

MOUNTAIN BIKING- SAFE OPERATING PROCEDURES

Activity	Significant hazard	Iso	Min	Elim	How
Mountain Biking	<ul style="list-style-type: none"> • High speed on mixed terrain • Obstacles on the track (trees, roots) • Bike malfunction • Strong winds/ weak branches • Forest fire 		Minimise Minimise Minimise Minimise Minimise		-Brief group on track conditions. - Brief group how to go over tree roots - Front biker must set appropriate speed and keep eye out for anything on the track. -Bikes must have constant up keep, instructor must carry repair kit and phone. -Check weather prior to session. -Check site after high winds, storms and earthquakes. - Check forest fire risk before session

Location: Hanmer Heritage Forest.

Environmental Restrictions: High winds, Moderate Snow and Heavy rain.

2 parents or teachers participating with the group only

Before the activity the instructor must:

- ✓ Check they have the correct number and sizes of helmets and bikes
- ✓ Collect and carry a bike repair kit
- ✓ Instructor must carry First aid kit.
- ✓ Communicate your route with any other staff instructing mountain biking.
- ✓ Assess the wind strength. If severe gusts or strong winds check with an Operations Manager about other options.
- ✓ Check the forest pre- session after severe storms, high winds and earthquakes.
- ✓ Check with an Operations Manager that there are no council messages regarding closure of tracks for maintenance

During the activity the instructor must:

*See Instructor notes for briefing structure.

- ✓ Ensure all participants are listening and responding to instructions
- ✓ Brief the students on how to wear a helmet (see helmet SOP)
- ✓ Assist in setting up the bike seat to suit the rider
- ✓ Clearly inform students on the use and function of gears and brakes
- ✓ Run an activity that allows the students to experience the gears and brakes in an open area
- ✓ Brief students on speed and spacing while riding.
- ✓ Inform students of what to do if they lose the group at a junction.
- ✓ Brief students on how to handle their bike when they see an obstacle eg. tree roots, tight corner. Brake and slow down before the obstacle

- ✓ Stop at sealed roads and walk bikes across the road when it is safe.
- ✓ Regularly re-group the participants to gauge their well being.
- ✓ Ride in single file.
- ✓ Pull off the track when stopping the group.
- ✓ Regularly check for learning- ask the participants questions.
- ✓ If a participant is not following instructions and instructor is concerned for the participants safety or the safety of others, the instructor can pull the participant from the activity.
- ✓ If any **new** significant hazards arise, Instructor must assess the situation, minimise the hazard. If instructor is unable to minimize the hazard instructor must stop the activity and contact operations manager.
- ✓ Debrief the learning experience with the participants.

Incident/ Emergency Procedure

- ✓ Access the situation.
- ✓ Follow the emergency response plan, select what level and response is needed.
- ✓ If any concerns call, operations manager or on call person.
- ✓ If rescue needed perform rescue as trained to do so.

After the activity the instructor must:

- ✓ Stack the bikes neatly at base
- ✓ Turn the seat around on any bikes that need repair and write a note on the bike the repair it needs.
- ✓ Physically check the helmets used and return them to base.
- ✓ If it is the end of the week, prepare the bikes for cleaning

ACTIVITY
HANMER