

**Blackwood**

**Outdoor**

**Specialist**

**School**

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Campus

of:

-

**Frankston Special Developmental School**

Member of:

-

**Residential Outdoor Schools Association (ROSA)**

**International Camping**

**Fellowship Member**



**ANNUAL BLACKWOOD CHEVIOT RIDE**

**GREAT VICTORIAN RAIL TRAIL**



**MANSFIELD – BOONIE DOON – MERTON**

**MERTON - YARCK – ALEXANDRA**

**MOLESWORTH - YEA**

**Risk Register**

**School:**

**Supervising teachers/staff:**

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

**Year Level:**

**Dates: Monday 5th December to Friday 9th December 2022**

**Location(s): Victorian High Country – Great Victorian Rail Trail – Mansfield; Boonie Doon; Merton; Molesworth; Cheviot Tunnel; Yea; Cathkin; Alexandra**

**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 Cheviot Ride. During the implementation of the Cheviot 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 Cheviot Ride.**

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

**Accommodation Site:**

|  |  |  |
| --- | --- | --- |
| **ACCOMMODATION** | **ADDRESS** | **PHONE No.** |
| Rubicon Outdoor Education Centre | 264 Rubicon Rd, Rubicon, 3712 | 5773-2285 |

**Blackwood SSOEC staff have assessed the roads, facilities, surrounds and buildings that they will utilise during the Blackwood Cheviot 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: 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** |
| **Throughout the Event** | Cheviot Ride Meals | 5 | Falling, Pushing | Supervision |
| **Tuesday** | Bonnie Doon Community Centre | 6 | Falling, Crashing, Tripping | Supervision |
| **Wednesday** | Alexandra | 6 | Falling, Pushing, Tripping | Supervision |
| **Throughout the Event** | Evening meals during the Cheviot Ride | 7 – 8 | Falling, Pushing | Supervision |
| **Tuesday** | The Start of the Cheviot Ride | 8 – 10 | Crashing, Falling, Stopping, Speed, Accidents, Collisions | Supervision & Guidelines |
| **Throughout the Event** | Bus Convoys | 10 – 12 | Accidents, Collisions, Speed | Supervision and Communication |
| **Tuesday, Wednesday, Thursday** | THE BLACKWOOD  CHEVIOT RIDE | 13 – 18 | Crashing, Falling, Stopping, Speed, Accidents, Collisions | Supervision and Controlled Riding |
| **Thursday** | CHEVIOT TUNNEL | 19 | Crashing, Falling, Stopping, Speed, Accidents, Collisions | Supervision and Controlled Riding |
| **Thursday** | Cheviot Ride Medal Presentation | 20 | Falling, Pushing | Supervision |
| **Throughout the Event** | Changes in Weather, Bushfires | 21 | Injury, Burns, Illness, Death | Supervision |
| **Throughout the Event** | Dehydration, Sunburn, Hypothermia | 22 | Injury, Illness, Death | Supervision |
| **Throughout the Event** | Snake Bite, A student lacks interest in the Activity, Impatience | 23 | Lost, Illness, Injury | Supervision |
| **Throughout the Event** | Movement of individuals Schools throughout public spaces | 24 | Falling, Pushing, Colliding, Accidents, Crashing, Speed | Supervision |
| **Throughout the Event** | Games & Activities at Rubicon Outdoor School | 25 | Falling, Pushing, Impatient, Injury, Property Damage | Supervision |
| **Throughout the Event** | Medical Emergency | 26 | Allergies, reactions, death | Staff Interaction |
| **Throughout the Event** | Severe Weather Conditions | 26 | Injury, Illness, Death | Monitor Conditions, Forum Discussion advice from Local Authorities |
| **Throughout the Event** | Lost Child / Staff Member | 27 | Disorientation, illness, injury, death | Notify Authorities, Principal, BSSOEC Principal & Rescue if required |

| **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 Cheviot 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 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Boonie Doon Community Centre Lunch**  **& Yarck Lunch** | Staff & Students falling over bikes scattered throughout the lunch locations | 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 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 | 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 unless fully supervised | 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 lake Eildon | Inform staff that students should not access the water 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 |
| Staff & Students walking out onto 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 |

