

## RISK ASSESSMENT AND MANAGEMENT PLAN

### RECREATIONAL CYCLING AT SCHOOLS OR ON CYCLEPATHS IN SUBURBAN CANBERRA

#### Completing the Risk Assessment and Management Plan:

To complete the Risk Assessment and Management Plan there are 4 parts:

- **Part A** – Event Summary
- **Part B** – Identifying and Analysing Risk Worksheet ;
- **Part C** – Treatment Plan and approval; and
- **Part D** – Risk Criteria to identify risk ratings.

**Part A** is a summary of the event to be completed by all schools holding a **non-competitive on bike paths and off-road cycling activity or on or around school grounds**.

**Part B** is required to be completed by all schools holding a non-competitive on path and off-road cycling activity on or around school grounds. **Part B** should be reviewed for practices and application by your school and tailored accordingly.

**Part C** includes a table that is to be completed if there are residual risks rated high or above. **Part C** requires approval signatures.

**Part D** is for information. It contains the risk criteria, risk matrix, risk control rating and priority ratings. **Part D** is to be used in Part B to apply a consistent approach to risk rating across schools.

For assistance completing this Risk Assessment and Management Plan contact Audit and Assurance on 6205 6207 or EDURMA@act.gov.au.

#### EVENT SUMMARY

#### PART A

School/s			
Activity			
Date/s			
Time			
Location			
Participants	Number of students:	Number of staff:	Number of volunteers:
Interested Parties			

This risk assessment is for recreational riding within the school grounds or on Canberra cycle paths. This cycling can be incorporated as part of an elective or regular activity. The cycling activity must be conducted in accordance with the Physical Education and Sport Policy and the Physical Education and Sport Implementation Guidelines:

- all activities and personnel being approved by the Principal – The Principal has the final sign off, and ultimate responsibility, for all aspects of the excursion. Please allow adequate time for applications to be assessed;
- for primary schools a minimum of two adults per class are required to accompany students (2 teachers: 21 students);
- for high schools a minimum of one adult per class is required to accompany students(1 teacher: 21 students);
- one adult present must have a current senior first aid certificate;
- students and staff participating must have reached the level of cycling competency appropriate to the demands of the activity;
- the route taken must be within the capacity of the weakest rider(s).

If you are planning a **mountain bike activity** you must follow the Outdoor Activities Policy and Procedures. Section 1.4 covers mountain biking.

#### Required for the day:

Mobile phones for EDU staff	First aid kit including sunscreen	One accompanying adult to have current senior first aid certificate	When bikes are requested the notes to Parents/carers includes 'ABC Tight Bike safety Checklist and helmet check'- information on bike and helmet safety	Copies of student and staff medical records including food allergies	Student / EDU staff medication	Contact details for the school and parent/carer downloaded on EDU staff device(s), if all day event	Basic bike repair equipment – bike pump, inner tubes and multi-tool.
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**IDENTIFYING AND ANALYSING RISK WORKSHEET**

