

# **ANNUAL BLACKWOOD ALPINE 100 RIDE**



**MURRAY to the MOUNTAINS RAIL TRAIL**

**BEECHWORTH – EVERTON – GAPSTED – MYRTLEFORD**

**HARRIETVILLE – BRIGHT – POREPUNKAH – EUROBIN – OVENS - MYRTLEFORD**

## **RISK REGISTER**

EXCURSION DETAILS <i>Step 1 – Establish the context</i>			
Activity type	<i>Cycling &amp; camping</i>	Your schools teacher in charge	
Location	Northern Victoria – Murray to the Mountains Rail Trail – Beechworth, Everton, Gapsted, Myrtleford, Harrietville, Bright, Porepunkah, Eurobin, Ovens, Myrtleford. Accommodation: Ardern's Caravan Park, Willow grove, Myrtleford, Vic 3737	Your schools supervising staff	
Your schools year level/class/age group			
Dates	Monday 30 <sup>th</sup> March – Thursday 2 <sup>nd</sup> April		

**Note to Teachers, Principals & School Councils:** Blackwood Staff are employed to promote, organise, liaise, modify, implement, supervise and instruct activities and groups participating in the Blackwood Special Schools Outdoor Education Centre Annual Alpine 100 Ride. During the implementation of the event, Blackwood staff will request support from school staff to help run & co-ordinate some activities – school staff will be instructed on guidelines & safe implementation of each activity. **While Blackwood staff have expertise in all activities conducted at Blackwood & on the Annual Blackwood Bike Rides, school staff are fully responsible for their students at ALL TIMES & Blackwood staff cannot be considered part of the staff:student ratio at any stage during your participation in The Alpine 100 Ride.**

**Note to Teachers, Principals & School Councils:** Please also be aware that due to unforeseen circumstances The Alpine 100 Ride may be modified. So while activities that have not been approved by School Councils & Principals will not be conducted – some Alpine 100 Ride activities may be implemented at different times or on different days. Thank you.

**Blackwood staff have assessed the roads, facilities, surrounds and buildings that they will utilise during the Blackwood Alpine 100 Ride and have developed the following Plan.**

# **BLACKWOOD ALPINE RIDE RISK REGISTER**

<b>RISK REGISTER</b>					
<b>Step 2 – Risk Identification</b>		<b>Step 3 – Risk Analysis</b>	<b>Step 4 – Risk Evaluation</b>	<b>Step 5 – Risk Treatment</b>	
Risk <i>What are the hazards?</i>	Causes and Consequences <i>What is the harm associated with the hazard?</i>	Existing controls <i>What do we have in place to reduce the risk?</i>	- Current risk rating	For ratings High or above Remember to identify who is responsible	New risk rating
<b>Blackwood Alpine Ride Meals at all Locations throughout the Event</b>					
Students slip, trip/fall, pushing	Causes: food, water spilled on floor, students impatient while queuing for food, running around meal area Consequences: Injuries associated with trips, slips & falls, disagreements, potential fights	<ul style="list-style-type: none"> <li>Students to be Supervised at all times by their staff</li> <li>a clear line created to indicate queue and avoid impatience &amp; pushing</li> <li>Ensure adequate and safe drainage is set in place in clean up area &amp; that sinks are not over filled (V Blackwood Staff)</li> </ul>	Control: Satisfactory Consequence: Minor Likelihood: Unlikely <b>Priority: Low</b>	Staff & students from each school sit together to ensure maximum Supervision (Staff from Individual Schools)	<b>Low</b>
<b>Lunch locations</b>					
Bikes, equipment posing a thoroughfare hazard	Causes: bikes & equipment left in walkways, gates Consequences: Staff & Students falling over, bumping shins etc	Supervision is to be maintained at all times among each individual school group	Control: Satisfactory Consequence: Minor Likelihood: Unlikely <b>Priority: Low</b>	Create an area at the lunch locations where all bikes are to be safely located upon arrival and staff & students are not to enter that area during lunch (Blackwood Staff to instruct Staff on where to safely direct riders on arrival)	<b>Low</b>
Play equipment	Causes: Rough/silly/unsupervised play Consequences: Students falling off the playground equipment	Inform staff that students should not access the playground at the park unless fully supervised	Control: Satisfactory Consequence: Minor Likelihood: Unlikely <b>Priority: Low</b>	Students Supervised & individual school groups stay together (Blackwood Staff inform all staff of potential risk)	<b>Low</b>
Swimming accident, being swept downstream, held underwater	Causes: Staff & Students entering the Ovens River at the Porepunkah Park Consequences: swept downstream, held underwater, possible drowning	Inform staff that students should not access the River during lunch	Control: Satisfactory Consequence: Minor Likelihood: Unlikely <b>Priority: Low</b>	Students Supervised & individual school groups stay together (Blackwood Staff & Staff from individual schools)	<b>Low</b>

