



# Risk Assessment



# RISK MANAGEMENT PLANNER

Description of Activity:	Delivery of AusBike Progressive program in school setting	
Critical Steps in this Activity	Potential Hazards	Safety Controls
Identify instructors to deliver sessions	Insufficient or out of date qualifications	Ensure all instructors hold current AusCycling instructor accreditation
Identify venues for sessions	Weather, inappropriate surface	Liaise closely school to identify suitable weatherproof venues/delivery sites
Identify participants for sessions	Sessions oversubscribed	Maintain strict instructor: participant ratios as defined in AusCycling policies and cap participant numbers to ensure compliance
Provide equipment to assist in delivery of sessions	Equipment not roadworthy or damaged during sessions	All bikes and other equipment are checked between sessions for damage and to ensure suitable condition for subsequent session/s
Deliver Bike Safety messages to participants in identified centres	Participants have falls, do not hydrate adequately, suffer from sunburn	<p>Apply clearly defined rules and policies to protect participants from harm to the extent possible including provision of sunblock cream, scheduling regular drink breaks.</p> <p>Have a first aid kit available to deal with minor injuries, liaise with School staff to ascertain location of local medical services and ensure phone reception in case of the need to contact emergency services</p>
Create and provide safe spaces	Participants riding bikes into another participant	<p>Clearly defined zones and appropriate space per number of participants in session.</p> <p>Clearly communicate safety messages and promote surrounds awareness to participants.</p> <p>Activities to be delivered in way that promotion of fast speed riding in group settings is not created – reducing opportunity for high-speed multiple participant impact is key focus.</p>

Program delivery is as accessible as possible	Participant cannot partake in activity due to inability to ride a bike	AusCycling will have some equipment available for use of participants who cannot ride a bike in the form of balance bike. There is also off bike activities that make up 50% of the program which encourages those unable and or not wishing to partake in on bike activities to remain engaged and physically active in the program.
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Training Required to Complete Activity:		List standards that apply to this Activity:
<ul style="list-style-type: none"> <li>Working with Children Check</li> <li>First Aid</li> </ul>	Training details are located on AusCycling's coach/instructor accreditation database	<ul style="list-style-type: none"> <li>Working with Children Check</li> <li>First Aid</li> </ul>
List Equipment required for this Activity:	List Equipment Maintenance Checks required for this Activity:	List Equipment required for this Activity:
<ul style="list-style-type: none"> <li>Bikes – provided by participants</li> <li>Helmets – provided by participants</li> <li>Cones, soft rubber toys, other props for use during sessions</li> </ul>	<ul style="list-style-type: none"> <li>Equipment to be checked by instructors between sessions for damage and repaired/replaced as necessary</li> <li>Mechanical equipment (bikes) checked between incursion programs by industry professionals</li> </ul>	<ul style="list-style-type: none"> <li>Training venue to be inspected prior to session</li> <li>Cones to be utilised to mark boundaries for activities</li> <li>Hazards to be removed. If not possible, cones to be utilised to mark out hazards</li> <li>Props and larger items either pegged or appropriately weighted</li> <li>Pop up tent/s to be pegged or appropriately weighted</li> <li>Hair nets provided for participants using Ride Nation provided helmets</li> <li>Moving of large equipment only to take place when students are off site or activation zone is closed off from anyone external to program delivery workforce.</li> </ul>

## **School Specifics**

**School:**

**Incursion Dates:**

**Key contact:**

**Delivery space site map:**

**Program intricacies/notes from School:**