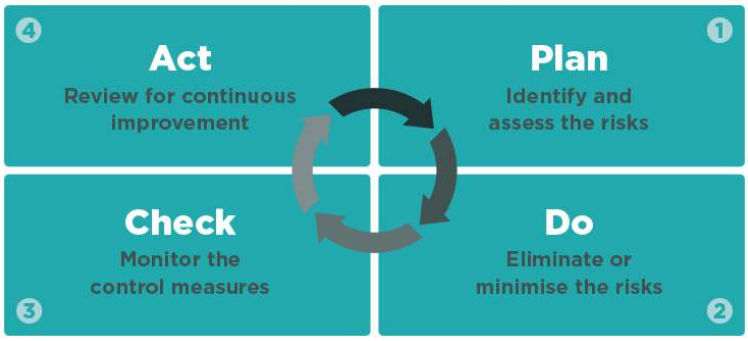
Generic Hazard Register Cycling Events

Introduction

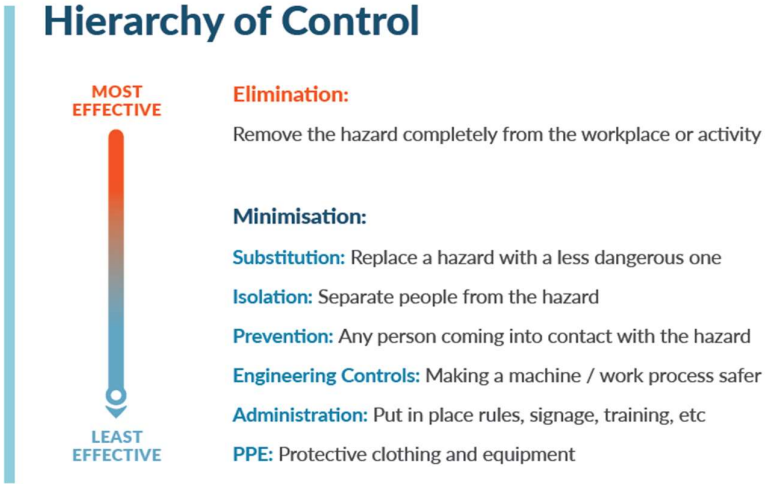
Effective risk management applies a clear process to identify risks at a cycling event and make sure that everyone who could be affected by that risk knows about it and its controls.



Hazard Management Register (HMR)

Managing risk under Health and Safety at Work Act 2015 (HSWA) is a two-tier system. The event must:

- Eliminate risks as far as reasonably practicable
- If the risks can't be eliminated, they must be minimized as far as reasonably practicable.



To explain reasonably practicable, an event risk management assessment must consider:

- How likely it is the risk will happen
- The degree of harm – how badly someone could be hurt
- What the person involved knows or should reasonably know about the hazard or risk, and the controls
- What controls are available and suitable.

And after considering all that:

- the cost of the controls, and whether the costs far outweigh the benefits.

Basically, this means the event must do their best, but don't have to do everything humanly possible, or constantly carry out impractical risk assessments to manage risks.

Risk Identification Reporting and Review

All new risks need to be recorded on the Hazard Identification and Control Form and reported to the Event Director. All Risks will be reviewed after the event to ensure that controls are effective and any new Risks are added to the HMR.

Risk Rating Matrix

Use the risk matrix to assess the likelihood and consequence (potential Harm) of the hazard to determine the level of risk.

The methodology below sets out how to assess and assign a risk rating based on likelihood (how likely is this hazard to happen) and potential harm (what harm may result).

Likelihood

1. Rare
2. Unlikely
3. Possible
4. Likely
5. Almost Certain

Consequence / Potential Harm

1. Superficial injury or illness
2. Minor injury/illness
3. Moderate injury/illness
4. Serious injury
5. Fatality

Low risk would be L =1 + H = 1 Risk Rating = **2** High risk would be L =5 + H = 5 Risk Rating = **10**

