



Safety Action Plan

Program: Mountain Biking

Risk Level: Medium- High

Instructor - Participant Ratio: 1:12

Minimum Age: 12 years

Maximum number of youth per group: 14

Supervisors: Blue Light Instructor plus parent help/teacher(s)

Important Information for Volunteer Leaders of Activity Groups

1. All participants and their safety is your responsibility for the entire duration of the session. Do not allow any child to leave the group without your permission.
2. Please ensure your cell phone is turned off and your attention is on the children at all times.
3. Please ensure you are acquainted with the Activity Instructions and RAMS form for your activity, prior to beginning the session.
4. It is expected that your organisation will have briefed leaders as to any special needs/at risk children (eg severe allergies)
5. If you have any concerns about the activity, please speak with Blue Light staff immediately.
6. During a session, the instructor may make a decision about whether it is safe to continue the activity, or stop if it is necessary.
7. Normal precautions for child safety apply such as:
 - Ensure adequate clothing and footwear are worn especially if outdoors
 - Maintain group control at all times
 - Understand emergency procedures
 - Know who your First Aid Officer for the group is and their location
8. Encourage full group participation and have fun together!



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Risk Assessment

What could go wrong?	What would cause it to go wrong?	How could we prevent it from going wrong?	Whose responsibility is it?	When/Where will it be done?
Death or injury due to colliding, sliding on gravel, physiological stress fatigue	Lack of experience Fitness level Able to follow instructions Suitable clothing Other bikes/vehicles Gravel road Equipment	Pre-trip fitness Experienced instructors Good clear instructions Correct equipment – size and suitability Road safety instruction Adequate, appropriate clothing Ratio of Leaders to Youth Leaders to carry two way radios Regular stops accounting for youth	Instructor and staff	Prior to leaving school and at the site check at regular breaks
Sun stroke/sun burn	Lack of sunscreen or clothing caps etc	Leaders to stress importance before leaving school. Extra sunscreen to be brought up and held in the van.	Leaders and participants	Continual monitoring by leaders and volunteers
Dehydration/energy loss	Lack of water and food	Leaders to ensure participants have their own water bottles and food.	Leaders and participants	Prior to commencing programme
Hypothermia	Exposure to elements Incorrect clothing	Regular breaks for drinks and food. Gear list for youth and parents. Clothing checked for suitability.	Leaders	Prior to commencing programme
Broken equipment	No repair kit, no spare bike, bikes not checked	Pre check equipment Pack First Aid kit and repair kit Spare bike	PIC	
Getting lost	Road/track condition Meeting/break stops Weather Time of day	Van to follow with hazard lights on and cyclists sign displayed	PIC/Leaders	Prior to commencing programme

Emergency Plan

Take Control	Assess and contain situation; prioritise actions; delegate roles; look after rest of group.
Strategy	Remove person(s) from life threatening environment.
First Aid	Treat person(s) for injuries.
Evacuate	Package and transport person(s) to professional health care; look after rest of group.
Communicate	Notify emergency services; contact Blue Light Chairman; organise media spokesperson.