



Zoo2Zoo RISK ANALYSIS DOCUMENT

31 January 2022

Zoo2Zoo Bike Ride – Risk Assessment

1. Introduction

This document has been compiled to assess the risks and controls to be put in place to organise and run the Zoo2Zoo bike ride with minimum risk.

This document was developed from a number of activities and learning’s from previously held events together with a formal risk assessment workshop held on the following dates: Monday 31 January 2022, Friday 31 January 2020, Thursday 31 January 2019, Wednesday 31 January 2018, Saturday 31 December 2016, Sunday 31 January 2016, Friday 31 July 2015 and Sunday the 31st August 2008.

This document belongs to the Zoo2Zoo Ltd, and is not to be used for any other applications unless permission is sought and granted by the Zoo2Zoo.

2. Methodology

The risk assessment has been completed in accordance with *AS4360:2004 Risk Management*. The process used is based on widely accepted methodology where the level of risk is defined as a combination of likelihood and consequence. The assessment is conducted using a qualitative assessment of the likelihood and consequence. A risk matrix is then used to determine the level of risk.

The table below provides the qualitative descriptors used for assessing consequences:

CONSEQUENCE LEVELS				
Minor injury. Low-level short-term subjective inconvenience or symptoms. Cuts, bruises, no measurable physical effects. No medical treatment	Significant injury. Objective but reversible disability/impairment and/or medical treatment injuries requiring hospitalisation. Major burns, broken bones, severe bruises, cuts.	Serious Injury. Moderate irreversible or impairment (<30%) to one or more persons. Serious burns to large parts of body, serious internal and skull injuries.	Single fatality and/or severe irreversible disability or impairment (>30%) to one or more persons	Multiple fatalities, as a result of short or long term health effects, or significant irreversible human health effects to >50 people



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The assessment-ranking matrix shown below was used to determine risk levels.

RISK RANK MATRIX

Consequence →	Low	Minor	Moderate	Major	Catastrophic
Likelihood ↓	<i>Minor Injury</i>	<i>Significant Injury</i>	<i>Serious Injury</i>	<i>Fatality</i>	<i>Multiple Fatality</i>
Almost Certain	High	High	Extreme	Extreme	Extreme
Likely	Moderate	High	High	Extreme	Extreme
Possible	Low	Moderate	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	High	Extreme
Rare	Low	Low	Moderate	High	High

3. Risk Assessment

The risks have been identified and assessed in accordance with the matrix above and recorded within the table below. The residual risk is assessed, not the inherent risk. This means that the effect of the controls is taken into account in the risk assessment. All controls are also documented in Section 4.

Risks have been grouped into six broad areas for the assessment. The table below provides a summary, more detail on the hazards and the relevant controls is included in Section 4 of the document.

Hazard	Risk	Likelihood	Consequence	Level of Residual Risk
Weather Conditions	Rider accident and injury, exposure, heat stress	Rare	Moderate	Moderate
Road Layout	Rider accident and injury	Rare	Moderate	Moderate
Road Conditions	Rider accident and injury	Rare	Moderate	Moderate
Other traffic	Rider accident and injury	Rare	Major	High
Riders	Exhaustion, heat stress	Rare	Minor	Low
Bike condition	Rider accident and injury	Rare	Moderate	Moderate



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Illness	Covid-19	Likely	Minor	High
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4. Hazards and Controls

a) Weather and Conditions

Scenario: Poor to extreme weather conditions leading to poor riding conditions and injuries.

- Causes:**
- Dehydration
 - Accidents from wet roads
 - Heat stroke
 - Hyperthermia from cold conditions
 - Fire or floods
 - Accidents from storm conditions
 - Poor visibility in Fog or low clouds leading to an accident

Proposed Controls:

1. Weather extremes information provided.
2. Water provided by support team. All riders required to carry sufficient water for each stage.
3. Sunscreen readily available from support team.
4. First aid kits available in each support vehicle.
5. First aid qualified riders and support team members.
6. Emergency services to be identified at each location along the ride.
7. Utilise the following guideline on which to base a decision of stopping the ride, after the start, due to extreme weather conditions. “Ride Controller to liaise with team leaders and support team re conditions and come to a unanimous decision to terminate, delay or alter the event. If decision not unanimous Ride Controller makes final decision.”
8. Provide means of keeping the Marshalls up to date with weather conditions, to provide to riders, as follows:
 - i. Observe 3 days weather forecast.
 - ii. Check that phone contacts with the authorities are relevant for the day of the event.
 - iii. Review weather conditions on day prior the event
 - iv. Relay weather forecast to riders in pre ride announcement.
 - v. Check that all support team have correct phone numbers and phones are working.
 - vi. If weather forecast is severe place further controls in place.
 - vii. Warn participants at stops of possible severe conditions and that it may affect ride conditions and progress.



