



LIVE THE OUTDOORS

## SILVERBAND LODGE ACTIVITY PLAN

# MOUNTAIN BIKE RIDING



*This document has been prepared with reference to the Department of Education and Training Victoria 'Safety Guidelines for Education Outdoors' and the Australian Adventure Activity Standards. These were accessed online [here](#) and [here](#) at the date of the most recent update.*

In consultation with user groups, Silverband Lodge designs

and delivers a broad range of experiential learning programs at Silverband Lodge sites and beyond.

From self-led on site activities, to multi day adventure expeditions, Silverband Lodge staff will assist in program

design and delivery for all ages and abilities.

Programs are designed in response to the desired outcomes of each user group and will always be appropriate to the age, skills and experience of attending participants.

Program design will sequence activities to provide the best possible outcome and each activity offered in the program will be conducted in accordance with the following activity plan.

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## 1. EDUCATIONAL PURPOSE

The aims of the Mountain Bike Riding activity are to;

- Extend personal boundaries
- Care for fellow participants
- Become familiar with riding safely in public places and on the roads
- Respect individual choices
- Opportunity to view and learn about the natural environments around the camp site
- Have fun
- Engage in an exciting and exhilarating activity

This activity is not aimed at excellence in skill acquisition but rather enjoying the outdoors.

## ACTIVITY OUTLINE AND METHOD

Mountain Bike Riding is generally conducted in half day sessions approximately 3 hrs long; either a morning or afternoon session.

1. The Silverband Lodge Mountain Bike Instructor will meet with school staff / group representative and the group at the designated area and time.
2. The Mountain Bike Instructor will escort the group to the site of the bikes.
3. 5-10 minutes will be spent briefing the participants about the nature and rational of mountain bike riding activity and what is expected from participants.
4. The Instructor will brief participants on safety of the environments they will encounter, appropriate clothing and technical bike safety.
5. Participants will be briefed on and fitted with personal equipment – helmet and bike.
6. The Mountain Bike Riding Instructor will check each participant's equipment individually before participants will be allowed to mount their bikes.
7. Participants will be given the opportunity to ask questions.
8. The group will have time to practice their riding skills on-site in a controlled environment, before leaving the property. The remainder of the activity will be determined by the skills and abilities of the group as a whole. All participants will be encouraged to participate to the extent of their own ability.
9. 10-15 minutes at the end of the session will be allocated for equipment return and a brief discussion on individual and group outcomes.

## 2. ENVIRONMENT

Silverband Lodge conducts Mountain Bike Riding on minor roads and tracks around Halls Gap. All Silverband Lodge Mountain Bike Instructors have prior knowledge and experience of the local and surrounding area and are aware of the following information.

### LOCATION

Mountain Bike Riding is conducted at several tracks around Halls Gap. Tracks are in close proximity to facilities, accessible via vehicle and are no more than 5kms from Halls Gap. Generally the tracks used are:

- Halls Gap Cycle path
- Red Gums Lease Track Loop

These locations are popular cycling tracks and are maintained by Parks Victoria.

The group's prior experience and current abilities will determine the cycling location. Locations are chosen to give participants a chance gain experience and confidence. Time spent will vary, depending on group size and prior experience.

### COMMUNICATION

In the case of an emergency or extreme weather conditions, the tracks provide a high level of access to communications and external assistance if required. There may be limited service in some areas but instructors will always be able to reach Emergency Services.

In the case of an incident during Mountain Bike Riding, Silverband Lodge site based staff will be notified to assist as needed. Silverband Lodge staff will always be contactable via telephone communication and further available for situations requiring a vehicle.

### WEATHER

The weather conditions are assessed in preparation for each session and closely monitored throughout the session. Variable weather conditions are possible through all seasons. Mountain Bike Riding is a weather dependent activity but can be conducted all year round and therefore on days of extreme temperatures or very wet/cold conditions, the activity may be modified, relocated or cancelled. It will be the responsibility of the Mountain Bike Instructor to use his/her professional judgment to make this decision.

On **Days of Total Fire Ban** all groups will remain onsite.

### TRANSPORTATION

In the case that Silverband Lodge will be transporting participants, transportation will adhere to the DET Vic. Guidelines and regulations.

### 3. ACTIVITY

#### STUDENT SKILLS

Regardless of prior experience, an activity briefing will be conducted with each group to provide participants with the following information.

