

**ANNUAL BLACKWOOD SUPER RIDE**

**BLACKWOOD TOWNSHIP – WOMBAT STATE FOREST – TRENTHAM TOWNSHIP – DOMINO TRAIL – LYONVILLE TOWNSHIP**

**RISK MANAGEMENT PLAN**

**Risk Register**

**School:**

**Supervising teachers/staff:**

**Program/Excursion: The Blackwood Super Ride**

**Year Level:**

**Dates: Wednesday 3rd November to Friday 5th November 2021**

**Location(s): Blackwood Special Schools Outdoor Education Centre**

**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 Super Ride. During the implementation of the Super Ride 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 Super Ride.** **Note to Teachers & Principals:** Please also be aware that due to unforseen circumstances The Super Ride may be modified. So while Activities that have not been approved by Principals will not be conducted – some Super Ride Activities may be implemented at different times or on different days. Thank you.

**Map References:** Topographical VicMaps (All Grid References given are off the Trentham Map)

Map: **Trentham Ashbourne**

Map No.: 7723 – 2 – 3 7723 – 2 – 2

Scale: 1:25,000 1:25,000

Edition: 1st Edition 1994 1st Edition 1994

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **Blackwood** | **Trentham** | **Super Ride Start** | **Start of the Super Ride Hill** | **5-Ways** | **Lunch** |
| Melways Reference – Edition 29 (2002) |  | Map 609 E 11 | Map 609 E 10 |  |  |  |  |
| VicRoads Map Reference – Edition 4 | State Map | Map 59 F 9 | Map 59 G 8 |  |  |  |  |
|  | Town Map | Map 290 G 4 | Map 290 B 1 |  |  |  |  |
| Topographical Grid Reference |  | GR 6149 | GR 6258 | GR 617494 | GR 631490 | GR 653539 | GR 626586 |

**Accommodation Sites:**

|  |  |
| --- | --- |
| **VicRoads – Edition 4** | |
| **Melways Ref** | **Map References** | | **Topographic** |
| **ACCOMMODATION SITE** | **ADDRESS** | **PHONE No.** | **Edition 29 (2002)** | **State Map** | **Town Map** | **Grid Ref** |
| BSSOEC School | 1015 Greendale – Trentham Rd, Blackwood, 3458 | 5368-6555 | Map 609 E 11 | Map 59 F 9 | Map 290 G 3 | GR 616486 |
| BSSOEC Residence | 4 Terrill Street, Blackwood, 3458 | 5368-6756 | Map 609 E 11 | Map 59 F 9 | Map 290 G 3 | GR 616490 |
| BSSOEC Tent Shelter | 1015 Greendale – Trentham Rd, Blackwood, 3458 | 5368-6383 | Map 609 E 11 | Map 59 F 9 | Map 290 G 4 | GR 615485 |
| Woodside | 88 Simmons Reef Road, Blackwood, 3458 | 5368-6644 | Map 609 E 11 | Map 59 F 9 | Map 290 F 3 | GR 608492 |
| Blackwood Caravan Park | Golden Point Road, Blackwood, 3458 | 5368-6539 | Map 609 E 11 | Map 59 F 9 | Map 290 H 2 | GR 624493 |

**The Blackwood Staff have assessed the roads, facilities, surrounds and buildings that they will utilise during the Blackwood Super Ride and have developed the following Plan.**

**A qualitative measure of consequence or impact has been utilised as follows.**

|  |  |
| --- | --- |
| **DESCRIPTOR** | **DETAILS** |
| **Insignificant** | No injuries, low financial loss. Inconsequential or no damage  Little or no disruption to public/infrastructure |
| **Minor** | First aid treatment on site Some damage  Some disruption to public Some financial loss |
| **Moderate** | Medical treatment required Some hospitalisation  Insufficient resources (human/material)  Moderate damage Moderate disruption to public High financial loss |
| **Major** | Extensive injuries Significant hospitalisation Fatalities  Extensive support/emergency personnel required  Significant damage Significant disruption to public Major financial loss |

**A qualitative measure of the likelihood of the occurrence happening is:-**

|  |  |
| --- | --- |
| **DESCRIPTOR** | **DETAILS** |
| **Almost certain** | The event is expected to occur in most circumstances |
| **Likely** | The event will probably occur in most circumstances |
| **Unlikely** | The event could occur at some time |
| **Rare** | The event will only occur in exceptional circumstances. |

**A qualitative measure of risk will be High Risk – Moderate risk and Low risk.**

**Based on the likelihood and consequence analysis.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CONSEQUENCES** | | | | |
| **LIKELIHOOD** | **Insignificant** | **Minor** | **Moderate** | **Major** |
| **Almost certain** | **M** | **M** | **H** | **H** |
| **Likely** | **M** | **M** | **M** | **H** |
| **Unlikely** | **L** | **L** | **L** | **M** |
| **Rare** | **L** | **L** | **L** | **M** |

**REMEMBER: That while this Risk Management Plan identifies Risks in relation to student participation they**

**also apply to staff in all ‘Identified Risk Categories’**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **LOCATION/EVENT** | **PAGES** | **POTENTIAL RISKS** | **ACTION** |
| **Wednesday** | The School | 5 | Falling, Pushing | Supervision |
|  | The Blackwood Oval / Bike Activities | 7 – 8 | Falling, Crashing, Tripping | Supervision & Enforce the Rules |
|  | The Blackwood Oval | 5 | Falling, Pushing | Supervision |
|  | The School | 5 | Falling, Pushing | Supervision |
|  | The Blackwood Oval (or Hall) / Games | 9 – 10 | Falling, Pushing, Fighting | Supervision & Guidelines |
| **Thursday** | The School / Breakfast | 5 | Falling, Pushing | Supervision |
|  | Start of Ride | 11 – 12 | Falling, Pushing, Fighting | Supervision |
|  | Bus Convoy from Blackwood to Five – Ways | 13 – 15 | Accidents, Collisions, Speed | Supervision and Communication |
|  | **THE BLACKWOOD SUPER RIDE** | **17 – 24** | **Crashing, Falling, Stopping, Speed, Accidents, Collisions** | **Supervision and Controlled Riding** |
|  | Marshal Safety | 15 – 16 | Accidents, Injury or Death | Communication & Clear Instructions |
|  | Thursday Lunch | 6 | Falling, Pushing, Accidents, Drowning | Supervision |
|  | Dinner | 5 | Falling, Pushing | Supervision |
|  | Medal Presentation | 24 – 25 | Falling, Pushing | Supervision |
| **Friday** | The School | 5 | Falling, Pushing | Supervision |
|  | Blackwood Oval / Activities | 7 – 8 | Falling. Pushing | Supervision |
| **Throughout the Event** | Caravan Park / BSSOEC Accommodation / Blackwood Township | 25 – 26 | Falling, Pushing, Colliding, Accidents, Crashing, Speed | Supervision |
|  | Fire & Total Fire Ban | 26 | Burns, Sunburn | Supervision |
|  | Gas Explosion | 27 | Injury, Burns, Death, Property damage | Supervision & Authorised personnel only to manage gas bottles & gas equipment |
|  | Vehicle Collision | 7, 9, 10, 15, 24 & 25 | Injury or Death | Obey Road Laws  Police to enforce laws |
|  | Medical Emergency | 27 | Allergies, reactions, death | Staff Interaction & St John’s |
|  | Severe Weather Conditions | 28 | Injury, Illness, Death | Monitor Conditions, Forum Discussion advice from Local Authorities |
|  | Lost Child / Staff Member | 29 | Disorientation, illness, injury, death | Notify Authorities, Principal, BSSOEC Committee President & Rescue if required |
|  | Food Contamination | 30 | Illness, injury or death | Notify Authorities, Principal, BSSOEC Committee President & Depart of Education |

