



Cycle *Instead* Risk Assessment Guide

This is a guide to help prompt you to consider the range of scenarios you may need to plan for prior to your event. This is not an exhaustive list of issues and all events will differ from each other. Please ensure that you are prepared for unusual or unexpected situations that may arise and that you are able to respond to them.

1. **Volunteers.** If you are using volunteers you must ensure that they are briefed to respond to foreseeable situations such as lost children, acute health problems such as heart failure, food poisoning, exhaustion or dehydration.
2. Ensure all volunteers wear **wide brimmed hats** to reduce the chance of suffering sunstroke.
3. Ensure all volunteers can **call an ambulance** or other help, if necessary. Volunteers must be clearly identifiable with light, bright or reflective uniform clothing.
4. **The route** needs to be checked prior to the event to ensure it is safe and debris free.
5. Provide and encourage the use of adequate **sun protection**.
6. Is this event being held on a **public road**? If so, you must contact Main Roads WA to ensure your event complies with the **Traffic Management for Events - Code of Practice**.
7. Have you checked that **no other event** is planned for the same date and location of your event? (eg visit <http://www.beactive.wa.gov.au/whatson.asp> or call your local council)
8. **Have you provided adequate signage** for participants and other event attendees? (eg route, toilet, first aid)
9. Carefully consider the **start/finish location** and the possible need for catering facilities, toilets, lighting, stewarding and security, bicycle parking etc.
10. Will **there be a medical response unit** in attendance or will First Aid post/s be established. Participants and volunteers must know how to gain access to these facilities. Having a mobile first aid facility is desirable.
11. Is adequate **water** provided for participants? Check the forecast for hot weather.
12. Is **transport** available for those who are unable to complete the event? Include transport for the participants' equipment.
13. Have provisions been made for the **disposal of refuse during and after the event**?
14. Has consideration been given to allow **access for people with special needs/disabilities**?
15. Is **public liability insurance** available for the event?
16. Are there enough rest facilities, including hydration and chairs? Remember, children and the seniors require regular rest periods.