| **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? |
| **Evening meals during the Cheviot Ride** | Staff & Students falling while walking towards the meal location | Adequate Supervision to be implemented by individual staff and safe location of pedestrians | 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 | **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 Cheviot Ride and all Blackwood Special Schools Outdoor Education Centre activities / events – 1st Aid & ambulance if required  Notify emergency services, BSSOEC Principal & Department of Education |
| Accident during the meal | Staff to adequately supervise students during meal and ensure students behave appropriately | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | 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 |

| **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? |
| **Evenings at the Rubicon Outdoor School during the Cheviot Ride** | Accidents while travelling around campus | Staff & Students to walk around Rubicon site | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Staff to enforce this safety instruction | Staff from individual schools | Talk to staff about Supervision – 1st Aid & ambulance if required |
| **The Start of the Blackwood Cheviot Ride at Mansfield** | Staff & Students in danger of being hit by passing traffic | **a)** Ensure there is adequate staff Supervision of students at all times  b) Both staff & students are not to access any street as pedestrians at any time | 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 | Talk to staff about Supervision – 1st Aid 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  **c) No pedestrians or cyclists are permitted to access the Rail Trail until informed by a Blackwood Staff member** | 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 | Talk to staff about Supervision – 1st Aid if required |
| Inappropriate parking of buses and vehicles in in the area surrounding the beginning of the ride | **a)** Designate a safe area for all buses to park  **b)** All buses are to be parked facing the same direction | 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 | Talk to staff about Supervision – 1st Aid if required |

| **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? |
| **The Start of the Blackwood Cheviot Ride at Mansfield** | Pedestrians & Spectators injured during the beginning of the ride | **a)** All pedestrians and spectators to be clear of the Rail Trail at the beginning of the Cheviot Ride  **b)** Blackwood Cheviot Ride Non-Bike Riders to be located off the Rail Trail 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 | Talk to staff about Supervision – 1st Aid if required |
| Bike riders injured during the excitement of the beginning of the ride | **a)** Highlight that the Cheviot 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 | Talk to staff about Supervision – 1st Aid if required |
| Breakfast at Mansfield | **a) Ensure all students & staff are patient**  **b) Ensure students & staff line-up appropriately while breakfast is being served**  **c) Highlight safe area for people to sit during breakfast**  **c) Ensure there is no rubbish left as a result of breakfast** | 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 | Talk to staff about Supervision – 1st Aid if required |

| **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? |
| **The Start of the Blackwood Cheviot Ride Mansfield** | Students interfere with the Mansfield Rotary Club while they are cooking & preparing breakfast | **Ensure students are fully supervised at all times & not permitted anywhere near the mobile kitchen 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 | Staff from individual schools at all times  Blackwood Staff | Talk to staff about Supervision – 1st Aid if required |
| **Bus Convoy of Schools driving between event locations** | Students or Staff injured while walking and entering their bus | **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 if required |
| Buses left behind | **a)** Ensure all buses are parked in the correct location at the start of the Cheviot Ride  **b)** Ensure there is open communication between all buses operating on UHF Channel 12  **c)** Designate a lead & tail convoy vehicle to each convoy  **d) Ensure all staff are clear about departure times** | 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 Convoy departure groups, times & schools  Blackwood vehicle to lead the first convoy | Staff from Individual schools at all times | 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 Lead vehicle | 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 12 to ensure correct route | Staff from individual schools at all times | Buses to re-establish communication within the convoy and ensure that the slow buses are able to correctly follow the convoy |

| **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? |
| **Bus Convoy of Schools driving between event locations** | 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 | 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 an unsafe area near the start of the Rail Trail | **a)** Staff parking buses must ensure that the road is 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 Cheviot 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 Beechworth | Staff from individual schools at all times | Staff to move their individual bus to a safe area under the direction of 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 if required |

