

Event / Process / Activity / Task Risk Assessment Template

Date Written:	23/10/18	Description:	South German Mine Bike Ride	Assessed By:	Craig G
Date Reviewed:	23/10/18			Approved By:	Craig G
Next Review Date:	23/10/19			Department:	Activities
	-	-		Risk Ref:	ACT012

Pre-Risk Controls				Post Mitigants				
Risk Description	Risk Consequence	Risk Likelihood to Occur	Risk Level	Mitigants	Risk Consequence	Risk Likelihood to Occur	Risk Level	Ok to Proceed
Snake bite	Critical	Unlikely to occur	High	> have compression bandages on hand > check track before start of day > identify snake to assist medical staff > first aid kit within 100 metres of activity	Critical	Rare & Unusual	Medium	Yes
Heat exhaustion / Dehydration	Moderate	Occur sometimes	Medium	> bikes not to be ridden when temp above 35 degrees > all children to have a water bottle. > all children wearing sunscreen.	Minor	Rare & Unusual	Low	Yes
Lightning	Critical	Unlikely to occur	High	>bikes not to be ridden when there is a thunderstorm. > check lightning radar before riding at http://www.farmonlineweather.com.au/radar/vic	Critical	Rare & Unusual	Medium	Yes
Wind on the Beaufort Scale above Force 7 (Moderate Gale 51km+per hour) where whole trees are in motion	Critical	Unlikely to occur	High	> No riding when winds above 51km.	Critical	Rare & Unusual	Medium	Yes
Bike mechanical failure causes injury	Major	Occur sometimes	High	> bike mechanic employed in checking all bikes > when a mechanical issue is reported on a bike it is removed from the rotation until checked by a mechanic.	Major	Unlikely to occur	Medium	Yes
Asthma attack	Major	Occur sometimes	High	 all asthmatics must have their asthma puffer on them or with a teacher. before activity starts ask if there are asthmatics and have teacher supervise child and environment. 	Major	Unlikely to occur	Medium	Yes
Insect bite or mosquito bites	Minor	Occur Frequently	Medium	> wear insect repellent > check grounds weekly for nests	Minor	Rare & Unusual	Low	Yes
Bike collision between two riders riding in the same direction	Major	Occur Frequently	Very High	> Two staff members will assess and instruct riders on bike and road protocols > low skilled riders to be further assessed > riders to ride 3 bike lengths apart	Moderate	Occur sometimes	Medium	Yes
Bike head on	Major	Occur sometimes	High	> Two staff members will assess and instruct riders on bike and road protocols > riders to go in one direction > always a First Aid Level 2 at activity	Moderate	Rare & Unusual	Low	Yes
Branch or tree falls	Critical	Occur sometimes	Very High	> No riding when winds above 51km.	Critical	Unlikely to occur	High	Yes

Pre-Risk Controls				Post Mitigants				
Risk Description	Risk Consequence	Risk Likelihood to Occur	Risk Level	Mitigations	Risk Consequence	Risk Likelihood to Occur	Risk Level	Ok to Proceed
Collision with vehicle	Critical	Rare & Unusual	Medium	> lead car and tail end car > others adults intrepidly soared between other riders > traffic signs to be obeyed > riders must wear high vision vests	Critical	Rare & Unusual	Medium	Yes
Run off gravel road and crash	Moderate	Occur Frequently	High	> riders to be instructed to slow down on bends > riders to be taught skills on braking	Moderate	Occur sometimes	Medium	Yes
Accident with vehicle at corner of Camp entrance and Phoenix St	Critical	Unlikely to occur	High	> Tail vehicle driver to get out of vehicle and direct riders onto Phoenix St. > Teacher to be on the corner of Phoenix & Forsythe St to direct children with right hand turn into Forsythe St.	Critical	Rare & Unusual	Medium	Yes
Accident with vehicle at corner of Phoenix St and Union St	Critical	Unlikely to occur	High	> Lead vehicle gets to intersection first > Teacher to remain on corner until all children navigate left hand turn into Union St	Critical	Rare & Unusual	Medium	Yes
Accident with vehicle at corner of South German Rd and Phoenix St	Critical	Unlikely to occur	High	> Lead vehicle gets to intersection first > Teacher to remain on corner until all children navigate left hand turn into Union St	Critical	Rare & Unusual	Medium	Yes
Participant ability to ride a bike	Insignificant	Occur Frequently	Medium	> participated briefed based on experience and age > practice and instruction on how to use breaks and gears > practice ride in front of supervisors to assess ability > no student is forced to do activity if has anxiety or fear > ensure all bikes are of appropriate size to rider	Insignificant	Unlikely to occur	Low	Yes
Child falls off bike and knocks head causing concussion or other head injury	Critical	Occur sometimes	Very High	> all helmets checked by staff prior to riding to ensure they meet Australian Safety standards > all riders must wear approved helmets	Critical	Unlikely to occur	High	Yes
Inappropriate behaviour on bike that causes danger to ones self and others	Critical	Occur sometimes	Very High	> bike to be removed from student and time out > ratio of supervisor/teacher to 10 students	Critical	Unlikely to occur	High	Yes
Rider goes off course, off track in the South German Mine Reserve and causes injury	Critical	Unlikely to occur	High	> all riders to stay on designated paths within Reserve > if riders ride away from camp supervisors the teacher and student ratio on the ride needs to be still 10 to 1	Critical	Rare & Unusual	Medium	Yes
Damage to bicycle results in replacements required	Insignificant	Almost Certain	Medium	> Bike mechanic to be employed to assess and maintain bikes on a weekly basis > No skidding and inappropriate behaviours punished	Insignificant	Occur Frequently	Medium	Yes

