

**Note: This is a guideline Risk Assessment only. Schools should carefully review and amend as they require.**

Year Group(s) Involved: (circle appropriate box)	Junior					Middle				Senior			
	K	1	2	3	4	5	6	7	8	9	10	11	12
Name and Location of Venue:						Name of Excursion Coordinator:							
Number in Group/Class:						Date(s) of Excursion:							
Accompanying Staff, Parents, Caregivers and Volunteers:						Mobile Contact Number/s:							
Plan Prepared by:	Name:					Signature:							
Prepared in Consultation With:						2.				3.			
College Generic Risk Assessment and Venue & Safety Information Reviewed and Attached:						Yes / No				Name: Signature:			
Communicated to Accompanying Teachers/Parents/Caregivers/Volunteers:						Yes / No				Name: Signature:			
Sign off : <b>HOF/Dean/Supervisor</b>	Name:					Signature:				Date:			
Sign off: <b>Director of Planning and Organisation</b>	Name:					Signature:							Date:
Sign off : <b>Headmaster</b>	Name:					Signature:							Date:

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Task/Activity	Hazard Identification Type/Cause	Risk Assessment Using Matrix Form 13.3	Elimination or Control Measures	Who	When
Unclear instructions/ Insufficient information could lead to other hazards	Kill or cause permanent injury  Long term illness or serious injury  Medical attention and several days off work  First aid required	3  4  3  4	Students to attend race briefing Complete medical form Meeting with students to discuss Behaviour on ride, Medication, Safety procedures first aid procedures		Instructions given before ride commences and during the ride where needed. Teacher to point out any hazards that the group may come across
Students not listening to instructions	Kill or cause permanent injury  Long term illness or serious injury  Medical attention and several days off work	3  4  4	Students to attend race briefing Students listen while instructions are given from teacher and race officials Ask students if they need any instructions repeating or explained to them again		Before and during the ride.

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	First aid required	4		
Incorrect information or administration of medication	Kill or cause permanent injury	3	<p><b>All students</b></p> <ul style="list-style-type: none"> <li>• Complete medical form</li> </ul> <p><b>Years 7 to 9:</b></p> <ul style="list-style-type: none"> <li>• Medication to be placed in a zip-lock bag, labelled with student name and clear instructions for use</li> <li>• Zip-locked bag to be given to teacher in charge of medication for checking</li> <li>• Zip-locked bag to be held by teacher on bus on which student travels</li> </ul> <p><b>Years 10-12</b></p> <ul style="list-style-type: none"> <li>• Retain medication after comparison with medical form by teacher in charge of medication on day of departure</li> </ul> <p><b>Emergency Medication/treatment after an incident/accident</b></p> <ul style="list-style-type: none"> <li>• <b>All staff must ask students if they have an allergic reaction to any medication or treatment ( band-aids, Dettol etc) before medication or treatment given</b></li> <li>• <b>All treatment, including minor, to be recorded on Incident Record Form</b></li> <li>• Teacher to assess students</li> <li>• For all injuries other than minor ( cuts, bruises for example), the teacher must contact parent/guardian to ascertain preferred treatment</li> <li>• Staff member will carry medical information with them at all times.</li> </ul> <p>Student must be re-assessed as required</p>	At all times
	Long term illness or serious injury	4		
	Medical attention and several days off work	5		

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			First Aid will be present throughout the race		
Unsafe bike	Kill or cause permanent injury	2	Student's bikes will be assessed before the race. Any problems with the bike will be rectified by the teacher {where possible} or if the bike is deemed unsafe then the student will not participate in the race.		Before the race.
	Long term illness or serious injury	3			
	Medical attention and several days off work	3	It will be the student's responsibility to ensure that their bike is properly maintained.		
	First aid required	4			
Incorrect bike use	Kill or cause permanent injury	3	Students will be taken on a practice lap(s) of the course before the race. Appropriate techniques for different sections of the track will be demonstrated for them.		Before the race
	Long term illness or serious injury	4			
	Medical attention and several days off work	4	Students who are found to not be using their bike appropriately will be removed from the race.		
	First aid required	4			
Bike Malfunction	Kill or cause permanent injury	3	It will be the student's responsibility to ensure that their bike is properly maintained.		At all times
	Long term illness or				