| **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? |
| **Bus Convoy of Schools driving between event locations** | Vehicle accident on route | **a)** Staff to drive safely at all times  **b)** Staff to be aware of ALL students at ALL times  **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  Blackwood Staff to inform staff of safety regulations and ensure they are adhered to | Talk to staff about Supervision & safety regulations implemented for the Cheviot Ride and all Blackwood Special Schools Outdoor Education Centre activities / events – 1st Aid if required  Notify emergency services, BSSOEC Principal & Department of Education |

| **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 Blackwood Cheviot 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 Cheviot Ride  **c)** It is highly recommended that each individual school – prepares their students & staff – through adequate bike fitness training prior to the Cheviot Ride event | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | a) Blackwood Staff issue Blackwood Cheviot Ride Manuals to each participating school well in advance of the Cheviot Ride  b) A Teacher & Parent/Guardian Manual is made available to each participating school.  c) individual school Cheviot Ride Co-Ordinators & Principals authorise that they have read & understood the Blackwood Cheviot Ride Manual prior to the event  d) Cheviot Ride Co-Ordinators submit appropriate Department of Education Camp Forms for individual School Principal approval. | Blackwood Staff  Each Individual School Principal  Each Individual School Council  Each team of staff participating in the Cheviot Ride from individual schools  Parents/ Guardians | Students / Staff transported in the Sag Wagon during the Cheviot Ride  1st Aid if required  School may not be invited to participate in future Cheviot Rides |

| **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? |
| **The Blackwood Cheviot Ride** | Unsafe Rail Trail conditions along the route | Blackwood Staff to have excellent & up-to-date cycling knowledge of entire Cheviot Ride route | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Blackwood Staff to inform staff of the Rail Trail conditions of the entire Cheviot 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  1st Aid if required |
| Students & Staff passing each other during the ride | **a)** Cyclists ride on left hand side of the trail  **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 Rail Trail side  **d)** Cyclist passing other cyclists or walkers **MUST** call out **‘PASSING’** and only pass when 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 Cheviot Ride and implementing safe riding practices to all participating staff and students | Staff from individual schools  Blackwood Staff | Staff to be vigilant as to enforcing the appropriate road laws and safe cycling practices within their group at all times  1st Aid if required |

| **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? |
| **The Blackwood Cheviot Ride** | Support vehicles accessing the Rail Trail due to an emergency situation and passing cyclist and each other along the Cheviot Ride Route | Cyclists to stop & remain on the left hand side so if required vehicles can pass on the right hand side | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Vehicle support for the Cheviot Ride is kept to a minimum.  Any excess school support vehicles will not have direct access to the Rail Trail | 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 if required |
| Cyclists passing Cheviot Ride support vehicles during the ride | **a)** Stationary vehicles must be parked in a safe area off the Cheviot 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 | 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 Cheviot 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 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 Cheviot Ride | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | **a)** Blackwood Staff highlight importance of this guideline  **b)** Staff from each school to enforce this guideline  **c)** Students/staff who cannot ride a section must be accompanied by staff / students from their 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 |

| **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? |
| **The Blackwood Cheviot Ride** | Students and Staff struggling to complete the ride | **a)** It is recommended Students & Staff complete specific training rides prior to participating in the Cheviot Ride to ensure adequate fitness levels  **b)** If students / staff struggle to complete the Cheviot Ride route there will be a Sag Wagon available for them and their bike  **c)** Students entering a Sag Wagon should be 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 Blackwood Staff through the UHF cycling frequency Channel 12  1st Aid if required |
| Staff & Students riding along incorrect roads during the Cheviot Ride | **a)** All cyclists follow the lead group  **b)** No cyclist is to travel in front of the lead group  **c) Staff & Students from individual schools are not to be separated at any stage during the ride** | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Blackwood Staff give clear instructions of the Cheviot 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 if required |

| **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? |
| **The Blackwood Cheviot Ride** | Staff & Students falling off along the Cheviot 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 Cheviot 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 | 1st Aid if required  A travel period in the Sag Wagon may also be required |
| Cyclists colliding and causing accidents to individuals or en masse when beginning to ride varying sections of the rail Trail | Under the instruction of Blackwood Staff individual school groups depart from these areas one school group 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 their instruction  Staff from individual schools maintain full Supervision | Blackwood Staff  Staff from individual schools  Victoria Police | 1st Aid if required  A travel period in the Sag Wagon may also be required |

