

Risk Analysis and Management System – Mountain Biking

Club Te Miro Mountain Bike Club

Activity WBOP Schools MTB Champs

Marshalls _____ Location: Te Miro Mountain Bike Park, Waterworks Road, Te Miro

Group: Club Members and school children Date: Wednesday 12th March

Risks (significant potential losses)

Accident, injury or other form of loss (emotional suffering, physical suffering, major injury).

1. Road - transport accident	5. Falling, slipping on slippery terrain
2. Illness, medical emergency (major injury, broken bone, anaphylaxis)	6. Chill/ heat stroke, hyperthermia, hypothermia
3. Crashes, bumps, knocks, cuts, sprains, concussion	
4. Person lost or missing	

Causal Factors (Hazards, dangers)		Risk reduction strategies
<p>P e o p e S kills, at tit u d e s, a g e, fit n e ss , ra ti o s, e x p er ie n c e, h e al</p>	<ul style="list-style-type: none"> Driver distracted, inexperienced or tired (getting to and from Te Miro) Fitness level below required level for activity Participants unfamiliar with surroundings Person is unwell on day or during the event Youthful exuberance, excitement and curiosity Lack of clear instructions Inadequate safety briefing Failure to listen to and follow instructions Inadequate supervision for trip 	<ul style="list-style-type: none"> Drives to pick up competitors to and from event Competitors remain in seats Clear instructions given about what to expect and how to behave at the event. Ensure competitors listen to and follow instructions at all times. Check how competitors are feeling throughout the day/week Inform competitors to let an marshall know if they are not feeling well, need rest, water, shelter, toilets or have hurt themselves in any way. Read and ensure competitors follow instructions on health and safety signs e.g. around the event Marshalls and supervisors to monitor open areas to minimise risk of competitors injuring themselves. Take care while riding. Competitors counted at regular points of the day Listen to the event briefing

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E q u i p m e n t C l o t h i n g, s h e l m e t r, t r a n s p o r t, a c t i v i t y, s p e c i f i c g e a r , s a f e t y g e a r e t c	<ul style="list-style-type: none"> ● Poorly maintained vehicle ● Personal medical equipment forgotten ● Poorly maintained bicycle ● Damaged or unsafe helmet ● Inappropriate footwear ● No warm/ waterproof clothing, sunscreen, hats, sunglasses ● No spare dry clothes ● Insufficient fluids ● Insufficient First Aid supplies ● Insufficient safety equipment e.g. gloves, safety glasses ● Lack of shelter ● Personal gear lost or damaged ● Programme equipment lost or damaged 	<ul style="list-style-type: none"> ● Mobile phones on each activity and numbers ● Provide onsite supervisors with mobile phone numbers. ● Ensure competitors have their bikes serviced/checked prior to race day. ● Check all competitor helmets to ensure they are of a safe standard. ● Marshall in charge must carry a list of all participants (competitors and adult supervisors), contact details and important medical information. ● Ensure competitors have remembered personal medications, food and drink (water bottle to refill, not coke etc.), are wearing <u>closed</u> footwear, and carrying warm/waterproof clothing with a spare set of clothing inside a plastic bag, inside day pack. ● No jandals when participating in physical activity ● Brief competitors about the importance of sunscreen, sunglasses, sun hat and fluids (water). Bring a rain jacket with a hood. ● Ensure a first aid kit is provided and carried at all times. ● Ensure competitors have access to sunscreen and drinking water and shelter. ● Ensure appropriate safety equipment is used where necessary. ● Do not carry out any activity if safety equipment required is not available. ● Provide instructions for safe/ appropriate use of equipment.

