

# HOLY TRINITY RISK ASSESSMENT AND MANAGEMENT PLANNING POLICY

Adapted directly from:

## 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.

As part of the Safe Cycle and Physical Education Bike programs in conjunction with the Physical Activity Foundation, Holy Trinity is encouraged to participate in this low impact exercise while also providing students with the opportunity to explore our suburban environments.

This activity will be incorporated into the Safe Cycle program in Years 5 and 6, as well as lunchtime and class time activities involving the use of the bicycles, 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)
- Use and completion of this Risk Assessment is in accordance with CE policy requirements.

## RISK MANAGEMENT PLAN

School	Holy Trinity Primary School			
Activity	Bike riding			
Date	July 2015 - ongoing			
Time				
Location	Curtin and surrounds			
Participant numbers	Students Max 15	Supervising Staff Min 2	Parents NA	Volunteers NA
Interested Parties				

### Event Description:

The bikes will be used as part of the Safe Cycle program in Year 5/6 as well as regular use within class Physical Education lessons and other curricula areas.

The activities will primarily incorporate bike handling skills, safe riding strategies, short area excursions and lunchtime riding opportunities.

The purpose of these programs is to promote and reinforce safe cycling habits, healthy lifestyle choices and to promote riding to school.

Bike use will be either on the school grounds, engaging in bike handling drills and games or short, in area rides to explore, engage or develop learning skills and fitness.

**PART A**

**SECTION 1: Activity Risks**

	<b>Risk</b> What can happen? How it can happen? What is the outcome if it happens?	Likelihood	Consequence	Inherent Risk Rating (before controls)	<b>Risk Treatment / Prevention measure</b> Description and Adequacy of Existing Controls (What are you going to do to prevent or reduce the risk)  <b>Risk Control Rating:</b> (G)ood, (A)dequate, (M)arginal	Likelihood	Consequence	Residual Risk Rating (After Controls)	Responsible Officer / Risk Owner	Timetable (by when)
1.	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	a. Permission notes required from parents providing information on medical issues, such as allergies, ailments and /or medications (G) b. Accompanying staff asked if they have any medical issues (A) c. First aid kits to be carried by accompanying staff (A) d. Accompanying staff will carry mobile phones (A) e. Provide and recommend fluid and food intake levels (G) f. Emergency Plan prepared and circulated to staff (G)	2	2	Low	Program / lesson coord.	Prior to the trip
2.	Medical emergency: personal injury due to accident (trip, slip and fall, penetrating wounds, staff or student hit by vehicle)	3	3	Med	a. First aid kits to be carried by accompanying staff (A) b. Medical facilities close to destinations (A) c. Accompanying staff will carry mobile phones (A) d. Emergency Plan prepared and circulated to staff (G)	2	3	Med	Program / lesson coord  Teacher.	Prior to and during the trip

3.	Equipment Failure or inappropriate use resulting in malfunction	3	4	High	<ul style="list-style-type: none"> <li>a. Group preparation briefing/classes (A)</li> <li>b. Staff qualifications and experience (G)</li> <li>c. Staff supervision and monitoring of activity (A)</li> <li>d. Inspect personal equipment and clothing for safety and suitability (A)</li> <li>e. Equipment used in accordance with manufacturer instructions (G)</li> </ul>	1	4	Med	Program / lesson coord Teacher.	Prior to use, during use and post activity
4.	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	<ul style="list-style-type: none"> <li>a. Have a school student management policy and procedures in place if there is the need to remove a student whilst on program. (A)</li> <li>b. Communicate the behavioural expectation to students and parents and advise there is a procedure to remove students from the program.(A)</li> <li>c. Terminate activity (A)</li> </ul>	1	3	Low	Program / lesson coord Teacher.	Prior to use, during use and post activity
5.	Supervision inadequate: Increased likelihood of student accident / injury, misadventure, bullying harassment. Compromised ability of staff to maintain group control.	3	3	Med	<ul style="list-style-type: none"> <li>a. Staff supervision ratios must be met in accordance with the management plan.</li> <li>b. Increase supervision ratio may be required for specific locations.</li> <li>b. Staff informed of roles and supervisory responsibilities during pre-departure briefings. (G)</li> </ul>	1	2	Low	Program / lesson coord Teacher.	Prior to use, during use and post activity
6.	Separation from group: individuals wandering off from group, or entire group becoming "lost"	3	3	Med	<ul style="list-style-type: none"> <li>a. 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.</li> <li>b. Entire group is regularly checked and head counted.</li> <li>c. Establish a safety and emergency contingency plan prior to the trip (G)</li> </ul>	1	3	Low		During the activity

