



Event / Process / Activity / Task Risk Assessment Template

Date Written:	07/01/19	Description:	Butts Reserve ride	Assessed By:	Craig G
Date Reviewed:	07/01/19			Approved By:	Craig G
Next Review Date:	07/01/20			Department:	Activities
				Risk Ref:	ACT019

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	<ul style="list-style-type: none"> > 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	<ul style="list-style-type: none"> > 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	<ul style="list-style-type: none"> > 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	<ul style="list-style-type: none"> > No riding when winds above 51km. 	Critical	Rare & Unusual	Medium	Yes
Bike mechanical failure causes injury	Major	Occur sometimes	High	<ul style="list-style-type: none"> > 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	<ul style="list-style-type: none"> > 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	<ul style="list-style-type: none"> > 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	<ul style="list-style-type: none"> > 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
Collision with vehicle	Critical	Rare & Unusual	Medium	<ul style="list-style-type: none"> > lead car and tail end car > others adults intrepidly soared between other riders > traffic signs to be obeyed, 8km per hour speed limit. > riders must wear high vision vests 	Critical	Rare & Unusual	Medium	Yes
Branch or tree falls	Critical	Occur sometimes	Very High	<ul style="list-style-type: none"> > No riding when winds above 51km. 	Critical	Unlikely to occur	High	Yes

Pre-Risk Controls				Post Mitigants				
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Run off 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
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 > no hats or hoodies under helmets or portable listening devices in ears	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 1 supervisor/teacher to 10 students	Critical	Unlikely to occur	High	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
Riders are too far apart resulting in the support vehicles and adults not having sufficient control or awareness of all in the group.	Critical	Occur sometimes	Very High	> 2 support vehicles front & back and 1/10 adult/child ratio. > All adults to have radios and be briefed before ride. > If riders too far apart and at risk of losing 1/10 adult rider ratio along Templeton Rd & Mt Tarrengower Rd (Franklin St) then harbour up to occur even if not listed below. > At Phoenix St & Bendigo Maldon Rd > At Franklin St & Bridgewater Maldon Rd and on return	Critical	Unlikely to occur	High	Yes
A vehicle comes out of side street and makes contact with a rider at a major intersection.	Critical	Unlikely to occur	High	> Ensure lead vehicle is always at front and for any reason it is not then an adult rider is at front of riders. > Riders not to be too spread out along Templeton Street so they are isolated to collision with vehicle from side streets. > Adult rider to stay at corner of Franklin St & Templeton	Critical	Rare & Unusual	Medium	Yes
Collision with vehicle as a result of a rider turning into traffic and crossing over a road. Alternatively turning right or left into a road.	Critical	Unlikely to occur	High	> Lead vehicle driver from outside vehicle to escort riders across these intersections: * Phoenix St & Bendigo Maldon Rd onto Templeton St. > Back vehicle driver from outside vehicle to escort riders on return trip across this intersection: * Franklin St and Bridgewater Maldon Rd and on return trip. * Right hand turn from Franklin St into Templeton St	Critical	Rare & Unusual	Medium	Yes
Child falls off rocks or hike at Butts Reserve and surrounds	Critical	Unlikely to occur	High	> Children to be in groups and also meet the adult child 1/10 ratio applies. > Child not to go closer to edge of cliff than any adult.	Critical	Rare & Unusual	Medium	Yes

RISK MATRIX		Consequence					
		1	2	3	4	5	
		Insignificant	Minor	Moderate	Major	Critical	
Impact 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	
Impact on non –natural environment		Minor repair	Equipment out of service 1 day	Equipment out of service 1 week	Equipment out of service 1 month	Not repairable	
Impact 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	
Legal/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	
Impact on financial status		< \$3K	\$3K to \$7K	\$8K to \$20K	\$20K to \$50K	50K +	
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	
Likelihood	5	Almost certain to occur	Medium (5)	High (10)	Very High (15)	Very High (20)	Very High (25)
	4	Likely to occur frequently	Medium (4)	High (8)	High (12)	Very High (16)	Very High (20)
	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.	Procedural or Personal Protective Equipment must not be the permanent control.
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	
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.