| **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 Cheviot Ride** | Cyclists colliding and causing accidents to individuals or en masse when riding downhill at an inappropriate & dangerous speed | **a)** Cyclists to ride in a slow & safe manor  **b)** Cyclists to obey traffic laws & safe cycling rules  **c)** Speed to be kept to a minimum  **d)** All cyclist to use both brakes while riding these sections | 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 these sections of the Cheviot Ride  Staff from individual schools maintain full Supervision | Blackwood Staff  Staff from individual schools | 1st Aid if required  A travel period in the Sag Wagon may also be required  All major bike accidents or incidents will be reported to emergency services, BSSOEC Principal & 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 if required |

| **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 Cheviot Tunnel** | Cyclists:-   * colliding and causing accidents to individuals or en masse when riding through the tunnel * riding into the walls of the tunnel due to darkness * scared of the darkness within the tunnel * worried about the noise echoing through the tunnel * suffering epileptic seizures as a result of flashing/strobing bike lights within the tunnel * riding dangerously * have a panic attack while riding through the tunnel | To assist all groups riding through the tunnel the following procedures are to be followed:-  **a.** School groups may be split & mixed up according to the students abilities/perceptions as long as there is at least one (1) staff member from each school supporting their group/s of students  **b.** ALL Cyclists to ride in a slow & safe manor in small groups  **c.** Cyclists to obey traffic laws & safe cycling rules  **d.** Speed to be kept to a minimum  **e.** Glow sticks to be placed on both sides of the tunnel 1m in from walls  **f.** Groups to ride through the tunnel quietly  **g.** Bikes lights to be used in a mode where they DO NOT flash/strobe  **h.** Floodlights available on Tunnel alcoves | 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 riding through the Cheviot Tunnel  Staff from individual schools maintain full Supervision  and help decide how their students will be able to safely proceed through the tunnel  Students who are unable to ride through the tunnel will use alternative routes under the guidance & supervision of staff | Blackwood Staff  Staff from individual schools | 1st Aid if required  A travel period in the Sag Wagon may also be required  All major bike accidents or incidents will be reported to emergency services, BSSOEC Principal & Department of Education |

| **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 Cheviot 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 |
| 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 |
| **A Student becomes injured as a result of running** | A student is lost | It is clearly explained to students that if they are lost they are to:-  STOP, SIT DOWN & do not move until a staff / emergency services personnel member finds them | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students are to be fully supervised throughout the entire activity | Staff from Individual Schools  Blackwood Staff | The activity will be stopped immediately  Students brought together  Appropriate treatment will be implemented  Search Initiated  School, parents, DET, Emergency Services & Principal notified |
| Students decide it is a good idea to race / run during the Cheviot Ride – maybe they have found something interesting, the end is in sight or they want to race | During the activity instruction it is clearly explained to the students that under no circumstances is the Cheviot Ride a race & that no-one is permitted to race at any time | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students are to be fully supervised throughout the entire activity | Staff from Individual Schools  Blackwood Staff | Stop activity immediately  Students brought together  Appropriate treatment  If required school, parents, DET Emergency Services & Principal notified |