**PART B**

Ref	Risk What can happen? How it can happen? What is the outcome if it happens?	Consequence	Likelihood	Initial Risk Rating (before controls)	Risk Treatment / Prevention measure Description and Adequacy of Existing Controls (What are you going to do to prevent or reduce the risk)  <b>Risk Control Rating:</b> (A)Adequate, ( R) Room for Improvement, (I)Inadequate	Consequence	Likelihood	Residual Risk Rating (After Controls)	Responsible Officer	Timetable (by when)	Priority rating
1	Personal injury to students, EDU staff or volunteers due to: <ul style="list-style-type: none"> <li>falling off a bike, or colliding with surrounding objects;</li> <li>medical emergency through non accident related incident (e.g. participant experiences severe chest pains, asthma attack, exhaustion or fatigue; concussion; or spinal injury);</li> <li>accident (trip, slip and fall, penetrating wounds, staff or student hit by object, needle stick or broken glass).</li> </ul>	3	3	Medium	a. All students and EDU staff riding bikes will wear helmets (A) b. Permission notes required from parents providing information on medical issues, such as allergies, ailments and /or medications (A) c. Accompanying staff asked if they have any medical issues (A) d. First aid kit to be carried by staff (A) e. Copies of students medication requirements (A) f. Accompanying staff will carry mobile phones (A) g. Risk management plan prepared and circulated to staff (A) h. Students briefed on safety prior to the event (A) i. Follow the <u>Physical Education and Sport Implementation Guidelines</u> (A) j. Staff briefed on responsibilities for the event (A) k. An adequate number of staff monitor students throughout all activities in accordance with <u>Physical Education and Sport Implementation Guidelines</u> <ul style="list-style-type: none"> <li>For primary schools a minimum of two adults per class to accompany students (2 teachers: 21 students)</li> <li>For high school a minimum of one adult per class to accompany students (1 teacher: 21 students) (A)</li> </ul> l. Parents/carers contact details will be at event- <u>for example</u> an electronic copy saved onto the Teacher in Charge’s device(A) m. One adult present must have a current senior First Aid certificate (A) n. Equipment inspected prior to use (A) o. Cycle area inspected prior to the event for hazards such as discarded syringes, broken glass or foreign material likely to cause injury (A) p. Appropriate action is taken when hazards are found (A) q. Trip hazards removed or clearly marked (A)	2	1	Low	All Staff	During event planning. Immediately prior to and during the activity	
2	Weather conditions on the day (extreme heat, torrential rain fall, strong winds, cold snap etc) lead to: <ul style="list-style-type: none"> <li>dehydration</li> <li>sunburn/heatstroke</li> <li>hyperthermia</li> <li>hypothermia</li> </ul>	3	3	Medium	a. Food & water available and accessible on site (A) b. Shade provided for students, where possible (A) c. Announcements made throughout the day about drinking water (A) d. Sunscreen circulated by staff for students throughout the day (A) e. Event can be postponed in the case of extreme weather conditions on the day (A) f. Event program can be modified in extreme weather to reduce physical exertion (A) g. Participants to wear helmets while riding and hats if resting for extended time (A)	2	1	Low	Principall	During event planning. Immediately prior to and during the activity	B
3	Students fail to arrive at, or leave, the venue	4	1	High	a. Staff are clear about the number of students and who the students are. Staff will confirm the correct students are together and ready before setting out on the ride. (A) b. Determine who to inform if an expected student or staff member does not arrive at the venue, or is left behind (A) c. Entire group is regularly checked and head counts performed (A)	3	1	Medium	Teacher in charge		

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4	Inadequate supervision of students	1	3	Medium	a. Ensure adequate supervision ratios: <ul style="list-style-type: none"> <li>Primary school students to have two accompanying adults per class</li> <li>High school students to have one accompanying adult per class (A)</li> </ul> b. Event will be postponed if unable to staff according to policy and procedures (A) c. Re-deploy staff to cycling event, if required, in an emergency situation (A)	1	2	Low	Teacher in Charge		
5	Event poorly managed and run due to inadequate planning	2	3	Medium	a. Event planning utilises staff experience (A) b. Permission notes including medical issues circulated to parents/ carers with sufficient time for return and payment (A) c. Student and staff numbers established (A) d. Risk assessment and management plan completed and approved by the Principal (A) e. Location and distance of ride based on student and staff's riding capability and time allocated (A)	1	2	Low	Principal, Teacher in Charge	During event planning and during the event.	
6	Inappropriate student behaviour during event	3	3	Medium	a. Staff members closely supervise students (A) b. Duty roster designating staff responsibilities (A) c. Correct ratio of staff to students for cycling activity: High school 1 staff per class; Primary school 2 staff per class(A) d. Students aware of school guidelines on behaviour (A) e. Parents and students informed of consequences of inappropriate behaviour (A)	2	2	Medium	Teacher in charge		
7	Participants separated from the group <ul style="list-style-type: none"> <li>Individuals ride too far ahead and take the wrong path</li> <li>Individuals travel slowly and get left behind</li> </ul>	3	3	Medium	a. Have the necessary maps of the area (A) b. Know the area where the event is being held – including a practice trip or prior viewing of the area (A) c. Entire group is regularly checked and head counted (A) d. Staff member travels toward the rear of the group (if only one staff member) (A) e. If two accompanying staff members – one to travel near the front and the other near the rear of the group (A)	1	3	Low	Teacher in charge		
<b>Activity Specific Risks – recreational cycling</b>											
8	Equipment Failure <ul style="list-style-type: none"> <li>tyre puncture</li> <li>brakes/ gear not working properly (not able to continue to ride)</li> <li>chain break (not able to continue to ride)</li> <li>helmet not suitable for activity</li> </ul>	4	3	High	a. The school provides parents/ carers with permission forms including the 'ABC TIGHT Bike Safety Check List' (see Bicycle safety risk below for details) (A), to request bikes and helmets are brought to school. Parents / carers are required to assess bikes and helmets against the safety requirements on the ABC Tight bike safety checklist and listed below (A) b. Ensure the bikes are roadworthy (A) c. Ensure each rider wears a bike helmet that meets Australian standard for cycling AS/NZS 2063 (has an Australian standards sticker on the inside of the helmet)+ venting for cooling requirements. The helmet should pass the 'Three 2's Helmet check' specified in the 'ABC TIGHT Bike Safety Check List' – 2 fingers above the eyebrows, 2 ear clips snug under the ears and 2 fingers under the chin strap (A) d. Ensure each rider wears enclosed footwear. (A) e. Have basic bike repair equipment, such as a bike pump, inner tubes and multi-tool (A) f. Supervising staff to have skills to respond to basic bike malfunctions, punctures, seat height gear minor adjustment, broken spokes (A) g. Bikes are monitored during the event for roadworthiness (A) h. Riders or bikes that don't meet the safety requirements are not allowed to participate (A)	2	1	Low	Supervising staff	Pre-event and during the event.	