- Identify the role of the instructor.
- The nature and purpose of the activity, the natural environment and appropriate safety procedures.
- Expectation of participants to act responsibly towards other participants, the public, the environment and for safety reasons.
- Essential equipment and appropriate clothing (see below).
- Likely traffic conditions and other potential dangers and how to respond to these hazards
- Action to be taken in the event of a participant falling off their bike.
- Protection of the natural environment and minimal impact practices.
- Methods of communication to be used during the activity between participants and instructor.
- Sufficient information for participants to act in the case of emergency.

Participants will be instructed on;

- Safety features
- Bike parts
- Cycling techniques
- Seat adjustment
- Expected track conditions
- Correct helmet fitting
- Hazards to be aware of

Before departing the camp site students will be instructed on and be required to demonstrate adequate skills in:

- The effective use of brakes
- The effective use of gears
- Safe group riding techniques

Under no circumstances should students be pressured by staff or peers to participate beyond their ability.

#### SUPPORT VEHICLE

Due to the availability of back up support if required, a support vehicle is deemed not necessary.

## **EQUIPMENT**

All Mountain Bike Riding Instructors are familiar with the safe use and maintenance of equipment used for cycling sessions.

All equipment used is of a high standard and checked;

- Immediately prior to commencing the activity
- Thoroughly before and after group use as part of the maintenance schedule

It is the responsibility of the Mountain Bike Riding Instructor to

- Check first aid equipment prior to activity
- Ensure all required equipment is provided in working order and onsite at activity
- Check the suitability of clothing and equipment used by participants

### **Bicycles**

All equipment is of a recognized standard for the intended use. Immediately before the activity, bicycles are checked for roadworthiness to undertake proposed bicycle ride.

Bicycles are also checked for suitability for individual riders in regards to frame size, reach, seat height and position.

### **Helmets**

All helmets used comply with AS/NZS 2063. All participants will be supplied with and must wear helmets throughout the course of the session. Helmets are available in a variety of sizes to ensure each participant has a correctly fitting helmet.

### **Repair Kits**

Repair kits are carried by the Mountain Bike Instructor to carry out minor roadside repairs. When repairs are being made during the ride, the remainder of the group is supervised by accompanying staff. The group stays in a safe environment whilst the repairs are taking place.

### **Carrying Equipment**

Participants will be expected to carry water and protective clothing in small day packs.

## **FIRST AID KITS**

Mountain Bike Riding Instructors maintain an appropriate qualification from a recognized training organization and carry first aid kits at all times.

## **CLOTHING**

Clothing needs to be appropriate for the activity, environment and season.

- Enclosed footwear must always be worn
- Highly visible clothing is recommended
- Baggy clothing is not recommended
- Clothing to protect against weather conditions – sunscreen, rain jacket

## **IDENTIFICATION**

It is the responsibility of the user group to manage the group effectively ensuring all participants are accounted for at all times.

## **4. PEOPLE**

### **STAFF**

A minimum of two staff members must be present for this activity, one with responsibility for activity instruction and the other able to assist the instructor.

At times Mountain Bike Riding Instructors used by Silverband Lodge are sub-contracted from a local outdoor activities provider. All instructional staff used by Silverband Lodge maintain current Working With Children's Checks.

#### **Teacher/Group Representative**

As per the DET Vic. Safety Guidelines, a registered teacher or group / school representative must be present at the activity at all times. In the event that a teacher/group/school representative is not available to be on the bike ride, the activity will be cancelled and schools / groups will be liable for any associated costs.

While Mountain Bike Riding Instructors have the technical knowledge and expertise to instruct the students, the teacher/group/school representative will have overall responsibility for the safety and welfare of the students. The teacher/group/school representative will act on the advice of the Mountain Bike Riding Instructor regarding technical safety issues.

It is the responsibility of the accompanying teacher/group/school representative to read this document in order to familiarise themselves with the activity at hand and their responsibilities.

