

## Risk management topics

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| <ol style="list-style-type: none"> <li>1. Any bite / sting reaction or condition requiring first aid</li> <li>2. Bicycle Accident</li> <li>3. Group spreading and exhaustion for lower ability level riders</li> <li>4. Participant separated from group</li> <li>5. Group Lost</li> <li>6. Miss meeting place or time</li> <li>7. Staff not following organized plan</li> <li>8. Weather conditions changing; hot, cold or rain (Hypothermia, Hypothermia or exhaustion)</li> </ol> | <ol style="list-style-type: none"> <li>9. Vehicle keys lost</li> <li>10. Vehicle running out of fuel</li> <li>11. Bicycle mechanical problem</li> <li>12. Sickness and hygiene</li> <li>13. Fire / stove; bushfire, damage to property, burn</li> <li>14. Swimming accident: cuts, head / spinal injury or drowning</li> <li>15. Eye injury; During ride or horseplay around camp</li> <li>16. Injury from falling branches</li> <li>17. Need outside help</li> </ol> |
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<b>Risk 1</b>	<b>Any bite / sting reaction or condition requiring first aid</b>
Management Plan	<ol style="list-style-type: none"> <li>1. First Aid person and kit is always provided unless otherwise stated</li> <li>2. Any known or foreseen hazard is addressed prior</li> <li>3. Guides and staff monitor participants and any reaction to environmental conditions that may have an affect on the group</li> </ol>
If Risk Eventuates	Guide will provide first aid fir treatment See first aid section
<b>Risk 2</b>	<b>Bicycle Accident</b>
Management Plan	<ol style="list-style-type: none"> <li>1. Riders must pass our thorough safety brief before riding.</li> <li>2. Before all new or unforeseen hazards within reason, guide will educate or put a warning in place</li> <li>3. Helmets will be worn at all times</li> <li>4. On descents, riders will be kept fairly close together to regulate speed and be given conduct parameters by the guide</li> <li>5. Guide asses the terrain before the activity if possible</li> <li>6. Keep packs light</li> <li>7. Maintain equipments with regular safety checks using bike checklist. (See index for page number)</li> </ol>
If Risk Eventuates	Guide will provide first aid fir treatment See first aid section
<b>Risk 3</b>	<b>Group spreading and exhaustion for lower ability level riders</b>
Management Plan	<ol style="list-style-type: none"> <li>1. Monitor and recommend quality food intake and adequate hydration</li> <li>2. Recommend food while on the ride if longer than 2 hours</li> <li>3. Staff have access to glucose and water in first aid kit</li> <li>4. Split to B group or modify the ride for easier route ride where possible, staff and radios permitting</li> <li>5. Regroup and keep participants entertained</li> <li>6. Vehicle support</li> <li>7. UHF radio to a repeater view emergency number (See index for page number)</li> <li>8. Vehicle support as close as possible</li> <li>9. Regular breaks</li> </ol>
If Risk Eventuates	Choose one of the above
<b>Risk 4</b>	<b>Participant separated from group</b>
Management Plan	<ol style="list-style-type: none"> <li>1. Leader and trailer at all times with radio communication. Leader stops at all possible intersections until all participants are grouped or a strategy is in place to direct participants in the middle of the group. Regular breaks</li> <li>2. No participants are to pass or fall behind guides</li> <li>3. Educate participants to stay put if separated</li> </ol>
If Risk Eventuates	Stop and regroup, Call for lost member. Strategy to keep group comfortable (weather, time of day and conditions). Establish exact location and base from where to conduct search. Implement a close regional search strategy with maps and communication and a return time. If regional search is unsuccessful, implement a wider search while make plans for group to return to camp or shelter.

