

## Risk Assessment 2018 ACT Schools Mountain Bike Championships

Activity/Project: Cross Country Mountain Biking  
Stromlo Forest Park ACT 30-31 August 2018

Completed by: Scott Doré (Event Convenor)

Reviewed by: CORC committee

	The Risk: What can happen?	Cause: How it can happen?	Impact: What is the outcome if it happens?	Description and Adequacy of Existing Controls	Likelihood Rating (a)	Consequence Rating (b)	Overall Risk Level (a+b)	SFARP
A	<b>Student management Inappropriate behaviour</b>	<ul style="list-style-type: none"> <li>• Not following instructions</li> <li>• Unsafe actions</li> <li>• Disregard for other riders</li> <li>• Inexperience</li> <li>• Lack of instruction</li> </ul>	<ul style="list-style-type: none"> <li>• Personal injury</li> <li>• Property damage</li> <li>• Damage to event's reputation</li> <li>• Legal action against the Department</li> </ul>	<ul style="list-style-type: none"> <li>• Expectations of supervision by supervising staff/adult explained in race documents. School supervisor to be available at event centre while students are present at event.</li> <li>• Provide race briefing to group on expectations regarding behaviour</li> <li>• CORC to maintain adequate supervision on course for duration of race</li> <li>• Terminate rider's participation in activity if necessary</li> <li>• CORC provides marshals on course for accident/incident response, duty of care remains with the school supervisor</li> <li>• Event times are clearly advertised, no marshals are available on site or on course before or after race times.</li> <li>• Supervision of students before and after the event is the responsibility of participating school. Schools to follow their own processes for drop off and collection of students</li> </ul>	2 - Unlikely	2 - Minor	4 - Low	Yes
B	<b>Injury due to illness</b>	<ul style="list-style-type: none"> <li>• Various conditions, e.g. asthma, nausea, migraine, allergy, etc</li> </ul>	<ul style="list-style-type: none"> <li>• Serious injury if not treated</li> <li>• Student dissatisfaction</li> <li>• Personal injury</li> <li>• Property damage</li> <li>• Damage to events reputation</li> <li>• Legal action against CORC</li> </ul>	<ul style="list-style-type: none"> <li>• Medical questionnaires completed as part of schools activity permission form, students are under the supervision of school staff at event centre and marshals whilst on course</li> <li>• Parent, supervising staff and rider initially determine continued participation.</li> <li>• Students carry personal medication</li> <li>• Reliable communications for emergency response</li> <li>• Marshals positioned on course</li> <li>• Emergency vehicle with access to course for quick evacuation of ill rider</li> <li>• Qualified first aid (St Johns) on site for duration of event</li> <li>• Participants are covered with insurance through MTBA.</li> </ul>	2 - Unlikely	2 - Minor	4 - Low	Yes
C	<b>Injury due to accident</b>	<ul style="list-style-type: none"> <li>• Collision – vehicle/person/animal</li> <li>• Loss of control</li> <li>• Slips and falls</li> <li>• Inexperience of rider</li> </ul>	<ul style="list-style-type: none"> <li>• Personal injury</li> <li>• Student dissatisfaction</li> <li>• Property damage</li> <li>• Damage to events reputation</li> <li>• Legal action against CORC</li> </ul>	<ul style="list-style-type: none"> <li>• Track orientation and skill sessions provided</li> <li>• Experienced course design considers riders' differences in skill levels.</li> <li>• Reliable communications for emergency response</li> <li>• Marshals positioned on course and in event centre</li> <li>• Qualified first aid (St Johns) on site for duration of event</li> <li>• Ambulance services notified of event and location</li> <li>• Emergency vehicle with access to course for quick evacuation of injured rider</li> <li>• Participants and CORC are covered with insurance through MTBA</li> </ul>	3 - Possible	3 - Moderate	6 - High	Yes