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| **A Student falls over on the undulating ground causing injury** | During the excitement of the activity a student moves about without full consideration for the surrounding & unfamiliar environment | Students are reminded the environment they are in & that they must move safely  They are to be aware of the environment at all times | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students are to be fully supervised throughout the entire activity | Staff from Individual Schools  Blackwood Staff | Students will be stopped immediately  Appropriate treatment will be implemented  Student isolated from the group & under strict staff supervision if they continue to run |
| **Changes in the Weather** | While participating in a Cheviot Ride the weather suddenly changes & has a direct impact on the ride experience | Blackwood Staff **MUST** have current knowledge of weather forecasts  Groups **MUST BE** adequately prepared for a variety of weather conditions during the Cheviot Ride ie Wet Weather Gear, Good Shoes, Food, Water  Blackwood & visiting Staff carry 1st Aid Kits | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students are to be fully supervised throughout the entire activity  Staff check students prior to departure to ensure they are adequately equipped | Staff from Individual Schools  Blackwood Staff | If the weather changes during the Ride:-  Keep the Group together, Prepare the Group Early, Find Shelter if necessary,  Consider Escape Routes, Continue to Ride, Appropriate treatment will be implemented if required  Coordinate return to Rubicon if necessary |
| **Bushfires** | A bushfire starts while on the Cheviot Ride | If it is a Total Fire Ban, implement alternative program  Consider current & previous weather conditions leading up to the day’s ride | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students are to be fully supervised throughout the entire activity | Blackwood & School Staff  Victoria Police  CFA & DSE | Keep the Group together  Cease the ride, consider **ALL** Escape Routes & evacuate to a designated safe place  As directed or advised by appropriate authorities |

| **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? |
| **Dehydration** | A students becomes dehydrated during the Cheviot Ride | Ensure that there is enough water & food for every individual within the group  Stop regularly for water & snacks | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students are to be fully supervised throughout the entire activity | Staff from Individual Schools  Blackwood Staff | Stop the Group  Get everyone to eat & drink  Appropriate treatment will be implemented if required |
| **Sunburn** | Students &/or Staff Members are sunburnt during the Cheviot Ride | All students & staff are reminded to Slip, Slop, Slap prior to starting the day’s ride  It is recommended everyone is to wear a hat when not cycling  Sunscreen to be applied before & during the ride & as required each day | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students are to be fully supervised throughout the entire activity | Staff from Individual Schools  Blackwood Staff | Stop the Group  Sit down in a shady spot & apply Sunscreen  Get everyone to eat & drink  Appropriate treatment will  be implemented if required |
| **Hypothermia** | Students &/or Staff Members experience hypothermia | Assess weather conditions  Ensure everyone within the group is adequately equipped for the ride  Monitor the Group throughout the ride  Carry appropriate 1st Aid equipment | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students are to be fully supervised throughout the entire activity | Staff from Individual Schools  Blackwood Staff | Stop the Group  Remove the entire group from the Weather Elements ASAP  Get everyone to eat, drink and rewarm  Assess, monitor, protect & treat patient  Appropriate treatment will  be implemented if required |

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| **Snake Bite** | Student/s &/or Staff Member/s are bitten by a snake | Talk to the group about the possibility of snakes in the area  Enforce that no-one is to leave the track at any stage  Students paired up | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students are to be fully supervised throughout the entire activity | Staff from Individual Schools  Blackwood Staff | Stop the Group  Remove the entire group from the immediate area  Assess, monitor, protect & treat patient  Appropriate treatment will  be implemented if required  School, parents, DET, Emergency Services & Principal notified |
| **A student lacks interest in the activity** | A Student becomes disinterested in the activity and distracts other students which can lead to injury towards or frustration from the other student/s | Supervision.  Student supported to participate in a safe & appropriate manner. Positive Behaviour management strategies prioritised | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students are to be fully supervised throughout the entire activity | Staff from Individual Schools  Blackwood Staff | Student potentially isolated from others within the group  Staff Member talks to student to gain an understanding of their behaviour  Student & Staff Member work together to continue & complete the activity |
| **Impatience** | Students are impatient during the ride | Students are informed that riding is a team activity and that everyone must help & support the entire group throughout the entire ride experience | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Students are to be fully supervised throughout the entire activity | Staff from Individual Schools  Blackwood Staff | Students informed that they MUST ride & work together at all times  If students continue to be impatient, they will be isolated from the group |