## **EXPERIENCE AND QUALIFICATIONS**

As a minimum all **Mountain Bike Instructors** will either hold the following unit of competency from the Sport, Fitness and Recreation Training Package [July 2015] or demonstrate equivalent experience:

Level 1 and 2 Terrain – very easy to easy

Guide Off Road Cycle Tours (SISOMBK303A)

Level 3 terrain

Instruct Off Road Cycle Tours (SISOMBK404A)

This will ensure Instructors are competent in:

- Repair final drive assemblies
- Repair bicycle drive train systems
- Overhaul bicycle steering systems
- Service and repair bicycle wheel hubs
- Demonstrate off-road cycling skills
- Leading mountain bike riding in similar conditions
- Confident of their own ability and fitness to manage the activity
- Capable of providing support to participants
- Managing groups in outdoor settings

## **Responsibility of the Mountain Bike Instructor**

The Mountain Bike Instructor will also be responsible for the following;

- Instructing the activity in a safe manner
- Monitoring the welfare and fitness of participants
- Control the pace of the group
- Ensuring skills are imparted and safety procedures are clearly communicated to participants and a practice session is conducted
- Undertake a head count prior to, during and after the activity

- Record near miss incidents and accidents and submit them to UC Camping Director.
- Ensure all documentation has been completed and collated
- Ensure the cycling session is conducted in a safe manner
- Ensure to the best of their ability that communication between the front and back of group is maintained
- Inform Assisting Instructor of their roles in the behavior, supervision and instructions of participants.
- Brief accompanying teacher / group representative /assisting instructor of what procedures to follow should the lead instructor become incapacitated for any reason.

### **Responsibility of Assisting Instructor**

The assisting instructor of the activity will generally not be required to have the same skill level as the leader. The assisting instructor will carry out tasks as directed by the Mountains Bike Instructor which may include monitoring the welfare and fitness of participants, assisting the Mountain Bike Instructor, first aid responsibility, the supervision and behavior of observers and adhering to safety instructions.

**Assistant to the Instructor** (may be the teacher/group/school representative) and must;

- Have experience in the activity at the level being offered to students
- Be able to assume a supervisory role during the activity
- Have the ability to participate competently in emergency response procedures
- Be available to confer with the instructor to establish the emergency response and supervision responsibilities should the lead instructor become incapacitated for any reason.

### **SUPERVISION**

Supervision is a critical factor in managing risk in the outdoors. A minimum of two staff must be present for Mountain Bike Riding. One staff member will be required to have the above qualifications as Mountain Bike Instructor and one Assisting Instructor, who will be either a staff representative of the school/group or another group leader. The minimum supervision ratio will be:

| # of Participants | Up to 12                   | 13-18                         | 19-24  |
|-------------------|----------------------------|-------------------------------|--|
| Bike Riding       | 1 Instructor, 1 Supervisor | 1 instructor and 1 Supervisor | 1 instructor and 2 Supervisor (max group size 25 - includes leaders) |

The allocation of staff should be based on:

- age, maturity and gender of students
- ability and experience of students
- individual needs
- group dynamics of the student group
- experience, qualifications and skills of staff
- location conditions.

The teacher/group representative in charge is responsible for the supervision strategy that must be endorsed by the school council / group as part of the excursion approval process. Staff members will supervise students according to that strategy.

## **INFORMED CONSENT**

Schools / groups are responsible for obtaining informed consent from parents/guardians of students prior to the activity. A list of participants, medical forms and parental authority should accompany the teacher/group/school representative to the activity.

## **FIRST AID**

The mountain bike instructor will have a minimum of the following current (within 3 years) first aid qualification or equivalent:

HLTAID011 Provide First Aid

and a current (updated within 12 months) Cardiopulmonary Resuscitation (CPR) qualification or equivalent:

HLTAID009 Provide Cardiopulmonary Resuscitation

Teacher/school/group representatives will be responsible for all student medical forms and for ensuring medical forms and any medications are taken to activity venues.

A first aid kit will be located at the activity site. Additionally each group is required to supply their own first aid kit. Silverband Lodge and contracted staff with first aid training will administer first aid under the following circumstances:

- In an emergency situation
- If the designated group/school representative is unable
- If the group's designated first aider cannot be located or in difficulty

All staff / group members with known medical conditions that might compromise the group's risk management plan should make accompanying staff aware of this condition. Be aware that issues of confidentiality will be involved in any such disclosure.

## 5. RISKS

### RISK ASSESSMENT

A detailed risk assessment is conducted of this activity, which is attached to this document and reviewed annually, or as required.

### HOW TO

Where applicable, the relevant 'How To' should be read in conjunction with this Activity Plan.

