

## BCV RISK MANAGEMENT PROCEDURE



**USE RATING: B**

### MOUNTAIN BIKE - BURNSIDE

- Use:
- A Must be operated by Baptist Camping Victoria qualified staff
  - B In house training at Baptist Camping Victoria required before using this equipment
  - C Safe operating procedures must be read and adhered to by all users of this equipment
  - D Does not apply

Risk	Likelihood	Consequences	Initial Level of Risk	Description of risk	Risk management strategy	Revised Level of Risk
Falling off bike	Likely	Minor	LOW	1.Participants may have their feet slip off pedals	1.Ensure participants are wearing appropriate footwear.	LOW
Falling off bike	Likely	Moderate	MEDIUM	1.Participants may crash into one another or stationary objects such as trees, bushes, fences, cars	1. Assess riding skills prior to leaving the site and only allow competent riders to participate on the ride offsite. 2.Activity leader to teach scanning technique and instruct participants to look forward for objects, not down 3.Activity leader to insure 2m spacing between participants to prevent crashes into one another when stopping 4.Using <i>stop</i> call when group is stopping 5.Activity leader should constantly be scanning route to identify and avoid hazards 6.Riders should be in single file at all times	LOW
Falling off bike	Likely	Moderate	MEDIUM	1.Participants may go too fast and lose control of their bike	1.Activity leader should maintain appropriate speed for the group based on assessment of skills 2. Participants are forbidden from riding in front of the Activity Leader.	LOW
Falling off bike	Possible	Moderate	MEDIUM	1.Low skill levels and riding off the path can lead to injury	1.Activity leader should assess skill level prior to going offsite 2.Planned bike ride should be altered to suit skill level of group 3.Participants should always stay on a bike path during the entire ride to minimise the risk of falling off	LOW
Falling off bike	Possible	Minor	LOW	1.Loose clothing getting caught around pedal causing fall	1.Participants should not be wearing loose pants around the ankle that may get caught in the chain causing gears to jam up and lose control 2.Activity leader should ensure participants do not wrap clothing around handlebars or anywhere on the bike that may get caught in the chain	LOW
Water	Rare	Catastrophic	MEDIUM	1.Participants may fall off riding through puddles or around the river 2.Participants may drown if they fall in the river	1.Activity leader should assess groups skills prior to riding on boardwalks or around the river 2.Do not ride around river on board walks if group skills are low	LOW

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			HIGH	3. Not being able to see the depth of puddles or submerged objects that may cause injury	3. Activity leader should instruct participants to walk around areas of water if they do not want to ride 4. Do not ride through deep puddles that you cannot see the bottom of due to risk of injury	LOW
Participants getting lost	Possible	Critical	HIGH	1. Participants may become lost if separated from the group whilst offsite	1. Ensure Leader requirements are adhered to at all times when riding 2. All Participants MUST remain in between the leader and the assistant leader at all times. 3. Activity leader must be able to contact the back of the group at all times through phone or radio 4. When crossing major intersections care should be taken to ensure group is not too spaced out 5. A count of all participants should be conducted prior to conducting the bike ride, during the ride, and upon return to camp.	LOW
Bites & Stings	Possible	Major	MEDIUM	1. Participants may be bitten by wildlife	1. Reduction by instruction 2. Staff must have first aid kit with them at activity 3. Ensure participants remain on designated paths at all times 3. Onsite - Reduce risk by filling in ant holes 4. Onsite - Reduce leaf litter and ground coverage that may attract snakes	LOW
Exposure to elements	Possible	Moderate	MEDIUM	1. Participants may suffer heatstroke or sunstroke in extreme heat, especially children or elderly 2. Risk of electrocution in storms 3. Risk of hypothermia in cold conditions 4. Risk of slipping in wet conditions	1. Wear sun protection in hot weather 2. Do not run activity in temperatures above 34°C 3. Do not conduct activity in storms to minimise risk of electrocution 4. Participants should wear clothing appropriate to conditions 5. Do not conduct activity if deemed unsafe due to weather conditions 6. Consider hydration stops if necessary	LOW
Head Injury	Rare	Critical	LOW	1. Participants may damage their heads if they fall off and the helmet is already cracked 2. Incorrectly fitting helmets can mean participants struggle to see 3. Incorrectly fitting helmets will not protect head in a crash	1. Activity leader must inspect all helmets before handing them out to participants 2. All helmets should be replaced as per recommendations 3. All helmets must be of Australian industry standards 4. Activity leader should instruct participants on how to fit helmets correctly during brief, then check all participants helmets prior to commencing bike ride 5. All helmets must be retired if involved in a crash that involved the head.	LOW
Falling off bike	Possible	Moderate	MEDIUM	1. Brakes may malfunction on bike causing accident	1. Regular maintenance should be conducted on bikes to prevent damage during rides	LOW