**BLACKWOOD SUPER RIDE RISK MANAGEMENT ACTION PLAN**

| **Identified Risk Category** | **Risk Description** | **Existing Controls** | **Rating** | | | **Treatment Priority[[1]](#footnote-1)** | **Action Plan Mitigation Strategy** | **Responsible Person** | **Treatment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the risk area, activity, event, situation or parameters? | Describe the risk event, cause/s and consequence/s | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | **Effectiveness of existing controls** | **Risk Consequences** | **Risk Likelihood** | If control effectiveness is poor or unknown provide further treatment | Plan to be implemented to minimise risk | Who is responsible to minimise & manage risk if situation arises? | For those risks requiring treatment in addition to the existing controls. List:   * What will be done? * When will it happen? |
| **Blackwood Super Ride Meals at all Locations throughout the Event** | Staff & Students falling over | Students to be supervised at all times by their staff | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Staff & students from each school sit together to ensure maximum supervision | Staff from Individual Schools | Talk to Staff to ensure supervision is maintained – 1st Aid if required |
| Staff & Students impatient while queuing for food | Supervision maintained & a clear line created to indicate queue and avoid impatience & pushing | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Staff ensure their entire group lines up together for each meal | Staff from Individual Schools | Talk to Staff to ensure supervision is maintained – 1st Aid if required |
| Staff & Students running around the meal area | Supervision to be maintained at all times | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Staff to ensure students are supervised at all times during every meal | Staff from Individual Schools | Talk to Staff to ensure supervision is maintained – 1st Aid if required |
| Staff & Students impatient around the washing up area | Supervision be to maintained at all times | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Staff to ensure students are supervised at all times | Staff from Individual Schools | Talk to Staff to ensure supervision is maintained – 1st Aid if required |
| Staff & Students falling over in the washing up area due to wet ground | Supervision to be maintained at all times | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Ensure adequate and safe drainage is set in place in clean up area & that sinks are not over filled | Blackwood Staff | Talk to Staff to ensure supervision is maintained – 1st Aid if required |

**BLACKWOOD SUPER RIDE RISK MANAGEMENT ACTION PLAN**

| **Identified Risk Category** | **Risk Description** | **Existing Controls** | **Rating** | | | **Treatment Priority[[2]](#footnote-2)** | **Action Plan Mitigation Strategy** | **Responsible Person** | **Treatment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the risk area, activity, event, situation or parameters? | Describe the risk event, cause/s and consequence/s | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | **Effectiveness of existing controls** | **Risk Consequences** | **Risk Likelihood** | If control effectiveness is poor or unknown provide further treatment | Plan to be implemented to minimise risk | Who is responsible to minimise & manage risk if situation arises? | For those risks requiring treatment in addition to the existing controls. List:   * What will be done? * When will it happen? |
| **Thursday Lunch** | Staff & Students falling over bikes scattered throughout the Lions Park | Supervision is to be maintained at all times among each individual school group | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Create an area at the Lions Park 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 Marshals on where to safely direct riders on arrival | Talk to Staff to ensure supervision is maintained – 1st Aid or St John’s involvement if required |
| Staff & Students falling off the playground equipment | Inform staff that students should not access the playground at the park | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students supervised & individual school groups stay together | Blackwood Staff inform all staff of potential risk | Talk to Staff to enure supervision is adequate – 1st Aid or St John’s |
| Staff & Students entering the Lake at the Park | Inform staff that students should not access the Lake during lunch | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students supervised & individual school groups stay together | Blackwood Staff & Staff from individual schools | Talk to Staff to enure supervision is adequate – 1st Aid or St John’s |
| Staff & Students walking out onto Quarry Street and surrounding roads during lunch | Inform staff of the potential risk of students wandering onto the surrounding roads during lunch | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students supervised & individual school groups stay together | Blackwood Staff & Staff from individual schools | Talk to Staff to enure supervision is adequate – 1st Aid or St John’s |

**BLACKWOOD SUPER RIDE RISK MANAGEMENT ACTION PLAN**

| **Identified Risk Category** | **Risk Description** | **Existing Controls** | **Rating** | | | **Treatment Priority[[3]](#footnote-3)** | **Action Plan Mitigation Strategy** | **Responsible Person** | **Treatment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the risk area, activity, event, situation or parameters? | Describe the risk event, cause/s and consequence/s | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | **Effectiveness of existing controls** | **Risk Consequences** | **Risk Likelihood** | If control effectiveness is poor or unknown provide further treatment | Plan to be implemented to minimise risk | Who is responsible to minimise & manage risk if situation arises? | For those risks requiring treatment in addition to the existing controls. List:   * What will be done? * When will it happen? |
| **Bike Activities on the Blackwood Oval at all times throughout the Super Ride** | Staff & Students falling off their bikes while travelling down to the oval | Adequate training prior to the ride, adequate supervision, implement safe riding practices | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be supervised at all times on bikes | Staff from individual schools | Talk to staff about supervision – 1st Aid & ambulance if required |
| Vehicle accident at the Oval Car Park | **a)** Staff to drive safely at all times  **b)** Staff to be aware of students on bikes & students within the car park  **c)** Staff with students in the car park are to be aware of moving vehicles & ensure students are safe at all times  **d)** **Staff reversing a vehicle at any time MUST** have a 2nd staff member outside & at the rear of the vehicle / trailer to ensure it is safe for the vehicle to move backwards | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be fully supervised by individual staff at all times  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 | Staff from individual schools at all times  Blackwood Staff to inform staff of safety regulations and ensure they are adhered to | Talk to staff about supervision & safety regulations implemented for the Super Ride and all Blackwood Special Schools Outdoor Education Centre activities / events – 1st Aid & ambulance if required  Notify emergency services, BSSOEC Committee President & Department of Education |
| Accident with Staff & Students riding over Matheson’s Bridge and onto the Oval | All students & staff to dismount & walk across the bridge & into the Oval | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be supervised at all times | Blackwood Staff highlight walking requirement individual staff enforce it | Talk to staff about supervision – 1st Aid & ambulance if required |

**BLACKWOOD SUPER RIDE RISK MANAGEMENT ACTION PLAN**

| **Identified Risk Category** | **Risk Description** | **Existing Controls** | **Rating** | | | **Treatment Priority[[4]](#footnote-4)** | **Action Plan Mitigation Strategy** | **Responsible Person** | **Treatment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the risk area, activity, event, situation or parameters? | Describe the risk event, cause/s and consequence/s | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | **Effectiveness of existing controls** | **Risk Consequences** | **Risk Likelihood** | If control effectiveness is poor or unknown provide further treatment | Plan to be implemented to minimise risk | Who is responsible to minimise & manage risk if situation arises? | For those risks requiring treatment in addition to the existing controls. List:   * What will be done? * When will it happen? |
| **Bike Activities on the Blackwood Oval at all times throughout the Super Ride** | Incident / Accident loading & unloading Bike Trailers | Staff only to unload trailers & students to be safely out of the way from traffic, bike riders & walkers | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be supervised at all times and located in a safe place by individual staff | Staff from individual schools | Talk to staff about supervision – 1st Aid & ambulance if required |
| Staff & Students falling over bikes scattered around the oval | Bikes to be located in a safe location away from pedestrian traffic when not in use | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be supervised at all times & staff enforce safe storage of bicycles within their group | Blackwood Staff establish safe bike locations & individual staff ensure bikes are stored safely | Talk to staff about supervision – 1st Aid & ambulance if required |
| Accident during the implementation of the activities | Staff to adequately supervise students during activities and ensure students behave appropriately | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Activities have clear instructions & guidelines and individual staff ensure guidelines are followed | Blackwood Staff give clear instructions & individual staff implement | Talk to staff about supervision – 1st Aid & ambulance if required |
| Accidents while travelling between each activity | Staff & Students to dismount and walk between activities | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Individual & Activity Staff to enforce this safety instruction | Staff from individual schools | Talk to staff about supervision – 1st Aid & ambulance if required |
| Injuries and accidents to Spectators | Allocate a safe spectator area during activity sessions | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be supervised at all times | Staff from individual schools | Talk to staff about supervision – 1st Aid & ambulance if |