RISK REGISTER					
Step 2 – Risk Identification		Step 3 – Risk Analysis	Step 4 – Risk Evaluation	Step 5 – Risk Treatment	
Student hit by vehicle	Causes: Staff & Students walking out onto Nicholson Street and surrounding roads during lunch at Porepukah Consequences: students being hit by vehicle, potential serious injury	Inform staff of the potential risk of students wandering onto the surrounding roads during lunch	Control: Satisfactory Consequence: Minor Likelihood: Unlikely Priority: <b>Low</b>	Students Supervised & individual school groups stay together (Blackwood Staff & Staff from individual schools)	<b>Low</b>
Evening Activities during the Alpine Ride					
Accident during the implementation of the activities	Causes: over excited participants, aggression Consequences: Falls, slips, trips etc	Staff to adequately supervise students during activities and ensure students behave appropriately	Control: Satisfactory Consequence: Minor Likelihood: Unlikely Priority: <b>Low</b>	Activities have clear instructions & guidelines and individual staff ensure guidelines are followed (Blackwood Staff give clear instructions & individual staff implement)	<b>Low</b>
Accidents while travelling between each activity	Causes: over excited & running Consequences: slips, trips, falls & associated injuries	Staff & Students to walk between activities	Control: Satisfactory Consequence: Minor Likelihood: Unlikely Priority: <b>Low</b>	Individual & Activity Staff to enforce this safety instruction (Staff from individual schools)	<b>Low</b>
The Start of the Blackwood Alpine Ride in Beechworth & Harrietville					
Students/staff in accident with vehicle	Causes: not stopping at crossings, too fast at crossings, not being seen by vehicle Consequences: minor to major injuries from vehicle collision	<ul style="list-style-type: none"> <li>Ensure there is adequate staff Supervision of students at all times</li> <li>Recommended that both staff &amp; students are not to cross main roads as pedestrians</li> </ul>	Control: Satisfactory Consequence: Major Likelihood: Unlikely Priority: <b>High</b>	Students to be fully Supervised by individual staff at all times (Blackwood Staff & Staff from individual schools at all times)	<b>Medium</b>
Falls/collisions due to congestion	Causes: Over crowding of bikes, pedestrians & spectators at the beginning of the ride Consequences: collisions, falls, injuries	<ul style="list-style-type: none"> <li>Staff to keep their school groups together at all times</li> <li>No one is permitted to ride their bike within the vicinity of the starting area</li> <li>No pedestrians or cyclists are permitted to access the Rail Trail until informed by a Blackwood Staff member</li> <li>Highlight that the Alpine Ride is NOT a race it is an enjoyable Mountain Bike Riding Challenge</li> <li>Send individual schools off one at a time to provide space between groups</li> </ul>	Control: Satisfactory Consequence: Minor Likelihood: Unlikely Priority: <b>Low</b>	Students to be fully Supervised by individual staff at all times (Blackwood Staff & Staff from individual schools at all times)	<b>Low</b>
Bus accident with student/staff	Causes: Inappropriate parking of buses and vehicles in marshalling area and surrounds at the beginning of the ride Consequences: collision with student/staff/equipment, injury	<ul style="list-style-type: none"> <li>Designate a safe area for all buses to park</li> <li>All buses are to be parked facing the same direction</li> </ul>	Control: Satisfactory Consequence: Minor Likelihood: Unlikely Priority: <b>Low</b>	Students to be fully Supervised by individual staff at all times (Blackwood Staff & Staff from individual schools at all times)	<b>Low</b>

