

Curriculum activity risk assessment

Cycling: Track, Road and Bike Path

clever • skilled • creative

Activity scope

Cycling refers to road cycling, bike path cycling and track cycling. Road cycling involves cyclists participating on open/designated roads, bike path cycling involves cyclists participating on designated bike paths, and track cycling involves cyclists participating on a specially designed, banked track called a velodrome.



Risk level

The actual risk level will vary according to the specific circumstances of the activity and these **must** be considered when assessing the inherent risk level and planning the activity. As a starting point, ask the following questions:

- Which students will be involved?
- What will the students be doing?
- What will the students be using?
- Where will the students be?
- Who will be leading the activity?

Inherent risk Level		Action required / approval
<input type="checkbox"/>	Medium	Participation in track and bike path cycling involves some chance of an incident and injury requiring first aid
<input type="checkbox"/>	High	Participation in road cycling involves a likely chance of serious incident and injury requiring medical treatment

<input checked="" type="checkbox"/>	Record controls in your planning documents and/or complete this <i>Curriculum Activity Risk Assessment</i> .
<input checked="" type="checkbox"/>	Consider obtaining parental permission.

<input checked="" type="checkbox"/>	A <i>Curriculum Activity Risk Assessment</i> must be completed.
<input checked="" type="checkbox"/>	Principal or delegated Deputy Principal or Head of Program (i.e. HOD, HOSES, HOC) to review and approve risk assessment.
<input checked="" type="checkbox"/>	Obtaining parental permission is recommended.
<input checked="" type="checkbox"/>	Once approved, activity details are to be entered into the <i>School Curriculum Activity Register</i> .

Teachers/leaders:

Activity description:

Start date:

Finish date:

No of students (approx.):

Class groups:

Supervision ratio (approx.):

Listed below are the minimum recommendations for this type of activity. For any items checked 'No', provide further information regarding the additional or alternate controls to be implemented for the safe conduct of the activity.

Minimum supervision

Adequate adult supervision is to be provided. In determining what is adequate, consider the number of students, their individual needs, and the nature of the activity.

If an adult other than a registered teacher is engaged for instruction, a teacher is to be present to take overall responsibility. [Blue Card](#) requirements **must** be adhered to.

Registered teacher with minimum qualifications as outlined below

OR

An adult with minimum qualifications as outlined below, in the presence of a registered teacher

Further information:

Minimum qualifications

The qualifications listed in this section are minimums for each type of situation. Leaders are encouraged to seek training to raise their qualification level above the minimum listed.

Current first aid qualifications including Cardio Pulmonary Resuscitation (CPR) or ready access to first aid facilities, including qualified personnel.

[Blue Card](#) requirements met

Medium – Participation in **track** and **bike path** cycling involves some chance of an incident and injury requiring first aid.

TRACK AND BIKE PATH CYCLING

For a registered teacher, experience:

(i.e. previous involvement) in the teaching of cycling on the track/path

in the area to be covered

in supervising students in this activity.

A teacher could demonstrate their competency through their:

knowledge of the activity and the associated hazards and risks

experience (i.e. previous involvement) in undertaking the activity

demonstrated ability and/or expertise to undertake the activity

possession of qualifications related to the activity.

Minimum qualifications

The qualifications listed in this section are minimums for each type of situation. Leaders are encouraged to seek training to raise their qualification level above the minimum listed.

TRACK CYCLING

For a leader other than a registered teacher:

- Level One cycling certificate from Cycling Australia for track cycling, if a teacher with the relevant experience or competence is not available

BIKE PATH CYCLING

For a leader other than a registered teacher:

- Cycle Skill Coach qualification from Cycling Australia, if a teacher with the relevant experience or competence is not available

OR

- Get Active Queensland Cycling Coaching qualification, if a teacher with the relevant experience or competence is not available

High – Participation in road cycling involves a likely chance of serious incident and injury requiring medical treatment.

ROAD CYCLING

For a registered teacher or a leader other than a registered teacher:

- Level One cycling certificate from Cycling Australia for road cycling, if a teacher with the relevant experience or competence is not available

Further information:

Minimum equipment/facilities <i>If 'No' is ticked, provide further information.</i>	Yes	No
First aid kit suitable for activity	<input type="checkbox"/>	<input type="checkbox"/>
Communication system: <input type="checkbox"/> phone-line at location <input type="checkbox"/> walkie talkies/UHF radio Other: <input type="checkbox"/> mobile phone <input type="checkbox"/> student/adult messenger		
Sun safety equipment (hat, sunscreen, shirt etc)	<input type="checkbox"/>	<input type="checkbox"/>
Drinking water (students should not share drinking containers)	<input type="checkbox"/>	<input type="checkbox"/>
Participants must wear correctly fitted helmets approved by Standards Australia at all times.	<input type="checkbox"/>	<input type="checkbox"/>
Correctly maintained and roadworthy bicycle	<input type="checkbox"/>	<input type="checkbox"/>

