Last updated:13 Nov 2020

Activity	Hazard Description (What can go wrong?)	Potential Consequence (Describe the receptor & maximum reasonable consequence)	Implemented Controls	Initial Consequence	Initial Likelihood	Initial Risk Rating	Person's Responsible for actions A=Accountable C=Communicator
Describe general activity	*Name the thing or condition that can harm and the mechanism through which the harm will be delivered*		*Describe the control measures that ensure/verify in place, or intended to be in place prior to commencement of activity*			*Analyse the initial consequence and likelihood*	*Persons carrying out the hazard control*
Drive to and from Trail Bus location	Vehicle to vehicle or vehicle to pedestrian interaction	Multiple Fatalities	*Appropriate license of driver *vehicle safe, suitable and pre use inspected. *Follow all Vic road rules. *Licensed vehicle. *Insured vehicle used *Driver to Break every 2 hours	5 - Critical	E - Remote	Significant	A/C=Tour Operator
Park vehicle	Vehicle vs runner accident	Fatality	*Remain on designated roads and parking areas. *Reverse or drive through park. *Use a spotter where required with poor visibility *Obey road rules and signage, giveaway to traffic at road crossings	5 - Critical	E - Remote	Significant	A/C=Tour Operator
	Vehicle bogged	Property Damage	*Remain on designated roads and parking areas. *Park Vics permits for bus access to parking areas *Engage experienced contractors for vehicle recovery.	2 - Minor	C - Possible	Medium	A/C=Tour Operator
Complete pretart	Persons vs vehicles	Fatality	*Complete in a safe designated area off the roadway.	5 - Critical	E - Remote	Significant	A/C=Tour Operator
	Missed information on hazards	Personal Injury	*All runners to complete induction and/or received safety information, must attend pre run safety brief.	3 - Moderate	D - Unlikely	Medium	A/C=Tour Operator A=Customers
Beach run	Trips and falls on rocks	Personal Injury	*Appropriate footwear *Follow guide directions and path of travel *slow down and run to ability. *Be aware of fatigue and keep your eyes on path. *Correct trail footwear to be worn in good condition	3 - Moderate	D - Unlikely	Medium	A/C=Tour Operator A=Customers
	Tides, freak waves washing out runners	Fatality	*Use beach only when tide allows and safe to do so. Where not suitable use beach path above beach.	5 - Critical	E - Remote	Significant	A/C=Tour Operator
			*Runners to remain with group guides.	5 - Critical	E - Remote	Significant	A/C=Tour Operator A=Customers
Road crossings	Vehicle vs person	Fatality	*Giveaway to traffic, obey road rules and signage *Use route designated rd crossings only. *Follow Guides directions. *Guides to give instructions of upcoming rds. *Use regroups *Radios comms for runner instruction	5 - Critical	E - Remote	Significant	A/C=Tour Operator A=Customers
Running trails	Lost runners, separated from group	Fatality	*15 runners to 1 guide ratio, *Runners issued with GPX and KML maps *Regular head counts conducted *Marked regular regroup and head count locations (with support vehicle head counts) *walkie talkie in group communications. *No runners to leave designated trail. *Established guide roles. Any change to be communicated and confirmed with other guides *Guide with satellite phone to be in communications with sweep guide. *Separated runners to remain on track, use uhf radio/mobile phones to contact tour operator and await guide response. *Attendees briefed prior to run on not to leave group and follow guides directions prior to run. *Course flagging to be dropped where following runners out of site at track intersections. Flag status communicated on radios. Course flagging not to be tampered with. Flags picked up by sweep guide.	5 - Critical	E - Remote	Significant	A/C=Tour Operator