## RISK REGISTER

Step 2 – Risk Identification		Step 3 – Risk Analysis	Step 4 – Risk Evaluation	Step 5 – Risk Treatment	
Collision with other rail trail users/pedestrians	Causes: overcrowding, spectators on trail, riding on incorrect side Consequences: collisions, falls, injuries	<ul style="list-style-type: none"> <li>All pedestrians and spectators to be clear of the Rail Trail at the beginning of the Alpine Ride</li> <li>Blackwood Alpine Ride Non-Bike Riders to be located off the Rail Trail at the beginning of the Ride</li> </ul>	Control: Satisfactory Consequence: Minor Likelihood: Unlikely <b>Priority: Low</b>	Students to be fully Supervised by individual staff at all times (Blackwood Staff & Staff from individual schools at all times)	<b>Low</b>
Student having bike accident on difficult trail	Causes: over excited at beginning of ride, low skill level, congestion Consequences: falls, collisions, falls down embankment of trail	<ul style="list-style-type: none"> <li><b>Ensure early crossings are Marshalled at the beginning of the ride</b></li> <li><b>Highlight to staff that it is their responsibility to ensure their groups ride slowly &amp; safely at all times</b></li> <li>Highlight use of brakes &amp; safe riding practices</li> </ul>	Control: Satisfactory Consequence: Major Likelihood: Likely <b>Priority: High</b>	Students to be fully Supervised by individual staff at all times (Staff from individual schools at all times) <ul style="list-style-type: none"> <li>Blackwood Staff to have excellent knowledge of route &amp; Rail Trail conditions to be passed onto all staff and support vehicles prior to the beginning of the ride (Blackwood staff)</li> </ul>	<b>Medium</b>
<b>Bus Convoy of Schools driving</b>					
Vehicles separated / off route	Causes: drivers unsure of route Consequences: buses left behind, buses driving incorrect route, late to arrival	<ul style="list-style-type: none"> <li>Ensure all buses are parked in the correct location &amp; facing the correct way at the start of the Alpine Ride</li> <li>Ensure there is open communication between all buses operating on UHF Channel 12</li> <li>Designate a lead &amp; tail convoy vehicle to each convoy</li> <li>Buses to remain in convoy and continue to follow the Lead vehicle all the way to destination</li> <li><b>Eensure all staff are clear about departure times</b></li> </ul>	Control: Satisfactory Consequence: Minor Likelihood: Unlikely <b>Priority: Low</b>	<ul style="list-style-type: none"> <li>Clear instructions from Blackwood Staff are to be provided as to Convoy departure groups, times &amp; schools</li> <li>Blackwood vehicle to lead the first convoy</li> <li>Buses in convoy to utilise open communication frequency – UHF Channel 12 to ensure the correct route is followed by all buses (Blackwood Staff &amp; Staff from individual schools)</li> </ul>	<b>Low</b>
<b>Blackwood Alpine Ride Marshal Safety</b>					
Marshalls injured	Causes: Marshalls not seen by vehicles/participants Consequences: Marshalls injured while waiting at their Marshalling point	<ul style="list-style-type: none"> <li>Blackwood Alpine Ride Marshalls are not required on the roads until there are cyclists approaching</li> <li>Marshalls to safely park their vehicles off the road and patiently wait off the roads until cyclists approach their designated area</li> </ul>	Control: Satisfactory Consequence: Major Likelihood: Rare <b>Priority: Low</b>	Blackwood Staff required to give clear instructions to all Alpine Ride Marshalls in relation to their safety and roles throughout the ride (Blackwood Staff)	<b>Low</b>
Incident / Accident to spectators, Alpine Ride participants or passing vehicles as a result of Alpine Ride Marshalls	Causes: marshalls at incorrect locations or not safely marshalling participants Consequences: Incident / Accident to spectators, Alpine Ride participants or passing vehicles as a result of Alpine Ride Marshalls	<ul style="list-style-type: none"> <li>Blackwood Alpine Ride Marshalls are instructed that their primary role is to ensure a safe and clear passage for participating bike riders</li> <li>If traffic is within their marshalling area they are not to inhibit the flow of traffic – instead they are to stop the participating riders to ensure everyone's safety</li> <li>If problems occur they are to report spectator names or vehicle number plates both to Victoria Police &amp; Blackwood Staff</li> </ul>	Control: Satisfactory Consequence: Major Likelihood: Unlikely <b>Priority: Low</b>	Blackwood Staff required to give clear instructions to all Alpine Ride Marshalls in relation to their safety and roles throughout the ride (Blackwood Staff)	<b>Low</b>
Accident at dangerous crossing	Causes: students crossing unsafely, vehicles not seeing students, vehicles speeding Consequences: collision resulting in injury/fatality	<ul style="list-style-type: none"> <li>An application submitted to traffic management company for a temporary speed reduction to be set in place for crossing time</li> <li>Crossing stationed by BBSOEC volunteers/police/traffic controllers throughout the 2 days of riding to ensure safety of all participants Marshal Locations throughout event</li> </ul>	Control: Satisfactory Consequence: Major Likelihood: Unlikely <b>Priority: Low</b>	Blackwood Staff required to organise speed reduction & Police support	<b>Low</b>
<b>The Blackwood Alpine Ride</b>					