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9	Bicycle Safety <ul style="list-style-type: none"> <li>Bicycle poorly maintained (loose nuts and bolts)</li> <li>Worn or damaged tyres</li> <li>Worn or damaged brakes</li> <li>Damaged or corroded frame</li> <li>Faulty components (forks, shocks, wheels, etc)</li> </ul>	3	4	High	a. Parents/carers are required to assess bicycles against the 'ABC TIGHT Bike Safety Check List ' <ul style="list-style-type: none"> <li>A – Air – there is air in the tyres and the tyres are in good condition</li> <li>B – Brakes – The brakes are in good working order. At the very least the back brakes must be working</li> <li>C – Chain – The chain is clean, oiled and firm</li> <li>TIGHT – the handlebars are tight and straight. The wheels and cranks stay in place. Everything stays in place with a 10cm drop test. (A)</li> </ul> b. Students instructed on principles of bicycle and equipment maintenance (A) c. Students with unsafe bicycles not allowed to participate (unless another bike is available) (R)	1	2	Low	Supervising staff	Pre-event and during the event	
10	Rider Skill Evaluation /Assessment <ul style="list-style-type: none"> <li>inappropriate course selection</li> <li>overestimation of student skill</li> <li>injury</li> <li>damage to property</li> <li>changing conditions increase difficulty</li> </ul>	3	3	Medium	a. Assess students skill level and plan the event accordingly (A) b. Activity, cycle paths and length of ride, appropriate for students' skill level (A) c. Evaluate the activity, during the event, to assess the difficulty level and adjust accordingly (A) d. Ensure the group stays on the designated path (A)	2	2	Medium	Supervising staff	Pre-event and during the event	
11	Collision <ul style="list-style-type: none"> <li>misjudgement</li> <li>loss of control</li> </ul>	3	4	High	a. Students instructed on: safe riding skills; and surface condition awareness (A) b. Students briefed on specific hazards (for example – other groups of riders and how give way by staying to the left in single file, or moving off the path – event protocols such as only having two riders ride beside each other – rider etiquette, such as getting off your bike to cross roads. c. Ensure that the 'Equipment Failure' risk treatment and prevention measures, above, are addressed.	2	2	Medium	Supervising staff	Pre-event and during the event	
<b>Site specific hazards – recreational cycling</b>											
12	Unsealed surfaces (gravel paths, grassed areas)  Note: <i>If using bush or forest tracks or mountain trails the activity must be treated as an Outdoor Adventure Activity – Mountain Biking.</i>				a. Staff member should conduct a site check prior to the event. b. Staff member should contact Transport Canberra and City Services Directorate (TCCS) if a significant portion of the ride is on unsealed surfaces. (See Note regarding mountain trails and forest tracks) This risk assessment is for recreational cycling on bike paths or on or around the school grounds.				Supervising staff	Pre-event and during the event	

**High or Extreme Residual Risks** must be reported to the Principal and require further detailed treatment plans to reduce or modify the risk. Refer to worksheet **Part C**.

**Treatment Plan - for risks with residual risk ratings of high or above**

**Part C**

Ref	<b>Risk as stated in Part B</b> What can happen? How it can happen? What is the outcome if it happens?	Treatment/Controls to be implemented as stated in Part B	Residual Likelihood	Residual Consequence	Residual Risk rating after treatment/controls	Person responsible for implementing treatment/controls	Expected completion date	Actual completion date

**Approvals**

I have read this risk assessment and tailored it to my school's practices.

Event Organiser / Teacher In Charge printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

	Consequence				
<b>People</b>	Injuries or ailments not requiring medical treatment	Minor injury or first aid treatment case	Serious injury causing hospitalisation or multiple medical treatment cases	Life threatening injury or multiple serious injuries causing hospitalisation	Death or multiple life threatening injuries
<b>Products and Services</b>	No disruption to excursion	Limited disruption to the excursion	Some activities unable to proceed	Major disruption to the activities with multiple activities unable to proceed	Major disruption with no activities able to proceed
<b>Environment</b>	No environmental or other damage	Minor short term environmental or other property damage	Minor long term environmental or other property damage	Extensive environmental damage (long term effect)	Extensive and widespread environmental damage
<b>Financial</b>	1% of budget or <\$5,000	2.5% of budget or <\$50,000	> 5% of budget or <\$500,000	> 10% of budget or < \$5,000,000	>25% of budget or > \$5,000,000
	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Catastrophic</b>
<b>Risk Matrix</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

Likelihood	Almost certain	Is expected to occur in most circumstances	< 1 in 10	<b>5</b>	<b>Medium</b>	<b>High</b>	<b>High</b>	<b>Extreme</b>	<b>Extreme</b>
	Likely	Will probably occur	1 in 10 - 100	<b>4</b>	<b>Medium</b>	<b>Medium</b>	<b>High</b>	<b>High</b>	<b>Extreme</b>
	Possible	Might occur at some time in the future	1 in 100 to 1,000	<b>3</b>	<b>Low</b>	<b>Medium</b>	<b>Medium</b>	<b>High</b>	<b>Extreme</b>
	Unlikely	Could occur but doubtful	1 in 1,000 – 10,000	<b>2</b>	<b>Low</b>	<b>Medium</b>	<b>Medium</b>	<b>High</b>	<b>High</b>
	Rare		1 in 10,000 – 100,000	<b>1</b>	<b>Low</b>	<b>Low</b>	<b>Medium</b>	<b>Medium</b>	<b>High</b>

**Risk Control Ratings**

**(A) Adequate** – Controls are well designed for the risk and address the root cause. Management believes they are effective and reliable at all times

**(R) Room for Improvement** – Most controls are designed correctly and are in place and effective, however some controls are neither correctly designed or are not effective. Some more work is required to improve the control effectiveness. Management has doubts about the operational effectiveness of some controls.

**(I) Inadequate** – Significant control gaps or no credible control. Either controls do not address the root cause or the controls do not operate at all effectively. Controls if they exist are just reactive. Management has no confidence that any degree of controls is being achieved due to poor control design and/or very limited operational effectiveness.

**Priority Rating**

Priority	Description	Authority to be notified	Priority Rating
<b>Extreme</b>	Requires immediate attendance of multiple emergency services / multiple casualties to hospital	Requires immediate notification to the Director- General	<b>A</b>
<b>High</b>	Requires attendance of emergency service personnel (ambulance, police, fire brigade) or transportation to hospital	Requires immediate notification to the School Network Leader	<b>B</b>
<b>Medium</b>	Requires immediate attention from a first aid officer or life saver	Requires immediate notification to the Principal	<b>C</b>
<b>Low</b>	Requires assistance on site by EDU staff or possible minor attention by a first aid officer	Requires immediate notification to EDU staff on site	<b>D</b>