**BLACKWOOD SUPER RIDE RISK MANAGEMENT ACTION PLAN**

| **Identified Risk Category** | **Risk Description** | **Existing Controls** | **Rating** | | | **Treatment Priority[[5]](#footnote-5)** | **Action Plan Mitigation Strategy** | **Responsible Person** | **Treatment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the risk area, activity, event, situation or parameters? | Describe the risk event, cause/s and consequence/s | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | **Effectiveness of existing controls** | **Risk Consequences** | **Risk Likelihood** | If control effectiveness is poor or unknown provide further treatment | Plan to be implemented to minimise risk | Who is responsible to minimise & manage risk if situation arises? | For those risks requiring treatment in addition to the existing controls. List:   * What will be done? * When will it happen? |
| **Evening Activities at the Blackwood Oval** | Staff & Students falling while walking down to the oval | Adequate supervision to be implemented by individual staff and safe location of pedestrians within Blackwood | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be supervised at all times | Staff from individual schools | Talk to staff about supervision – 1st Aid & ambulance if required |
| Vehicle accident at the Oval Car Park | **a)** Staff to drive safely at all times  **b)** Staff to be aware of students within the car park  **c)** Staff with students in the car park are to be aware of moving vehicles & ensure students are safe at all times  **d)** **Staff reversing a vehicle at any time MUST** have a 2nd staff member outside & at the rear of the vehicle / trailer to ensure it is safe for the vehicle to move backwards | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be fully supervised by individual staff at all times  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 | Staff from individual schools at all times  Blackwood Staff to inform staff of safety regulations and ensure they are adhered to | Talk to staff about supervision & safety regulations implemented for the Super Ride and all Blackwood Special Schools Outdoor Education Centre activities / events – 1st Aid & ambulance if required  Notify emergency services, BSSOEC Committee President & Department of Education |
| Accident during the implementation of the activities | Staff to adequately supervise students during activities and ensure students behave appropriately | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Activities have clear instructions & guidelines and individual staff ensure guidelines are followed | Blackwood Staff give clear instructions & individual staff implement | Talk to staff about supervision – 1st Aid & ambulance if required |

**BLACKWOOD SUPER RIDE RISK MANAGEMENT ACTION PLAN**

| **Identified Risk Category** | **Risk Description** | **Existing Controls** | **Rating** | | | **Treatment Priority[[6]](#footnote-6)** | **Action Plan Mitigation Strategy** | **Responsible Person** | **Treatment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the risk area, activity, event, situation or parameters? | Describe the risk event, cause/s and consequence/s | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | **Effectiveness of existing controls** | **Risk Consequences** | **Risk Likelihood** | If control effectiveness is poor or unknown provide further treatment | Plan to be implemented to minimise risk | Who is responsible to minimise & manage risk if situation arises? | For those risks requiring treatment in addition to the existing controls. List:   * What will be done? * When will it happen? |
| **Evening Activities at the Blackwood Oval** | Accidents while travelling between each activity | Staff & Students to walk between activities | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Individual & Activity Staff to enforce this safety instruction | Staff from individual schools | Talk to staff about supervision – 1st Aid & ambulance if required |
| **Evening Activities at the Blackwood Hall – to be used only during inclement weather** | Staff & Students falling while walking down to the hall | Adequate supervision to be implemented by individual staff and safe location of pedestrians within Blackwood | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be supervised at all times | Staff from individual schools | Talk to staff about supervision – 1st Aid & ambulance if required |
| Vehicle accident at the Hall Car Park | **a)** Staff to drive safely at all times  **b)** Staff to be aware of students within the car park  **c)** Staff with students in the car park are to be aware of moving vehicles & ensure students are safe at all times  **d)** **Staff reversing a vehicle at any time MUST** have a 2nd staff member outside & at the rear of the vehicle / trailer to ensure it is safe for the vehicle to move backwards | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be fully supervised by individual staff at all times  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 | Staff from individual schools at all times  Blackwood Staff to inform staff of safety regulations and ensure they are adhered to | Talk to staff about supervision & safety regulations implemented for the Super Ride and all Blackwood Special Schools Outdoor Education Centre activities / events – 1st Aid & ambulance if required  Notify emergency services, BSSOEC Committee President & Department of Education |
| Accident during the implementation of the activities | Staff to adequately supervise students during activities and ensure students behave appropriately | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Activities have clear instructions & guidelines and individual staff ensure guidelines are followed | Blackwood Staff give clear instructions & individual staff implement | Talk to staff about supervision – 1st Aid & ambulance if required |
| Accidents due to limited space within the hall with a large group | Staff & Students to never run at any stage within the hall | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Individual & Activity Staff to enforce this safety instruction | Staff from individual schools | Talk to staff about supervision – 1st Aid & ambulance if required |

**BLACKWOOD SUPER RIDE RISK MANAGEMENT ACTION PLAN**

| **Identified Risk Category** | **Risk Description** | **Existing Controls** | **Rating** | | | **Treatment Priority[[7]](#footnote-7)** | **Action Plan Mitigation Strategy** | **Responsible Person** | **Treatment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the risk area, activity, event, situation or parameters? | Describe the risk event, cause/s and consequence/s | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | **Effectiveness of existing controls** | **Risk Consequences** | **Risk Likelihood** | If control effectiveness is poor or unknown provide further treatment | Plan to be implemented to minimise risk | Who is responsible to minimise & manage risk if situation arises? | For those risks requiring treatment in addition to the existing controls. List:   * What will be done? * When will it happen? |
| **The Start of the Blackwood Super Road outside the Blackwood General Store, Martin Street, Blackwood** | Staff & Students in danger of being hit by passing traffic | **a)** Ensure there is adequate staff supervision of students at all times  **b)** Get the Local Police supporting the Super Ride to patrol traffic ensuring minimal disruption to the flow of traffic and that students & staff are safe at all times | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be fully supervised by individual staff at all times | Blackwood Staff  Staff from individual schools at all times  Victoria Police | Talk to staff about supervision – 1st Aid & St John’s if required |
| Over crowding of bikes, pedestrians & spectators at the beginning of the ride | **a)** Staff to keep their school groups together at all times  **b)** No one is permitted to ride their bike within the vicinity of the starting area – all cyclists must dismount within the starting area | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be fully supervised by individual staff at all times | Blackwood Staff  Staff from individual schools at all times  Victoria Police | Talk to staff about supervision – 1st Aid & St John’s if required |
| Inappropriate parking of buses and vehicles in Martin Street and area surrounding the beginning of the ride | **a)** Designate a safe area for all buses driving to Five Ways from the starting area  **b)** All buses are to be parked facing the same direction  **c)** Groups not riding from Blackwood are to level their bikes on their trailers | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be fully supervised by individual staff at all times | Blackwood Staff  Staff from individual schools at all times  Victoria Police | Talk to staff about supervision – 1st Aid & St John’s if required |