## RISK REGISTER

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Accidents/incidents due to inexperience/unprepared staff/students	Causes: Lack of preparation/communication, Consequences: separation, accidents, falls	<ul style="list-style-type: none"> <li>It is a requirement from each individual school that within their group a minimum of one (1) staff member has the following qualifications:-</li> <li>Cycle On or Bike Education</li> <li>Minimum Level 2 1<sup>st</sup> Aid Training</li> <li>Staff <b>MUST</b> also carry appropriate bike tools kits &amp; 1<sup>st</sup> Aid Kits throughout the Alpine Ride</li> <li>It is highly recommended that each individual school – prepares their students &amp; staff – through adequate bike fitness training prior to the Alpine Ride event</li> </ul>	Control: Satisfactory Consequence: Major Likelihood: Unlikely <b>Priority: Low</b>	<ul style="list-style-type: none"> <li>Blackwood Staff issue Blackwood Alpine Ride Manuals to each participating school well in advance of the Alpine Ride</li> <li>A Teacher &amp; Parent/Guardian Manual is made available to each participating school.</li> <li>Individual school Alpine Ride Co-Ordinators &amp; Principals authorise that they have read &amp; understood the Blackwood Alpine Ride Manual prior to the event</li> <li>Alpine Ride Co-Ordinators submit appropriate Department of Education Camp Forms for individual Principal approval for their Alpine Ride participation</li> </ul>	<b>Low</b>
Unsafe Rail Trail conditions along the route	Causes: adverse weather, unmaintained rail trail Consequences: Injuries to participants	Blackwood Staff to have excellent & up-to-date cycling knowledge of entire Alpine Ride route	Control: Satisfactory Consequence: Moderate Likelihood: Unlikely <b>Priority: Low</b>	<ul style="list-style-type: none"> <li>Blackwood Staff to inform staff of the Rail Trail conditions of the entire Alpine Ride route</li> <li>Blackwood Staff to ensure locations where the road conditions are unsafe or dramatically change are Marshalled to ensure all cyclists safety</li> </ul>	<b>Low</b>
Accidents/injuries to students & Staff due to passing each other during the ride	Causes: impatient riders, passing at inappropriate times Consequences: falls, collisions, injuries	<ul style="list-style-type: none"> <li>All cyclists to ride on the left hand side of the Rail trail</li> <li>Cyclist who need to dismount and walk sections of the route <b>MUST</b> dismount on the left hand side</li> <li>Walkers stay on the left hand side of the road with their bikes on the Rail Trail side</li> <li>d) Cyclist passing other cyclists or walkers <b>MUST</b> call out 'PASSING' and only pass when it is safe to do so on in the middle or right hand side of the road</li> </ul>	Control: Satisfactory Consequence: Minor Likelihood: Almost Certain <b>Priority: Medium</b>	Blackwood Staff to highlight the importance of obeying the road rules throughout the Alpine Ride and implementing safe riding practices to all participating staff and students. Staff from individual schools to ensure adherence.  <ul style="list-style-type: none"> <li>Victoria Police to enforce road laws on all cyclist if required</li> </ul>	<b>Medium</b>