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- viii. Warn all team captains and support team of severe conditions forecast and ask them to report back to support team and Ride Controller of any changes in their area.
 - ix. If conditions become too severe for riding, either terminate the event or, shorten the distance to by-pass the area if the condition is isolated.
9. Support Team to observe riders at checkpoints for obvious fatigue or stress and offer assistance if necessary. Exercise organiser's right to terminate ride if problem is wide spread. Determine time limits for each section and instruct riders who arrive later to terminate their ride.
 10. Riders to wear high vis clothing in poor visibility conditions.
 11. Public liability insurance obtained.
 12. Police advised.

b) Road Layout

Scenario: A rider accident resulting from the inherent road layout.

Causes:

- Long descents
- Junctions and intersections
- Tight bends – Hair pin bends
- Poor shoulders
- Round-a-bouts

Proposed Controls:

1. Advisory information of road layout to be provided
2. Map layouts will be provided.
3. RMS advisory signs are already in place.
4. First aid kits available in each support vehicle.
5. First aid qualified riders and support team members.
6. Emergency services to be identified at each location along the ride.
7. "Caution Cyclist" signs to be placed on support vehicles.
8. Flashing lights to be provided for support cars
9. Support vehicles instructed to be strategically placed before corners, hills, etc to protect riders.
10. Teams to be instructed to stay together for rider protection.
11. Support car to be designated for each team.
12. Public liability insurance obtained.
13. Police advised.



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c) Road Condition

Scenario: A rider accident resulting from poor road maintenance or condition.

Causes:

- Pot holes
- Loose gravel and other debris
- Rock fall
- Corrugated sections
- Broken shoulders

Proposed Controls:

1. Support team to advise of poor conditions where possible, particularly road works.
2. Lead riders to use standard calls to advise of road conditions.
3. Encourage team riding to provide support.
4. First aid kits available in each support vehicle.
5. First aid qualified riders and support team members.
6. Emergency services to be identified at each location along the ride.
7. Public liability insurance obtained.
8. Police advised.

d) Interaction With Other Traffic

Scenario: A rider accident resulting from interaction with other traffic or obstacles.

Causes:

- Cars
- Trucks
- Buses
- Motorcycles
- Non-participating cyclists
- Pedestrians
- Animals

Proposed Controls:

1. Riders to ride as a team and obey all road rules.
2. The general community is made aware through local media, advertising and local interest parties.
3. Fix “Beware Cyclists Ahead” signs on all support vehicles.
4. Flashing lights on vehicles.
5. Support vehicles instructed to be strategically placed before corners, hills, etc to protect riders.
6. Teams to be instructed to stay together for rider protection.
7. Support car to be designated for each team.



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8. Riders to wear high vis clothing in poor visibility conditions
 9. First aid kits available in each support vehicle.
 10. First aid qualified riders and support team members.
 11. Emergency services to be identified at each location along the ride.
 12. Public liability insurance obtained.
 13. Police advised.

e) Rider Performance

Scenario: A rider accident resulting from their own performance.

Causes:

- Poor behaviour
- Dress – dark clothing
- Poor fitness
- Insufficient skills for the event
- Bunch riding
- Drafting too close
- Medical condition

Proposed Controls:

1. The requirements and conditions likely to be expected during the ride are provided at entry.
2. Support team monitoring rider performance.
3. Riders encouraged to be realistic about their ability to continue.
4. Advertised as a non-competitive ride, an individual challenge to complete the distance.
5. Riders requested to sign acknowledgement to ride rules.
6. First aid kits available in each support vehicle.
7. First aid qualified riders and support team members.
8. Emergency services to be identified at each location along the ride.
9. Public liability insurance obtained.
10. Police advised.

f) Bike Condition

Scenario: Bikes fail to operate effectively placing riders at risk of accident.

Causes:

- Brakes
- Tyres
- Wheels
- Helmets



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Proposed Controls:

1. All riders required and forewarned to provide a bike in appropriate condition.
2. Riders encouraged to service bike pre-event – clean and lubricate chain, derailleur, and other components. Ensure brakes and gearing in good working order. Fitted correctly.
3. Riders required to provide minimum two spare tubes each.
4. Riders encouraged to also provide additional spares such as spare tyres.
5. Limited spares to be carried by support team
6. Bikes in inadequate condition will exclude riders from participation.
7. Support team to have listing of bicycle repair/retail stores enroute.
8. Public liability insurance obtained.
9. Police advised.

g) Illness

Scenario: Riders and support crew contracts Covid-19.

Causes: Unwell person in group
Hygiene
Social Distancing

Proposed Controls:

1. All riders and support crew required to be double vaccinated and ideally triple vaccinated.
2. Riders and support have little contact with people outside the “bubble”.
3. Have meals outside where possible.



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Appendix – A: Support Crew Instructions

1. Food and Water Supply
 - Main meals to be provided/arranged by support team and organising committee, plus some snacks.
 - Riders to be instructed to bring any particular energy foods or snacks required.
 - Riders to notify of any dietary requirements.
2. Supply of rehydrating additives:
 - Electrolyte powder to be provided by support team.
 - Water to be provided by support team.
 - All riders required to carry sufficient water for each stage.
3. During event tidiness and clean-up
 - Ensure all rubbish is collected and disposed at each stop.
4. Vehicles
 - Warning signs to be fixed to cars.
 - Flashing lights to be fixed to cars.
 - Each car to follow a team of riders.
 - Cars to follow strategically to stop before bends in the road or before crests to provide traffic with best possible warning of riders ahead.