E n v i r o n m e n t W e a t h e r, t e r r a i n, w a t e r, s e a s o n e t c.	<ul style="list-style-type: none"> ● Busy roads ● slippery underfoot with slimy algae or icy conditions ● Slippery, uneven or muddy ground on slopes. ● Cold, windy, wet weather ● Very hot weather, UV rays ● Lack of shelter ● Steep slopes ● Wasps (paper wasps) and bees present during the summer months ● Weed control spraying may be in operation at the time ● Allergens in the environment including but not limited to: Bees, wasps, biting insects, bait, peanut butter, eggs, pollen, grasses 	<ul style="list-style-type: none"> ● Health and safety briefing provided at the beginning of the day to all competitors. ● Venues familiar to at least one member of the group. ● Clear briefings about hazards, health and safety for all activities, all areas and what to expect at every stage. ● Read and follow safety signs at the event and listen to instructors on the day ● Shelter/ shade utilised where possible. ● Clearly identify any children with allergies and medical conditions. Ensure any medications/ equipment is carried with the competitors. ● Inform all participants about the weed spraying. Wash your hands well in the bathrooms onsite before eating or touching your food.
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CRISIS MANAGEMENT PLAN		
Competitor missing or lost <ul style="list-style-type: none"> ● Instruct competitors to stop and stay put if they are lost. ● Establish when the person/s was last seen and state of mind/body ● Priority to look after rest of group ● Carry out search of immediate area they were last seen with clear control of group ● Alert marshals and organiser in charge. ● If unsuccessful, seek assistance from Emergency Services (Emergency Police 111) 	Injury/ illness <ul style="list-style-type: none"> ● Stop the group ● Assess the situation ● Apply First Aid – R.I.C.E. (Rest, Ice, Circulation, Elevation) ● Control bleeding ● Get patient to walk, if possible (assisted if necessary) to shelter or road end or make comfortable and someone stay with the patient. ● Activate “Emergency procedures” 	Fatality <ul style="list-style-type: none"> ● Look after the group – shelter, fluids, food ● Cover the body and create a “no-go” zone ● Advise Emergency Dept. ● Emergency Police 111 ● Activate “Emergency procedures” ● Allow for grieving ● Abandon the activity
Information needed: Map Local knowledge Information about lost person/s Emergency equipment		
NO COMPETITORS ARE ALLOWED CELL PHONE OR TABLET ACTIVITY DURING CRISIS		

Critical incident management

Emergency procedures to manage each identified risk	Emergency gear required
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1. Transport breakdown Mobile phones in each car.	Mobile phones in each car. All adults with mobile phone access to have number of the teacher in charge.
2. Transport accident Notify organiser of accident so emergency services can be contacted if necessary.	At least one person in the group with a current First Aid certificate. First Aid kit. Mobile phone present for calling emergency numbers. Document with all competitors contact details.
3. Participant/ competitors missing Mobile phone on all marshals.	Contact competitors nominated emergency contact.
4. Competitors ill Mobiles phones carried during activities First aid kits available. Notify organisers of any medical incidents.	Sick bags available. First aid kits available. Folder with TIC containing competitors medical information. Mobile phone for calling emergency services. Medical – first response is on sight at the venue.
5. Competitors gets wet (if weather is cold) Take all steps practicable to dry off competitors/ keep warm.	Warm clothes, jacket. Towels available. Emergency blankets available.
6. Serious incident/ injury Stay calm. Do not move the injured person unless there are other dangers. Remove the rest of the group to a safe location with marshal supervision. Initiate/ arrange first aid or other assistance as applicable. Stabilise person(s) and administer first aid. DIAL 111. Provide address details	At least one person in the group with a current First Aid certificate. First aid kit. Mobile phone present for calling emergency numbers. Document with all competitors contact details.
7. Fire or emergency situation If you discover a fire raise the alarm. Ensure fire service is notified. Dial 111. Clearly state the nature of the emergency. Notify Park manager.	Mobile phone present for receiving emergency warning from event organisers/managers and/ or calling emergency numbers. Move people to safe area. DIAL 111. Assembly point identified in briefing

Relevant Industry Standards Applicable

- At least one marshal or supervisor in the group with current First Aid certificate.
- First Aid kit to be available to the marshals at all times in the field.

Policies and guidelines recommended (activity specific)

Health and Safety in Employment Act 1992 requires that all hazards to clients (employees, contractors, and people in the vicinity) be eliminated, isolated or minimised.

Minimum skills required by event organiser

- Knowledgeable, sensible, cautious
- Experience in event planning and organisation
- Current First Aid/ CPR

USEFUL EMERGENCY NUMBERS

Event location: Te Miro Mountain Bike Park, Waterworks Road, Cambridge
Date: 12th March 2025

Emergency contacts	Name	Phone number
Fire, ambulance, police We will have a qualified nurse on site plus numerous qualified 1st Aiders.		Starship Helpline: 307 4902 Adult A&E: Emergency services: 111 Provide address details: M
Venue Mobile		
Organiser emergency contacts		

Final Approval

Accept _____

Reject _____

Comments:

Organiser in charge of the event must have a mobile phone contact list of all marshals and adult supervisors participating in the event.
Organiser must have a printed summary of competitors' health details and emergency contact numbers.