Minimum equipment/facilities <i>If 'No' is ticked, provide further information.</i>	Yes	No
Participants should wear: <input type="checkbox"/> shoes that provide full protection for the feet <input type="checkbox"/> appropriate clothing for the activity <input type="checkbox"/> brightly coloured clothing or high visibility vests (Bike Path and Road Cycling).		
Cyclists should make regular checks on all parts of their machines including: <input type="checkbox"/> brakes <input type="checkbox"/> tyres <input type="checkbox"/> chains and gears <input type="checkbox"/> handlebars and seats.		
Injury management procedure (including head injuries) in place	<input type="checkbox"/>	<input type="checkbox"/>
Where appropriate, support vehicles must be registered with Queensland Transport.	<input type="checkbox"/>	<input type="checkbox"/>
Further information:		

Governing bodies/associations <i>If 'No' is ticked, provide further information.</i>	Yes	No
Guidelines/codes of practice are established for this activity. See Cycling Queensland and Cycling Australia Have these been considered during the planning of this activity? (See Important Links on last page.)	<input type="checkbox"/>	<input type="checkbox"/>
Further information:		

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
<ul style="list-style-type: none"> • Cuts, abrasions and/or grazes • Concussion • Accidental 'bumping' 	<ul style="list-style-type: none"> • Ensure that students wear riding gloves. 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Physical exertion</p> <ul style="list-style-type: none"> • Strains and sprains • Cramps • Exhaustion and fatigue 	<ul style="list-style-type: none"> • Provide appropriate warm-up and warm-down activities. ○ Provide a pre-race briefing, including details on race type, distance, rules, conditions and possible dangers. ○ Consider the time of the day and season of the year when planning an event to minimise heat stress and dehydration. ○ Encourage students to consume adequate amounts of water before and during the activity to prevent dehydration in endurance events. 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Students</p> <ul style="list-style-type: none"> • Student numbers • Special needs • High risk behaviours • Medical conditions 	<ul style="list-style-type: none"> • Obtain parental permission, including relevant medical information. • When students with medical conditions are involved, ensure that relevant medical/ emergency plans and medications are readily available (insulin, Ventolin, EpiPen, etc.) • Refer to Individual education plan/Educational adjustment plan/Behaviour management plan and other student documents. • Where necessary, obtain advice from relevant advisory visiting teachers or specialist teachers. • Ensure there is adequate adult supervision. 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Vehicles (cars, tractors etc.)</p>	<ul style="list-style-type: none"> • Ensure that training programs and modified races for inexperienced cyclists are conducted in traffic-free zones. • Ensure that cyclists make regular checks on all parts of their machines, including 	<input type="checkbox"/>	<input type="checkbox"/>	

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
	brakes, tyres, chains and gears, handlebars and seats. Bicycles that fail a mechanical inspection should not be used.			

Additional control measures

These would relate to the specific student needs, location and conditions in which you are conducting your activity.

Hazards/Risks	Control Measures

Submitted by:	Date:
List the names of those who were involved in the preparation of this risk assessment.	

Approval

<input type="checkbox"/>	Approved as submitted
<input type="checkbox"/>	Approved with the following condition(s):
<input type="checkbox"/>	Not approved for the following reason(s):
By:	Designation:
Signed:	Date:
Once approved, activity details should be entered into the <i>School Curriculum Activity Register</i> by administrative staff.	Reference no.

Monitor and review <i>To be completed during and/or after the activity and/or at the completion of the series of activities.</i>	Yes	No
Are the control measures still effective?	<input type="checkbox"/>	<input type="checkbox"/>
Have there been any changes?	<input type="checkbox"/>	<input type="checkbox"/>
Are further actions required?	<input type="checkbox"/>	<input type="checkbox"/>
Details:		

Important links

- SCM-PR-002: School Excursions
<http://education.qld.gov.au/strategic/eppr/schools/scmpr002/>
- HLS-PR-003: First Aid
<http://education.qld.gov.au/strategic/eppr/health/hlspr003/>
- HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions
<http://education.qld.gov.au/strategic/eppr/health/hlspr004/>
- Infection Control Guideline
http://education.qld.gov.au/health/pdfs/healthsafety/infection_control_guideline.pdf
- HLS-PR-005: Health and Safety Incident Recording and Notification
<http://education.qld.gov.au/strategic/eppr/health/hlspr005/>
- HLS-PR-013: Developing a Sun Safety Strategy
<http://education.qld.gov.au/strategic/eppr/health/hlspr013/>
- HRM-PR-010: Working with Children Check – Blue Cards
<http://education.qld.gov.au/strategic/eppr/hr/hrmpr010/>
- HLS-PR-006: Managing Occupational Risks with Chemicals
<http://education.qld.gov.au/strategic/eppr/health/hlspr006/hs16.pdf>
- Get Active Queensland Accreditation Program
<http://www.sportrec.qld.gov.au/CommunityPrograms/Schoolcommunity/GetActiveQueenslandAccreditationProgram/Courseinformation.aspx>
- Cycling Queensland
<http://www.qld.cycling.org.au/>
- Cycling Australia
<http://www.cycling.org.au/>

Further information

For further information on incorporating risk management strategies into curriculum activity planning refer to [HLS-PR-012 Managing Risks in Curriculum Activities](#) and the associated list of [Curriculum Activity Risk Assessment Guidelines](#). (See: <http://education.qld.gov.au/strategic/eppr/health/hlspr012/index1.html>)

For further support with risk management training and advice, contact trained staff in schools such as Workplace Health and Safety Officers (WHSOs) and Workplace Health and Safety Representatives (WHSRs), and regional staff such as Senior Health and Safety Consultants.