

RISK ASSESSMENT PLAN REVIEW

**Adelaide Mountain Bike
Club Incorporated**

**RISK ASSESSMENT PLAN
REVIEW**

RISK ASSESSMENT PLAN REVIEW

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RISK ASSESSMENT PLAN REVIEW

Review type: Minor Review
Authorised: Risk Management Officer (D. Richards)

Date: June 2005

Existing Documents Reviewed: Nil
New Documents Created: 2

Review Report

1.0 Background

Young riders present a unique range of issues for the Club, particularly in regard to endurance events. In order to provide appropriate levels of competition for young riders, a procedure was developed to provide guidelines.

A significant risk to the Club is that associated with managing the range of technical and physical abilities of riders, and providing appropriate course or route difficulty to suit a range of riders. A means of standardising both elements such that both riders and ride leaders were able to assess individual abilities was required to assist in minimising the risks to both riders and the Club. Procedures were required to cover these aspects of Club activity.

2.0 Procedures

As the requirements for race competitors and recreation only riders were quite different, it was decided that 2 separate procedures would be required, the latter to be covered at a later date. The procedures developed to address the issues identified were as follows:

- 1) AMTBC-RM-9, Managing the Risk Associated with Young Riders in Endurance Events.
- 2) AMTBC-RM-10, Managing the Risk Associated with Riders Ability and Course Difficulty, Race Events.

Procedure RM-9 covers aspects such as the sources of risk, strategies to be employed and responsibilities. A matrix of race length, number of riders and rider age is provided to assist with the decision making process for race committees.

Procedure RM-10 covers aspects such as physical and technical capability, and provides a standardised format for assessing rider competency. Similarly, a matrix is used to grade courses or routes by degree of difficulty, to assist race committees with preparation of appropriate courses.

RISK ASSESSMENT PLAN REVIEW

Review type: Minor Review
Authorised: Risk Management Officer (D. Richards)

Date: October 2005

Existing Documents Reviewed: Nil
New Documents Created: 1

Review Report

1.0 Background

A significant risk to the Club is that associated with managing the range of technical and physical abilities of riders, and providing appropriate course or route difficulty to suit a range of riders. A means of standardising both elements such that both riders and ride leaders were able to assess individual abilities was required to assist in minimising the risks to both riders and the Club. Procedures were required to cover these aspects of Club activity.

2.0 Procedures

As the requirements for race competitors and recreation only riders were quite different, it was decided that a separate procedures would be required for the latter. The procedure developed was as follows:

AMTBC-RM-11, Managing the Risk Associated with Riders Ability and Course Difficulty, Recreation Rides.

Procedure RM-11 covers aspects such as physical and technical capability, and provides a standardised format for assessing rider competency, specifically for recreation rides. A matrix is used to grade courses or routes by degree of difficulty, to assist ride leaders with selection of appropriate routes.

RISK ASSESSMENT PLAN REVIEW

Review type: Significant Review
Authorised: D. Richards

Date: October 2006

Existing Documents Reviewed: All
New Documents Created: 3

Review Report

1.0 Introduction

A special meeting of the Club Committee, and invited persons, was held on the 13th September 2006. The aim of this meeting was to discuss a number of aspects of club activity, but a number of risk management related activities were discussed, as follows:

- Fire evacuation Plan
- St. John's Ambulance at race events
- Hire agreements
- Loaning of equipment
- Insuring equipment
- Special events

It was agreed that the above and any associated issues would be covered in conjunction with a review of the Risk Management Plan, and this is the basis of this report.

2.0 Documents Reviewed:

The documents reviewed were as follows:

- 1) Risk Management Plan Rev 1.0 (March 2004)
- 2) Risk Assessment Manual Rev 1.0 (March 2004)
- 3) Procedure Manual Rev 1.0 (March 2004)

A review was carried out to assess the relevance of the existing documents, and to develop new documents where required.

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Minor changes to existing documents are indicated by a change to the first decimal point of the Revision version number, ie 1.0 to 1.1. Significant changes are indicated by a change to the first digit, ie 1.0 to 2.0. New documents show as Revision 1.0.

3.0 Changes to Documents

3.1 Risk Management Plan

The Risk Management Plan Version 1.0 incorporated 3 “manuals”

- 1) Risk Management Development Plan Rev 1.0 (March 2004)
- 2) Risk Assessment Manual Rev 1.0 (March 2004)
- 3) Procedure Manual Rev 1.0 (March 2004)

Given that review of Risk Management operations is a key requirement of the original plan, it was felt that a Risk Management Review Manual should be added to the Plan. This manual has been created, and Version 1.0 incorporates 2 minor and 1 significant review report.

3.2 Risk Assessment Manual

The Risk Assessment Manual provides an overview of the processes used for the assessment and management of risk, and summarises the actions required. The following changes were made to the manual:

- 1) Revision number now 1.1 (minor changes), dated September 2006.
- 2) Contents page edited to show which documents have been revised or added.
- 3) Table 2 has been edited to show changes and additions.
- 4) Table 3 has been edited to show changes and additions.
- 5) Page 8, the Equipment Technology page has been edited at item ET15/ ET16 to show that a procedure has been developed to replace an insurance based approach.
- 6) Page 9, has been edited to show 3 new procedures at A13, A14, A15.

As the Risk Assessment Manual directs readers to the Procedure Manual, this is where most changes are evident, and this is covered in 3.3.

3.3 Procedure Manual

The Procedure Manual provides documented procedures which, if applied, will deliver the requirements of the Plan. The following changes were made to the manual:

- 1) Revision number now 2.0 (significant changes), dated September 2006.
- 2) Contents page edited to show which documents have been revised or added.
- 3) AMTBC-RM-2, has been edited to reference new procedure AMTBC-RM-13 with regard to evacuation.
- 4) AMTBC-RM-4, has been edited to cover the issue of loan of equipment.

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- 5) AMTBC-RM-5 has been edited to include the references to young rider requirements and medical support, and requirements for major events.
- 6) “AMTBC-RM-9, Managing the Risk Associated with Young Riders in Endurance Events”, was developed and implemented in 2005, and has been added to the Manual.
- 7) “AMTBC-RM-10, Managing the Risk Associated with Riders Ability and Course Difficulty, Race Events”, was developed and implemented in 2005, and has been added to the Manual.
- 8) “AMTBC-RM-11, Managing the Risk Associated with Riders Ability and Course Difficulty, Recreation Rides”, was developed and implemented in 2005, and has been added to the Manual.
- 9) “AMTBC-RM-12, Medical Support at Race Events”, is a new procedure developed at the request of the committee, and has been added to the Manual.
- 10) “AMTBC-RM-13, Emergency Evacuation, Race Events”, is a new procedure developed at the request of the committee, and has been added to the Manual.

4.0 Ratification

Changes to the Risk Management Plan and Associated documents must be ratified by the committee at an appropriate meeting, and shall be accepted by vote at a programmed meeting of members.