



Cycling Off-Road

ASSESSMENT STRATEGY

This document is assessable using the following:

1. Risk Assessment
2. SOP
3. Emergency Management Plan

RISK ASSESSMENT

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
5 Almost Certain	Medium	Medium	High	Extreme	Extreme
4 Likely	Low	Medium	High	High	Extreme
3 Possible	Low	Medium	High	High	High
2 Unlikely	Low	Low	Medium	Medium	High
1 Rare	Low	Low	Low	Low	Medium

Consequence Rating	Description of Consequence
1. Insignificant	No treatment required
2. Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)
3. Moderate	Injury requiring medical treatment or lost time of four or fewer days
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation, or greater than four days' lost time
5. Critical	Loss of life, permanent disability or multiple serious injuries

Risk Level		Action Required/Approval
Low	Little chance of incident or serious injury.	<ul style="list-style-type: none"> • Manage through verbal instruction
Medium	Some chance of an incident and injury requiring first aid.	<ul style="list-style-type: none"> • Document controls in planning documents and/or complete a <i>Curriculum Activity Risk Assessment</i> • High supervision ratio and/ or use of communication system /Check-in buddy system
High	Likely chance of a serious incident and injury requiring medical treatment.	<ul style="list-style-type: none"> • A <i>Curriculum Activity Risk Assessment</i> is required to be completed • SOP for all activities • Ensure staff are familiar with risk controls and preventative measures • Well revised plans and exit points.
Extreme	High chance of a serious incident resulting in highly debilitating injury.	<ul style="list-style-type: none"> • Consider conducting an alternative activity.

RISK ASSESSMENT TEMPLATE

RISK REGISTER: Mt Biking

Risk Type	The risk: What can happen	Consequences	Consequence Rating	Likelihood	Level of Risk	Action Required
Equipment	Mountain bike damaged or not serviced adequately (e.g. brakes not working correctly, dry chain, missing end caps on handlebars)	Bike could fail during ride, causing injury to rider or others in group	moderate	possible	high	Ensure bikes are serviced/checked before every ride. Include bike safety check information in safety brief
	Helmet broken or damaged to strap and buckle.	Helmet could fail if a rider falls and bumps their head, could cause significant injury	major	possible	high	Check each helmet before issuing looking for cracks and wear. Include in safety brief
	Footwear and clothing that are not appropriate for riding (eg thongs or baggy long pants)	Inappropriate footwear increases risk of injury. Baggy pants may get stuck in chain	minor	possible	medium	Ensure riders have enclosed shoes that are properly tied, and if they are wearing long pants either roll them up or tuck into socks, or use elastic band
	First aid kit missing or does not have adequate supplies	Unable to provide adequate care for injury	moderate	possible	high	Keep first aid kit in pack, make sure regular checks are made for outdated supplies, make notes when first aid kit is used, to ensure supplies don't run out unexpectedly
People	Illness or health condition	Asthma, allergic reaction, worsening conditions of illness	major	unlikely	medium	Ask about health conditions during safety brief, ensure riders have supplies as needed (inhaler, epipen), maintain first aid kit. Rider may not be able to participate depending on condition.

	<p>Unable to complete activity due to Fear/anxiety Complacency/overconfidence Physical ability</p>	<p>Distracting others, not following directions, breaking rules. Inability to complete activity as a group. Extra time required to complete activity. Positive outcomes not achieved from experience.</p>	<p>insignificant</p>	<p>unlikely</p>	<p>low</p>	<p>Remind riders they are responsible for their own safety. Supportive environment encouraged. Participants briefed according to age, ability, experience. Demonstration of understanding and/or skill must be shown prior. Participants are guided through activity supportively. Participants are positively challenged but not forced to participate. Participants removed from the activity to keep group safe and achieve positive outcome.</p>
	<p>Following closely or riding side by side</p>	<p>Cause an accident or multiple accidents</p>	<p>moderate</p>	<p>possible</p>	<p>high</p>	<p>Ensure riders stay single file, keep “3 second” distance between riders, allow adequate braking distance, include in safety brief</p>
	<p>Other riders on trails</p>	<p>Potential collision with a rider not in the group</p>	<p>minor</p>	<p>possible</p>	<p>medium</p>	<p>Ensure riders stay single file, remind riders to look ahead and give way, include etiquette in safety brief</p>
	<p>Ineffective communication – inability or decision to not follow directions or cooperate. Unruly behaviour</p>	<p>Misunderstanding directions, unable to contact leader/rear to make changes to plans or manage situations</p>	<p>insignificant</p>	<p>possible</p>	<p>low</p>	<p>Confirm riders understand directions, ensure leader/rear rider has radio or phone for communication and understands risk management protocol for ride (eg regrouping at intersections, how to manage an accident or bike failure). Clear behaviour</p>

