

**CYC The Island  
Bike Riding – Risk Management Plan**

<b>School:</b>	<b>Year Level:</b>
<b>Supervising teachers / staff:</b>	<b>Dates:</b>
<b>Program / Excursion:</b>	<b>Location:</b>

For an explanation of risk management terminology and to ensure you understand how the rating / grading system is determined please ensure you have read the **CYC Activity Risk Profile** document.

The Bike Riding Risk Management Plan contains the Bike Riding specific risks, control measures and gradings, as well as the gradings of all general risks relevant for all CYC activities. Please refer to the **General Activity Hazards – Risk Management Plan** for a list of general risks and control measures relevant for all CYC activities.

Risk Description	Existing Control Measures	Risk Rating		
		Likelihood	Consequence	Control Effectiveness
<b>Slip, Trip, Fall</b> 1. Fall from bike whilst practicing	<ul style="list-style-type: none"> <li>• Questions are asked with regard to individuals riding ability and experience</li> <li>• Participant ability is assessed in a controlled environment before commencing the ride</li> <li>• Adequate training prior to ride</li> <li>• Non-riders are to be supported by staff while practicing</li> <li>• Only those participants who can demonstrate competent riding skills will be allowed to take part in the main ride</li> <li>• Helmet must be fitted correctly and worn at all times</li> </ul>	Possible	Minor	Satisfactory
2. Fall from bike whilst on bike ride	<ul style="list-style-type: none"> <li>• Participants are asked to ride sensibly at all times</li> <li>• Helmet fitted correctly and worn at all times</li> <li>• Speed of group is controlled by the instructor, it should be appropriate to the group ability</li> <li>• Ground conditions and terrain hazards are continually assessed by the instructor</li> </ul>	Possible	Moderate	Satisfactory
<b>Striking</b> 1. Collision between riders	<ul style="list-style-type: none"> <li>• Participants are instructed to maintain adequate stopping distance from the rider in front</li> </ul>	Unlikely	Moderate	Satisfactory
2. Students being hit by other road users	<ul style="list-style-type: none"> <li>• Route planned to reduce the use on public roads</li> <li>• All road rules are followed when on roads</li> <li>• High visibility vest worn by leaders</li> <li>• High visibility bib worn by participants</li> <li>• Communication between the front and rear of the group is maintained at all times</li> <li>• When crossing major roads, all participants dismount and walk across when instructed</li> </ul>	Rare	Catastrophic	Satisfactory
<b>Equipment Failure</b>	<ul style="list-style-type: none"> <li>• Bikes are regularly serviced by trained CYC The Island staff</li> <li>• Faulty bikes are clearly labeled and removed from service</li> <li>• Bikes requiring extensive / difficult repairs are taken to a bike shop</li> <li>• Participants are briefed on the correct use of gears and brakes</li> <li>• Participants are asked to ride sensibly to prevent damage to bikes</li> </ul>	Unlikely	Minor	Satisfactory

**Risk Rating – Bike Riding**

All identified risks are recorded in the Risk Matrix according to the Likelihood and Consequence. The purpose of this matrix is to provide a snapshot of all identified risks and establish the level of risk associated to determine if further treatment is required.

X		Likelihood				
		Almost Certain	Likely	Possible	Unlikely	Rare
Consequence	Catastrophic	80	64	48	32	16 <ul style="list-style-type: none"> <li>• Striking 2 (Bikes)</li> <li>• Environmental Exposure 4</li> <li>• Environmental Hazard 3</li> </ul>
	Major	40	32	24	16 <ul style="list-style-type: none"> <li>• Environmental Hazard 1</li> <li>• People – Instructor 1 &amp; 2</li> <li>• Inappropriate use after hours</li> <li>• People – Group leader 2</li> </ul>	8
	Moderate	20	16	12 <ul style="list-style-type: none"> <li>• Slip-Trip-Fall 2 (Bikes)</li> <li>• People – Participant behaviour</li> </ul>	8 <ul style="list-style-type: none"> <li>• Striking 1 (Bikes)</li> <li>• Environmental Exposure 2</li> </ul>	4 <ul style="list-style-type: none"> <li>• Environmental Exposure 3</li> </ul>
	Minor	10	8	6 <ul style="list-style-type: none"> <li>• Slip-Trip-Fall 1 (Bikes)</li> <li>• Slip-Trip-Fall (General)</li> <li>• Environmental Exposure 1</li> <li>• Environmental Hazard 2</li> <li>• People – participant ability</li> </ul>	4 <ul style="list-style-type: none"> <li>• Equipment Failure</li> <li>• Entanglement</li> <li>• Cutting / Scratching</li> <li>• Striking</li> <li>• People – Group Leader 1</li> </ul>	2
	Insignificant	5	4	3	2	1

NB: All risks in **bold** are Bike Riding specific risks. All other risks are from the General Activity Hazards RMP and are therefore relevant for all activities.

For grading risks, scores obtained from the risk matrix are assigned grades as follows;

HIGH 20 – 80	MEDIUM 10 – 16	LOW 1 – 8
Unacceptable risk which requires immediate action to reduce or remove the hazard. Senior management <b>must be notified</b> . Item should be <b>TAKEN OFF LINE</b> until risk reduced.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.