



Department of
Transport



Bike Week 2019

Risk Assessment Guide

This Risk Assessment Guide is to help you consider a range of scenarios you may need to plan for prior to your Bike Week event. This is not an exhaustive list of issues and all events will differ from each other. Please ensure that you are prepared to respond to unusual or unexpected situations that may arise.

1. If you are using **volunteers** you must ensure that they are briefed to respond to situations such as lost children, health problems such heart failure, food poisoning, exhaustion or dehydration.
2. Brief all volunteers on how/when to **call an ambulance** or other help, if necessary.
3. **Volunteers must be clearly identifiable** with light, bright or reflective uniform clothing.
4. **The route** needs to be checked prior to the event to ensure it is safe, debris free and adequately signposted.
5. Provide and encourage the use of adequate **sun protection** by participants and volunteers.
6. If this event is being held on a **public road**, you must contact Main Roads WA or your local authority to ensure your event complies with the **Traffic Management for Events - Code of Practice**.
7. Check that **no other event** is planned for the same date and location as your event.
8. **Provide adequate signage** (e.g. route, toilet, first aid) and **bike parking** for participants and other event attendees.
9. Carefully consider the **start/finish location** and the possible need for catering facilities, toilets, lighting, stewarding and security, etc.
10. Consider the need to establish a **medical response unit** in attendance or First Aid Post/s. Having a mobile first aid facility is desirable. Ensure participants and volunteers know how to gain access to these facilities.
11. Check the forecast for hot weather and ensure adequate **water** is provided for participants and staff /volunteers to suit the conditions.
12. Ensure **transport is** available for those who may be unable to complete the event, including transport for the participants' equipment.
13. Ensure provisions are made for the **disposal of refuse during and after the event**.
14. Consideration should be given to allowing access for all so that **people with special needs/disabilities** can enjoy the event.
15. Consider whether **public liability insurance** is necessary for the event.
16. Ensure adequate rest stops/facilities are allowed for along the route and within the timing of the event. Remember, children and seniors may require regular rest periods.
17. In case of **event cancellation**, a process to inform participants will need to be devised.

Risk Assessment Plan Guidelines

Take a moment to read this information to find out how you can manage the risks of your project/event.

What is risk?

Risk is the chance of something happening that will impact negatively upon the project/event.

Why do we need to manage risk?

Managing risks helps to protect the safety of people and property during your project/event and to eliminate or minimise injury.

When do we need to manage risk?

It is important that risks are managed at all times.

How do you assess the risk?

When completing the Risk Assessment Plan you need to assess the risk. For each hazard identify the likelihood and severity of the hazard to determine the risk. **Likelihood x Severity = RISK** (see guide below).

Likelihood	Severity
1 = Highly unlikely to ever occur	1 = Slight inconvenience
2 = Reasonably unlikely to occur	2 = Minor injury requiring first aid
3 = May occur rarely	3 = Medical attention required
4 = May occur from time to time	4 = Major injury leading to hospitalisation

Once you have calculated the risk rating, this will assist you to determine the action required (see guide below) to reduce the risk

Rating	Risk	Action
1 – 5	LOW RISK	Risks controlled
6 – 12	MEDIUM RISK	Further precautions required
15 – 25	HIGH RISK	Stop activities, immediate action required