Running trails	Lost guides	Fatality	*Tour Operator to have run course previously *guides to have undergone guide training and competency assessment with operator *guides to have GPX file map *Guides to have experience and competency trail running and navigating *Guide to maintain walkie talkie communications with their group runners *Emergency response plan with support vehicle where required *Guides to have GPS unit/maps.me app with GPX map *guides to be competent in use of maps.me, *guides to carry spare phone battery and phone cable *Tour operator to externally report route and times for welfare monitoring. *Guides to Carry PLB's (personal locator beacons) *Course flagging to be dropped where following runners out of site at track intersections. Flag status communicated on radios. Course flagging not to be tampered with. Flags picked up by sweep guide.	5 - Critical	E - Remote	Significant	A/C=Tour Operator
Running trails	Trips, slips and falls on slippery rocks, roots, uneven trails, slippery bridges	Personal Injury	*Remain on designated trail *Guides to carry Compression bandages *Appropriate trail footwear *Runners to run to ability, slow for corners, travel in a straight line across slippery surfaces *Follow guide directions and path of travel *Emergency response plan. *Guide to carry hiking poles to aid in restricted mobility.	2 - Minor	C - Possible	Medium	Tour Operator Tour Guides Customers
Running trails	Slips during creek crossings	Personal Injury	*avoid standing on wet rocks *avoid rocks with plant growth *consider finding firm solid footing in the creek bed between rocks. *runners trained in water crossings by guides *Cross slowly, lower centre of gravity and consider using your hands to stabilise.	2 - Minor	C - Possible	Medium	Tour Operator Tour Guides Customers
Running trails	Snake bite	Fatality	*keep to paths *keep a clear line of sight on the trail *Guides to carry snake bandages, first aid training and emergency response plan *do not approach snakes.	5 - Critical	E - Remote	Significant	Tour Operator Tour Guides Customers
Running trails	Insect (Leech, Ticks) bites	First Aid	*guides to have salt and tick removers. *Recommend covering skin with suitable clothing. * Ask runners for medical details. *all to wear appropriate clothing for the conditions and environment	2 - Minor	B- Likely	Medium	Tour Operator Tour Guides Customers
Running trails	Allergic reactions	Fatality	*Ask runners of any medical conditions during safety email and pressbart brief, *Runners required to declare and bring medications *Sign up requirement to supply emergency contact details *Tour operator to carry antihistamines and EPI-pen	5 - Critical	E - Remote	Significant	Tour Operator Tour Guides Customers
Running trails	Fatigue	Personal Injury	*Different ability groups with recommended fitness levels *Runners to report any fatigue issues to guides *Different distance options *In run food/fuel recommendation, *extraction points and support vehicle *Tour operator communicating with runners and guides to monitor runner fitness, ability group changes/rest breaks/paces as needed *All runners to attend in a fit for running condition (rested, hydrated, fuelled, healthy, not under the influence of drugs or alcohol).	2 - Minor	D - Unlikely	Low	A/C=Tour Operator A=Customers
Running trails	Falling trees and branches	Fatality	*Guides to check fire recommendations, wind warnings, vic emergency app and to have set zone around tour route. *Stick to designated trails *regroup in designated suitable clearings *Support vehicle to have communication with satellite phone guide and monitoring emergency and weather apps. *Follow parks advice.	4 - Major	E - Remote	Medium	A/C=Tour Operator
Running trails	De-hydration	Personal Illness	*Carry a minimum of 2 litres water (or risk based on conditions) advice, *communicate water rationing and requirements *use water drop and support vehicle with water *Guides to carry excess back up water *Guide to carry water filter	3 - Moderate	D - Unlikely	Medium	A/C=Tour Operator A=Customers