						<p>expectations set at start of activity. Encouraging supportive behaviour. Maintaining supervision. Outline consequences of inappropriate behaviour. Removal of individuals or cancellation of activity.</p>
Environment	Extreme weather conditions	Hypothermia, hyperthermia, sudden change in conditions, becoming stranded or lose visibility, trail damage	moderate	unlikely	medium	Be prepared for seasonal conditions – adequate clothing, hydration, protective gear. Check weather before ride.
	Wild animals	Attack, bite, or sting from wild animal such as snake, spider, insects. Allergic reaction, envenomation	moderate	unlikely	medium	Remind riders to be careful of exposure to animals (bug spray, protective clothing) and to stay on the trail. Ensure first aid kit has snake bite bandages, sting relief, bandages and band aids.
	Difficult terrain or obstacles	Possible injury or accident from riders attempting to negotiate difficult obstacles	minor	possible	medium	Teach riders how to negotiate obstacles during safety brief, give them a chance to practice skills, assess rider ability and choose trails appropriate for their skill level
	Unexpected fallen tree or landslide/ trail damage	Accident running into fallen tree or slipping off trail	moderate	rare	low	Ride the trail before group ride to check for hazards. Check trail forks app, council websites, online forums for trail closures and updates. Maintain safe speed for sudden braking when encountering unexpected

						obstacle, safe distance between riders.
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RISK CONTROL: Mt Biking

The risk in priority order from Risk Register	Suggested Control Measures	Person responsible for implementation
Equipment	Bike checked, serviced and in good condition	Mechanic
	Helmet checked for wear and damage, replaced if inadequate	Guide
	First aid kit replenished and stored in instructor's pack	Guide
	Advise riders to wear appropriate clothing and shoes prior to the ride	Guide, administration
People	Carry radio for front and rear guide/teacher	Guide
	Ensure riders understand their safety responsibilities	Guide
	Manage behaviour of riders	Guide, teacher
	Explain route to riders before ride and at each interval	Guide
	Ensure bike is the right size and fit for the rider	Guide
	Riding etiquette explained, riders to give way to others, stay single file	Guide
	Health conditions are suitable for ride, riders to carry medications if required	Guide / teacher / rider
	Check weather conditions	Guide
5. Environment	Familiarity with trails and change in trail conditions	Guide
	Check council website and trail forks for change in trail conditions	Guide
	Carry map and route plan	Guide

	Insect repellent and sunscreen	Guide

STANDARD OPERATING PROCEDURE (SOP)

Create a SOP using the following key points as a guide, dot point form is acceptable. The SOP can then be used as a checklist when a guiding a session.

SOP KEY POINTS TO INLCUDE

Pre-Activity

- Weather and site conditions
- Permits required for site
- Participant medical conditions and/or special requirements including food allergies and informed consent.
- Vehicle logistics, spare bikes, parts tubes and floor pump.
- Equipment type, suitability, quantity including spare and additional equipment
- Planning based on organisational SOP, WHS, AAS, Risk assessment, emergency management plan
- Select and set up equipment to match participants and complete safety checks.

Onsite

Carry on a site evaluation including:

- Local conditions at the time
- Assess characteristics, condition and capability of participants, as they present.
- Confirm participants have clothing and footwear appropriate for the activity.
- Safe access to entry and exit points
- Equipment checks for condition and necessary modifications to meet special requirements
- Emergency and contingency exit points/locations

Briefing Participants

Brief the participants on the day in regard to:

