

CHRISTIAN YOUTH CAMPS – BURLEIGH HEADS **MOUNTAIN BIKING**

Activity Coordinator:

Venue(s) Various (Nerang State Forest, The Boarder Track)

Ages Attending:

Date of Excursion:

The Process –

1. Breakdown the activity into actions (eg. off and on the bus, in transit, toilet stop, each activity at venue, unstructured time)
2. For each activity:
 - Identify what hazards may exist, what harm may result, and to whom - consider **consequences** should an incident occur
 - Enter what practices you currently have in place to reduce the **frequency** or **consequences** of injury
 - Discuss **as a group** what further controls are possible-consider risk versus educational outcome. Does the control measure actually introduce any **new risks?**
 - Identify & document **who** puts each control in place and in what time frame
3. When considering 'further controls' start at the top of the following 'hierarchy of control'- the higher on this list the more reliable the control:
 - Eliminate – some activities of an excursion may need to be eliminated if the risks can't be controlled eg swimming in a dangerous rock pool
 - Substitute - lower risk activity with same outcome eg swimming at patrolled beach between the flags
 - Redesign - change or reorder activities eg swimming activity changed to cooler time of day to avoid peak sun exposure
 - Isolate – provide clear instructions to participants at the start of an activity eg set boundaries to keep participants out of problem areas
 - Admin controls – plan & coordinate each action of an activity eg clear rules & expectations for activity, supervision roster
 - Personal protective equipment – last option that should be considered but in some cases the only practical control eg approved helmet for horse riding

Review – this workplace health and safety risk assessment is to be reviewed when:

- An incident where staff or students are injured
- Any staff member considers the level of risk has become unreasonable
- A change in staff or participant mix
- A new activity is introduced
- Circumstances change significantly
- There is new information that may influence the risk assessment
- After the activity
- Each time the activity is undertaken

You must do this step to complete the risk management process because: it's the law (WH&S Act), it is an internal audit requirement, it ensures the knowledge gained is passed on to others proposing to engage in a similar activity, the review process improves the skills of those staff involved.

Implemented by: _____

Site Manager: _____

WHSO: _____

Appendix B – Hazard Assessment Categories

Step 1 – Identify the Hazard

Risk category	Example of Risk	Hazard Category	Example of Hazard
Sound	Hearing Damage	Electrical	Shock, Burns
Biological	Micro-organisms	Kinetic Energy	Projectiles, Penetrating Objects
Hazardous Substances	Skin contact, Inhalation	Mechanical Energy	Caught between, Struck by / against
Extremes of Temp	Effects of Heat or Cold	Thermal Energy	Spills and Splashes of Hot Matter
Gravity	Falling Objects, Slips, Trips and Falls of People	Radiation	Ultra -violet, Arc Flashes, Micro-Waves, Lasers
Confined Spaces	Restriction of movement	Vibration	Aggravates body/limbs stability

STEP 2 - Calculate the RISK Rating (Low / Medium / High) using the chart below.

RISK ASSESSMENT FACTORS		
EXPOSURE (Rating)	PROB. OCCURRING (Rating)	CONSEQUENCES (Rating)
1 RARE (less than 20% of time)	1 UNLIKELY	2 MINOR (Scratches/ Bruises)
2 OCCASIONAL (20%-60% of time)	2 POSSIBLE	3 MODERATE (Breaks/ Burns)
3 FREQUENT (over 60% of time)	3 VERY LIKELY	4 SERIOUS (Permanent loss)
(This refers to the amount of time in any given working day that staff are exposed to the Hazard)	(This refers to the probability of an injury occurring should the Hazard be engaged)	(This refers to the potential severity of the injury)
Score 6 and below = L	Score 7 = M	Score 9-10 = H

STEP 3 - Specify the Control Measure (Column 3 over page) required to **eliminate** the hazard or bring it's consequences to a **Low** rating.

Control Categories		
Elimination	Risks to be designed out and control measures to be designed in.	Hazard eliminated
Substitution	Replace the material / part or process with a less hazardous one.	Hazard eliminated
Re-Design	Redesign work processes to eliminate the risk.	Hazard eliminated
Separation	Isolating the hazard from the people by enclosing or guarding.	Hazard covered
Administration	Adjusting the time or conditions of risk exposure.	Hazard worked around
P. P. E.	Using appropriately designed and properly fitting equipment where above controls are not available.	Hazard remained but staff protected

Please note: Some hazards may not be identified in the above "Hazard Assessments". These have been labelled as "other".