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D	<b>Injury related to equipment</b>	<ul style="list-style-type: none"> <li>Faulty equipment</li> <li>Not using mandatory safety equipment</li> <li>Inappropriate use of equipment</li> <li>Unexpected breakage</li> </ul>	<ul style="list-style-type: none"> <li>Personal injury</li> <li>Property damage</li> </ul>	<ul style="list-style-type: none"> <li>For injury see above injury due to illness and accident.</li> <li>Track orientation and skill session offered to riders</li> <li>Check list for mandatory safety equipment is provided as part of entry details.</li> <li>Supervisors are asked to check compliance of their students for mandatory safety equipment and bike roadworthiness.</li> <li>Training in bike safety checks offered to supervising school staff as part of the skills sessions</li> <li>Riders' compliance of mandatory equipment monitored during event</li> <li>Bikes are monitored during event for roadworthiness</li> <li>Riders or bikes which don't meet safety requirements are disallowed entry onto course by marshal in transition area</li> <li>Bike mechanics are available during the event</li> </ul>	3 - Possible	1 - Insignificant	4 - Low	Yes
E	<b>Communications Equipment failure</b>	<ul style="list-style-type: none"> <li>Faulty equipment</li> <li>Inappropriate equipment</li> <li>Unexpected breakage</li> <li>Out of range</li> </ul>	<ul style="list-style-type: none"> <li>Unable to contact Emergency Services</li> <li>Deterioration of capacity to control activity</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate communications equipment used</li> <li>Equipment checked at site before commencement of activity</li> <li>Access to back up battery/power source</li> <li>Back-up equipment (mobile phones) can be used. Event personal have copy of important phone numbers</li> </ul>	2 - Unlikely	2 - Minor	4 - Low	Yes
F	<b>Damage to environment</b>	<ul style="list-style-type: none"> <li>Damage to trees/plants/paths</li> <li>Littering</li> <li>Human waste</li> </ul>	<ul style="list-style-type: none"> <li>Loss of access to facility</li> <li>Damage to event's reputation</li> </ul>	<ul style="list-style-type: none"> <li>Course on designated mountain bike trails</li> <li>Course approved by SFP management</li> <li>Waste disposal (trash packs) are provided</li> <li>Supervisors are required to maintain their group's area</li> <li>Toilet facilities available on site</li> </ul>	2 - Unlikely	2 - Minor	4 - Low	Yes
G	<b>Fatigue</b>	<ul style="list-style-type: none"> <li>Insufficient physical preparation</li> <li>Overconfidence</li> </ul>	<ul style="list-style-type: none"> <li>Poor decision making</li> <li>Disorientation</li> <li>Increased potential for physical injury</li> </ul>	<ul style="list-style-type: none"> <li>Supervisors to monitor riders involvement</li> <li>Course marshals to monitor riders involvement on course</li> <li>Maintain adequate supervision at all times</li> <li>Race conditions follow MTBA guidelines for number of consecutive laps</li> <li>Race conditions allow for riders not able to complete a lap.</li> </ul>	2 - Possible	2 - Minor	5 - Medium	Yes

Correlating Ref from first risk worksheet	Treatment/Controls to be implemented	Risk rating after treatment/ controls	Person responsible for implementing treatment/controls	Expected completion date	for Risk Management & Audit use only			
					Date Completed	Risk and treatment/controls monitored/reviewed		Date completed
						How	When	
<b>B</b> Injury due to accident	High supervision level on course and in event centre. First aid available on site for duration of event. Monitoring of mandatory safety equipment and bike roadworthiness. Brief to riders to remind riders to ride within personal limits.	6 – High Risk	Race Director / Event Convenor	During activity				

## Risk Assessment Matrix – Level of Risk

	Consequence				
People	Injuries or ailments not requiring medical treatment.	Minor injury or First Aid Treatment Case.	Serious injury causing hospitalisation or multiple medical treatment cases.	Life threatening injury or multiple serious injuries causing hospitalisation.	Death or multiple life threatening injuries.
Reputation	Internal Review	Scrutiny required by internal committees or internal audit to prevent escalation.	Scrutiny required by external committees or ACT Auditor General's Office, or inquest, etc.	Intense public, political and media scrutiny. Eg: front page headlines, TV, etc.	Assembly inquiry or Commission of inquiry or adverse national media.
Business Process & Systems	Minor errors in systems or processes requiring corrective action, or minor delay without impact on overall schedule.	Policy procedural rule occasionally not met or services do not fully meet needs.	One or more key accountability requirements not met. Inconvenient but not client welfare threatening.	Strategies not consistent with Government's agenda. Trends show service is degraded.	Critical system failure, bad policy advice or ongoing non-compliance. Business severely affected.
Financial	1% of Budget or <\$5K	2.5% of Budget or <\$50K	> 5% of Budget or <\$500K	> 10% of Budget or <\$5M	>25% of Budget or >\$5M

**>7: Extreme risk**  
– detailed action plan required

**5,7: High risk**  
– needs senior management attention

**5: Medium risk**  
– specify management responsibility

**<5: Low risk**  
– manage by routine procedures

**High or Extreme risks** must be reported to Senior Management and require detailed treatment plans to reduce the risk to **Low or Medium**.

	Numerical:	Historical:
Likelihood ↑	>1 in 10	Is expected to occur in most circumstances
	1 in 10 - 100	Will probably occur
	1 in 100 – 1,000	Might occur at some time in the future
	1 in 1,000 – 10,000	Could occur but doubtful
	1 in 10,000 – 100,000	May occur but only in exceptional circumstances

		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	6	7	8	9	10
Likely	4	5	6	7	8	9
Possible	3	4	5	6	7	8
Unlikely	2	3	4	5	6	7
Rare	1	2	3	4	5	6