### EMERGENCY STRATEGY

Prior to, and on arrival at Silverband Lodge, user groups will be provided with a copy of the Silverband Lodge Emergency Management Plan.

- Mobile phone communication is available at all sites. Emergency vehicle available at all times.
- Participant names, addresses, details, permission forms, medical forms are held by teacher / group representative at activity site
- Any special medical issues are known by teacher /group representative and any students with potential medical conditions are monitored during the activity
- Mountain biking is weather dependent and therefore in periods of extreme temperatures or high winds activity will not take place.
- Students not participating in mountain biking will be required to stay at camp unless schools/groups arrange for a staff member to be at the mountain bike site with the non-participating student/s.
- A school/group representative will need to be at the mountain bike site. In the event that a school / group representative declines to be at the mountain bike site the activity will be cancelled and schools / groups will be liable for any associated costs.
- A person will be nominated to monitor the behaviour of students at the mountain bike site, the mountain bike leader will direct the activities of the mountain bikers.
- All teachers / group / school representatives / assistants to the instructor will be briefed on the emergency strategy and supervision responsibilities should their support be needed.



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## RISK ASSESSMENT - BIKE RIDING

The list below incorporates some of the risks associated with Bike Riding.

Please note: the list below is not all encompassing, and some associated risks may not have been identified.

| Risk Description  | Existing Controls   | Rating                             |                   |                 |
|---|---|------------------------------------|-------------------|-----------------|
|   |   | Effectiveness of existing controls | Risk Consequences | Risk Likelihood |
| Poor or limited cycling skills lead to accident/or injury.  | <ul style="list-style-type: none"><li>Session will match the ability and skills of the group; participant skills will be assessed prior to leaving campsite.</li><li>Instructors brief participants on required skills – braking, gears.</li><li>Bicycles will be the correct size for individuals</li><li>Offer opportunity for sufficient practice before leaving campsite</li><li>Instructor must be suitably qualified and able to provide different sessions for appropriate to skill levels.</li></ul>          | <b>Satisfactory</b>                | <b>Moderate</b>   | <b>Likely</b>   |
| Participant or staff member is stung or bitten by ant, bee, spider etc, leading to swelling or anaphylactic reaction. | <ul style="list-style-type: none"><li>Ensure staff are aware of any allergies, specifically anaphylactic students.</li><li>Medications should be carried at all times in close proximity to participant.</li><li>Evacuation procedure should be well known by staff.</li><li>Communications will be carried and available at all times.</li><li>Silverband Lodge Emergency Management Plan will be followed.</li></ul>  | <b>Satisfactory</b>                | <b>Major</b>      | <b>Unlikely</b> |
| A steep descent leads to excessive speed and/or lack of control resulting in injury.                                  | <ul style="list-style-type: none"><li>Instructor will ride ahead to warn participants of any hazards.</li><li>Participants with limited confidence are not to undertake steep descents. These students should walk their bicycle down the descent, on the shoulder of the road, after the other cyclists have descended.</li><li>Participants should leave sufficient space between individuals before and during descent.</li><li>Participants will be instructed on effective and safe braking and speed.</li></ul> | <b>Satisfactory</b>                | <b>Major</b>      | <b>Likely</b>   |
| A large group size results in poor supervision leading to accident and/or injury.                                     | <ul style="list-style-type: none"><li>Group sizes will comply with ratios stated – and take into consideration participant skills, knowledge and confidence.</li><li>Staff will make sure that the group stays in close proximity and that the back of the group is able to communicate with the front.</li><li>Regular rest stops will ensure group stays together.</li></ul>  | <b>Satisfactory</b>                | <b>Moderate</b>   | <b>Likely</b>   |
| During the ride the group separates and, as a result, student(s) become lost or are exposed to uncontrolled hazards.  | <ul style="list-style-type: none"><li>One group leader will position themselves at or near the front of the group and another group leader at the rear.</li><li>Frequent rest stops and head counts conducted to eliminate chance of lost participant.</li><li>Specific and clear protocols will be established in the case of group breakdowns and road intersections.</li></ul>   | <b>Satisfactory</b>                | <b>Moderate</b>   | <b>Unlikely</b> |