**BLACKWOOD SUPER RIDE RISK MANAGEMENT ACTION PLAN**

| **Identified Risk Category** | **Risk Description** | **Existing Controls** | **Rating** | | | **Treatment Priority[[8]](#footnote-8)** | **Action Plan Mitigation Strategy** | **Responsible Person** | **Treatment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the risk area, activity, event, situation or parameters? | Describe the risk event, cause/s and consequence/s | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | **Effectiveness of existing controls** | **Risk Consequences** | **Risk Likelihood** | If control effectiveness is poor or unknown provide further treatment | Plan to be implemented to minimise risk | Who is responsible to minimise & manage risk if situation arises? | For those risks requiring treatment in addition to the existing controls. List:   * What will be done? * When will it happen? |
| **The Start of the Blackwood Super Road outside the Blackwood General Store, Martin Street, Blackwood** | Pedestrians & Spectators injured during the beginning of the ride | **a)** All pedestrians and spectators to be clear of the road at the beginning of the Super Ride  **b)** Blackwood Super Ride Non-Bike Riders to be located behind all bikes riders at the beginning of the Ride | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be fully supervised by individual staff at all times | Blackwood Staff  Staff from individual schools at all times  Victoria Police | Talk to staff about supervision – 1st Aid & St John’s if required |
| Bike riders injured during the excitement of the beginning of the ride | **a)** Highlight that the Super Ride is NOT a race it is an enjoyable Mountain Bike Riding Challenge  **b)** Send individual schools off one at a time to provide space between groups | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be fully supervised by individual staff at all times | Blackwood Staff  Staff from individual schools at all times  Victoria Police | Talk to staff about supervision – 1st Aid & St John’s if required |
| Bike riders injured during the 1km bitumen downhill section at the beginning of the Super Ride | **a)** Minimise vehicles on the road to:- Lead Vehicle  St John’s  Victoria Police  Sag Wagon  **b)** Ensure Marshals are safely located along the road to ensure riders travel in the right direction  **c)** Highlight use of brakes & safe riding practices | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be fully supervised by individual staff at all times  Blackwood Staff to have excellent knowledge of route and road conditions to be passed onto all staff and support vehicles prior to the beginning of the ride | Blackwood Staff  Staff from individual schools at all times  Victoria Police | Talk to staff about supervision – 1st Aid & St John’s if required |

**BLACKWOOD SUPER RIDE RISK MANAGEMENT ACTION PLAN**

| **Identified Risk Category** | **Risk Description** | **Existing Controls** | **Rating** | | | **Treatment Priority[[9]](#footnote-9)** | **Action Plan Mitigation Strategy** | **Responsible Person** | **Treatment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the risk area, activity, event, situation or parameters? | Describe the risk event, cause/s and consequence/s | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | **Effectiveness of existing controls** | **Risk Consequences** | **Risk Likelihood** | If control effectiveness is poor or unknown provide further treatment | Plan to be implemented to minimise risk | Who is responsible to minimise & manage risk if situation arises? | For those risks requiring treatment in addition to the existing controls. List:   * What will be done? * When will it happen? |
| **Bus Convoy of Schools driving from Blackwood to Trentham and into Five Ways through the Wombat State Forest and back to Blackwood in the afternoon** | Students or Staff injured while walking and entering their bus to drive to Five Ways after the start of the Super Ride | **a)** Staff are to supervise students at all times and ensure no-one runs within their groups  **b)** Students to enter each bus in single file | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be fully supervised by individual staff at all times | Staff from individual schools at all times | Talk to staff about supervision – 1st Aid & Ambulance if required (St John’s will be following bike riders) |
| Buses left behind | **a)** Ensure all buses are parked in the correct location & facing the correct way at the start of the Super Ride  **b)** Ensure there is open communication between all buses operating on UHF Channel 14  **c)** Designate a lead & tail convoy vehicle | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Clear instructions from Blackwood Staff are to be provided as to safe bus parking in Martin Street  Victoria Police vehicle to be the lead vehicle from Blackwood to Five Ways via Countess Road | Staff from Individual schools at all times  Victoria Police | Buses to re-establish communication within the convoy and ensure that the slow buses are able to rejoin the convoy |
| Buses driving along the incorrect route | Buses to remain in convoy and continue to follow the Victoria Police vehicle all the way into Five Ways | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Buses in convoy to utilise open communication frequency – UHF Channel 14 to ensure the correct route is followed by all buses | Staff from individual schools at all times  Victoria Police | Buses to re-establish communication within the convoy and ensure that the slow buses are able to correctly follow the convoy |

**BLACKWOOD SUPER RIDE RISK MANAGEMENT ACTION PLAN**

| **Identified Risk Category** | **Risk Description** | **Existing Controls** | **Rating** | | | **Treatment Priority[[10]](#footnote-10)** | **Action Plan Mitigation Strategy** | **Responsible Person** | **Treatment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the risk area, activity, event, situation or parameters? | Describe the risk event, cause/s and consequence/s | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | **Effectiveness of existing controls** | **Risk Consequences** | **Risk Likelihood** | If control effectiveness is poor or unknown provide further treatment | Plan to be implemented to minimise risk | Who is responsible to minimise & manage risk if situation arises? | For those risks requiring treatment in addition to the existing controls. List:   * What will be done? * When will it happen? |
| **Bus Convoy of Schools driving from Blackwood to Trentham and into Five Ways through the Wombat State Forest and back to Blackwood in the afternoon** | Buses breaking down | **a)** Students to remain on broken down bus at all times  **b)** IndividualStaff are responsible for doing a bus check in the morning prior to using their bus each day | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Communication needs to be clear within the convoy about which vehicle has broken down, where and what needs to be done | Staff from individual schools at all times  Victoria Police | Convoy Buses to support each other through open communication and support any vehicle in distress to ensure that the Students, Staff & vehicle are safe at all times |
| Buses parking in unsafe areas at Five Ways | **a)** Buses parking at Five Ways must ensure that all five roads at this junction are clear and easily accessible to all traffic  **b)** Buses must be parked in a safe manor as not to inhibit other vehicles or bike riders participating in the Super Ride | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Clear instructions from Blackwood Staff are to be provided as to safe bus parking at Five Ways | Staff from individual schools at all times  Victoria Police | Staff to move their individual bus to a safe area under the direction of Victoria Police and Blackwood Staff |
| Incident / Accident loading & unloading Bike Trailers | Staff only to unload trailers & students to be safely out of the way from traffic, bike riders & walkers | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be supervised at all times and located in a safe place by individual staff | Staff from individual schools | Talk to staff about supervision – 1st Aid & St John’s if required |

**BLACKWOOD SUPER RIDE RISK MANAGEMENT ACTION PLAN**

| **Identified Risk Category** | **Risk Description** | **Existing Controls** | **Rating** | | | **Treatment Priority[[11]](#footnote-11)** | **Action Plan Mitigation Strategy** | **Responsible Person** | **Treatment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the risk area, activity, event, situation or parameters? | Describe the risk event, cause/s and consequence/s | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | **Effectiveness of existing controls** | **Risk Consequences** | **Risk Likelihood** | If control effectiveness is poor or unknown provide further treatment | Plan to be implemented to minimise risk | Who is responsible to minimise & manage risk if situation arises? | For those risks requiring treatment in addition to the existing controls. List:   * What will be done? * When will it happen? |
| **Bus Convoy of Schools driving from Blackwood to Trentham and into Five Ways through the Wombat State Forest and back to Blackwood in the afternoon** | Vehicle accident on route to, from and at Five Ways | **a)** Staff to drive safely at all times  **b)** Staff to be aware of students within the vicinity of Five Ways  **c)** Staff with students in the area are to be aware of moving vehicles & ensure students are safe at all times  **d)** **Staff reversing a vehicle at any time MUST** have a 2nd staff member outside & at the rear of the vehicle / trailer to ensure it is safe for the vehicle to move backwards | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be fully supervised by individual staff at all times  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 | Staff from individual schools at all times  Victoria Police  Blackwood Staff to inform staff of safety regulations and ensure they are adhered to | Talk to staff about supervision & safety regulations implemented for the Super Ride and all Blackwood Special Schools Outdoor Education Centre activities / events – 1st Aid & St John’s if required  Notify emergency services, BSSOEC Committee President & Department of Education |
| **Blackwood Super Ride Marshal Safety** | Incident / Accident to Blackwood Super Ride Marshals | All Blackwood Super Ride Marshals are required to wear safety vests at all times | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Blackwood Staff required to give clear instructions to all Super Ride Marshals in relation to their safety and roles throughout the ride | Blackwood Staff | Talk to Marshal – 1st Aid & St John’s if required |
| Marshals injured while waiting at their Marshalling point | **a)** Blackwood Super Ride Marshals are not required on the roads until there are cyclists approaching  **b)** Marshals to safely park their vehicles off the road and patiently wait off the roads until cyclists approach their designated area | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Blackwood Staff required to give clear instructions to all Super Ride Marshals in relation to their safety and roles throughout the ride | Blackwood Staff | Talk to Marshal – 1st Aid & St John’s if required |