Implemented by: _____

Site Manager: _____

WHSO: _____

Activity/Camp Coordinator Date / / (Signature)	Site Manager Date / / (Signature)
Risk assessment authorised by WH&S Officer Andrew Grant Date / / (Signature)	Other relevant parties Name Date / / (Signature)

Activity Risk/Hazard	Consequences and/ or Description of Risk <small>(Describe circumstances/tasks that might produce the Risk. If possible, list activity, procedure or job. Recall previous experience on similar projects if necessary.)</small>	Level of Risk	Control Measure to be Implemented	N - Not Done D - Done I - Implementing		
				N	D	I
Transport to & from the venue	<ul style="list-style-type: none"> Slip, trip, fall - participants may be injured by passing vehicles or boarding/disembarking the bus Participants may lose their footing and slip, trip or fall Participants may be struck by passing cars 	4	<ul style="list-style-type: none"> Participants to be asked to mind their step Participants are monitored by instructors/teachers Participants only cross roads when deemed safe by instructors/leaders Participants use pedestrian crossings where available. 			
Supervision	<ul style="list-style-type: none"> Participant disappearance Participant behaviour Behaviour causing injury Participant behaviour being affected, could lead to injury. 	2	<ul style="list-style-type: none"> Participant to instructor ratios met (as per Education Queensland guidelines) Unqualified leader is, UNDER NO CIRCUMSTANCES, to run the activity on their own. Qualified instructors are always used. 			
Toilets	<ul style="list-style-type: none"> Sharps in toilet Harm to participant - Sharps or a person intending harm. 	4	<ul style="list-style-type: none"> Participants to be "buddied" to ensure participants are in a minimum group of 2. 			
Public Venue	<ul style="list-style-type: none"> Harm to participant Members of the Public - Sharps or a person intending harm. Disappearance of participant 	4	<ul style="list-style-type: none"> Participants to be buddied to ensure participants are in a minimum group of 2. 			

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Participant Health	<ul style="list-style-type: none"> Participant Health Participant Fitness - Participants not being in a fit physical state to participate 	4	<ul style="list-style-type: none"> Participants to remove all loose jewellery, apparel or ornaments, which may cause injury to themselves or other participants. Parental consent forms to be completed prior 			
Safety	<ul style="list-style-type: none"> Training - Non-Adherence to safety instructions 	2	<ul style="list-style-type: none"> Activity to be lead by qualified staff/trainers. 			
First Aid	<ul style="list-style-type: none"> Unqualified staff - Further agitation of injury 	4	<ul style="list-style-type: none"> Administrator of first aid to have current first aid qualification First aid kit to be available at all venues 			
Equipment <ul style="list-style-type: none"> Brake failure Gear failure Flat tyre 	<ul style="list-style-type: none"> Bikes - Injury from equipment Cuts and grazes Broken bones Difficult riding condition Accident Damage to bike Impeded progress 	3	<ul style="list-style-type: none"> All equipment to be an appropriate standard and meet safety requirements Skill workshop before departure Regular maintenance of bikes Rider self-checking Problems reported while riding Faults reported at the end of each session Caution at steep downhill—track notes, self-check brakes 			
Tracks & surrounds	<ul style="list-style-type: none"> Falls, crashes Behaviour of participants Crowd Control - Lack of supervision – not seeing the situation Participant ability – not being able to ride due to injury or fitness 	2	<ul style="list-style-type: none"> Instructor/leader to be aware of track conditions and cancel event in the likelihood of unsuitable conditions. Parents to return information regarding participant abilities. These need to be addressed and participants grouped accordingly. Participants informed of riding/track conditions and instructed on safe use/tracks 			
Environment <ul style="list-style-type: none"> Hills (up & down) Loose surface Washouts 	<ul style="list-style-type: none"> Asthma Cuts & grazes Broken bones Damage to bikes 	2	<ul style="list-style-type: none"> Selection of appropriate route for group Skill workshop before departure – evaluate suitability (option of not riding). Supply of track notes, tips and hints. Section warnings. Walking bike is always an option if not comfortable or confident. Constant monitor of behaviour and fatigue. Participants wear appropriate clothing and helmet to protect body. Participants carry personal asthma medication. Staff carry back up. First Aid kits carried by group and staff. 			

Participant ability	<ul style="list-style-type: none"> Ability to ride - If the participant is out of their ability range – injury could occur 	2	<ul style="list-style-type: none"> Support vehicle Parents to return information regarding participant abilities. These need to be addressed and participants grouped accordingly. 			
Ultra-violet rays	<ul style="list-style-type: none"> Radiation - sunburn Heat stroke Heat exhaustion 	3	<ul style="list-style-type: none"> Participants to be requested to wear sunscreen and sun shirts. Participants to be requested to drink often to alleviate risk of heat stroke or heat exhaustion 			
Non-participants	<ul style="list-style-type: none"> Supervision - lack of supervision 	4	<ul style="list-style-type: none"> One additional adult/leader to accompany instructors/leaders to supervise non-participants 			
Safety	<ul style="list-style-type: none"> Contact - contactability 	4	<ul style="list-style-type: none"> Instructors/leaders to ensure mobile is available and taken on activity 			
Weather	<ul style="list-style-type: none"> Slips, Trips & Falls Lightening - Injury Electrocution 	3	<ul style="list-style-type: none"> If the weather conditions are unsuitable the activity should be cancelled. 			
Canteen	<ul style="list-style-type: none"> Food Allergies – Allergic Reactions 	4	<ul style="list-style-type: none"> Participants to be advised that the club canteen is out of bounds whilst at the venue. 			
Movement in and around venue	<ul style="list-style-type: none"> Supervision Slips, Trips & Falls Road - Injury Lack of Supervision Vehicles & Road Safety Crossing the road 	3	<ul style="list-style-type: none"> Instructors/leaders be alone with any participants A minimum of 2 supervising Instructors/leaders at all times 			