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	serious injury	4			
	Medical attention and several days off work	5			
	First aid required	5			
Exposure to the sun.	Kill or cause permanent injury	3	<p>Students are required to wear helmets and sunglasses on all rides as well as appropriate clothing. They will also have access and be instructed to use sunscreen.</p> <p>Race is of a short duration with laps of approx 20 mins. Extreme exposure to the elements is highly unlikely.</p> <p>First aid will be present throughout the race</p>		At all times
	Long term illness or serious injury	4			
	Medical attention and several days off work	5			
	First aid required	5			
Weather	Kill or cause permanent injury	3	<p>In the event of dangerous weather the event will be cancelled.</p>		Before the ride
	Long term illness or serious injury	4			
	Medical attention and several days off work	5			
		5			

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	First aid required				
Dehydration	Kill or cause permanent injury	3	Students are required to carry a water bottle or hydration pack for the race. Students to supply own bottle or hydration pack.  First aid will be present throughout the race.		Every ride and event
	Long term illness or serious injury	4			
	Medical attention and several days off work	5			
	First aid required	5			
Danger from Trail obstacles	Kill or cause permanent injury	3	Students must wear helmet gloves and sunglasses during all rides. The trail is maintained at intervals by the WSMTB club.		During all rides
	Long term illness or serious injury	4			
	Medical attention and several days off work	5			
	First aid required	4			

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Eye Injuries	<p>Kill or cause permanent injury</p> <p>Long term illness or serious injury</p> <p>Medical attention and several days off work</p> <p>First aid required</p>	<p>3</p> <p>4</p> <p>4</p> <p>4</p>	<p>Students are required to wear sun glasses or clear glasses to prevent objects entering their eyes. Students are to supply own glasses.</p>		During all rides
Communication in case of an emergency.	<p>Kill or cause permanent injury</p> <p>Long term illness or serious injury</p> <p>Medical attention and several days off work</p> <p>First aid required</p>	<p>3</p> <p>4</p> <p>4</p> <p>4</p>	<p>Marshalls will be placed around the trail. Track has been designed for access to all parts of the track within minutes of the event centre.</p>		During all rides
Danger from wildlife and domestic animals.	<p>Kill or cause permanent injury</p> <p>Long term illness or serious injury</p>	<p>3</p> <p>4</p>	<p>The trail is maintained at intervals by the WSMTB Club. No domestic animals are permitted at the venue. Venue will be closed to all except those racing and spectators.</p>		Prior to the race.

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	Medical attention and several days off work	5			
	First aid required	4			
Bike Crashes	Kill or cause permanent injury	3	Students will be taught proper calling for overtaking manoeuvres. Students will be reminded of race etiquette at the race briefing.		During all rides.
	Long term illness or serious injury	4			
	Medical attention and several days off work	4			
	First aid required	4			

**Monitor and Review** – Monitor the effectiveness if controls and changes are necessary. Review the risk assessment if an incident or significant change occurs.

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Evacuation in case of emergency	Kill or cause permanent injury  Long term illness or serious injury  Medical attention and several days off work  First aid required	3  4  5  4	Marshalls will be placed around the trail to direct students in case of an emergency. Track has been designed for access to all parts of the track within minutes of the event centre.		During all rides
Stranger danger	Kill or cause permanent injury  Long term illness or serious injury  Medical attention and several days off work  First aid required	3  4  5  6	Students will be instructed not to speak to strangers. Any member of the public who approaches the group will be required to speak to the teacher.		Before During  After the race

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Bike Storage	NA	NA	When students are not racing bikes will be stored in the team pit area.		On every ride day
Toileting	Kill or cause permanent injury	3	Toilets on site.		On all rides and at all events.
	Long term illness or serious injury	4			
	Medical attention and several days off work	5			
	First aid required	6			
Transport			Students will be required to make there own way to and from the race.		

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