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				<ul style="list-style-type: none"> <li>2. Gears may not work on mountain bike causing accident</li> <li>3. Chain may fall off causing accident</li> </ul>	<ul style="list-style-type: none"> <li>2. All damaged bikes or bikes showing any wear should be taken out of use until fixed</li> <li>3. Bikes should be replaced every 4 years</li> <li>4. Bikes should be oiled regularly to prevent rust build up</li> </ul>	
Falling off bike	Possible	Moderate	MEDIUM	<ul style="list-style-type: none"> <li>1. Participants may lose control on loose gravel paths</li> <li>2. Participants may fall off due to terrain change</li> <li>3. Bald tyres on bikes may cause rider to slip on terrain</li> <li>4. Bridges may be slippery when wet causing accidents</li> <li>5. Downhill terrain may cause accidents</li> </ul>	<ul style="list-style-type: none"> <li>1. Activity leader should maintain appropriate speed at front of group for rider with lowest skill level whilst on loose gravel paths</li> <li>2. Participants should ride to their skill level and be given option to get off and walk in terrain changes</li> <li>3. Bikes to be regularly maintained and parts replaced as needed (such as bald tyres)</li> <li>4. Do not ride on boardwalks or bridges in wet conditions if group skills level is low</li> <li>5. Do not ride on steep downhills if group levels are low</li> <li>6. All downhill rides should be undertaken as an opt-in option and activity leader must safely instruct group on correct downhill positioning of body</li> </ul>	LOW
Collision with Vehicle	Unlikely	Critical	MEDIUM	<ul style="list-style-type: none"> <li>1. Participants may come into contact with both moving and stationary cars or bikes whilst offsite</li> </ul>	<ul style="list-style-type: none"> <li>1. Activity leader should ensure participants are aware of road hazards prior to leaving campsite</li> <li>2. Appropriate supervision by leaders should be maintained at all times</li> <li>3. Where possible, plan the ride to be on footpaths or on nature strip to limit walking on the road</li> <li>4. Leaders should have Hi-Vis on to ensure traffic can see the group</li> <li>5. When crossing road, participants walk or ride slowly in between leader and assistant leader with hi-vis jacket.</li> </ul>	LOW



**RISK ASSESSMENT MATRIX**

Baptist Camping Victoria prioritises safety for all activities and uses this Risk Matrix as a tool to assess and manage risk effectively.

		Consequence				
		Minor	Moderate	Major	Critical	Catastrophic
Likelihood	Rare	Low	Low	Low	Low	Medium
	Unlikely	Low	Low	Medium	Medium	Medium
	Possible	Low	Medium	Medium	High	High
	Likely	Medium	Medium	High	High	Extreme
	Almost Certain	Medium	High	High	Extreme	Extreme
Consequence		Minor	Moderate	Major	Critical	Catastrophic
Health and Safety		Injury treatable in workplace (First aid)	Minor injury requiring professional medical attention or lost time from workplace	Injury requiring hospitalisation	Major Injury requiring prolonged hospitalisation and rehabilitation.	Injury causing significant permanent disability or death
Likelihood	Definition					
Almost certain	Is expected to occur; almost inevitable					
Likely	Will occur in most circumstances; not surprising if it happens					
Possible	Possible or likely to occur in some circumstance					
Unlikely	Could occur in some circumstances; surprised if it happens					
Rare	May occur only in rare or exceptional circumstances, but would be highly unexpected					