



**OUT THERE CYCLING**  
**RISK ASSESSMENT**  
**Hire Bicycles COVID**

ABN: 56 631 493 475

63 Cressbrook Street, Toogoolawah, Qld, 4313

Document No: OTC-RA-07-A	AREA
Activity Hire Bicycles	Activity No:
PREPARED BY: David Sheehan POSITION: Manager DATE:	REVIEWED BY: Josephine Sheehan POSITION: Owner DATE:

- 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)	• List the sequential steps required for the task.
					5		
Frequent	6	6	5	4	3 to 4	<b>Medium</b> (acceptable with continuous review)	• Using the risk table, rate the identified risks
Probable	6	5	4	3			• List what controls you will implement to reduce the risks to the
Occasional	5	4	3	3	1 to 2	<b>Low</b> (Acceptable with periodic review)	lowest possible level.
Remote	4	3	2	1			• Re-rate the level of risk once those controls have been implemented.
Improbable	4	3	2	1			

EQUIPMENT TO BE USED	QUALIFICATION/TRAINING/COMPETENCY REQUIRED	PERSONAL PROTECTIVE EQUIPMENT REQUIRED	REFERENCE STANDARDS/CODES/MSDS etc.
Hire bicycles Bicycle trailer Pannier bags Riding accessories Helmets	Specific COVID Induction	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			Exhaust Fumes - engines			Gas pressure		
Slippery Surfaces			Contaminated Waters			Thermal		
Lighting			Contaminated Surfaces	X				
Ventilation								
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	Hire Bicycles	Bicycle Store	6	<ul style="list-style-type: none"> <li>Social distancing of 1 person/4m2 is promoted</li> <li>Refrain from touching store items and bicycles</li> <li>Encourage bookings for bicycle fits and purchases</li> </ul>	2
		Shuttle Bus	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> <li>Bus manifest to be used for managing seating requirements</li> </ul>	1
		Collect & Drop Off	6	<ul style="list-style-type: none"> <li>Park to enable passengers to spread out to avoid crowding each other and the public</li> <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> <li>Arrive earlier at pickup points to reduce crowding</li> <li>Allow enough room for loading and unloading of bicycle trailer</li> </ul>	1
2	Equipment	Helmets	6	<ul style="list-style-type: none"> <li>Head covers to be worn with hired helmets</li> <li>Helmets washed in hot water with disinfectant</li> <li>Allow washed helmets to dry for 2 weeks if possible</li> <li>Encourage riders to bring their own helmets</li> </ul>	1
		Pannier Bags	5	<ul style="list-style-type: none"> <li>Single user</li> <li>All panniers bags returned from hire to be washed in hot water with disinfectant</li> <li>Allow washed Pannier bags to dry for 2 weeks if possible</li> <li>Encourage riders to bring their own pannier bags where possible</li> </ul>	1
		Accessories	5	<ul style="list-style-type: none"> <li>Single user</li> <li>All accessories returned from hire to be washed in hot water with disinfectant or wiped down with disinfectant</li> <li>Allow accessory items to be isolated for 2 weeks if possible</li> <li>Encourage riders to bring their own accessories where possible</li> </ul>	1
3	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>	1