



**OUT THERE CYCLING**  
**RISK ASSESSMENT**  
**BVRT Shuttle Bus COVID**



ABN: 56 631 493 475

63 Cressbrook Street, Toogoolawah, Qld, 4313

Document No: OTC-RA-06-A	AREA	BVRT
Activity	Bus Shuttles	Activity No:
PREPARED BY: David Sheehan	REVIEWED BY: Josephine Sheehan	
POSITION: Manager	POSITION: Director	
DATE: 19-May-20	DATE: 25-May-20	

- All personnel involved with this task are to be trained in the application of this Risk Assessment and sign that they have been so trained.
  - General Safety requirements are applicable to all activities carried out.
- The hierarchy of control measures must be applied to all task to be performed as part of the Risk Assessment process.
- The following measures should be considered when assessing risks and hazards - Elimination, Substitution, Isolation, engineering, administration and as a last resort personal protective equipment- to achieve an acceptable risk level to undertake safe activities.
- PPE is to be correctly fitted and kept in a clean and hygienic condition at all times.
- PPE is not to be misused or wilfully damage.
- All damaged or defective PPE must be replaced and reported.
- Risk Assessments must be completed by all employees and records kept on-site until the completion of activity.
  - All Risk Assessment records will need to be kept for a minimum of 2 years in the event of an incident.

Safety	Catastrophic Death	Critical multiple injuries or health effects. Lot time injury	Major medical Treatment Injury	Minor First Aid injury, near miss	RISK LEVEL / ACCEPTABILITY		NOTE TO COMPLETE					
Environmental	Significant damage beyond the immediate activity site, major activity delay to others, external notification required	Significant damage within the activity site, Activity delay limited to OTC	Moderate damage within the worksite, minor delay, notified to others	Minimal damage, immediate clean-up, not notifiable to others.	6	<b>Extremely High</b> (intolerable)	<ul style="list-style-type: none"> <li>List the sequential steps required for the task.</li> <li>List the potential hazards &amp; risks associated with each step.</li> <li>Using the risk table, rate the identified risks</li> <li>List what controls you will implement to reduce the risks to the lowest possible level.</li> <li>Re-rate the level of risk once those controls have been implemented.</li> </ul>					
					5			<b>High</b> (unacceptable)				
					Frequent	6		6	5	4	3 to 4	<b>Medium</b> (acceptable with continuous review)
					Probable	6		5	4	3		
					Occasional	5		4	3	3	1 to 2	<b>Low</b> (Acceptable with periodic review)
					Remote	4		3	2	1		
Improbable	4	3	2	1								

EQUIPMENT TO BE USED	QUALIFICATION/TRAINING/COMPETENCY REQUIRED	PERSONAL PROTECTIVE EQUIPMENT REQUIRED	REFERENCE STANDARDS/CODES/MSDS etc.
Shuttle Bus	Specific COVID Induction Appropriate Drivers Licence (current) Driver Authority Card	Gloves Face Mask (Dust) Hand Sanitiser Temperature Gun	WHS Act 2011 WHS Rags 2011 Australian Standards Australian Codes of Practice COVID Safe Business Covid Roadmap to Easing Queensland's Restrictions

## HAZARD REVIEW FORM

POTENCIAL HAZARD SITUATIONS	IDENTIFY Tick or X	RISK SCORE	POTENCIAL HAZARD SUBSTANCES	IDENTIFY Tick or X	RISK SCORE	POTENCIAL HAZARD ENERGY	IDENTIFY Tick or X	RISK SCORE
Equipment	X		Dusts			Fire/Heat		
Noise			Cold Products			Electrical		
Open Holes			Hot Products			Water		
Confined Space			Flooding			Hydraulic pressure		
Weather Conditions			Chemicals	X		Steam pressure		
Traffic (vehicular, pedestrian)			Spills			Air pressure		
Limited Physical Access	X		Exhaust Fumes - engines			Gas pressure		
Slippery Surfaces			Contaminated Waters			Thermal		
Lighting			Contaminated Surfaces	X				
Ventilation	X							
Lighting								
Crowding	X							
Other (Please specify)			Other (Please specify)			Other (Please specify)		

STEP	ACTIVITY Break job down into step in a logical sequence	HAZARD Identify any potential hazards with each step Reference Hazard Review Form	INITIAL RISK Rating No	CONTROL MEASURES Method to prevent or reduce hazard	REVISED RISK Rating No
1	Drivers and Staff	<b>Medical Conditions</b> Asthma attack Diabetes Epilepsy Heart Attack	5	<ul style="list-style-type: none"> <li>Advise participants to bring puffers as part of their essential equipment</li> <li>Participants must advise coaches of medical conditions during pre-start meeting</li> <li>Encourage participants to seek medical advice prior to participating in adventurous activities</li> </ul>	2
		<b>Fatigue</b>	5	<ul style="list-style-type: none"> <li>The National Driver workbook (2013 Version 1) is utilised to manage and record fatigue.</li> </ul>	1
		<b>COVID Safe</b>	6	<ul style="list-style-type: none"> <li>COVID Safety Checklist</li> <li>COVID Cleaning and disinfecting solutions</li> </ul>	1
2	Equipment	<b>Motor Vehicles</b> Roadworthy Fit for purpose	6	<ul style="list-style-type: none"> <li>Service vehicles regularly</li> <li>Use appropriate vehicle for the activity</li> </ul>	1
		<b>Motor Vehicles</b> Exterior	5	<ul style="list-style-type: none"> <li>Touch points cleaned after each passenger</li> <li>Vehicles washed weekly or more frequently as needed</li> </ul>	1
		<b>Motor Vehicles</b> Interior	6	<ul style="list-style-type: none"> <li>Cleaning of touch points prior to passengers boarding</li> <li>Floors washed and sanitised daily</li> <li>Hand Sanitiser available on entrance to the bus</li> </ul>	1

3	Social Distancing	Pickup and Drop Off Points	5	<ul style="list-style-type: none"> <li>• Park to enable passengers to spread out to avoid crowding each other and the public</li> </ul>	1
		Seating	6	<ul style="list-style-type: none"> <li>• Reduced numbers so as to maintain social distancing requirements (seating plan)</li> <li>• Considerations given to families / same household when booking</li> <li>• Staggered seating to ensure distancing</li> </ul>	1
		Bicycle Handling	6	<ul style="list-style-type: none"> <li>• Gloves worn by staff when handling bicycles</li> <li>• Hand sanitiser used before and after handling of bicycles</li> <li>• Limit amount of bicycle handling and not touch handle bar grip if possible</li> </ul>	1
4	Bookings	Shuttle Bookings	2	<ul style="list-style-type: none"> <li>• Online bookings to limit paper handling</li> <li>• Passenger numbers reduced to meet COVID guidelines</li> <li>• Informing passengers of our COVID safe requirements (posted on our website or sent on request)</li> </ul>	1
5	Riding The BVRT	COVID Trail Etiquette	4	<ul style="list-style-type: none"> <li>• Staggered starts to ensure distancing between groups</li> <li>• Verbal reminders on COVID distancing requirements both on the trail and in towns</li> </ul>	2

## Passenger Manifest

The details and requirements of the COVID Risk Assessment have been communicated to all passengers and understand the risk and hazards associated with this

	NAME	Contact Details	DATE
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