

Bundaberg Four Wheel Drive Club Inc.

Risk Assessment



Please Note: *This form is to be used in conjunction with Trip Participation Form. The table below needs to be compiled prior to and during each trip.*

Note: This Risk Assessment Form is a **guide only** and should be used in conjunction with other references such as:-

- The Risk Assessment for 4 Wheel Drive Clubs – general 4 wheel drive activities;
- The Australian Standard for Risk Management AS 4360;2004

Stage/Item What Could Go Wrong <i>(What is unique about this activity that could present risks during the trip)</i>	What could happen if something goes wrong <i>(what specifically could happen during the trip)</i>	Likelihood /consequence Matrix <i>(High, Med, Low)</i>	Control Measures <i>(What can you or others do prior to or during the trip to prevent the hazards or reduce the consequences)</i>	Risk Acceptable Y/N <i>(After control measures in place.)</i>	FOR ONGOING MANAGEMENT PURPOSES – Review after trip.		
					Are Control measure in place? Y/N	Are control measures adequate for activity planed? Y/N	Additional action taken to control if changes occur or measures are not in place
<u>From Meeting Point to Off-Road</u>							
Getting lost in-transit to the venue	Several vehicles left behind	M 9	Ensure members follow Convoy Procedures, always keep the vehicle behind in sight.	Y			
Puncture/Accident	Pull Over	M 8	Ask drivers if their tyres and tyre pressure are within legal limits	Y			
Tiredness / Fatigue	Veer into oncoming traffic	H 5	Visually observe drivers and suggest driver change if necessary	Y			
Insurance	Roll Over Resulting in a motor vehicle accident	M 4		Y			
	Vehicle not appropriately insured	H 10	Check Participation sign off, if travelling with another youth or adult group or club ensure all insurances are at least third party	Y			
Convoy being overtaken		M 9		Y			
	Accident	H 12	Ensure convoy procedures are followed. Vehicles in convoy should travel at a safe distance apart, with greatest consideration to other vehicles who aren't in your convoy.	Y			

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Off-Road							
Vehicle Stuck	Snatch Strap Breaks	H 12	Ensure safety of participants follow procedures for recovery	Y			
	Winch cable breaks	H 16	Ensure Safety of participants & spectators and follow procedures	Y			
	Dig Out someone gets injured	L 3	Ensure that rated recovery points, bow shackles and cable is in good condition/ Ensure all spectators and recovery personnel are a safe distance away.	Y			
	Push Out someone gets injured	M 6	Ensure that rated recovery points, bow shackles and cable is in good condition/ Ensure all spectators and recovery personnel are a safe distance away	Y			
Puncture	Pull Over	M 8	Ensure it is safe to change / repair tyre, use warning signals if necessary	Y			
	Roll Over	M 4					
Bush Fire	Caught in bush	M 8	Check bushfire conditions prior to travel, if caught then contact RFS for best possible evacuation route.	Y			
Accident	Emergency services required	H12	Trip leaders have worked out where phone service is available, or property owner has a land line to use to contact emergency services	Y			

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Camping Members / Guests slipping falling or tripping	Sprains, Bruise, minor Cuts	M 4	Brief participants, ensure appropriate footwear etc. to reduce risks of falls etc.	Y			
	Broken Bones	M 8	Carry first aid kit and have trained / competent members to treat if injury does occur.	Y			
Snake Bite	Venomous	H 12	Brief participants on appropriate footwear and clothing	Y			
	Non-venomous	M 4	Carry Snake Bite Kit.	Y			
Burn	Trip over Camp Fire	H 12	Ensure people stay a safe distance away. Extinguish campfire at the end of the night.	Y			
Swimming				Drowning	E 15	Ensure there is an observer at any swimming hole/creek beach.	Y
Fall off ladder	Broken Bones Concussion	M 8	Ensure someone is supporting ladder	Y			
Fall over cliff				Broken Bones Concussion	M 8	Ensure participants are warned of danger and stay safe distance away	Y
Bush Fire	Caught out	M 8	Ensure evacuation routes are always available.				Y
				Vehicles driving around camping area	Pedestrians hit	M9	Traffic to travel in Clockwise direction at 20km/hr, max. Signposted.

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<u>People</u> Pre-existing condition	Heart Attack	H 10	Safety Officer trained in CPR available	Y			
	Anaphylaxis	H 10	Check for Epi-Pen with participants	Y			
	Asthma	M 6	Check for Ventolin with participants	Y			
<u>Truck Pull</u>	Sprains, Bruise, minor Cuts	M9	Brief participants, ensure appropriate footwear & gloves are used to reduce risks of slips and hand injury from rope etc. Truck driver to be in vehicle with it running to facilitate braking. Have indemnity form signed.	Y			
<u>Cross Cut Saw Event</u>	Sprains, Bruise, minor Cuts	M9	Brief participants, ensure appropriate footwear & gloves are used to reduce risks of slips and hand injury from rope etc. Experienced sawman on hand. Have indemnity form signed.	Y			

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<u>Additional Items</u>							



RISK MATRIX

		Consequences				
Likelihood	Insignificant	Minor	Moderate	Major	Severe	
Almost Certain	M 5	H 10	H 15	E 20	E 25	
Likely	M 4	M 8	H 12	H 16	E 20	
Possible	L 3	M 6	M 9	H 12	E 15	
Unlikely	L 2	M 4	M 6	M 8	H 10	
Rare	L 1	L 2	M 3	M 4	H 5	

Risk Level:

E Extreme risk
H High risk
M Moderate risk
L Low risk

Likelihood:

Almost certain Expected in most circumstances
Likely Will probably occur in most circumstances
Possible Could occur in most circumstances
Unlikely Not expected to occur
Rare Exceptional circumstances only



Risk Assessment (suggestions Recommendations)

Trip Leader	
Signature:	Date: