



Pedal Power ACT

Social Ride Risk Management Plan

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Social Rides
Collection

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Introduction

About this document

This document defines the risks associated with Pedal Power ACT's social rides and the manner in which those risks are to be managed. It is the basis for all supplementary risk management plans developed for the various Pedal Power ACT ride groups.

About Pedal Power ACT's social rides

Pedal Power ACT offers a number of social rides in and around Canberra organised and conducted, free of charge, by a Pedal Power ACT volunteer. A variety of rides is offered to suit a range of rider capabilities. Distances vary from 15km to over 100km. Cycling speeds and terrain, vary as well enabling every rider (and ride leader) to find a ride they can expect to enjoy. Social rides can occur weekly, monthly or occasionally.

All of these rides involve risks, to Pedal Power ACT, ride leaders and riders.

About risk

A *risk* is something happening: how likely it is and the consequences if it does. Consequences can be good or bad, though most risk assessments and risk management plans focus on negative consequences. So, in practical terms, risk management is about managing matters to avoid, or minimise, bad things happening.

About risk and social rides

Almost by definition, riding a bicycle is risky: bad things can, and often do, happen from time to time. For some social rides, eg mountain bike rides, the chances of something bad happening is much increased due to the nature of the ride itself. Similarly, the consequences of a risk can vary significantly, ultimately resulting in the death of a rider.

Pedal Power ACT aims for all of its social rides to be safe with as few accidents and incidents occurring as possible.

Unfortunately, many of the risks associated with social rides cannot be avoided or managed, they just happen. All that can be done is to respond appropriately when they do occur. Given that some social rides are held in areas without mobile phone coverage, providing an appropriate response may not always be possible or timely. Hence the need for a systematic approach to managing risk for social rides. That approach is described in this document.

More information

More information on social riding is available:

- *Volume 1 Pedal Power ACT Social Ride Coordinators Handbook*
- *Volume 2 Pedal Power ACT Social Ride Leader Handbook*
- *Volume 3 Pedal Power ACT Remote Area Riding Handbook*

- *Volume 4 Pedal Power ACT Guide to Enjoying your Social Ride*
- *Cycling and Mountain Biking: Australian Adventure Activity Good Practice Guide* from the Outdoor Council of Australia provides much useful information about responsibly managing and leading a cycling activity, whether road-based or off-road. It can be downloaded from <https://australianaas.org.au>, along with related risk management framework documents, the *Australian Adventure Activity Standard* and the *Core Australian Adventure Activity Good Practice Guide*.

Risk management model

Pedal Power ACT's approach to managing risk

Pedal Power ACT's standard ways of managing risk on a social ride are threefold:

- transfer risk to a third party by way of insurance for both Pedal Power ACT, those leading rides and riders
- transfer risk to riders by way of requiring all riders, before each ride, to agree to release Pedal Power ACT from liability to the extent permitted by law. Notwithstanding this waiver, Pedal Power ACT still has a moral and legal responsibility to make its rides as risk free as possible
- requiring all its social rides to be lead by a ride leader who has been accredited by Pedal Power ACT for this purpose.

Underpinning this approach is an assessment of the risks associated with social rides and determination of the most appropriate way to respond should those risks occur.

Risk assessment model

The model used for the risk assessment generally follows that used in *ISO 31000 - Risk management* as shown in figure 1.

