WA Bike Month 2024

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 WA Bike Month 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.

The form attached to this guide must be submitted as part of your Grant Agreement Contract.

1. If you are using **volunteers,** you must ensure they are briefed to respond to situations such as lost children, health problems such as 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** (if relevant) 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 or Shared Path**, 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 rubbish 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.

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 below, you need to assess the risk. For each hazard, use the legends to identify the consequence rating and likelihood of the risk occurring to determine the risk.

Heat Map	Consequence				
Likelihood	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain 5	Medium risk (5)	High risk (10)	Very High risk (15)	Very High risk (20)	Very High risk (25)
Likely 4	Low risk (4)	Medium risk (8)	High risk (12)	Very High risk (16)	Very High risk (20)
Possible 3	Low risk (3)	Medium risk (6)	Medium risk (9)	High risk (12)	Very High risk (15)
Unlikely 2	Low risk (2)	Low risk (4)	Medium risk (6)	Medium risk (8)	High risk (10)
Rare 1	Low risk (1)	Low risk (2)	Low risk (3)	Low risk (4)	Medium risk (5)

Definitions	
Inherent Risk	Anything that may or could happen that is considered detrimental to the event activities participants, organisers, or spectators
Control	Controls are measures currently in place at the time of assessment to reduce the likelihood and/or consequence of the risk
Treatment Action Plan (TAP)	A plan formulated for the selected treatments to ensure they are fully and properly implemented
Residual Risk Level	A final rating of the Consequence x likelihood = Level of Risk after all controls have been put in place

Consequence Rating		
Level		**Descriptor**
5	Catastrophic	One or more fatalities or severe injuries - hospitalisation. Front page media. Likely financial and legal implications.
4	Major	Significant injuries requiring hospital treatment. Media attention. Possible financial and legal implications.
3	Moderate	Medical treatment injury. May appear in the media. Possible adverse publicity. Minor financial and legal implications.
2	Minor	Minor injuries requiring First Aid treatment. Unlikely to appear in the media. Little or no adverse publicity.
1	Insignificant	Minor incident or injury. Little or no media attention. No adverse publicity.

Likelihood Rating		
Level		**Descriptor**
5	Almost Certain	It is expected to occur during this event.
4	Likely	Will probably occur during this event (once per year).
3	Possible	Might occur (perhaps every 2 – 5 years).
2	Unlikely	Could occur (perhaps every 5-10 years).
1	Rare	No recorded event may occur at some time.

Risk Acceptance Criteria	
Low Risk (1-6)	Risk is generally acceptable for the event to proceed.
Medium Risk (7-9)	Risk is acceptable with adequate controls for event to proceed.
High Risk (10-25)	Risk may be acceptable with controls. Implement a treatment action plan to reduce risks.
Very High Risk (16-25)	Risk is not acceptable, attention required before continuing with event. Implement a treatment action plan to reduce risks.

Heat Map	Likelihood				
Consequence	Rare 1	Unlikely 2	Possible 3	Likely 4	Almost Certain 5
Catastrophic 5	Medium risk (5)	High risk (10)	Very High risk (15)	Very High risk (20)	Very High risk (25)
Major 4	Low risk (4)	Medium risk (8)	High risk (12)	Very High risk (16)	Very High risk (20)
Moderate 3	Low risk (3)	Medium risk (6)	Medium risk (9)	High risk (12)	Very High risk (15)
Minor 2	Low risk (2)	Low risk (4)	Medium risk (6)	Medium risk (8)	High risk (10)
Insignificant 1	Low risk (1)	Low risk (2)	Low risk (3)	Low risk (4)	Medium risk (5)

WA Bike Month Risk Assessment Form

Event name:		Date of event:	
Location:		Organisation:	
Date of assessment:		Assessment conducted by (name):	

Inherent Risk (What can happen if no controls are in place)	Consequence	Likelihood	Inherent Risk Level (Level #)	Controls Implemented (List of measures to prevent a incident occurring)	Consequence (with controls)	Likelihood (with controls)	Residual Risk Level (Level #)	Treatment Action Plans (list of measures to reduce the degree of harm if accident occurs)
	Choose an item.	Choose an item.	Choose a level		Choose an item.	Choose an item.	Choose a level	
	Choose an item.	Choose an item.	Choose a level		Choose an item.	Choose an item.	Choose a level	
	Choose an item.	Choose an item.	Choose a level		Choose an item.	Choose an item.	Choose a level	
	Choose an item.	Choose an item.	Choose a level		Choose an item.	Choose an item.	Choose a level	

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	Choose an item.	Choose an item.	Choose a level		Choose an item.	Choose an item.	Choose a level	