Running trails	Hypothermia	Fatality	*Advise runners on weather forecast and requirements to dress for conditions *Runners to wear appropriate clothing for the conditions *Tour operator to assess weather conditions are safe and suitable prior to tour *Tour operator to check weather forecasts *guides to carry space blankets *support vehicle with blankets, warm clothes and heater. *Emergency response plan in place.	5 - Critical	E - Remote	Significant	A/C=Tour Operator A=Customers
Running trails	Cuts, abrasions and reactions from thistles, blackberries, plants and trees	Personal Injury	*Suitable clothing recommendations *Runners to wear appropriate clothing for the conditions *First aid kits on guides and comprehensive kit in support vehicle *first aid trained guides *Tour operator to carry antihistamine and EPI-pen	2 - Minor	C - Possible	Medium	A/C=Tour Operator A=Customers
Running trails	Immobile runners	Fatality	*Hiking poles as crutches *Air ambulance response (advice and recommendation of purchasing coverage) *Guides to shoulder carry runners (risk assess weight of runners/distance and terrain and variables), *marked emergency evacuation and extraction points *vehicle support considerations	5 - Critical	E - Remote	Significant	A/C=Tour Operator
Running trails	Bush Fire	Multiple Fatalities	*Tour operator to check the Fire Danger Rating and for days of Total Fire Ban at www.emergency.vic.gov.au, on the VicEmergency smartphone app or call the VicEmergency Hotline on 1800 226 226. *Guides to have Vic Emergency app set on 20km radius. *No one to light fires. *No Access to parks on Code Red Fire Danger days	5 - Critical	E - Remote	Significant	A/C=Tour Operator
			*Coordinator to check BOM weather advice and wind direction	5 - Critical	E - Remote	Significant	A/C=Tour Operator
			*GPX map marked with extraction points	5 - Critical	E - Remote	Significant	A/C=Tour Operator
			*Group guides to have maps either GPS unit, maps.me/Avenza app with GPX file	5 - Critical	E - Remote	Significant	A/C=Tour Operator
			*Guide communications with support vehicle to provide extraction point pick up and communicate and coordinate fire response	5 - Critical	E - Remote	Significant	A/C=Tour Operator
Running trails	Limited phone reception	Fatality	*In group communication via verbal and walkie talkies. *Guide to carry charged, satellite phone. *Tour guides to carry PLBS	5 - Critical	E - Remote	Significant	A/C=Tour Operator
Running trails	Walkie Talkie failure	Personal Injury	*Runners to be inducted with walkie talkie use *spare batteries and instructions with walkie talkies *Walkie talkies locked to channel with max volume.	3 - Moderate	D - Unlikely	Medium	A/C=Tour Operator
Running trails	Low light conditions	Personal Injury	*Guides to carry head lamps *Guides to monitor tour time and light conditions *Tour operator to check sunset times *Short course options *extraction points with support vehicle *Let early start times	3 - Moderate	E - Remote	Low	A/C=Tour Operator
Running trails	Water damage to electrical emergency response equipment	Property Damage	*Remind runners and supply waterproof sandwich bags *satellite phone to be of rugged construction *waterproof gps units/guide uhf radios/Personal locator beacons *Guides to have back up mapping system (watch, gps device, phone)	2 - Minor	D - Unlikely	Low	A/C=Tour Operator
Running trails	Interaction with other trail users (Hikers, Bikes, Runners, 4wd)	Fatality	*Runners to remain with guides *all runners to move to side of trail and giveway. *Walking pace when overtaking *make positive communications with other trail users *Radios to be used to communicate others on trails and intentions	5 - Critical	E - Remote	Significant	A/C=Tour Operator A=Customers
Running trails	Lightning vs runners	Fatality	*Tour operator to check weather conditions and forecast *Support vehicle to have communication with satellite phone guide and monitoring emergency and weather apps. *Vehicle to be used as lightning safe zone (faraday cage). *If vehicle not accessible, Guides to move from exposed and high areas to tour low point and await lightning to clear *Hiking poles will be disguarded until lightning clears.	5 - Critical	E - Remote	Significant	A/C=Tour Operator
