilities</p> <ul style="list-style-type: none"> • Inform & liaise with contractor Staff regarding any potential issues with group (behavioural, disabilities, injuries) • Listen to activity briefings and assist in procedural aspects of session as required, • Monitor & take charge of behavioural issues if needed and attend to any pre-existing medical conditions 	<p>Participant Briefing Instructor should cover:</p> <ul style="list-style-type: none"> • Challenge by Choice Philosophy • Session Objectives • OH&S Brief • Safety Brief • Equipment Familiarisation • Skills Demo & Practice 	<p>Participant Requirements</p> <ul style="list-style-type: none"> • sunscreen, insect repellent • medication (if relevant) • water bottle • fully enclosed shoes, hat • minimum of sleeved shirt that covers midriff when arms are raised • shorts/leggings that preferably cover knees (to prevent grazes) • hair tied back, jewellery removed
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