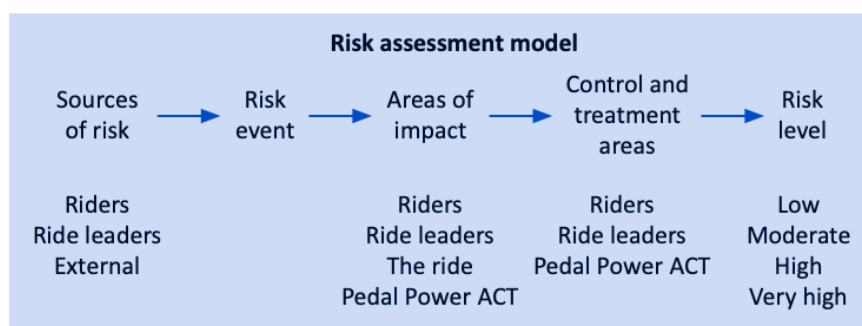


Figure 1 Risk assessment model

Sources of risk and their nature (risk events) are identified, their impact is assessed, existing controls to minimise the risk occurring are noted, treatments for the risk should it eventuate are defined, and a final assessment of the risk is made. Responsibility for managing the identified risks generally lies with the source of the risk to the extent practical.

Risks are qualified in terms of the risk matrix shown in figure 2 with the meaning of each qualification given below the figure.

Likelihood	Consequences				
	Negligible	Minor	Moderate	Major	Severe
Almost certain	Moderate	Moderate	High	Very high	Very high
Likely	Moderate	Moderate	High	High	Very high
Possible	Low	Moderate	High	High	Very high
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Moderate	Moderate	High

Figure 2 Qualification of likelihood and consequence of a risk event

Likelihood:

- Almost certain—expected to occur on most rides
- Likely—will probably occur on most rides
- Possible—could occur on some rides
- Unlikely—not expected to occur on any ride
- Rare—may occur only in exceptional cases

Consequences:

- Negligible—the outcome is not worth worrying about
- Minor—the outcome is easily remedied and with no adverse material effect on those involved or on Pedal Power ACT
- Moderate—the outcome has a serious short-term impact on those involved or on Pedal Power ACT
- Major—the outcome has a medium- and long-term impact on those involved, primarily in terms of health, and negative impact on Pedal Power ACT’s reputation
- Severe—the outcome will result in severe embarrassment to Pedal Power ACT and the ride leader, significant financial loss or other consequences to those involved and potentially loss of life

Risk assessment

The tables beginning on the next page list the main risks associated with social rides and outline how they are controlled and to be treated.

The existing insurance cover for ride leaders and the release each rider accepts before a ride are considered controls for all risks and are not included in the risk tables.

Explanation of terms

The headings in the risk tables mean:

- Risk—what can go wrong; the risk event
- Outcome—what happens if the risk occurs
- Controls—what is already in place to minimise the risk happening
- Likelihood—how likely the risk is to happen, taken from the risk matrix
- Consequence—the importance of the risk and its outcome, taken from the risk matrix
- Risk level—the overall level of risk, taken from the risk matrix
- Treatment—actions to be taken to mitigate the risk if it does occur
- Residual risk—the risk level once the treatment is in place. This risk will be accepted by Pedal Power ACT or the rider, or shared with the Pedal Power ACT insurer

Risk table 1 Risks under the control of the rider

#	Risk	Outcome	Controls	Likelihood	Consequence	Risk level	Treatment	Residual risk
1	A rider is injured when falling off their bike or hitting an obstacle (for whatever reason)	Injury ranges from lacerations and bruises to broken limbs, serious head injuries and potentially death Injury may require an ambulance or car to take the injured rider home or the rider may be able to continue after receiving suitable first aid treatment Potentially a coronial enquiry is held	Leaders often carry a first aid kit Some leaders and riders are trained in first aid Leaders carry a mobile phone	Possible	Nominally minor but may be up to major	Nominally moderate	Leader to arrange medical assistance as needed Leader to organise first aid as needed Leader to inform Pedal Power office if injury is major	Very high if rider death involved otherwise moderate