- Meal breaks and volume of water required for duration of the activity
- Explaining planned objectives; communicate instructions and information about activity
- Using a documented group safety brief:
 - Introduction – My name is: -
 - Route plan- Distance, terrain, time, road rules how we guide own pace etc.
If not sure of direction STOP and wait
 - Medical- Is there any medical conditions that may impact your cycling session
 - Riding- Anyone not ridden off- road, anyone cannot ride a bike
 - Helmets- Correct fitting, no caps, ponytails, place helmets don't throw them down
 - Bikes- Set up, seat height, brakes and gears
 - Damage- General wear & tear is understood but no abuse of the bikes
(Skidding, Jumping, wheelies, endos, Crashing etc.)
 - Group safety- keep GAPS between each other, No Tailgating (3-5 second rule)
Common sense "ride within your limits at all times"
"Your safety is our concern but your responsibility"
 - Final check- 5mins to: - Safety check on bike, place bikes left side down, care of helmet, water, sunscreen, insect repellent
All okay with your bike, any questions, basic riding skills (ready position) etc.
- Inherent risks and safety factors and encourage participants to ask questions and seek advice before and during session.
- Reasons for non-participation with advice to seek external consultation before participating
- Modifications of equipment/activity to meet special requirements
- How to adjust and fit/use equipment correctly
- Challenge by choice and principles
- Techniques required to participate in the activity ready position braking etc.
- Advise participants of roles and responsibilities of activity leaders.
- Demonstrating and explaining correct techniques appropriate for the activity.
- Checking and confirming participant ability to use and control equipment before activity commencement.

During the Activity

Monitor the participants during the activity in terms of:

- Participant techniques and feedback
- Providing clear and accurate instructions and or demonstrations throughout the session.
- Challenge by Choice and principles
- Changes in weather and site conditions
- Non-routine situations and contingency plans
- Inherent risks like rocky ground, tree routes etc.
- Monitor activity conditions and hazards, including signs of participant difficulty, to ensure safety and welfare.
- Monitoring participant performance and provide directions, encouragement and corrective instruction to improve techniques.
- Facilitating effective group communication and interaction to maintain group control, engagement and safety.
- Implementing required modifications to activity, location or route to ensure participant engagement and comfort, and completion within timelines.
- Feedback on their instruction from participants

Conclude the Activity

On completion of the activity include the following:

- Feedback from the participants and whether the activity meet their needs/objectives
- Feedback on their instruction from participants and supervisor
- Dismantle, check and pack equipment away
- Notify relevant personnel of activity completion.
- Document any equipment faults and incidents including injuries and near misses.
- Fill in record paperwork according to SOP
- Self-Evaluation

Emergency management plan

Location of First Aid Kit : Guides backpack, in the support vehicle, and with rear guide/teacher

Location of CB Radio: Front, rear guide/teacher and in support vehicle

Key Management Contact Name: Name of a person that can manage an emergency situation

Mobile Number: Phone numbers of a person that can manage an emergency situation

Evacuation Safe Meeting Point: A designated point that is a safe meeting area

NOTE: In the event of any kind of incident or emergency, every action and outcome must be recorded on an incident report form, with times, names and other important details.

EMERGENCY AND EVACUATION PROCEDURES

Verify Incident	Initial Response	Emergency Contacts	Staff Responsibilities	Follow Up Action
Accident causing an injury	First aid, assess degree of injury	Key Management, Emergency Services	Apply first aid, contact key management and emergency services, manage group, complete incident report.	Debrief with staff, update management procedures, follow up with riders/parents, first aid training or remote response training if applicable
Bush fire	Determine risk level, contact local authority to confirm bushfire (may be local burn off and not affecting bushland near trails)	Local authorities, emergency services, key management.	Keep group together, evacuate area, ensure safety of group, contact authorities, complete incident report.	Debrief with staff, include evacuation protocols for each location (eg attach to route plans)
Missing person	Regroup, head count. Determine region where missing rider was last seen. Attempt to contact use a whistle or call for person. If not immediately found, escalate and contact authorities. Stop group in safe area, leave teacher/guide with group, ride back to last point and check side tracks.	Key management Emergency Services	Group safety. Meet at predetermined assembly point. Follow instructions from key management, may be required to form search party or contact emergency services. Complete incident report.	Debrief with staff, review actions/policies, update safety brief/sop regarding group safety and management. Follow up with riders/parents.

ROUTE PLAN

ROUTE PLANNING SHEET

Procedure -
 Analyse the route.
 Break it into sections (legs).
 Describe each section in the table below.
 Supply a Map

Compass -
 Grid to Magnetic Subtract.
 Magnetic to Grid Add.

Rate of travel -
 Open road 15kph
 Open Track 12kph
 Rolling Hills 8kph
 Steep Hills 5kph

Leg	From	To	Distance	Paces	Magnetic Bearing	Time to travel	Notes