| **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? |
| **Movement of individuals and school groups around public places & accommodation** | Staff & Students falling while walking around the township of Yea | Adequate Supervision to be implemented by individual staff and safe location of pedestrians within public places | 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 public place or around the accommodation site  Accidents occurring while parking or moving around Rubicon Outdoor School  Accidents occurring while departing activity sites throughout the Cheviot Ride Locations | **a)** Staff to drive safely at all times  **b)** Staff to be aware of students within the vicinity of Rubicon Outdoor School  **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  Blackwood Staff to inform staff of safety regulations and ensure they are adhered to | Talk to staff about Supervision & safety regulations implemented for the Cheviot Ride and all Blackwood Special Schools Outdoor Education Centre activities / events – 1st Aid if required  Notify emergency services, BSSOEC Principal & Department of Education |
| Staff & Students falling off their bikes while travelling around the townships | 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 if required |

| **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? |
| **Games & Activities at Rubicon Outdoor School** | Students and/or staff injured or property damaged as a result of free time activities conducted within the grounds of Rubicon Outdoor School | **a)** All FREE TIME activities **MUST BE** fully supervised by staff from individual schools  **b)** Supervising Staff **MUST BE** aware of non- activity participants moving into the activity area  **c)** Supervising staff **MUST BE** aware of property in the area and potential damage to that property as a direct result of the activity | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | Highlight the importance of supervision during FREE TIME periods  Set up a designated activity area within Rubicon Outdoor School | Blackwood Staff  Staff from individual schools | Talk to staff about Supervision – 1st Aid if required  If students disobey instructions then the activity will be ceased and individual students may not be able to participate in future FREE TIME activities  Repeat offenders may not be permitted to ride in the Cheviot Ride |

| **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? |
| **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 | 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  Crowd control | Blackwood Staff  Staff from individual schools  Ambulance Officers (if required) | Cheviot Ride to cease and all groups to congregate – away from the emergency – together at the earliest convenient location  Notify emergency services, BSSOEC Principal & Department of Education  Talk to staff about Supervision – 1st Aid if required |
| **Severe weather conditions** | Rain | **a)** Monitor news and weather forecasts  **b)** Cheviot Ride continues as scheduled | 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 | Staff & students to maintain warmth  Talk to staff about Supervision – 1st Aid if required |
| High Winds | Cheviot Ride continues as scheduled unless the winds are classified destructive and it is clearly unsafe to 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 | Safe alternative activities implemented – may include:-  Re-routed rides;  Local excursions;  Individual Schools Free Day |

| **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? |
| **Severe weather conditions** | Storms including electrical | Storms including electrical  Cheviot Ride Cancelled | 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;  Local excursions;  Schools Free Day |
| **Lost Student / Staff Member at any stage during the entire Cheviot Ride program** | During the Cheviot 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 Cheviot Ride | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | High  Medium  Low | All Cheviot Ride activities cease  Individual staff take responsibility of their own students & staff back to their accommodation site or a designated safe area  Last known location determined  Notify emergency services, BSSOEC Principal & 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 Principal | Blackwood Staff cease all Cheviot Ride activities & direct individual schools back to their accommodation sites or a designated safe area  Blackwood Staff notify emergency services, BSSOEC Principal & 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** | **P21 & p27.) Lost Student or Staff Member p21.) Bushfires p23.) Snakebite** | **p26.) Medical Emergency**  **p.19.) The Cheviot Tunnel** |  |  |
| **Moderate** | **p25.) Games & Activities at Rubicon Outdoor School**  **p22.) Dehydration p22.) Sunburn p22.) Hypothermia** | **p8-10.) Start of the Cheviot Ride p13-18.) The Blackwood Cheviot Ride** | **p21.) Changes in the Weather** |  |
| **Minor** | **p10-12.) Bus Convoys p22) Cheviot Ride Medal Presentation p23.) Impatience** | **P5.) Cheviot Ride Meals p.6) Boonie Doon & Yarck p7-8.) Cheviot Ride Evening Meals  p24.) Group movements around public spaces p7 & 12.) Vehicle Collision p20.) A student becomes injured as a result of running p21.) A student falls over on undulating ground p23.) A student lacks interest in the activity** |  |  |
| **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)
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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)
18. Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority. [↑](#footnote-ref-18)
19. Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority. [↑](#footnote-ref-19)
20. Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority. [↑](#footnote-ref-20)