Support vehicle collision with participants	Causes: Cyclists passing Alpine Ride support vehicles during the ride, Support vehicles accessing the Rail Trail due to an emergency situation and passing cyclist and each other along the Alpine Ride Route Consequence: collision between participants and vehicles	<ul style="list-style-type: none"> <li>Cyclists to remain on the left hand side so if required vehicles can pass on the right hand side</li> <li>Victoria Police &amp; St John's vehicles are the only vehicles permitted to move among the cycling group</li> <li>Stationary vehicles must be parked in a safe area off the Alpine Ride route</li> <li>Cyclist to move onto the right hand side of the road – when safe to do so – call out 'PASSING' and safely move pass the vehicle</li> </ul>	Control: Satisfactory Consequence: Major Likelihood: Unlikely <b>Priority: High</b>	<ul style="list-style-type: none"> <li>Vehicle support for the Alpine Ride is kept to a minimum (Blackwood staff)</li> <li>Any excess school support vehicles will not have direct access to the Rail Trail (St Johns, VicPol, Blackwood staff &amp; individual school staff responsible)</li> </ul> Clear instructions from Blackwood Staff to be given to all staff in relation to safe passing of vehicles during the actual Alpine Ride	<b>Medium</b>
Students and Staff from individual schools becoming separated / becoming lost	Causes: inadequate supervision/staff ratios, differing fitness levels Consequences: participants becoming lost from their group	<ul style="list-style-type: none"> <li>Under no circumstances are students and staff to ride individually and without their specific school group during the entire Alpine Ride</li> <li>Schools to ride with at least 2 staff</li> </ul> Blackwood Staff give clear instructions of the Alpine Ride Route and highlight the route on appropriate maps.	Control: Satisfactory Consequence: Moderate Likelihood: Likely <b>Priority: High</b>	<ul style="list-style-type: none"> <li>Blackwood Staff highlight the importance of this guideline</li> <li>Staff from each school to enforce this guideline</li> <li>Students/staff who cannot ride a section of the route &amp; decide to walk must be accompanied by staff/volunteers</li> <li>Sag wagon made available to all participants</li> <li>Notify emergency services, BSSOEC Principal &amp; Department of Education</li> <li>Police to control Search &amp; Rescue</li> <li>If student is lost, commence lost procedure</li> </ul>	<b>Medium</b>
Students and Staff struggling to complete the ride	Causes: low fitness, mechanical issues, adverse weather etc	<ul style="list-style-type: none"> <li>It is recommended Students &amp; Staff complete specific training rides prior to participating in the Alpine Ride to ensure adequate fitness levels</li> </ul>	Control: Satisfactory Consequence: Minor Likelihood: Likely	<ul style="list-style-type: none"> <li>Students / Staff struggling to ride the route are to stop, move off the road and patiently wait for the Sag Wagon to come along and pick them up</li> </ul>	<b>Low</b>

