**ACT Government Public Schools**

**Risk Assessment and Management Planning**

**Bicycle Touring in suburban Canberra**

**Risk Assessment and Management Plan**

The following pages are a generic risk assessment and management plan for non-competitive on path and off-road cycling activity on or around school grounds. This type of activity is considered low risk. Adjust this risk assessment based on your location and student needs.

As part of the (**insert activity name**) program in conjunction with (**associated entities**) ACT public schools are encouraged to participate in this low impact exercise while also providing students with the opportunity to explore our suburban environments.

This activity can be incorporated a part of elective or regular club activity provided it is conducted in accordance with the Directorate’s ***Physical Education and Sport Policy*** with particular attention to:

* All activities and personnel being approved by the Principal.
* **A minimum of two adults is required for this activity in primary schools or 1 per class for high schools**.
* One adult present must have a current senior first aid certificate.
* Staff and Students participating must have reached the level of cycling competency appropriate to the demands of the activity
* The route to be taken must be within the capability of the weakest rider(s)

Further details are available at **https://www.education.act.gov.au/publications\_and\_policies/School-and-Corporate-Policies/school-activities/physical-education,-sport-and-outdoor-activities/physical-education-and-sport-policy**

* Use and completion of this Risk Assessment document should be done after reading through the appropriate Mandatory Procedures documentation relevant to the activity.
* All listed responsibilities within the Risk Assessment should be clearly annotated with either n/a or assigned a designated staff member’s name, and date for completion of the task/responsibility.
* The Principal has final sign off and ultimate responsibility for all aspects of the excursion, please allow adequate time for applications to be assessed.

*If you are planning a mountain biking activity you must follow the Directorate’s Outdoor Adventure Activity policy.*

Further details are available at**https://www.education.act.gov.au/publications\_and\_policies/School-and-Corporate-Policies/school-activities/physical-education,-sport-and-outdoor-activities/outdoor-adventure-activities-policy**

Please refer to the Risk Assessment Matrix at the back of this document.

**RISK MANAGEMENT PLAN**

|  |  |
| --- | --- |
| School |  |
| Activity |  |
| Date |  |
| Time |  |
| Location |  |
| Participant numbers |  Students | Supervising Staff | Parents | Volunteers |
| Interested Parties |  |

Event Description:

##  PART A

## SECTION 1: Activity Risks

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  **Risk** What can happen? How it can happen?What is the outcome if it happens? | Likelihood | Consequence | Inherent Risk Rating (before controls) | Risk Treatment / Prevention measureDescription and Adequacy of Existing Controls (What are you going to do to prevent or reduce the risk) **Risk Control Rating:** (G)ood, (A)dequate, (M)arginal | Likelihood | Consequence | Residual Risk Rating (After Controls) | Responsible Officer / Risk Owner | **Timetable**(by when) |
|  | Medical emergency :Personal injury through non accident related incident (e.g. participant experiences severe chest pains, asthma attack, exhaustion or fatigue, dehydration etc) | 3 | 3 | Med | 1. Permission notes required from parents providing information on medical issues, such as allergies, ailments and /or medications (G)
2. Accompanying staff asked if they have any medical issues (A)
3. First aid kits to be carried by accompanying staff (A)
4. Accompanying staff will carry mobile phones (A)
5. Emergency Plan prepared and circulated to staff (A)
6. Follow Directorate’s Mandatory Procedures (G)
7. Provide and recommend fluid and food intake levels (G)
 | 2 | 2 | Low |  | Prior to the trip  |
|  | Medical emergency: personal injury due to accident (trip, slip and fall, penetrating wounds, staff or student hit by vehicle) | 3 | 3 | Med | 1. First aid kits to be carried by accompanying staff (A)
2. Medical facilities close to destinations (A)
3. Accompanying staff will carry mobile phones (A)
4. Emergency Plan prepared and circulated to staff (G)
5. Follow Directorate’s Mandatory Procedures (G)
 | 2 | 3 | Med |  | Prior to and during the trip |
|  | Equipment Failure or inappropriate use resulting in malfunction | 3 | 4 | High | 1. Follow Directorate’s Mandatory Procedures (G)
2. Group preparation briefing/classes (A)
3. Staff qualifications and experience (G)
4. Staff supervision and monitoring of activity (A)
5. Inspect personal equipment and clothing for safety and suitability (A)
6. Equipment used in accordance with manufacturer instructions (G)
 | 1 | 4 | Med |  | Prior to use, during use and post activity |
|  | Inappropriate student behaviour: Students not receiving instructions or students being non compliant with instructions. Compromised individual or group safety. Increased costs due to property damage or legal action. Damage to reputation. | 3 | 3 | Med | 1. Follow Directorate’s Mandatory Procedures (G)
2. Have a school student management policy and procedures in place if there is the need to remove a student whilst on program. (A)
3. Communicate the behavioural expectation to students and parents and advise there is a procedure to remove students from the program.(A)
4. Terminate activity (A)
 | 1 | 3 | Low |  |  |
|  | Supervision inadequate: Increased likelihood of student accident / injury, misadventure, bullying harassment. Compromised ability of staff to maintain group control. | 3 | 3 | Med | 1. Staff supervision ratios must be met in accordance with the Directorate’s Mandatory Procedures.(G)
2. Increase supervision ratio may be required for specific locations (refer Section 3: Site Specific Risks) (A)
3. Staff informed of roles and supervisory responsibilities during pre-departure briefings. (G)
 | 1 | 2 | Low | Teacher in charge and principal [specific names to be listed against roles] |  |
|  | Separation from group: individuals wandering off from group, or entire group becoming “lost”  | 3 | 3 | Med | 1. Follow Mandatory Procedures (G) including having necessary maps and equipment. Know the area you are in including completing a practice trip or recce of the area.
2. Entire group is regularly checked and head counted. The campsite boundaries are explained the students and they are to remain within those boundaries unless TiC approval is given. (G)
3. Establish a safety and emergency contingency plan prior to the trip (G)
 | 1 | 3 | Low |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