**BLACKWOOD SUPER RIDE RISK MANAGEMENT ACTION PLAN**

| **Identified Risk Category** | **Risk Description** | **Existing Controls** | **Rating** | | | **Treatment Priority[[12]](#footnote-12)** | **Action Plan Mitigation Strategy** | **Responsible Person** | **Treatment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the risk area, activity, event, situation or parameters? | Describe the risk event, cause/s and consequence/s | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | **Effectiveness of existing controls** | **Risk Consequences** | **Risk Likelihood** | If control effectiveness is poor or unknown provide further treatment | Plan to be implemented to minimise risk | Who is responsible to minimise & manage risk if situation arises? | For those risks requiring treatment in addition to the existing controls. List:   * What will be done? * When will it happen? |
| **Blackwood Super Ride Marshal Safety** | Incident / Accident to spectators, Super Ride participants or passing vehicles as a result of Super Ride Marshals | **a)** Blackwood Super Ride Marshals are instructed that their primary role is to ensure a safe and clear passage for participating bike riders  **b)** 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  **c)** If problems occur they are to report spectator names or vehicle number plates both to Victoria Police & Blackwood Staff | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Blackwood Staff required to give clear instructions to all Super Ride Marshals in relation to their safety and roles throughout the ride | Blackwood Staff | Talk to Marshal – 1st Aid & St John’s if required |

**BLACKWOOD SUPER RIDE RISK MANAGEMENT ACTION PLAN**

| **Identified Risk Category** | **Risk Description** | **Existing Controls** | **Rating** | | | **Treatment Priority[[13]](#footnote-13)** | **Action Plan Mitigation Strategy** | **Responsible Person** | **Treatment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the risk area, activity, event, situation or parameters? | Describe the risk event, cause/s and consequence/s | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | **Effectiveness of existing controls** | **Risk Consequences** | **Risk Likelihood** | If control effectiveness is poor or unknown provide further treatment | Plan to be implemented to minimise risk | Who is responsible to minimise & manage risk if situation arises? | For those risks requiring treatment in addition to the existing controls. List:   * What will be done? * When will it happen? |
| **The Blackwood Super Ride** | Inappropriately trained or inexperienced staff and students | **a)** It is a requirement from each individual school that within their group a minimum of one (1) staff member has the following qualifications:-  Cycle On or Bike Education  Minimum Level 2 1st Aid Training  **b)** Staff **MUST** also carry appropriate bike tools kits & 1st Aid Kits throughout the Super Ride  **c)** It is highly recommended that each individual school – prepares their students & staff – through adequate bike fitness training prior to the Super Ride event | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | a) Blackwood Staff issue Blackwood Super Ride Manuals to each participating school well in advance of the Super Ride  b) A Teacher & Parent/Guardian Manual is made available to each participating school.  c) individual school Super Ride Co-Ordinators & Principals authorise that they have read & understood the Blackwood Super Ride Manual prior to the event  d) Super Ride Co-Ordinators submit appropriate Department of Education Camp Forms for individual School Council approval for their Super Ride participation | Blackwood Staff  Each Individual School Principal  Each Individual School Council  Each team of staff participating in the Super Ride from individual schools  Parents/ Guardians | Students / Staff transported in the Sag Wagon during the Super Ride  1st Aid or St John’s if required  School may not be invited to participate in future Super Rides |

**BLACKWOOD SUPER RIDE RISK MANAGEMENT ACTION PLAN**

| **Identified Risk Category** | **Risk Description** | **Existing Controls** | **Rating** | | | **Treatment Priority[[14]](#footnote-14)** | **Action Plan Mitigation Strategy** | **Responsible Person** | **Treatment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the risk area, activity, event, situation or parameters? | Describe the risk event, cause/s and consequence/s | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | **Effectiveness of existing controls** | **Risk Consequences** | **Risk Likelihood** | If control effectiveness is poor or unknown provide further treatment | Plan to be implemented to minimise risk | Who is responsible to minimise & manage risk if situation arises? | For those risks requiring treatment in addition to the existing controls. List:   * What will be done? * When will it happen? |
| **The Blackwood Super Ride** | Large volume of traffic driving along the Super Ride Route within the Wombat State Forest | **a)** Place ‘Caution Cyclists on Road’ signs throughout the entire Super Ride route  **b)** Place notices in local & community newspapers/newsletters promoting the event  **c)** Letter drop Super Ride notifications in letter boxes along the Super Ride route informing locals of the event one (1) week prior to the Super Ride | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Open communication to all local residents of Blackwood & Trentham to ensure safety on the day  Obtain permission and permits to conduct the event from:-  Local Shire Authorities  VicRoads  Department of Sustainability & Environment  Victoria Police | Blackwood Staff | Individual school groups to communicate traffic volume through open communication – cycling frequency UHF Channel 12  Victoria Police to patrol volume of traffic  1st Aid or St John’s if required |
| Unsafe road conditions along the route | Blackwood Staff to have excellent & up-to-date cycling knowledge of entire Super Ride route | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Blackwood Staff to inform staff of the road conditions of the entire Super Ride route  Blackwood Staff to ensure locations where the road conditions are unsafe or dramatically change are Marshalled to ensure all cyclists safety | Blackwood Staff | Marshals to be placed along the route to ensure cyclists are safe  Victoria Police may be asked to Marshal and monitor the safety of specific locations  1st Aid or St John’s if required |

**BLACKWOOD SUPER RIDE RISK MANAGEMENT ACTION PLAN**

| **Identified Risk Category** | **Risk Description** | **Existing Controls** | **Rating** | | | **Treatment Priority[[15]](#footnote-15)** | **Action Plan Mitigation Strategy** | **Responsible Person** | **Treatment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the risk area, activity, event, situation or parameters? | Describe the risk event, cause/s and consequence/s | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | **Effectiveness of existing controls** | **Risk Consequences** | **Risk Likelihood** | If control effectiveness is poor or unknown provide further treatment | Plan to be implemented to minimise risk | Who is responsible to minimise & manage risk if situation arises? | For those risks requiring treatment in addition to the existing controls. List:   * What will be done? * When will it happen? |
| **The Blackwood Super Ride** | Students & Staff passing each other during the ride | **a)** All cyclists to ride on the left hand side of the road  **b)** Cyclist who need to dismount and walk sections of the route **MUST** dismount on the left hand side  **c)** Walkers stay on the left hand side of the road with their bikes on the road side  **d)** Cyclist passing other cyclists or walkers **MUST** call out **‘PASSING’** and only pass when it is safe to do so on in the middle or right hand side of the road | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Blackwood Staff to highlight the importance of obeying the road rules throughout the Super Ride and implementing safe riding practices to all participating staff and students  Victoria Police to enforce road laws on all cyclist if required | Staff from individual schools  Blackwood Staff  Victoria Police | Staff to be vigilant as to enforcing the appropriate road laws and safe cycling practices within their group at all times  1st Aid or St John’s if required |
| Support vehicles passing cyclist and each other along the Super Ride Route | **a)** Cyclists to remain on the left hand side so if required vehicles can pass on the right hand side  **b)** Lead vehicle will always remain in the lead  **c)** Sag Wagon will always remain at the rear  **d)** Victoria Police & St John’s vehicles are the only vehicles permitted to move among the cycling group | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Vehicle support for the Super Ride is kept to a minimum  Any excess school support vehicles will be located behind the Sag Wagon at all times | Blackwood Staff  Victoria Police  St John’s Officers  Staff from individual schools | Cyclists to remain on the left hand side of the road while vehicle are passing  1st Aid or St John’s if required |