Likelihood

CONSEQUENCE / POTENTIAL HARM

	1	2	3	4	5
1	2	3	4	5	6
2	3	4	5	6	7
3	4	5	6	7	8
4	5	6	7	8	9
5	6	7	8	9	10

Sample Hazard Register showing possible significant hazards for a Cycling Event

VENUE						
Description of Hazard	**Description of Risk**	**Likelihood**	**Consequence**	**Risk Rating**	**Controls Required**	**Risk Rating after control**
Obstacles around venue (such as uneven ground, tent pegs etc.)	Tripping over and falling to the ground	4	3	7	Venue and Course checked by event staff. Obstacles removed where possible or isolated, demarcated or emphasised.	6
Under Ground Amenities (i.e. power, gas, irrigation)	Marquee pegs or signage being driven through underground services	2	5	7	Local Government or service provider to mark out services at the venue Restrict infrastructure to be outside of these marked areas Advising contractors and service providers of the locations Advising any person erecting a tent or similar structure where the services are Signage	6
Event Communications failure	Not being able to communicate during an emergency	3	5	8	Carry out RT testing to discover blackspots prior to event Carry out cellphone testing to discover blackspots prior to event Phone numbers for key people available to all staff and volunteers Ensure all transmitting equipment is charged prior to event Spare batteries and RTs available for key staff Charging packs or power source to recharge available Radio training provided to all users Emergency training provided to all workers	6

Biohazard	Someone becoming sick and requiring medical attention. Ongoing health issues due to the exposure	1	4	5	Venue and course checked for any signs of sewage leaks or bacterial contamination. Course and venue redesigned to eliminate Weather monitored for storm warnings that may cause flooding. Course and venue redesigned to eliminate	2
Open Roads	Someone being struck by a moving vehicle	4	5	9	Traffic Management Plan Vehicle movement policy for event vehicle movements inside venue (i.e. hazard lights etc.) Speed restrictions in place around venue Speed restriction signage All workers to wear reflectorized high-vis during setup and pack down All workers to wear reflectorized high-vis during the event if located on or near a road. Appropriate covered footwear to be worn at all times	8
Environmental hazard	Sun exposure – sunstrike and heat exhaustion Wind burn/dust Dehydration Hypothermia	5	4	9	Weather monitoring Advising workers to be prepared for all conditions with clothing, water, sunscreen, hat, glasses, food Sunscreen available at HQ Sector leaders to monitor workers and give breaks and replace person if adversely affected Workers advised where they can seek medical assistance	6
Hours of work	Fatigue	3	5	8	Ensure workers are taking regular breaks Advising on hydration and nutrition during the event Monitoring hours of work	7
Environmental Impact	Littering around venue	5	1	6	Rubbish and recycling bins provided at venue Event team to check and clear rubbish post event	5

CYCLE COURSE						
Description of Hazard	**Description of Risk**	**Likelihood**	**Consequence**	**Risk Rating**	**Controls Required**	**Risk Rating after control**
Severe Weather	High winds causing potential harm Signage blowing over Flooding Athletes being blown off bikes Slippery surface Rain effecting visibility of cyclists and traffic	3	5	8	Monitor weather leading up to the event Secure or remove signage and infrastructure (i.e. pop up tents) in high winds Inform athletes at briefing of potential slippery surfaces, wind exposed areas, visibility Liaise with Police & officials regarding any mass evacuation Have cancellation procedure and 'contingency plan' in place for event	6
Course design, athlete error or equipment failure	Athletes falling off or being knocked off their bike	3	4	7	• Review course prior to race start to minimize hazards on the course such as pot holes, railway tracks, manhole covers • Competitor Briefing to include details of hazards and how to ride in a bunch • Cancel cycle if too dangerous • All athletes informed that their equipment must be checked prior to the event and in a safe working order • Medical on Course	6
Vehicles on the Cycle Course	Competitor being struck by vehicle	4	5	9	Traffic Management Plan Council Event Access Permit If Road is open Road Code and rules apply at all times. Athletes briefed on this Competitor Briefing to ensure athletes are aware there will be vehicles on the course even during a road closure. Medical available for deployment at the event Resident, business and public notification of event	8
Athlete Health and wellbeing	Dehydration, hypothermia, heat stroke etc.	5	4	9	Weather monitoring Athletes advised on weather conditions Athletes advised to hydrate	7

					Athletes advised or instructed they must wear warm clothing Medical team in place	
Environmental Impact	Littering around the course	5	1	6	Athletes told during briefing they cannot litter on the course Rubbish bins provided at venue and on course if applicable	5
Other Identified Hazards						
Description of Hazard	**Description of Risk**	**Likelihood**	**Consequence**	**Risk Rating**	**Controls Required**	**Risk Rating after control**