



Melbourne Bicycle Touring Club, Inc.

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MBTC – Risk Assessment – Version 1

1. Introduction

This MBTC Risk Assessment (RA) was undertaken in September 2008. The club members who participated were:

- G Hunter: Club president
- T Dreyer – Member
- David Brunt - Member
- Peter Boemo - Member

It is noted that cycling is an activity which carries inherent risk. The following parties are exposed

- Club and MAD riders
- MAD marshals and other volunteers
- MBTC and committee members
- Ride Leaders

2. Risk Scenarios

No	Scenario	Causes	Risk
1.	Rider lost on club ride	<ul style="list-style-type: none"> • Rider not following instructions • Group too big • Route changed • Too wide spread of abilities • Tail end not in place 	M
2.	Lost rider on MAD ride	<ul style="list-style-type: none"> • Rider not following instructions 	M
3.	Injured/ill rider on club ride	<ul style="list-style-type: none"> • Un roadworthy bike • Ride too difficult for rider • Inexperienced rider • Inexperienced ride leader • Poor first aid skills/equipment • Dehydration • Too hot • Too cold • Poor communication to emergency services • Vehicle driven by public 	H
4.	Injured/ill rider on MAD ride	<ul style="list-style-type: none"> • Un roadworthy bike • Ride too difficult for rider • Inexperienced rider • Poor organisation of MAD ride • Poor first aid skills/equipment • Dehydration • Too hot • Too cold • Poor communication to emergency services • Vehicle driven by public 	H
5.	Impact on member of public on club ride	<ul style="list-style-type: none"> • Selfishness/ignorance of club members 	L

No	Scenario	Causes	Risk
		<ul style="list-style-type: none"> • Cycling/camping on private property • Inconsiderate behaviour on part of a members of the public. 	
6.	Impact on member of public on MAD ride	<ul style="list-style-type: none"> • Conflict in use of public areas 	H
7.	Illness (pre exiting) on club ride	<ul style="list-style-type: none"> • Inexperienced rider • No recent medical 	H
8.	Illness (pre existing) on MAD ride	<ul style="list-style-type: none"> • Inexperienced rider • No recent medical 	H
9.	Environmental incident impacts MAD ride	<ul style="list-style-type: none"> • Hot/cold/rain • Bushfire 	H
10.	Environmental incident impacts club ride	<ul style="list-style-type: none"> • Hot/cold/rain • Bushfire 	M
11.	Ride causes Environmental incident	<ul style="list-style-type: none"> • Poor cleanup post MAD ride • Litter on club rides • Call of nature in wrong place/time 	M
12.	Theft	<p>Has occurred</p> <ul style="list-style-type: none"> • Equipment not secured 	L

3. Current Controls
G – General club rides
MR - MAD Ride

No	Control	Comment	
1.	Handbook	<ul style="list-style-type: none"> Contains lots of good material, but could be more focussed 	G
2.	Magazine	<ul style="list-style-type: none"> Good regular communication tool 	G
3.	Committee	<ul style="list-style-type: none"> Generally experienced and show good judgement Good culture in club 	G
4.	Ride leaders	<ul style="list-style-type: none"> Generally experienced and show good judgement Available at club meetings prior to ride 	G
5.	Weekly meetings	<ul style="list-style-type: none"> Ride briefing Informal discussion 	G
6.	Club members	<ul style="list-style-type: none"> Mixed range of experience and ability Capability of new members not generally known 	G
7.	Insurance	<ul style="list-style-type: none"> MBTC has Liability, Professional Indemnity, and Personal Accident insurance 	G & MR
8.	Ride rules (formal and informal)	<ul style="list-style-type: none"> Ride classification Briefing Need to check out ahead of ride Tail End Charlie 	G
9.	First aid training	<ul style="list-style-type: none"> Encourage first aid training for all Run refresher session at club – once per year 	G
10.	First aid equipment	<ul style="list-style-type: none"> First aid kit is available on ride 	G
11.	MAD ride	<ul style="list-style-type: none"> Responsible committee member 	MR

