

AUDAX WA RISK MANAGEMENT PLAN - EASTER WEEKEND 2021

As at 30/03/2021

1.0 Introduction

On Friday 2 April 2021 to Sunday 4 April 2021 on the 2021 Easter long weekend, Audax WA will be holding a series of rides to/in/from the Toodyay area. All participants are Audax Australia members. Riders who wish will be accommodated in the Toodyay Pavilion hall hired for the purpose.

This risk management plan should be read in conjunction with the related support plan.

2.0 Assessing Potential Risk

Once risks were identified, the Ride Organising Committee (ROC) used the following process to evaluate risks and establish the risk control plan.

1. Evaluated each item on a two dimensional matrix using a qualitative rating of the likelihood of the event occurring and the scale of the possible consequences.
2. Analysed the risks by combining the consequences and likelihood to produce a level of risk.
3. The risk analysis provided us with information critical to determining what risks need to be treated and what risks are accepted.

The following matrices have been utilised for the assessment process:

2.1 Consequence Matrix

Level	Descriptor	Likely impacts on the event and the organisation
1	Insignificant	<ul style="list-style-type: none"> - No injuries - No interruption to event - Low profile, no news - Low financial loss <\$1000
2	Minor	<ul style="list-style-type: none"> - First aid treatment - Temporary halt of event - Low impact, low news - Medium financial loss <\$1000 - 10,000
3	Moderate	<ul style="list-style-type: none"> - Medical treatment required - Temporary halt of event requiring outside assistance (e.g. fire, police, ambulance) - Moderate impact, possible news item - Major financial loss <\$10,000 - \$50,000
4	Major	<ul style="list-style-type: none"> - Extensive injuries - Complete halt of event requiring investigation and outside assistance (e.g. fire, police, ambulance, relevant government authorities) - High news, possible public embarrassment - Major financial loss <\$50,000 - \$150,000
		<ul style="list-style-type: none"> - Death

5	Catastrophe	<ul style="list-style-type: none"> - Complete halt of event with investigation and potential prosecution (e.g. fire, police, ambulance, relevant government authorities) - High news, significant public embarrassment - Catastrophic financial loss \$150,000+
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2.2 Likelihood Matrix

Level	Descriptor	More Detail	As a guide
A	Almost certain	Is expected to occur in most circumstances	Once in a year
B	Likely	The event will probably occur at least once	Once in 3 years
C	Possible	The event might occur at some time	Once in 10 years
D	Unlikely	The event is not expected to occur	Once in 30 years
E	Rare	The event may occur only in exceptional circumstances	Once in 100 years

2.3 Level of Risk

		Consequence				
		1	2	3	4	5
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	A Almost certain	High	High	Extreme	Extreme	Extreme
	B Likely	Medium	High	High	Extreme	Extreme
	C Possible	Low	Medium	High	Extreme	Extreme
	D Unlikely	Low	Low	Medium	High	Extreme
	E Rare	Low	Low	Low	High	High

RATINGS

E = Extreme risk: immediate action required

H = High risk: senior management attention needed

M = Moderate risk: management responsibility must be specified

L = Low risk: manage by routine procedures

3.0 Risk Control Plan

Hazard	Person affected	Risk Rating	Risk Control Measures	By who & when	Notes/ Additional Planned Controls
Death or disablement of event participant	Riders Support vehicle driver/s	High	<ul style="list-style-type: none"> * High visibility clothing to be worn * Front & rear lights to be on * Drivers to take care when parking and exiting vehicle when supporting riders; hazards lights to be used * Bikes in good condition and suitable for route * Cyclists ride alert to weather, road and traffic conditions * Routes have been mapped on quiet traffic roads where ever possible 	RO (Ride Organiser) Riders Support Vehicle Driver	<ul style="list-style-type: none"> * Liability insurance held (Audax Aust Cycling Club). * Rides conducted IAW Audax Australia Policy and Guideines. * RO will cancel or change ride if environmental conditions make riding beyond acceptable risk.
Unclean/unhygienic toilets and other facilities	All participants	Medium on ride routes Low - accommodation venue	<ul style="list-style-type: none"> * Riders to have own hand sanitiser, wash hands with soap * Venue facilities to be cleaned on arrival if needed 	Riders Spt Team	
Bush fire	All Participants	Medium - bush dry following summer	<ul style="list-style-type: none"> * Monitor advice from authorities. 	RO Support (Spt) Team	<ul style="list-style-type: none"> * If conditions change contact via mobile * If appropriate support vehicles to be activated to collect riders

Unsuitable road conditions	Riders	Medium	* Recent recon of routes * Riders prepared to be re-routed	RO	Recent unexpected road works, local conditions affect roads at short notice
Communications failure	Riders and Support Team	Medium	* Riders use GPS navigation and tracking devices. * Provide written route description. * Provide relevant contact information to all before and during event.	RO Spt Team	GPS tracking devices on selected riders in field.
Injury to participant while riding	Riders	Medium	*Provide written route description. *Provide relevant contact information to all before and during event.	RO JK - Support Plan JK- Participants' Guide	First aid kits in accommodation (kitchen) and in two of the support vehicles. Participants aware of what to do if injured or with rider who is injured. Senior First Aid qualified - GM.
Injury to participant at accommodation	All participants	Medium	*Provide relevant contact information to all before and during event.	JK - Support Plan JK - Participants' Guide	1st Aid cabinet in kitchen & in some personal vehicles. Senior First Aid qualified - GM. Shoes mandatory in kitchen area.
Riders off course resulting from incorrect navigation	Riders	Medium	*Riders use GPS navigation devices. * Provide written route description.	Riders RO before ride	GPS tracking devices on selected riders in field.

COVID	All Riders & Support Team	Low (change possible with minimal notice)	* Participants are to withdraw if they have cold/flu symptoms * COVID registration to occur * Govt requirements to be monitored * Hand sanitiser to be readily available * Sleeping accommodation and seating to be well spaced	All GM (G. Mitton) PR (P. Raison) JK (J. Kenworthy) JK	Plans in place if COVID restrictions applied at short notice by State Government Instructions to include relevant warnings & requirements
Extreme Weather	Riders	Low	* Monitor forecasts * Announce at start of ride * Audax Australia Policy on extreme weather * Riders carry clothing relevant to conditions	RO	* Historically April's weather in Toodyay is mid-high 20's during the day, cool nights and no extreme winds. * All riders should independently monitor weather condition relevant to their own rides
Contaminated water	Riders & Support Team	Low	Advise visitors to use scheme water only	RO Spt Team	
Food Poisoning	Riders & Support Team	Low	* Support Team to abide by food safety standards * Gloves to be worn for all food prep	Spt Team	
Equipment failure at accommodation	Support Team	Low	* Inspect all facilities to ensure suitability and serviceability	JK	Management is through Shire of Toodyay. Recon of venue occurred in Feb.