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	Consequences: potentially being separated from group, not completing ride	<ul style="list-style-type: none"> <li>If students / staff struggle to complete the Alpine Ride route their will be a Sag Wagon available for them and there bike</li> </ul>	Priority: <b>Medium</b>	<ul style="list-style-type: none"> <li>Staff should call through to the Sag Wagon to inform them that there will be people waiting for them along the route</li> </ul>	
Staff & Students falling off along the Alpine Ride route	Causes: low skill level, inappropriate equipment, congestion, high speed Consequences: falls, accidents, collisions, injuries	<ul style="list-style-type: none"> <li>All cyclists are to ride in a safe manor</li> <li>Staff from individual schools are to maintain full supervision throughout the entire ride</li> <li>Students are to be instructed by their individual staff in safe cycling practices throughout the Alpine Ride</li> <li>Any equipment used to assist or tow, to be used in a safe manor</li> </ul>	Control: Satisfactory Consequence: Major Likelihood: Unlikely Priority: <b>High</b>	<ul style="list-style-type: none"> <li>Blackwood Staff to highlight the importance of safe cycling practices to staff</li> <li>Staff form individual schools required to ensure that their school groups ride in a safe and law abiding manor at all times</li> <li>BSSOEC staff to brief visiting staff on use of towing equipment. Only use them uphill on simple terrain. Practice using them on a flat open area before using them on trail</li> </ul>	<b>Medium</b>
Cyclists colliding and causing accidents to individuals or en masse when beginning to ride varying sections of the rail Trail	Causes: congested riding conditions, over excitement Consequences: collisions, falls, accidents, injuries	<ul style="list-style-type: none"> <li>Under the instruction of Blackwood Staff individual school groups depart from these areas one at a time – ensuring that there is appropriate space between each individual school</li> <li>Instruct all participants to pull over to the left when slowing/stopping. Passing to be on the right.</li> </ul>	Control: Satisfactory Consequence: Major Likelihood: Unlikely Priority: <b>High</b>	<ul style="list-style-type: none"> <li>Blackwood Staff highlight that no-one departs these sites without their instruction</li> <li>Staff from individual schools maintain full Supervision</li> </ul>	<b>Medium</b>
Incident / Accident loading & unloading Bike Trailers	Causes: poor manual handling, bikes placed in congested areas Consequences; collisions, trips, falls	Staff only to unload trailers & students to be safely out of the way from traffic, bike riders & walkers	Control: Satisfactory Consequence: Moderate Likelihood: Likely Priority: <b>Low</b>	Students to be Supervised at all times and located in a safe place by individual staff	<b>Low</b>
<b>Alpine Ride Medal Presentation</b>					
Slips, trips, falls, arguments due to presentation excitement	Causes: Staff & Students impatient while waiting, slippery surfaces Consequences: slips, trips, falls, arguments	<ul style="list-style-type: none"> <li>Supervision maintained to avoid impatience</li> <li>Floors kept clean and clear of slipping hazards</li> <li>Instruct tall that there is no running in the venue</li> </ul>	Control: Satisfactory Consequence: Minor Likelihood: Rare Priority: <b>Low</b>	<ul style="list-style-type: none"> <li>Staff &amp; students from each school sit / stand together to ensure maximum Supervision.</li> <li>Individual School Staff to ensure their entire group is together at all times</li> </ul>	<b>Low</b>
<b>Environmental</b>					
Dehydration	Causes: hot, dry weather, inadequate hydration Consequences: students becomes dehydrated, hyperthermia & sunburn also possible	<ul style="list-style-type: none"> <li>Ensure that there is enough water &amp; food for every individual within the group</li> <li>Stop regularly for water &amp; snacks</li> <li>Spare water available on sag wagon</li> </ul>	Control: Satisfactory Consequence: Moderate Likelihood: Rare Priority: <b>Low</b>	Students are to be fully supervised throughout the entire activity (Individual schools staff & Blackwood staff).	<b>Low</b>
Sunburn	Causes: high UV, long time in the sun, inadequate sun protection Consequences: Students &/or Staff Members get sunburnt. Hyperthermia/dehydration also possible	<ul style="list-style-type: none"> <li>All students &amp; staff are reminded to Slip, Slop, Slap prior to ride</li> <li>Stop in shady spots to avoid UV exposure</li> </ul>	Control: Satisfactory Consequence: Moderate Likelihood: Rare Priority: <b>Low</b>	Students are to be fully supervised throughout the entire activity (Individual schools staff & Blackwood staff). In event of sunburn: <ul style="list-style-type: none"> <li>Stop the Group</li> <li>Sit down in a shady spot &amp; apply Sunscreen</li> <li>Get everyone to eat &amp; drink</li> </ul> Appropriate treatment will be implemented if required	<b>Low</b>