4. Proposed Risk Reduction Measures

No	Control	Comment	
1.	Handbook	<ul style="list-style-type: none"> Revise to have a sharper focus on risk Provide link to BOM for weather forecast 	G
2.	Committee	<ul style="list-style-type: none"> Involve committee in risk management 	G & MR
3.	President	<ul style="list-style-type: none"> To be first point of contact for press/public 	G
4.	Ride leader training/guidelines	<ul style="list-style-type: none"> Develop ride leader guidelines Develop ride leader training Publish in handbook List responsibilities 	G
5.	Club members	<ul style="list-style-type: none"> Gain acceptance of personal responsibility – eg via a disclaimer 	G
6.	Incident Management	<ul style="list-style-type: none"> Develop club procedure Ride leader to notify President Incident to be investigated Flag in incident reporting in Handbook and magazine Protocol for MAD – marshals to communicate 	G MR
7.	MAD – White board at start	To indicate weather conditions/fire risk	MR
8.	MAD – “Go/No Go” decision	To be made in the event of poor weather forecast/bushfire warning	MR
9.	MAD – Application forms/website to include a warning on weather/bushfire		MR
10.	MAD – Set up robust links with the local emergency authorities	<ul style="list-style-type: none"> Specifically for bushfire 	MR
11.	Risk management overall	<ul style="list-style-type: none"> Committee to review eg annually Specific risk assessment for MAD ride 	G
12.	Ride rules upgrade	<ul style="list-style-type: none"> Headcount at start and finish Mobile phone – preferable Telstra Intro at start of ride and re iterate 	G

No	Control	Comment	
		<ul style="list-style-type: none"> the rules Refine/re enforce Tail End Charlie role 	
13.	Emergency procedures	<ul style="list-style-type: none"> Document current practices Train ride leaders 	G
14.	Bike and gear	<ul style="list-style-type: none"> Members are primary responsible More guidelines in Handbook Flag at meeting ahead of ride Ride leader to make decision on suitability for ride 	G
15.	Ride conditions known	<ul style="list-style-type: none"> Clarify requirement to do pre ride 	G
16.	Create position of HSE coordinator for club and for MAD ride	<ul style="list-style-type: none"> Add to Equipment Officer's list of responsibilities 	G & MR
17.	Mobile phone	<ul style="list-style-type: none"> Have a phone which is capable of reaching emergency services on rid (eg Telstra or satellite phone) 	G
18.	GPS	<ul style="list-style-type: none"> Consider for rides in more remote areas 	G

Tom Dreyer
1 December 2008
4/12/2008

5. Process Followed:

The Process followed was the Hazard and Risk Management methodology as outlined in AS4360, which provides for a structured approach to the identification, analysis, assessment and mitigation of the hazards. The assessment-ranking matrix shown below was used to determine risk levels.

SAFETY CONSEQUENCE LEVELS				
Minor injury Low-level short-term subjective inconvenience or symptoms. Cuts, bruises, no measurable physical effects. No medical treatment	Significant injury Objective but reversible disability/impairment and/or medical treatment requiring hospitalisation. Major burns, broken bones, severe bruises, cuts.	Serious Injury Moderate irreversible or impairment (<30%) to one or more persons. Serious burns to large parts of body, serious internal and skull injuries. Gassings requiring hospitalisation.	Single fatality and/or severe irreversible disability or impairment (>30%) to one or more persons	Multiple fatalities as a result of short or long term health effects, or significant irreversible human health effects to >50 people

RISK RANK MATRIX

Consequence →	Low	Minor	Moderate	Major	Critical
Likelihood ↓	<i>Minor Injury</i>	<i>Significant Injury</i>	<i>Serious Injury</i>	<i>Fatality</i>	<i>Multiple Fatality</i>
Almost Certain	High	High	Extreme	Extreme	Extreme
Likely	Moderate	High	High	Extreme	Extreme
Possible	Low	Moderate	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	High	Extreme
Rare	Low	Low	Moderate	High	High