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## RISK ASSESSMENT - BIKE RIDING

| Risk Description  | Existing Controls  | Rating                             |                   |                 |
|---|--|------------------------------------|-------------------|-----------------|
|   |  | Effectiveness of existing controls | Risk Consequences | Risk Likelihood |
|   |  |                                    |                   |                 |
| A vehicle collision occurs  | <ul style="list-style-type: none"><li>Participants will be briefed on basic road rules and any specific information for the location and potential hazards</li><li>Rest stops will be taken in an area where the entire group can get completely off the road.</li><li>Students will not participate beyond their capabilities.</li></ul>  | Satisfactory                       | Major             | Rare            |
| Staff or student fatigue results in incident and/or injury.                               | <ul style="list-style-type: none"><li>Planning will consider the skills and experience of participants and ensure activity level is suitable.</li><li>Appropriate timed rest stops will be taken and will match the intensity of activity, weather conditions and group ability.</li><li>Participant food and water intake will be monitored.</li><li>Strategies will be considered to support individuals – modify, relocate evacuate or cancel activity.</li></ul>   | Satisfactory                       | Moderate          | Unlikely        |
| Participant misbehaves causing potential danger to themselves and/or the entire group.    | <ul style="list-style-type: none"><li>Participants are briefed and made aware of potential dangers within the outdoor environment.</li><li>Behavioural expectations of participants are fully explained.</li><li>Teachers/assisting leaders to assist as per camp supervision protocols.</li><li>In the event of no support, or behaviour that endangers the group, cancellation of the activity</li><li>In the case that behaviour creates a situation where anyone is put in a potentially dangerous situation, the activity will be cancelled.</li><li>The Mountain bike Instructor will be responsible for deciding if circumstances are such that the activity cannot be conducted in a safe manner.</li><li>If this decision is made the activity will be stopped immediately.</li></ul> | Satisfactory                       | Moderate          | Likely          |
| A mechanical failure, damaged or inappropriate equipment leads to an accident and injury. | <ul style="list-style-type: none"><li>All equipment is checked by the instructor immediately prior to the activity taking place</li><li>All equipment is thoroughly checked weekly as per regular scheduled maintenance checks.</li><li>A log of use of equipment is maintained.</li><li>Participants are briefed on how to correctly fit all safety equipment prior to activity.</li><li>Each participant's gear is individually checked before leaving site to ensure proper fit.</li><li>A range of sizes of helmets and bikes are available and in good condition.</li></ul>   | Satisfactory                       | Moderate          | Unlikely        |



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## RISK ASSESSMENT - BIKE RIDING

| Risk Description   | Existing Controls  | Rating                             |                   |                 |
|--|--|------------------------------------|-------------------|-----------------|
|  |  | Effectiveness of existing controls | Risk Consequences | Risk Likelihood |
| Exposure to extreme weather conditions including wet, cold and windy or heat and sun causing discomfort and potentially leading to illness such as hyperthermia, extreme sun burn, heat exhaustion or heat stroke. | <ul style="list-style-type: none"><li>Review weather conditions prior to activity</li><li>Monitor temperature and shorten, relocate or adjust activity as required</li><li>Ensure adequate fluid intake</li><li>Ensure appropriate, adequate clothing and protection against elements is worn before and during activity</li><li>Observe participant's condition during activity.</li><li>Consideration of wind chill factor if wind is present</li><li>Cancel activity if conditions are such that activity cannot be conducted safely and participation will place participants in extreme danger.</li></ul> | Satisfactory                       | Moderate          | Likely          |

### Site Assessment

Mountain Bike Riding is conducted at several tracks around Halls Gap. Tracks are in close proximity to facilities, accessible via vehicle and are no more than 8kms from Halls Gap. Generally the tracks used are:

- Halls Gap Cycle path – easy 4km loop
- Red Gums Lease Track Loop – medium 8km loop
- Oslers Track loop – medium 15km loop

These locations are popular cycling tracks and are maintained by Parks Victoria.

The group's prior experience and current abilities will determine the cycling location. Locations are chosen to give participants a chance to gain experience and confidence. Time spent will vary, depending on group size and prior experience.

### Transport:

In the case that Silverband lodge will be transporting participants, transportation will adhere to the VICROADS licensing and registration requirements and DET guidelines and regulations. Supervision of participants while in transit is the responsibility of the visiting groups teachers / leaders.

Silverband lodge will ensure that an appropriate form of communication is available at all activity locations.