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Hyperthermia	Causes: high UV, long time in the sun, inadequate sun protection, hydration, rest, fitness Consequences: hyperthermia, cramps, exhaustion, weakness, nausea, vomiting	<ul style="list-style-type: none"> <li>• Ensure students are well hydrated</li> <li>• Stop regularly for breaks</li> <li>• All students &amp; staff are reminded to Slip, Slop, Slap prior to ride</li> <li>• Stop in shady spots to avoid UV exposure</li> </ul>	Control: Satisfactory Consequence: Moderate Likelihood: Rare <b>Priority: Low</b>	<ul style="list-style-type: none"> <li>• Consider modifying activity if weather is predicted to be over 30C</li> <li>• Manage student with appropriate first aid and consider preventative treatment for the rest of the group</li> </ul>	<b>Low</b>
Hypothermia	Causes: exposure to adverse weather, inadequate clothing, hydration, food Consequences: Students &/or Staff Members experience hypothermia	<ul style="list-style-type: none"> <li>• Assess weather conditions</li> <li>• Ensure everyone within the group is adequately equipped for the activity</li> <li>• Monitor the Group throughout the walk</li> <li>• Carry appropriate 1<sup>st</sup> Aid equipment</li> </ul>	Control: Satisfactory Consequence: Moderate Likelihood: Rare <b>Priority: Low</b>	Students are to be fully supervised throughout the entire activity (Individual schools staff & Blackwood staff). In event of hypothermia: <ul style="list-style-type: none"> <li>• Stop the Group</li> <li>• Remove the entire group from the Weather Elements ASAP</li> <li>• Get everyone to eat, drink and rewarm</li> <li>• Assess, monitor, protect &amp; treat patient</li> </ul> Appropriate treatment will be implemented if required	<b>Low</b>
Snake Bite	Causes: snake startled or defending itself Consequences: Student/s &/or Staff Member/s are bitten by a snake and suffer the adverse effects	<ul style="list-style-type: none"> <li>• Talk to the group about the possibility of snakes in the area</li> <li>• Advise that no-one is to leave the track on their own</li> <li>• Snake bite First Aid treatment carried, with staff knowledgeable in use</li> </ul>	Control: Satisfactory Consequence: Major Likelihood: Rare <b>Priority: Low</b>	Students are to be fully supervised throughout the entire activity (Individual schools staff & Blackwood staff). In event of snake bit: <ul style="list-style-type: none"> <li>• Stop the Group</li> <li>• Remove the entire group from the immediate area</li> <li>• Assess, monitor, protect &amp; treat patient</li> <li>• Appropriate treatment will be implemented if required</li> </ul> School, parents, D of E, Emergency Services & Principal notified	<b>Low</b>
Inappropriate riding and/or severe weather conditions	Causes: Rain, High Winds, Storms including electrical Consequences: slips, falls, collisions & accidents, hypothermia, lighting strike	<ul style="list-style-type: none"> <li>• Monitor news and weather forecasts</li> <li>• Alpine Ride continues as scheduled unless the winds are classified destructive and it is clearly unsafe to ride</li> <li>• Electrical storms: Alpine Ride Cancelled</li> </ul>	Control: Satisfactory Consequence: Moderate Likelihood: Unlikely <b>Priority: Medium</b>	<ul style="list-style-type: none"> <li>• Students to be fully Supervised by individual school staff at all times</li> <li>• Students to be monitored &amp; observed for hypothermia (1<sup>st</sup> aid provider)</li> <li>• Staff &amp; students to maintain warmth</li> <li>• Talk to staff about Supervision – 1<sup>st</sup> Aid &amp; ambulance if required</li> </ul> Safe alternative activities implemented – may include:- <ul style="list-style-type: none"> <li>• Re-routed rides;</li> <li>• Local excursions;</li> <li>• Individual Schools Free Day</li> </ul>	<b>Medium</b>
Students/staff caught in a bush fire	Causes: high fire danger ratings, severe weather, inappropriate planning, monitoring & response Consequences: Caught in unsafe place, smoke inhalation, burns, heat injury	<ul style="list-style-type: none"> <li>• Fire conditions monitored closely by Blackwood staff and communicated clearly to all participants.</li> <li>• Alternative riding options provided for high fire danger days, to allow for quicker evacuation</li> <li>• If fire is detected locally, all Alpine Ride activities cease and all School Groups to meet at Ardern's Caravan Park prepared to evacuate</li> </ul>	Control: Satisfactory Consequence: Minor Likelihood: Unlikely <b>Priority: Low</b>	<ul style="list-style-type: none"> <li>• Students are to be fully supervised throughout the entire activity (Blackwood &amp; Individual School Staff) Keep the Group together</li> <li>• Cease activity, consider <b>ALL</b> Escape Routes &amp; evacuate the affected area , or;</li> <li>• Activate BSSOEC Emergency Management Plan</li> <li>• School Staff follows Blackwood Staff instructions</li> <li>• All staff to follow the directives issued by appropriate authorities</li> </ul>	<b>Low</b>