Following information to be provided:

- Maps/route
- Contacts – police, medical/hospital, bike repair/retail
- Rider details (phone, medical etc)



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Appendix – B: Rider Instructions

1. Equipment

- All riders required to provide a minimum two spare tubes and equipment to change flat tyres.
- All riders must wear Australian standards approved helmets in appropriate condition.
- Riders must carry enough water for each stage.
- Riders should refer to full equipment listing on website.

2. Riding

- Riders must obey road rules at all times.
- Riders encouraged to ride in teams for safety and support.
- More experienced riders to lead and trail teams and assist other riders.
- All riders to use appropriate calls to warn others of road conditions and traffic.
- Riders should refer to further detail on website.



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Appendix C – Riders Agreement

Riders are required to acknowledge that they have read, understood, and accept all Terms and Conditions including the 'WAIVER' and 'TERMS AND CONDITIONS OF PAYMENT' listed below prior to submitting their registration for the event.

WAIVER AND ACKNOWLEDGMENT OF RISKS INVOLVED

I understand that the ride involves cycling on public roads which are open to general traffic and I am aware of the hazards associated with this and also the inherent risks associated with cycling.

In my assessment I have sufficient riding competence and experience and have undertaken adequate training to participate in this event. I recognise that the bike used must be in sound mechanical condition and I will wear a correctly fitted Standards approved cycling helmet.

I agree to comply with ACT and New South Wales road rules and to directions given by the ACT Police, NSW Police, ACTRoads, RMS and Zoo2Zoo marshals in the interests of safety.

I hereby release, exempt and indemnify Zoo2Zoo Incorporation and all other persons involved in the event from and against any claims, liability, costs and expenses whether in negligence or otherwise which may arise in connection with this event.

Where I have a known medical condition that may affect not only my safety but that of others whilst involved with this event I will inform Zoo2Zoo Incorporated in writing prior to the commencement of the ride.

Zoo2Zoo Incorporated reserves the right to alter the route and venues provided on this event without notice and reserves the right to refuse admission to any person, irrespective of successful registration.

ENTRY FEE

Event entry includes accommodation on the days of the ride, excluding the final day's night. Meals including breakfast, morning tea, lunch and dinner on the day's of the ride, excluding dinner on the final day.

It is highly recommended to have BicycleNSW membership, or similar standard membership that contains insurance coverage. Please consider carefully what insurance you require for your personal circumstances.

CANCELLATIONS

In the case of a cancellation, Zoo2Zoo Incorporated will refund your entry less any costs incurred.



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FUNDRAISING

The point of doing the Zoo2Zoo is two fold. One is providing a safe and enjoyable ride, the second is to raise funds and awareness for the Black Dog Institute. Although there is no minimum amount to be raised, it is expected that each rider try their best.

ACCOMMODATION

Accommodation differs depending on the town or city we are staying.

AGE LIMIT REQUIREMENTS

Persons must be 18 years old to participate in the Zoo2Zoo.

PROMOTIONAL KIT

Entrants must wear an official Zoo2Zoo riding shirt to participate in the Zoo2Zoo. If you have done any Zoo2Zoo ride from 2008 onwards you are able to wear the riding shirts from those rides. Otherwise, you are able to purchase a jersey for \$100.

Kit will be available for collection on the morning of the ride at the start of the Zoo2Zoo.

COMMON SENSE

You must ride in a safe and responsible manner during the Zoo2Zoo and use common sense at all times. You should exercise caution on all public roads and operate defensively and courteously.

SPECIAL REQUIREMENTS

We welcome people with disabilities on the Zoo2Zoo and ask that other riders show the same consideration and support they would expect to receive from other riders. Zoo2Zoo Ltd will use all reasonable efforts to cater for your particular disability where able.

FOOD DURING THE RIDE

Zoo2Zoo Incorporated will provide all snacks, food and drinks during the Zoo2Zoo.

SAG WAGON

A trailing support vehicle for riders is provided by Zoo2Zoo Ltd. The Sag Wagon travels behind the last riders on the ride and usually arrives late to the finish.

EVENT & COURSE VARIATION

Zoo2Zoo Ltd reserves the right to vary the venue, course or other services on the Zoo2Zoo without notice.

SUPPORT VEHICLES

A support vehicle will follow each group of up to 20 riders and will specifically support those riders.



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PHOTOGRAPHY

Participants understand and agree that they may be photographed or filmed on the Zoo2Zoo and that Zoo2Zoo Ltd may use this footage for future promotional needs. By coming on the Zoo2Zoo and agreeing to these Conditions of Entry, entrants agree to the creation and use of such footage for future Zoo2Zoo Ltd promotions and publicity.

PROTECTING YOUR PRIVACY

Zoo2Zoo Ltd collects, uses, discloses and otherwise handles your personal information with respect and discretion.

Details are not used for any other purpose other than the running of the Zoo2Zoo.