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

**SECTION 2: Activity specific Risks – recreational cycling - PART A**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  Risk What can happen? How it can happen?What is the outcome if it happens? | Likelihood | Consequence | Inherent Risk Rating (before controls) | Risk Treatment / Prevention measureDescription and Adequacy of Existing Controls (What are you going to do to prevent or reduce the risk) Risk Control Rating: (G)ood, (A)dequate, (M)arginal | Likelihood | Consequence | Residual Risk Rating (After Controls) | Responsible Officer / Risk Owner | Timetable(by when) |
| 1. 1
 | **Equipment Failure**• Tyre puncture• brakes/gears not working properly (not able to continue ride)• Chain break (not able to continue ride)• Helmet not suitable for activity | 4 | 3 | High | 1. Check list for equipment as required by mandatory procedures, road worthy bike, helmet (meeting Australian standard for cycling AS/NZS 2063 + vented for cooling is better), and enclosed footwear. (A)
2. Basic day ride bike repair equipment, pump, tubes, bike multi-tool (A)
3. Supervising staff have skills to respond to basic bike malfunctions, punctures, seat height, gear minor adjustment, broken spoke (S)
4. Riders’ compliance of mandatory equipment monitored during activity (A)
5. Bikes are monitored during activity for roadworthiness (A)
6. Riders or bikes which don’t meet safety requirements are not allowed to participate (G)
 | 2 | 1 | Low | Supervising staff | Pre –event and during(ABC Tight bike safety check procedure) |
|  | **Bicycle Safety*** Bicycle poorly maintained (loose nuts & bolts)
* Worn or damaged tyres
* Worn or damaged brakes
* Damaged or corroded frame
* Faulty components (forks, shocks, wheels, etc)
 | 3 | 4 | High | 1. Check list for equipment as required by mandatory procedures. (A)
2. Bicycles randomly inspected for apparent faults (A)
3. Students instructed on principles of bicycle and equipment maintenance (A)
4. Student with unsafe bicycles not allowed to participate (G)
 | 1 | 2 | Low |  |  |
|  | **Rider Skill Evaluation/Assessment*** Course selection
* Overestimation of student skill
* Injury
* Property damage
* Changing conditions increase difficulty
 | 4 | 4 | High | 1. Activity appropriate to students’ skill level and fitness (G)
2. Constantly evaluate activity difficulty level and adjust as necessary (A)
3. Orientation to route (A)
4. Assess students’ skill level (G)
 | 2 | 2 | Med |  |  |
|  |  **Collision*** Misjudgement
* Loss of control
* Equipment failure
 | 3 | 4 | High | 1. Students instructed on riding skills and surface condition awareness (A)
2. Students briefed on specific hazards (e.g. other groups of riders, event protocols, rider etiquette) (A)
3. Check list for equipment as required by mandatory procedures, road worthy bike, helmet (meeting Australian standard for cycling AS/NZS 2063 + vented for cooling is better), and enclosed footwear. (A)
 | 2 | 2 | Med |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**SECTION 3: site specific hazards – recreational cycling**

|  | **Location** | Location Hazards |
| --- | --- | --- |
|  | Unsealed surfaces (gravel paths, grassed areas)*Note: If using bush or forest tracks or trails activity must be treated as an Outdoor Adventure Activity – Mountain Biking* | * Staff member should contact ACT parks and Conservation and conduct a site check prior to any student based activity.
 |
|  |  |  |

**Treatment for high risks - Part B**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Correlating Ref from Part A | Treatment/Controls to be implemented | Likelihood | Consequence | Risk rating after treatment/controls | Person responsible for implementing treatment/controls | Expected completion date | Actual completion date |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Event Organiser / TiC: Signature:

Date:

Principal: Signature:

Date:

**RISK ASSESSMENT MATRIX**

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## Risk Control Ratings Good – Documented policy and procedures

 **Adequate** – Established and proven practice

 **Marginal** – Untested practice or subject of unsubstantiated assessment