RISK MATRIX		ISK MATRIX	Consequence								
			1	2	3	4	5				
			Insignificant	Minor	Moderate	Major	Critical				
	lı	mpact on people	First Aid Treatment - immediate with full recovery.	Medical Treatment from a Health Professional with no long term affects	Medical Treatment from a Health Professional with short term hospitalisation with full recovery	Medical Treatment from Health Professional with long term hospitalisation or long term physical impairment	Loss of life				
	mpa	act on non -natural environment	Minor repair	Equipment out of service 1 day	Equipment out of service 1 week	t out of service 1 week					
lm	oact	t on quality of service	No impact on the quality of service and inconvenience that can be managed immediately	Minor complaints occur and normal service resumes with minimal inconvenience	Complaints occur and programs, tasks and services need to be altered for less than 4 weeks	Major complaints occur, programs & services are cancelled between 30 & 90 days	Bookings are cancelled & services/programs cannot be completed/offered > 90 days				
L	egal	I/contractual impacts	Minor legal issues or breach of regulations	Breach of regulations which may include a fine or minor litigation	Breach of regulations, litigation and investigation by the regulators	Major breach of regulations, significant litigation and significant time required by Managers and Board to oversee3	Major breach of regulations, significant litigation and interruptions to operations the business and revenue				
In	npad	ct on financial status	< \$3K	\$3K to \$7K	\$8K to \$20K	\$20K to \$50K	50K +				
re	Impact on corporate reputation/negative news		External reputation not damaged, no media or digital media coverage	Reputation minimally affected locally and complaint to management	External reputation damaged, media coverage and cancellations occur of less 15% of client base	External reputation damaged, key staff depart resulting in loss > 15% of client base	Losing the ability to offer existing services and programs ceases				
	5	Almost certain to occur	Medium (5)	High (10)	Very High (15)	Very High (20)	Very High (25)				
bo	4	Likely to occur frequently	Medium (4)	High (8)	High (12)	Very High (16)	Very High (20)				
Likelihood	3	Possible and likely to occur at some time	Low (3)	Medium (6)	High (9)	High (12)	Very High (15)				
=	2	Unlikely to occur but could happen	Low (2)	Medium (4)	Medium (6)	High (8)	High (10)				
	1	May occur in rare and unusual circumstances	Low (1)	Low (2)	Low (3)	Medium (4)	Medium (5)				

Determine Risk Treatment

Once the Risk Score has been determined, use the table below to plan and implement treatments based on the following:

Risk Score	To reduce the risk, you must			
VH - Very High	Act immediately to reduce the risk by Elimination, Substitution or Engineering - and support these by administrative controls.	Reliance on Procedural and/or Personal Protective Equipment is not acceptable.		
H - High	Act soon to reduce the risk by Elimination, Substitution or Engineering and supported by administrative controls.			
M - Medium	Take reasonable steps to reduce the risk until Elimination, Substitution or Engineering controls can be implemented. Procedural or Protective Equipment (PPE) can be put in place	Procedural or Personal Protective Equipment must not be the permanent control.		
L- Low	Take reasonable steps to reduce or monitor the risk at the source. Permanent controls include Elimination, Substitution, Engineering, Procedural or Personal Protective Equipment.	Procedural or Personal Protective Equipment may be the permanent control.		