**BLACKWOOD SUPER RIDE RISK MANAGEMENT ACTION PLAN**

| **Identified Risk Category** | **Risk Description** | **Existing Controls** | **Rating** | | | **Treatment Priority[[16]](#footnote-16)** | **Action Plan Mitigation Strategy** | **Responsible Person** | **Treatment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the risk area, activity, event, situation or parameters? | Describe the risk event, cause/s and consequence/s | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | **Effectiveness of existing controls** | **Risk Consequences** | **Risk Likelihood** | If control effectiveness is poor or unknown provide further treatment | Plan to be implemented to minimise risk | Who is responsible to minimise & manage risk if situation arises? | For those risks requiring treatment in addition to the existing controls. List:   * What will be done? * When will it happen? |
| **The Blackwood Super Ride** | Cyclists passing Super Ride support vehicles during the ride | **a)** Under no circumstances are cyclists permitted to ride in front of the lead vehicle  **b)** Under no circumstances are cyclists permitted to ride behind the Sag Wagon  **c)** Stationary vehicles must be parked in a safe area off the Super Ride route  **d)** 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 before moving back on the left hand side of the road | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Clear instructions from Blackwood Staff to be given to all staff in relation to safe passing of vehicles during the actual Super Ride | Blackwood Staff  Staff from individual schools | If passing a vehicle during the ride cyclists are to adhere to road laws and adopt safe cycling practices  1st Aid or St John’s if required |
| Students and Staff from individual schools becoming separated during the ride | Under no circumstances are students and staff to ride individually and without their specific school group during the entire Super Ride | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | **a)** Blackwood Staff highlight the importance of this guideline  **b)** Staff from each school to enforce this guideline  **c)** Students/staff who cannot ride a section of the route & decide to walk must be accompanied by staff / students from their specific school | Staff from individual schools  Blackwood Staff | If staff / students are found riding individually without their support they will be required to return to their group  If they repeat this action they will sit on the Sag Wagon for the remainder of the ride |

**BLACKWOOD SUPER RIDE RISK MANAGEMENT ACTION PLAN**

| **Identified Risk Category** | **Risk Description** | **Existing Controls** | **Rating** | | | **Treatment Priority[[17]](#footnote-17)** | **Action Plan Mitigation Strategy** | **Responsible Person** | **Treatment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the risk area, activity, event, situation or parameters? | Describe the risk event, cause/s and consequence/s | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | **Effectiveness of existing controls** | **Risk Consequences** | **Risk Likelihood** | If control effectiveness is poor or unknown provide further treatment | Plan to be implemented to minimise risk | Who is responsible to minimise & manage risk if situation arises? | For those risks requiring treatment in addition to the existing controls. List:   * What will be done? * When will it happen? |
| **The Blackwood Super Ride** | Students and Staff struggling to complete the ride | **a)** It is recommended Students & Staff complete specific training rides prior to participating in the Super Ride to ensure adequate fitness levels  **b)** If students / staff struggle to complete the Super Ride route their will be a Sag Wagon available for them and there bike  **c)** Under no circumstances is a student permitted to enter the Sag Wagon without being accompanied by a Staff Member from their specific school | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | 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  Staff should call through to the Sag Wagon to inform them that there will be people waiting for them along the route | Staff from individual schools  Blackwood Staff | Students & staff wait for the Sag Wagon to come along if no medical assistance is required  If medical assistance is required they should notify St John’s, Victoria Police & Blackwood Staff through the UHF cycling frequency Channel 12  1st Aid or St John’s if required |
| Staff & Students riding along incorrect roads during the Super Ride | **a)** All cyclists follow the lead vehicle  **b)** No cyclist is to travel in front of the lead vehicle  **c)** During the Wednesday afternoon activities Staff participating in the Super Ride for the first time are driven along the entire Super Ride route – to familiarise them with the route & help them determine an appropriate Super Ride starting point for their school group | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Blackwood Staff give clear instructions of the Super Ride Route and highlight the route on appropriate maps | Blackwood Staff  Staff from individual schools | The ride will cease to continue until the missing students and staff are located and directed onto the correct route  1st Aid or St John’s if required |

**BLACKWOOD SUPER RIDE RISK MANAGEMENT ACTION PLAN**

| **Identified Risk Category** | **Risk Description** | **Existing Controls** | **Rating** | | | **Treatment Priority[[18]](#footnote-18)** | **Action Plan Mitigation Strategy** | **Responsible Person** | **Treatment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the risk area, activity, event, situation or parameters? | Describe the risk event, cause/s and consequence/s | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | **Effectiveness of existing controls** | **Risk Consequences** | **Risk Likelihood** | If control effectiveness is poor or unknown provide further treatment | Plan to be implemented to minimise risk | Who is responsible to minimise & manage risk if situation arises? | For those risks requiring treatment in addition to the existing controls. List:   * What will be done? * When will it happen? |
| **The Blackwood Super Ride** | Staff & Students falling off along the Super Ride route | **a)** All cyclists are to ride in a safe manor  **b)** Staff from individual schools are to maintain full supervision throughout the entire ride  **c)** Students are to be instructed by their individual staff in safe cycling practices throughout the Super Ride | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Blackwood Staff to highlight the importance of safe cycling practices to staff  Staff form individual schools required to ensure that their school groups ride in a safe and law abiding manor at all times | Blackwood Staff  Staff from individual schools  Victoria Police  Marshals  St John’s Officers | 1st Aid or St John’s if required  If determined by St John’s Officers & staff hospitalisation  A travel period in the Sag Wagon may also be required |
| Cyclists colliding and causing accidents to individuals or en masse when departing from Five Ways and Trentham Lions Park | 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 | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Blackwood Staff highlight that no-one departs these sites without there instruction  Staff from individual schools maintain full supervision | Blackwood Staff  Staff from individual schools  Victoria Police | 1st Aid or St John’s if required  If determined by St John’s Officers & staff hospitalisation  A travel period in the Sag Wagon may also be required |
| Cyclists colliding and causing accidents to individuals or en masse when arriving back at Five Ways | **a)** Cyclists are not to dismount from their bikes until they are safely off the road  **b)** Dismounted cyclists are to ensure that their bikes are safely placed off the road  **c)** Non-cyclists are to remain off the road  **d)** Support vehicles to park safely away from any cycling group | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Blackwood Staff highlight the importance of safety in relation to returning to this area after lunch  Staff from individual schools maintain full supervision | Blackwood Staff  Staff from individual schools  Victoria Police | 1st Aid or St John’s if required  If determined by St John’s Officers & staff hospitalisation  A travel period in the Sag Wagon may also be required |