## Risk management topics Cont.

<b>Risk 5</b>	<b>Group Lost</b>
Management Plan	<ol style="list-style-type: none"> <li>1. Leader carries maps and has navigation skills</li> <li>2. Leader familiar with trail</li> <li>3. If activity presents risk with navigation or conditions a GPS should be carried</li> </ol>
If Risk Eventuates	<p>Stop and regroup</p> <p>Strategy to keep group comfortable (weather, time of day and conditions).</p> <p>Establish exact location with maps and implement a plan to return (GPS)</p> <p>If conditions or time present risk attempt communication for help</p>
<b>Risk 6</b>	<b>Miss meeting place or time</b>
Management Plan	<ol style="list-style-type: none"> <li>1. Keep communication on</li> <li>2. Have clear maps and instructions</li> <li>3. Have reasonable time allowances</li> </ol>
If Risk Eventuates	<p>Establish we are in the correct place and evaluate if those we are meeting may be near by, conduct short search then leader will evaluate and plan with the best interest of the groups safety and comfort. Staff ratios should allow leaving an anchor at the meeting spot.</p>
<b>Risk 7</b>	<b>Staff not following organized plan</b>
Management Plan	<ol style="list-style-type: none"> <li>1. Staff should all have program folder with itinerary and duties.</li> <li>2. Meetings and good communication between staff before activity day begins</li> <li>3. Staff being committed to the plan set for them without deviation</li> </ol>
If Risk Eventuates	<p>leader will evaluate and plan with the best interest of the groups safety and comfort. Staff ratios should allow leaving an anchor at the meeting spot.</p>
<b>Risk 8</b>	<b>Weather conditions changing; hot, cold or rain (Hypothermia, Hypothermia or exhaustion)</b>
Management Plan	<ol style="list-style-type: none"> <li>1. All participants must have access to appropriate clothing, food in their day pack and water on their bike otherwise provided by support vehicle. Leading guide will give an indication to likely weather conditions and appropriate clothing however alpine areas are very unpredictable.</li> <li>2. Guides will monitor participants clothes and symptoms in case any are at risk of any condition</li> </ol>
If Risk Eventuates	<p>Guide will provide first aid fir treatment for Hypothermia, Hypothermia or exhaustion</p> <p>See first aid section</p>
<b>Risk 9</b>	<b>Vehicle keys lost</b>
Management Plan	<ol style="list-style-type: none"> <li>1. Two separate keys for each vehicle kept by different staff (not in the vehicle)</li> </ol>
If Risk Eventuates	<p>Outside assistance to access another vehicle</p> <p>Try to use other vehicle if any</p> <p>Plan for key replacement or delivery (hotwire if possible on older vehicles)</p>
<b>Risk 10</b>	<b>Vehicle running out of fuel</b>
Management Plan	<ol style="list-style-type: none"> <li>1. Identify risk before it eventuates</li> <li>2. Fuel container carried on remote activities</li> </ol>
If Risk Eventuates	<p>Outside assistance to access fuel</p> <p>Try to use other vehicle if any to get fuel</p>
<b>Risk 11</b>	<b>Bicycle mechanical problem</b>
Management Plan	<ol style="list-style-type: none"> <li>1. Guide has extensive mechanical kit in “super pack” on all remote rides</li> <li>2. Guide has wilderness mechanical skills</li> <li>3. Hopefully program will have a spare bike with support vehicle</li> </ol>
If Risk Eventuates	<p>Group should all be in range to radio mechanic (guide) to asses damage and plan. The guide will try to keep the group moving or occupied thinking of the groups overall interests and implement on of the management plans.</p>

## Risk management topics Cont.

<b>Risk 12</b>	<b>Sickness and hygiene</b>
Management Plan	<ol style="list-style-type: none"> <li>1. Participants should use 2 wash bowls and disinfectant for clean up of all cookware</li> <li>2. Only drink water from a safe water source</li> <li>3. Practice good toileting procedures 100 meters away from camp or any waterway and wash hands with antiseptic soap. Do not wash hands in any waterway</li> <li>4. Be careful not to eat spoiled foods</li> </ol>
If Risk Eventuates	Guide will provide first aid fir treatment See first aid section
<b>Risk 13</b>	<b>Fire / stove; bushfire, damage to property, burn</b>
Management Plan	<ol style="list-style-type: none"> <li>1. Make sure there is a 3 meter zone around the fire which is clear of all flammable material</li> <li>2. Staff give supervision and size parameters</li> <li>3. Keep water close by</li> <li>4. Make sure wind on campfire remains present no risk after bed time</li> <li>5. No stove to be lit in tents</li> <li>6. Be careful not to wear highly flammable clothing when working stoves, fuels and open flames</li> </ol>
If Risk Eventuates	Use water to extinguish See first aid fir treatment
<b>Risk 14</b>	<b>Swimming accident: cuts, head / spinal injury or drowning</b>
Management Plan	<ol style="list-style-type: none"> <li>1. Swimming may be part of any outdoor wilderness activity. However, it will only take place under controlled conditions and under the supervision of qualified staff.</li> <li>2. Suitable footwear is to be worn for all swimming/water activities.</li> </ol>
If Risk Eventuates	Guide will provide first aid fir treatment See first aid section
<b>Risk 15</b>	<b>Eye injury; During ride or horseplay around camp</b>
Management Plan	<ol style="list-style-type: none"> <li>1. Recommend protective glasses for activity</li> <li>2. Staff supervise participants behavior</li> </ol>
If Risk Eventuates	Guide will provide first aid fir treatment See first aid section
<b>Risk 16</b>	<b>Injury from falling branches</b>
Management Plan	<ol style="list-style-type: none"> <li>1. Do not camp below suspect trees</li> </ol>
If Risk Eventuates	Guide will provide first aid fir treatment See first aid section
<b>Risk 17</b>	<b>Need outside help</b>
Management Plan	<ol style="list-style-type: none"> <li>1. Mobile communication</li> <li>2. UHF radio to a repeater view emergency number (<a href="#">See index for page number</a>)</li> <li>3. Vehicle support as close as possible</li> <li>4. Ratios support a rescue group going for help</li> </ol>
If Risk Eventuates	Try all of the above if that fails we will need to go to communication reception for help. Establish exactly where we are and make sure groups is comfortable and attended to (water food and shelter) Leave staff in charge and discuss plans of where a small group (larger than one) will go for help and how long before they should return. Make sure the plans are clear with all staff before leaving.