## RISK REGISTER

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Campfire accident	Causes: unsafe campfire practices Consequences: burns	If campfires are utilised throughout the Alpine Ride there is only one campfire permitted at the Caravan Park & students <b>MUST BE</b> accompanied & supervised by staff from their specific school	Control: Satisfactory Consequence: Minor Likelihood: Unlikely Priority: <b>Low</b>	<ul style="list-style-type: none"> <li>Students to be fully Supervised by individual school staff at all times</li> <li>Fire to be lit and maintained by staff only</li> </ul>	<b>Low</b>
Additional risks of event					
Students and/or staff injured or property damaged as a result of free time activities conducted within the grounds of Ardern's Caravan Park	Causes: inappropriate supervision, over excited students Consequences: injuries/property damage	<ul style="list-style-type: none"> <li>All FREE TIME activities <b>MUST BE</b> fully supervised by staff from individual schools</li> <li>Activities must be conducted away from campsite areas in a safe designated activity area</li> <li>Supervising Staff <b>MUST BE</b> aware of non- activity participants moving into the activity area</li> <li>Supervising staff <b>MUST BE</b> aware of property in the area and potential damage to that property as a direct result of the activity</li> </ul>	Control: Satisfactory Consequence: Moderate Likelihood: Rare Priority: <b>Low</b>	<ul style="list-style-type: none"> <li>Highlight the importance of supervision during FREE TIME periods (Blackwood &amp; Individual School Staff)</li> <li>Talk to staff about Supervision – 1<sup>st</sup> Aid &amp; ambulance if required</li> <li>If students disobey instructions then the activity will be ceased and individual students may not be able to participate in future FREE TIME activities</li> <li>Repeat offenders may not be permitted to ride in the Alpine Ride</li> </ul>	<b>Low</b>
Vehicle accident with staff/student	Causes: vehicles driving unsafely, participants being unsafe/unsupervised Consequences: vehicle collision with participants & resultant injuries	<ul style="list-style-type: none"> <li>Staff to drive safely at all times</li> <li>Staff to be aware of students within the vicinity of Ardern's Caravan Park</li> <li>Staff with students in the area are to be aware of moving vehicles &amp; ensure students are safe at all times</li> <li><b>Staff reversing a vehicle at any time MUST</b> have a 2<sup>nd</sup> staff member outside &amp; at the rear of the vehicle / trailer to ensure it is safe for the vehicle to move backwards</li> </ul>	Control: Satisfactory Consequence: Minor Likelihood: Unlikely Priority: <b>Low</b>	<ul style="list-style-type: none"> <li>Students to be fully Supervised by individual school staff at all times</li> <li>Staff to be fully aware of the potential dangers of reversing a vehicle in a large group environment and to ensure the back of the vehicle is clear any time they need to reverse (Blackwood staff)</li> <li>Talk to staff about Supervision &amp; safety regulations implemented for the Alpine Ride and all Blackwood Special Schools Outdoor Education Centre activities / events – 1<sup>st</sup> Aid &amp; St John's if</li> </ul>	<b>Low</b>
Explosion	Causes: Incorrect use, storage or transportation of Gas Cylinders Consequences: explosion, injuries associated	<ul style="list-style-type: none"> <li>Under no circumstances are students to have access to any gas cylinders</li> <li>Ensure Gas cylinders are used correctly at all times</li> <li>Ensure unused and empty gas cylinders are stored safely at all times</li> <li>Ensure gas cylinders are always transport correctly</li> </ul>	Control: Satisfactory Consequence: Moderate Likelihood: Rare Priority: <b>Low</b>	<ul style="list-style-type: none"> <li>Implement a gas safety checklist (visiting school staff)</li> <li>Highlight a safe evacuation point to all visiting schools (Blackwood staff)</li> </ul>	<b>Low</b>
Medical Emergency	Causes: pre existing medical conditions, bike accident, vehicle accident etc Consequences: full range of injuries/illnesses	<ul style="list-style-type: none"> <li>Ensure Medical Forms and any Medical Management Plans are available and easily accessible for Visiting Staff, Blackwood Staff &amp; St John's Staff</li> <li>One (1) staff member in each school group to have a minimum of Level 2 1<sup>st</sup> Aid</li> <li>St John's Ambulance to support the Alpine Ride</li> <li>Victoria Police to support the Alpine Ride</li> </ul>	Control: Satisfactory Consequence: Major Likelihood: Unlikely Priority: <b>Medium</b>	<ul style="list-style-type: none"> <li>Monitor &amp; report patients health</li> <li>Students to be Supervised by individual school staff at all times.</li> <li>Monitor victims health St Johns will be present. (1<sup>st</sup> aid provider)</li> <li>Crowd control (Individual school staff &amp; Blackwood staff)</li> </ul>	<b>Medium</b>