#	Risk	Outcome	Controls	Likelihood	Consequence	Risk level	Treatment	Residual risk
2	A rider has a heart attack or stroke	Ride may be abandoned Rider taken to hospital (by ambulance or other means)	Riders are responsible for their own health while on a ride Leaders grade each ride and riders are expected to go on rides that are within their capacity Some leaders and riders are trained in first aid Leaders remind riders of the need to ride within their capabilities	Unlikely	Moderate (assumes rider recovers)	Moderate	Leader to arrange urgent medical assistance Leader to advise Pedal Power ACT office	Moderate
3	A rider is scratched or cut by a branch, rock or similar	Rider receives a laceration	Riders must look out for these and similar hazards Some leaders and riders trained in first aid Some leaders carry a first aid kit Leaders encourage riders to carry a first aid kit	Possible	Minor	Moderate	Leader to arrange medical assistance as needed Leader to organise first aid as needed	Moderate

#	Risk	Outcome	Controls	Likelihood	Consequence	Risk level	Treatment	Residual risk
4	A rider suffers heat stroke, exhaustion, hypothermia, dehydration or similar	Ride stops or is abandoned Rider taken to hospital (by ambulance or other means)	Riders are expected to monitor their own health and advise the leader of any problems Riders are expected to dress appropriately and carry sufficient water Leaders watch the weather and adjust the ride accordingly Leader and other riders keep an eye on the condition of each rider	Possible	Moderate	High	Leader to pause ride Leader to arrange medical assistance as needed Leader to arrange first aid as needed	Minor
5	A rider lags behind the group because the ride is too hard or too fast for them	Group is slowed and riders become frustrated Tail ender becomes frustrated Way markers leave too soon so increasing the risk of the slow riders becoming lost	Riders are encouraged to assess their skills against the ride grading and only participate in those rides that are within their capabilities Way markers told to contact the leader if a situation arises	Possible	Negligible	Low	Leader to encourage rider to leave the group at an appropriate time or location	Low

#	Risk	Outcome	Controls	Likelihood	Consequence	Risk level	Treatment	Residual risk
6	A rider bumps into another rider	Both riders fall off Damage to one or both bikes Injury to one or both riders (and sometimes to other riders)	Riders are required to ride safely at all times Leader reminds riders at the start of each ride to watch their spacing, keep left and off the track when stopped, and advise changes in speed Riders are required to leave a decent space between themselves and the rider in front Riders are required to indicate if they are slowing or stopping	Possible	Minor, but usually negligible	Moderate, but usually low	Leader to organise first aid as needed Leader to arrange bike repairs as needed if possible	Moderate

#	Risk	Outcome	Controls	Likelihood	Consequence	Risk level	Treatment	Residual risk
7	A rider's bike breaks, eg broken spoke, puncture	Repairing bike delays ride Rider has to abandon ride	Riders are expected to ride a well-maintained bike Most riders carry spare tubes and/or puncture repair kits Some riders carry more extensive repair kits and spares Riders assist others affect repairs	Possible	Negligible	Low	Rider to advise leader/tail ender if they want the group to continue riding while the bike is fixed Leader to arrange repairs as needed	Low

#	Risk	Outcome	Controls	Likelihood	Consequence	Risk level	Treatment	Residual risk
8	Rider is involved in an incident with a motor vehicle, pedestrian or other third party	Rider is injured (see above) Bike is damaged (see above) Motor vehicle is damaged Pedestrian/ other party is injured (as for an injured rider) Ride is abandoned Legal proceedings instituted by other party	Riders expected to watch for hazards Riders expected to obey road rules Riders expected to call out if pedestrians /motor vehicles/ third parties are (possibly) hazardous	Unlikely	Moderate	Moderate	Leader to arrange medical and police assistance as needed Leader to arrange bike repairs as needed Leader to report incident to Pedal Power ACT office Leader and rider involved are not to accept responsibility for incident Leader to complete an incident report for the Pedal Power ACT office	Moderate

#	Risk	Outcome	Controls	Likelihood	Consequence	Risk level	Treatment	Residual risk
9	A rider (or riders) gets separated from the group	'Lost' rider becomes frightened, disoriented, panics Group has to spend time looking for 'lost' rider	Leader informs riders of proposed route before the ride Leader uses way markers to indicate direction of travel Leader waits regularly for all riders to join up Tail ender appointed to bring up the rear Leader's and tail ender's phone number are given to riders Riders advise the leader or tail ender if leaving the ride early Some leaders provide GPS file or detailed description of ride beforehand	Possible	Minor	Moderate	Lost' rider to ring leader informing them of their separation Leader to organise search for 'lost' rider(s) If necessary leader to contact emergency services and Pedal Power ACT office for assistance	Moderate