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

	<b>Risk</b> What can happen? How it can happen? What is the outcome if it happens?	Likelihood	Consequence	Inherent Risk Rating (before controls)	<b>Risk Treatment / Prevention measure</b> Description and Adequacy of Existing Controls (What are you going to do to prevent or reduce the risk)  <b>Risk Control Rating:</b> (G)ood, (A)dequate, (M)arginal	Likelihood	Consequence	Residual Risk Rating (After Controls)	Responsible Officer / Risk Owner	Timetable (by when)
7.	<b>Equipment Failure</b> <ul style="list-style-type: none"> <li>• Tyre puncture</li> <li>• brakes/gears not working properly (not able to continue ride)</li> <li>• Chain break (not able to continue ride)</li> <li>• Helmet not suitable for activity</li> </ul>	4	3	High	<ul style="list-style-type: none"> <li>a. 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)</li> <li>b. Basic day ride bike repair equipment, pump, tubes, bike multi-tool (A)</li> <li>c. Supervising staff have skills to respond to basic bike malfunctions, punctures, seat height, gear minor adjustment, broken spoke (S)</li> <li>d. Riders' compliance of mandatory equipment monitored during activity (A)</li> <li>e. Bikes are monitored during activity for roadworthiness (A)</li> <li>f. Riders or bikes which don't meet safety requirements are not allowed to participate (G)</li> </ul>	2	1	Low	Program / lesson coord  Teacher.	Pre –event and during  (ABC Tight bike safety check procedure)

8.	<b>Bicycle Safety</b> <ul style="list-style-type: none"> <li>• Bicycle poorly maintained (loose nuts &amp; 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. Check list for equipment as required by mandatory procedures. (A) b. Bicycles randomly inspected for apparent faults (A) c. Students instructed on principles of bicycle and equipment maintenance (A) d. Student with unsafe bicycles not allowed to participate (G)	1	2	Low	Program / lesson coord  Teacher.	Pre –event and during  (ABC Tight bike safety check procedure)
9.	<b>Rider Skill Evaluation/Assessment</b> <ul style="list-style-type: none"> <li>• Course selection</li> <li>• Overestimation of student skill</li> <li>• Injury</li> <li>• Property damage</li> <li>• Changing conditions increase difficulty</li> </ul>	4	4	High	a. Activity appropriate to students' skill level and fitness (G) b. Constantly evaluate activity difficulty level and adjust as necessary (A) c. Orientation to route (A) d. Assess students' skill level (G)	2	2	Med		Pre –event and during
10.	<b>Collision</b> <ul style="list-style-type: none"> <li>• Misjudgement</li> <li>• Loss of control</li> <li>• Equipment failure</li> </ul>	3	4	High	a. Students instructed on riding skills and surface condition awareness (A) b. Students briefed on specific hazards (e.g. other groups of riders, event protocols, rider etiquette) (A) c. 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		During the activity

## RISK ASSESSMENT MATRIX

RISK ASSESSMENT MATRIX		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost certain	5	Medium	High	High	Extreme	Extreme
Likely	4	Medium	Medium	High	High	Extreme
Possible	3	Low	Medium	Medium	High	Extreme
Unlikely	2	Low	Medium	Medium	High	High
Remote	1	Low	Low	Medium	Medium	High

### Risk Control Ratings

**Good** – Documented policy and procedures

**Adequate** – Established and proven practice

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

### Risk Likelihood

Rating	Scale	Criteria
1	Rare	<ul style="list-style-type: none"> <li>Remote chance of risk event and even then in highly exceptional circumstances,</li> <li>1 in 10,000</li> </ul>
2	Unlikely	<ul style="list-style-type: none"> <li>Risk event unlikely to occur but change of circumstances or situation may create opportunity for risk to arise</li> <li>1 in 1,000</li> </ul>
3	Possible	<ul style="list-style-type: none"> <li>Foreseeable that risk event may occur, but is not expected to occur</li> <li>1 in 500</li> </ul>
4	Likely	<ul style="list-style-type: none"> <li>Risk event likely to occur at least once</li> <li>1 in 100</li> </ul>
5	Almost Certain	<ul style="list-style-type: none"> <li>Expect frequent occurrences</li> <li>1 in 10</li> </ul>

**Risk Consequences**

<b>Rating</b>	<b>Description</b>	<b>Remarks</b>
1	Insignificant	<ul style="list-style-type: none"> <li>• No Injuries</li> <li>• Negligible community disruption</li> <li>• No disruption to excursion</li> <li>• No environmental or other damage.</li> <li>• Minimal financial risk or loss (1% of budget)</li> </ul>
2	Minor	<ul style="list-style-type: none"> <li>• Small number of injuries</li> <li>• Only first aid required</li> <li>• Limited disruption to excursion</li> <li>• Some environmental or other property damage</li> <li>• Some financial risk or loss (2.5% of budget)</li> </ul>
3	Moderate	<ul style="list-style-type: none"> <li>• Ambulance / Hospital Treatment required</li> <li>• Some community inconvenience</li> <li>• Some activities unable to proceed</li> <li>• Some environmental damage (minor long term effect)</li> <li>• Other property damage</li> <li>• Significant financial risk or loss (5% of budget)</li> </ul>
4	Major	<ul style="list-style-type: none"> <li>• Extensive injuries</li> <li>• Significant hospitalisation</li> <li>• Some community displacement</li> <li>• Extensive environmental damage (long term effect)</li> <li>• Other extensive property damage</li> <li>• Serious financial risk or loss (10 % of budget)</li> </ul>
5	Catastrophic	<ul style="list-style-type: none"> <li>• Fatalities</li> <li>• Injuries and extended hospitalisation periods</li> <li>• Widespread community displacement</li> <li>• Extensive and widespread property damage</li> <li>• Significant short or long term environmental damage</li> <li>• Extreme financial risk or loss (25% of budget)</li> </ul>