**BLACKWOOD SUPER RIDE RISK MANAGEMENT ACTION PLAN**

| **Identified Risk Category** | **Risk Description** | **Existing Controls** | **Rating** | | | **Treatment Priority[[19]](#footnote-19)** | **Action Plan Mitigation Strategy** | **Responsible Person** | **Treatment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the risk area, activity, event, situation or parameters? | Describe the risk event, cause/s and consequence/s | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | **Effectiveness of existing controls** | **Risk Consequences** | **Risk Likelihood** | If control effectiveness is poor or unknown provide further treatment | Plan to be implemented to minimise risk | Who is responsible to minimise & manage risk if situation arises? | For those risks requiring treatment in addition to the existing controls. List:   * What will be done? * When will it happen? |
| **The Blackwood Super Ride** | Cyclists colliding and causing accidents to individuals or en masse when riding down the Super Ride hill on North Blackwood Road from Shaw’s Lake turn-off to the Lerderderg River | **a)** Marshals to be located at the top of the hill to indicate the decline  **b)** Marshals to be located on tight corners within the decline to highlight the danger ahead  **c)** Cyclists to ride in a slow & safe manor  **d)** Cyclists to obey traffic laws & safe cycling rules  **e)** Groups to be supported by St John’s Ambulance, Victoria Police, Sag Wagon & Blackwood Staff  **f)** Speed to be kept to a minimum  **g)** All cyclist to use both brakes while riding this section | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Blackwood Staff highlight the importance of safety in relation to this section of the Super Ride  Staff from individual schools maintain full supervision | Blackwood Staff  Staff from individual schools  Victoria Police | 1st Aid or St John’s if required  If determined by St John’s Officers & staff hospitalisation  A travel period in the Sag Wagon may also be required  All major bike accidents or incidents will be reported to emergency services, BSSOEC Committee President & Department of Education |
| Incident / Accident loading & unloading Bike Trailers | Staff only to unload trailers & students to be safely out of the way from traffic, bike riders & walkers | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be supervised at all times and located in a safe place by individual staff | Staff from individual schools | Talk to staff about supervision – 1st Aid & St John’s if required |

**BLACKWOOD SUPER RIDE RISK MANAGEMENT ACTION PLAN**

| **Identified Risk Category** | **Risk Description** | **Existing Controls** | **Rating** | | | **Treatment Priority[[20]](#footnote-20)** | **Action Plan Mitigation Strategy** | **Responsible Person** | **Treatment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the risk area, activity, event, situation or parameters? | Describe the risk event, cause/s and consequence/s | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | **Effectiveness of existing controls** | **Risk Consequences** | **Risk Likelihood** | If control effectiveness is poor or unknown provide further treatment | Plan to be implemented to minimise risk | Who is responsible to minimise & manage risk if situation arises? | For those risks requiring treatment in addition to the existing controls. List:   * What will be done? * When will it happen? |
| **The Blackwood Super Ride** | Vehicles departing from Five Ways and returning to Blackwood via Countess Road after completing their route in the Super Ride | **a)** Staff to drive safely at all times  **b)** Staff to be aware of students within the vicinity of Five Ways  **c)** Staff with students in the area are to be aware of moving vehicles & ensure students are safe at all times  **d)** **Staff reversing a vehicle at any time MUST** have a 2nd staff member outside & at the rear of the vehicle / trailer to ensure it is safe for the vehicle to move backwards | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be fully supervised by individual staff at all times  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 | Staff from individual schools at all times  Victoria Police  Blackwood Staff to inform staff of safety regulations and ensure they are adhered to | Talk to staff about supervision & safety regulations implemented for the Super Ride and all Blackwood Special Schools Outdoor Education Centre activities / events – 1st Aid & St John’s if required  Notify emergency services, BSSOEC Committee President & Department of Education |
| **The Super Ride Medal Presentation** | Staff & Students falling over | Students to be supervised at all times by their staff | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Staff & students from each school sit / stand together to ensure maximum supervision. | Staff from Individual Schools | Talk to Staff to ensure supervision is maintained – 1st Aid if required |
| Staff & Students impatient while waiting to be presented with their medals | Supervision maintained to avoid impatience | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Staff to ensure their entire group is together at all times | Staff from Individual Schools | Talk to Staff to ensure supervision is maintained – 1st Aid if required |

**BLACKWOOD SUPER RIDE RISK MANAGEMENT ACTION PLAN**

| **Identified Risk Category** | **Risk Description** | **Existing Controls** | **Rating** | | | **Treatment Priority[[21]](#footnote-21)** | **Action Plan Mitigation Strategy** | **Responsible Person** | **Treatment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the risk area, activity, event, situation or parameters? | Describe the risk event, cause/s and consequence/s | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | **Effectiveness of existing controls** | **Risk Consequences** | **Risk Likelihood** | If control effectiveness is poor or unknown provide further treatment | Plan to be implemented to minimise risk | Who is responsible to minimise & manage risk if situation arises? | For those risks requiring treatment in addition to the existing controls. List:   * What will be done? * When will it happen? |
| **The Super Ride Medal Presentation** | Staff & Students running around the Medal Presentation area | Supervision to be maintained at all times | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Staff to ensure students are supervised at all times | Staff from Individual Schools | Talk to Staff to ensure supervision is maintained – 1st Aid if required |
| **Movement of individuals and school groups around the township of Blackwood and accommodation sites used throughout the Super Ride** | Staff & Students falling while walking around the township of Blackwood | Adequate supervision to be implemented by individual staff and safe location of pedestrians within Blackwood | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be supervised at all times | Staff from individual schools | Talk to staff about supervision – 1st Aid & ambulance if required |
| Vehicle accident within Blackwood or around an accommodation site  Accidents occurring while parking at the School during meal times  Accidents occurring while departing meal and activity sites in and around Blackwood | **a)** Staff to drive safely at all times  **b)** Staff to be aware of students within the vicinity of Five Ways  **c)** Staff with students in the area are to be aware of moving vehicles & ensure students are safe at all times  **d)** **Staff reversing a vehicle at any time MUST** have a 2nd staff member outside & at the rear of the vehicle / trailer to ensure it is safe for the vehicle to move backwards | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be fully supervised by individual staff at all times  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 | Staff from individual schools at all times  Victoria Police  Blackwood Staff to inform staff of safety regulations and ensure they are adhered to | Talk to staff about supervision & safety regulations implemented for the Super Ride and all Blackwood Special Schools Outdoor Education Centre activities / events – 1st Aid & St John’s if required  Notify emergency services, BSSOEC Committee President & Department of Education |

**BLACKWOOD SUPER RIDE RISK MANAGEMENT ACTION PLAN**

| **Identified Risk Category** | **Risk Description** | **Existing Controls** | **Rating** | | | **Treatment Priority[[22]](#footnote-22)** | **Action Plan Mitigation Strategy** | **Responsible Person** | **Treatment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the risk area, activity, event, situation or parameters? | Describe the risk event, cause/s and consequence/s | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | **Effectiveness of existing controls** | **Risk Consequences** | **Risk Likelihood** | If control effectiveness is poor or unknown provide further treatment | Plan to be implemented to minimise risk | Who is responsible to minimise & manage risk if situation arises? | For those risks requiring treatment in addition to the existing controls. List:   * What will be done? * When will it happen? |
| **Movement of individuals and school groups around the township of Blackwood and accommodation sites used throughout the Super Ride** | Staff & Students falling off their bikes while travelling around the Blackwood township | Adequate training prior to the ride, adequate supervision, implement safe riding practices | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be supervised at all times on bikes | Staff from individual schools | Talk to staff about supervision – 1st Aid & ambulance if required |
| **Bush Fires, Total Fire Bans and Campfires** | A bush fire within the Wombat State Forest | All Super Ride activities cease and all School Groups to meet at BSSOEC Residence accommodation site prepared to evacuate | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be fully supervised by individual staff at all times  Students to remain in vehicles | Blackwood Staff  Victoria Police  CFA & DSE | All staff to follow the directives issued by appropriate authorities |
| Total Fire Ban | **a)** Wednesday & Friday activities implemented as scheduled  **b)** Thursday Super Ride re-routed into the Trentham area – out of the Wombat State Forest – as approved by Victoria Police and all cycling to cease by 12pm | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be fully supervised by individual staff at all times  Excess water to be carried and located readily available along the route | Blackwood Staff  Victoria Police | All staff to follow the directives issued by appropriate authorities |
| Campfires | **a)** Under no circumstance are campfires permitted at The Residence or the Caravan Park accommodation sites  **b)** Heating fires may be lit – if required – in appropriate indoor (only) fire places at The School & Tent Shelter | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be fully supervised by individual staff at all times  Fire to be lit and maintained by staff only | Blackwood Staff  Staff from individual schools | Talk to staff about supervision – 1st Aid & ambulance if required |