Risk table 2 Risks under the control of the ride leader

#	Risk	Outcome	Controls	Likelihood	Consequence	Risk level	Treatment	Residual risk
10	Leader does not have the skills to lead a ride	Ride is unsuccessful Riders complain Riders injured or become lost	All leaders are accredited	Rare	Moderate	Moderate	Another leader steps in to lead Would-be leaders are mentored by accredited leader	Low

#	Risk	Outcome	Controls	Likelihood	Consequence	Risk level	Treatment	Residual risk
11	Leader gets lost	<p>Leader becomes frightened, disoriented, panics</p> <p>Riders become frightened, disoriented, panic</p> <p>Riders loose faith in leader and go their own way, perhaps getting lost as well</p> <p>Group has to spend time reorienting itself</p>	<p>Leaders encouraged not to lead a ride in unfamiliar territory without a reconnaissance ride beforehand</p> <p>Some leaders share their route via a .gpx file</p> <p>On many rides other riders are familiar enough with the general location to assist in getting 'unlost'</p> <p>Most leaders carry a mobile phone or other device that can show on a map where the group is</p>	Unlikely	Negligible	Low	<p>Leader and riders to agree on plan to 'find' themselves</p> <p>If necessary leader to contact emergency services and Pedal Power ACT office for assistance</p>	Low

Risk table 3 External risks

#	Risk	Outcome	Controls	Likelihood	Consequence	Risk level	Treatment	Residual risk
12	A rider is bitten by a snake or insect	Ride may be abandoned Rider taken to hospital (by ambulance or other means)	Riders must look out for these and similar hazards Some leaders and riders trained in the treatment of snake and insect bites Leaders encouraged to carry a first aid kit that includes a snake bite bandage	Rare	Moderate	Moderate	Leader to arrange medical assistance as needed Leader to arrange first aid as needed	Moderate
13	Too many riders turn up for a ride for it to be safe	Some riders abandon ride Ride is unsuccessful Riders complain Incidents happen Pedal Power ACT reputation suffers	Some rides closed to new riders New riders should seek approval to join from ride coordinator	Possible	Minor	Moderate	Leader must be flexible Ride may be split with additional leaders taking parts of the group Route is modified to cater for the larger group Leader to consider establishing additional rides	Minor

#	Risk	Outcome	Controls	Likelihood	Consequence	Risk level	Treatment	Residual risk
14	An animal or animals interferes with a rider or riders	Rider is injured (see above) Bike is damaged (see above) Animal is injured	Riders must look out for these and similar hazards Riders to slow down when approaching animals	Unlikely	Minor	Low	Leader to arrange first aid as needed Leader to contact Canberra Connect if appropriate	Low
15	Ride is affected by a bushfire or hazard reduction burn	Ride stops or is abandoned Riders are caught in the fire and injured	Leaders watch for fires and hazard burns during or around the time of the planned ride and either cancel the ride or change the route before the ride begins When signs of fire seen on the ride leader takes ride to a safe location	Rare	Severe	High	Leader to seek assistance from emergency services as needed Leader to advise Pedal Power ACT office	Moderate

#	Risk	Outcome	Controls	Likelihood	Consequence	Risk level	Treatment	Residual risk
16	Ride is affected by bad weather	Riders get wet and cold Riders suffer from hyperthermia Ride is delayed while riders seek shelter	Riders expected to dress appropriately and come prepared for bad weather if such is predicted Leaders expected to be aware of expected weather on a ride and either cancel the ride or change the route before the ride begins Leader to seek shelter for the group as needed	Possible	Negligible	Low	Leader to arrange first aid as needed	Low