

**RISK MANAGEMENT WORKSHEET – Mountain Bike**

**THESE RISKS ARE RELEVANT TO MOUNTAIN BIKING ONLY AND SHOULD BE ADHERED TO AT ALL TIMES WHILST BIKING**

ANALYSE, ASSESS & PRIORITISE RISKS						CONTROL THE RISKS			
	Hazard Type	Potential Consequence	C	P	Risk Rating	Controls	New C	New P	Residual Risk Rating
1.	Loading and unloading mountain bikes	<ul style="list-style-type: none"> <li>• Muscle strain</li> <li>• Crush injury</li> <li>• Spinal +/- Cranial injury</li> <li>• Fall injury</li> </ul>	H	P	S	All Instructors will: <ul style="list-style-type: none"> <li>• Be appropriately trained in BOAC trailer loading procedures. Refer to Shed Manual and Field Practices Manual - FPM</li> <li>• Supervise all loading &amp; unloading of mountain bikes</li> </ul> Equipment: <ul style="list-style-type: none"> <li>• No staff or clients will stand above a height of 1.8m when loading and unloading bikes</li> <li>• (Not above window sills on Troopy's + not above line marked on trailers)</li> </ul>	H	R	L

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2.	Activity	<ul style="list-style-type: none"> <li>• Personal injury</li> <li>• Repetitive strain</li> <li>• Rider error</li> <li>• Mechanical failure</li> </ul>	<b>D</b>	<b>U</b>	<b>S</b>	<p>All Instructors Will:</p> <ul style="list-style-type: none"> <li>• In school situations, one instructor will lead the group. The attendant teacher will follow from behind, leaving one group leader free to move throughout the group offering support.</li> <li>• In road riding circumstances there needs to be a forward and rear scout (teacher or guide) to inform traffic of riders presence and to inform guide of oncoming traffic.</li> <li>• The cycling route will be research by a qualified BOE staff member prior to program to ensure up to date knowledge is available.</li> <li>• All guides to wear properly fitted helmet when riding. Gloves are also recommended but are not supplied.</li> <li>• Lead and sweep riders will wear reflective vest when riding on roads with motorists.</li> <li>• BOE staff will carry a BOE approved cycle repair kit</li> <li>• On private tours, one instructor will lead the group. If there is another instructor, they may follow the group or move through the group to provide support.</li> <li>• Along trails, instructors will re-assemble group regularly to perform head counts and client participation. They will also collect the group at trail junctions before proceeding.</li> <li>• Ensure basic skills and safety issues consolidated at appropriate times throughout the day.</li> <li>• Conduct a safety briefing prior to cycling (as per operating procedure)</li> <li>• Brief all clients on safety issues relevant to area of operation</li> <li>• Educate clients in road rules and appropriate trail etiquette and ensure they stay on the left hand side of the road.</li> <li>• Educate riders in ergonomic use of bikes and bike set up.</li> <li>• Instruct clients in falling/tumbling technique</li> </ul> <p>All Clients Will:</p> <ul style="list-style-type: none"> <li>• All clients to wear properly fitted helmet when riding. Gloves are also recommended but are not supplied.</li> <li>• All clients to wear lace-up, closed toe, non slip shoes. No baggy long pants. Refer to FPM</li> <li>• Clients will not use drink bottles while riding – cyclists must stop to drink.</li> <li>• Clients to demonstrate basic skills proficiency before commencing ride.</li> <li>• All clients are familiar with universal communication signals (hand and whistle) used on the Trail by instructors. Refer to FPM</li> </ul> <p>Equipment:</p> <ul style="list-style-type: none"> <li>• Bicycles are in good working order and have been properly maintained.</li> <li>• Bicycle performance is monitored at regular intervals during the days ride. Appropriate maintenance to be carried out as required.</li> <li>• If client has attached front wheel after getting the bike off the trailer, it must be check by an instructor prior to riding.</li> </ul>	<b>D</b>	<b>R</b>	<b>M</b>