**BLACKWOOD SUPER RIDE RISK MANAGEMENT ACTION PLAN**

| **Identified Risk Category** | **Risk Description** | **Existing Controls** | **Rating** | | | **Treatment Priority[[23]](#footnote-23)** | **Action Plan Mitigation Strategy** | **Responsible Person** | **Treatment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the risk area, activity, event, situation or parameters? | Describe the risk event, cause/s and consequence/s | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | **Effectiveness of existing controls** | **Risk Consequences** | **Risk Likelihood** | If control effectiveness is poor or unknown provide further treatment | Plan to be implemented to minimise risk | Who is responsible to minimise & manage risk if situation arises? | For those risks requiring treatment in addition to the existing controls. List:   * What will be done? * When will it happen? |
| **Explosion** | Incorrect use, storage or transportation of Gas Cylinders throughout the Super Ride | **a)** Under no circumstances are students or staff from individual schools to have access to any gas cylinders  **b)** Ensure Gas cylinders are used correctly at all times  **c)** Ensure unused and empty gas cylinders are stored safely at all times  **d)** Ensure gas cylinders are always transport correctly | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Implement a gas safety checklist  Highlight a safe evacuation point to all visiting schools | Blackwood Staff | Evacuate the area immediately  Ensure all school groups stay together & are accounted for  Notify emergency services, BSSOEC Committee President & Department of Education  Talk to staff about supervision – 1st Aid & ambulance if required |
| **Medical Emergency** | Heart attack or stroke patient  Serious injury through accident (cut hand/leg)  Vehicular accident | **a)** One (1) staff member in each school group to have a minimum of Level 2 1st Aid  **b)** St John’s Ambulance to support the Super Ride  **c)** Victoria Police to support the Super Ride | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Monitor & report patients health  Students to be supervised by individual staff at all times.  Monitor victims health St Johns will be present.  Crowd control | Blackwood Staff  Staff from individual schools  St John’s Officers  Victoria Police  Ambulance Officers | Super Ride to cease and all groups to congregate – away from the emergency – together at the earliest convenient location  Notify emergency services, BSSOEC Committee President & Department of Education  Talk to staff about supervision – 1st Aid & ambulance if required |

**BLACKWOOD SUPER RIDE RISK MANAGEMENT ACTION PLAN**

| **Identified Risk Category** | **Risk Description** | **Existing Controls** | **Rating** | | | **Treatment Priority[[24]](#footnote-24)** | **Action Plan Mitigation Strategy** | **Responsible Person** | **Treatment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the risk area, activity, event, situation or parameters? | Describe the risk event, cause/s and consequence/s | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | **Effectiveness of existing controls** | **Risk Consequences** | **Risk Likelihood** | If control effectiveness is poor or unknown provide further treatment | Plan to be implemented to minimise risk | Who is responsible to minimise & manage risk if situation arises? | For those risks requiring treatment in addition to the existing controls. List:   * What will be done? * When will it happen? |
| **Inappropriate riding and/or severe weather conditions** | Rain | **a)** Monitor news and weather forecasts  **b)** Super Ride continues as scheduled  **c)** Alternative indoor lunch location used – Trentham Football Oval | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be fully supervised by individual staff at all times  Students to be monitored & observed for hypothermia | Blackwood Staff  Staff from individual schools  St John’s Officers | Staff & students to maintain warmth  Entire Super Ride to begin at Five Ways avoiding walking up hill in the cold  Talk to staff about supervision – 1st Aid & ambulance if required |
| High Winds | Super Ride re-routed out of the Wombat State Forest to a safer location around Trentham | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be fully supervised by individual staff at all times | Blackwood Staff  Staff from individual schools | New route implemented in an open area if safe  Safe alternative activities implemented – may include:-  Camp activities;  Sovereign Hill;  Local excursions;  Individual Schools Free Day |
| Storms including electrical | Storms including electrical | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students to be fully supervised by individual staff at all times | Blackwood Staff  Staff from individual schools | Safe alternative activities implemented – may include:-  Camp activities;  Sovereign Hill;  Local excursions;  Schools Free Day |

**BLACKWOOD SUPER RIDE RISK MANAGEMENT ACTION PLAN**

| **Identified Risk Category** | **Risk Description** | **Existing Controls** | **Rating** | | | **Treatment Priority[[25]](#footnote-25)** | **Action Plan Mitigation Strategy** | **Responsible Person** | **Treatment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the risk area, activity, event, situation or parameters? | Describe the risk event, cause/s and consequence/s | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | **Effectiveness of existing controls** | **Risk Consequences** | **Risk Likelihood** | If control effectiveness is poor or unknown provide further treatment | Plan to be implemented to minimise risk | Who is responsible to minimise & manage risk if situation arises? | For those risks requiring treatment in addition to the existing controls. List:   * What will be done? * When will it happen? |
| **Lost Student / Staff Member at any stage during the entire Super Ride program** | During the Super Ride event a student or staff member or a group of students and staff members go missing | Adequate & appropriate supervision to be implemented by individual staff at all times throughout the entire Blackwood Super Ride | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | All Super Ride activities cease  Individual staff take responsibility of their own students & staff back to their Blackwood accommodation site or a designated safe area  Last known location determined  Notify emergency services, BSSOEC Committee President & Department of Education  Police to control Search & Rescue | Victoria Police  Blackwood Staff  Staff from individual schools  Emergency Services  Department of Education  Principal of lost Student / Staff Member  BSSOEC Committee President | Blackwood Staff cease all Super Ride activities & direct individual schools back to their accommodation sites or a designated safe area  Blackwood Staff notify emergency services, BSSOEC Committee President & Department of Education  Victoria Police to conduct a search & rescue operation if required  1st Aid & ambulance if required |

**Risk Treatment Priority Table**

Use the table below to decide the overall risk rating and represent the priority of the each risk for treatment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Consequences** | **Major** | **Lost Student or Staff Member** | **Medical Emergency** |  |  |
| **Moderate** | **Gas Explosion** | **Start of the Super Ride**  **The Blackwood Super Ride**  **Inappropriate Weather Condition** |  |  |
| **Minor** | **Bus Convoy**  **Super Ride Medal Presentation** | **Super Ride Meals**  **Thursday Lunch**  **Bike activities on Blackwood Oval**  **Evening activities on Blackwood Oval or in Hall**  **Super Ride Marshal Safety**  **Group movements around Blackwood**  **Fires**  **Vehicle Collison** |  |  |
| **Insignificant** |  |  |  |  |
|  |  | **Rare** | **Unlikely** | **Likely** | **Almost certain** |
|  |  | **Likelihood** | | | |

|  |  |
| --- | --- |
| ***Treat*** | ***Monitor*** |

1. Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority. [↑](#footnote-ref-1)
2. Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority. [↑](#footnote-ref-2)
3. Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority. [↑](#footnote-ref-3)
4. Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority. [↑](#footnote-ref-4)
5. Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority. [↑](#footnote-ref-5)
6. Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority. [↑](#footnote-ref-6)
7. Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority. [↑](#footnote-ref-7)
8. Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority. [↑](#footnote-ref-8)
9. Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority. [↑](#footnote-ref-9)
10. Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority. [↑](#footnote-ref-10)
11. Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority. [↑](#footnote-ref-11)
12. Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority. [↑](#footnote-ref-12)
13. Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority. [↑](#footnote-ref-13)
14. Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority. [↑](#footnote-ref-14)
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17. Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority. [↑](#footnote-ref-17)
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24. Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority. [↑](#footnote-ref-24)
25. Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority. [↑](#footnote-ref-25)