



Push Bike Risk Management Plan

Mountain View Holiday Retreat, Harrietville

School: _____ Year: _____ Dates: _____

Program: _____ Supervising Staff: _____

Activity Context

Riding Bikes is a fun way to challenge participants in their confidence, co-ordination and balance skills. Participants are instructed on how to ride and how to use the provided safety equipment before riding. All participants are able to ride at the same time with the Teachers and Parent supervisors facilitating. This activity generally takes place on bitumen bike trails.

This document contains the specific risks, control measures and grading for the Push Bike activity at **Mountain View Holiday Retreat**

Risk Management Plan

Hazard / Risk Description	Existing Control Measures	Risk Rating		
		Likelihood	Consequence	Control Effectiveness
<i>Push Bike Specific – Risk factors specifically associated with the Mountain bike activity at Mountain View Holiday Retreat</i>				
Crash resulting in injury	<ul style="list-style-type: none"> Participants wearing correct attire (enclosed shoes) safety briefing to cover accident procedures, where to wait safely if participant sees an accident, what to do if participant is involved in the accident. safety equipment – helmets worn correctly bikes are maintained and checked before session Teachers / parent supervisors trained in first aid and how to respond to emergency situations Teachers / parent supervisors to carry phone and first aid kit 	Unlikely	Major	satisfactory
Bikes ridden incorrectly - running into other riders	<ul style="list-style-type: none"> Briefing to cover how to ride safely e.g.: not using feet as brakes, and instructing on not deliberately hitting other riders riders will all travel in single file, employing a 3 second gap between riders 	Possible	Minor	Satisfactory
<i>People – Risk factors specifically associated with people using the activity</i>				
Participant Behaviour Inability or decision to not follow directions or cooperate	<ul style="list-style-type: none"> Clear behaviour expectations set at start of activity sessions Encouraging supportive environment maintaining supervision Outline consequences of inappropriate behaviour Removal of individual from activity or cancellation of activity 	unlikely	Moderate	Satisfactory

<p>Participant Ability Unable to complete activity due to:</p> <ul style="list-style-type: none"> - fear / anxiety - complacency / overconfidence - physical ability 	<ul style="list-style-type: none"> • Supportive environment encouraged • Participants briefed according to age, ability, experience • Participation is based on meeting requirements • Demonstration of understanding and / or skills must be shown prior to undertaking activity • Participants are guided through activity supportively by Teacher / Supervisor • Activities are challenge by choice – Participants are positively challenged but not forced to participate in activity 	likely	Minor	Satisfactory
<p>Group Leader Unsafe practices leading to an injury to a participant caused by: Poor Supervision by Teachers / Parent supervisors</p>	<ul style="list-style-type: none"> • Groups briefed on requirement to provide supervising adult for participants under 18 years old prior to camp and activities • Teacher / parent supervisor will stop or cancel activity without adequate supervision 	Unlikely	Moderate	Satisfactory
<p>Equipment – Risk factors associated with the equipment used for the activity</p>				
<p>Equipment failure: Due to improper use, faulty / damaged equipment Bikes and Helmets</p>	<ul style="list-style-type: none"> • Activity provider trained in selection, use, inspection, care and maintenance of activity equipment • Activity provider perform check of equipment prior to each activity • Participants briefed on proper use of equipment • Equipment regularly inspected and maintained • Equipment stored, maintained and retired according to manufacturer instructions • Equipment used certified by manufacturer as suitable for use • 	Possible	Major	Satisfactory
<p>Environment – Risk factors associated with the environment including weather</p>				
<p>Exposure Heat</p>	<ul style="list-style-type: none"> • Shaded areas available at activity for most parts of day • Sun smart strategies are encouraged • Participants are encouraged to drink water, carry water bottles • Guests are briefed on location of water filling locations on arrival • Activities modified / cancelled if necessary or alternative activities arranged • Activity located close to drinkable water source • 	Unlikely	Moderate	Satisfactory
<p>Cold Wet Weather</p>	<ul style="list-style-type: none"> • Weather conditions regularly monitored for adverse conditions • Participants briefed on wearing suitable protective clothing • Activities modified / cancelled if necessary or alternative activities arranged • 	Rare	Moderate	Satisfactory

Bike Riding Risk Management Plan – Mountain View Holiday Retreat

Risk Rating Matrix

All identified risks are recorded in the following risk matrix according to likelihood and consequence. The purpose of this matrix is to provide a snapshot of all identified risks and establish the level of risk to determine if further treatment is required.

Likelihood	Consequences				
	1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 - Catastrophic
1 - Rare	1	2 Weather conditions	3	4	5
2 - Unlikely	2	4 injury, behaviour, group leader knowledge, heat exposure,	6	8	10
3 - Possible / Satisfactory	3	6 Ability to ride, equipment failure,	9	12	15
4 - Likely	4	8	12	16	20
5 - Almost certain	5	10	15	20	25

Risk Treatment

1-4 Low Risk | 10-14 High Risk

1-4 Low Risk

- Risk does not generally need to be managed any further (current controls are adequate), medium however the risk needs to be monitored for changes in circumstances and current control
- Risk generally may be accepted.

- Risk is unacceptable, risks must be further treated or removed to bring rating to
- Risks are to be re-assessed by Activities Manager effectiveness.

5-9 Medium Risk

15+ Extreme Risk

- Risk needs to be regularly monitored for any changes and control/treatment effectiveness.
- Risk may be accepted after consideration. Management to consider elimination of activity

- Unacceptable risk, urgent attention is required to treat or remove risks

Risk Assessment Conducted by: *Program Manager, Mountain View Holiday Retreat*

Date of Risk Assessment: 11th July 2018

Date of Review: July 2019