Running trails	Flash Flooding- Drowning	Multiple Fatality	*Tour operator to check weather conditions and forecast *Support vehicle to have communication with satellite phone guide and monitoring emergency and weather apps. *No river beds to be enter during periods of heavy/extended rainfall. *Parks advice to be checked prior to tour	5 - Critical	E - Remote	Significant	A/C=Tour Operator
Environmental Impacts	Foot traffic damage to flora	Environment Impact	*Remain on designated paths/trails. Guides to monitor groups	2 - Minor	D - Unlikely	Low	A=Customers
Note: report all issues of trail condition such as; tree falling, litter, signage damage, overgrowth etc back to Parks Victoria/parks or nominated PV area rangers.	Removal of flora	Environment Impact	*Do not to remove flora from tours	2 - Minor	E - Remote	Low	A/C=Tour Operator A=Customers
	Disturbance to fauna or habitat	Environment Impact	*Do not approach, do not feed animals. Do not startle fauna with noise. *Remain on tour route and trails *Do not destroy or disturb holes, hollows and habitats	2 - Minor	D - Unlikely	Low	A/C=Tour Operator A=Customers
	Vehicle vs Fauna incident	Environment Impact	*Abide by speed limits within the park *stick to designated roadways *drive safely and watch for wildlife *vehicles to be roadworthy and fit for purpose *drive to conditions	3 - Moderate	D - Unlikely	Medium	A/C=Tour Operator
	Biosecurity breach- transfer of seeds and/or foreign material	Environment Impact	*Runners to have clean shoes *Cleaning brush and water in support vehicle.	4 - Major	E - Remote	Medium	A/C=Tour Operator A=Customers
	Vehicle fuel, liquids spill	Environment Impact	*Park in designated parking areas *vehicle licensed and fit for purpose *vehicle maintained and serviced *drive to conditions *competent licensed drivers.	2 - Minor	D - Unlikely	Low	A/C=Tour Operator
	Rubbish	Environment Impact	*All waste to be taken * Pick up and remove waste found on trails.	2 - Minor	D - Unlikely	Low	A/C=Tour Operator A=Customers
	Human waste	Environment Impact	*Establish and communicate all toilet facilities at tour brief *Bury all waste and toilet paper at least 15cm deep and at least 100 metres from campsites and waterc ourses. Mix waste with soil to aid decomposition and to discourage animals digging up the waste.	2 - Minor	D - Unlikely	Low	A/C=Tour Operator A=Customers
	Cultural Disturbance	Environment Impact	*Remain on designated paths and report and findings of cultural significance.	3 - Moderate	D - Unlikely	Medium	A/C=Tour Operator A=Customers
	Indigenous disrespect	Environment Impact	*Recognise the traditional owners at pre tour brief	2 - Minor	D - Unlikely	Low	A/C=Tour Operator
All - Spending prolonged duration with COVID-19 infected persons	Covid-19 transmission in tour buses	Fatality	*Use of Tour buses suspended *Persons to use own transport. (Meet out there) *Where shared vehicle required follow guidelines including wearing masks, staggering sitting, windows down and non-recirculation option of air flow.	4 - Major	E - Remote	Medium	A/C=Tour Operator A=Customers A=Guides
	Person attended becomes a confirmed case/suspected case.	Fatality	*Keep records and contact details of all attendees through online purchasing options only	4 - Major	E - Remote	Medium	A/C=Tour Operator
	Persons unaware of rules and regulations	Fatality	*Online registration *Communicate CovidSafe plan, tour notes and risk register to customers *Conduct Pre tour brief *Communicate government Covid-19 resources and info at: https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources https://www.dhhs.vic.gov.au/coronavirus	4 - Major	E - Remote	Medium	A/C=Tour Operator
	Persons showing symptoms at tour	Fatality	*Maintain and monitor social distancing *If symptoms present in person intake emmergency response plan in COVIDSAFE plan *All persons to report if experiencing symptoms to Guides and Tour Operator immediately	4 - Major	E - Remote	Medium	A/C=Tour Operator A=Customers A=Guides
	Surface transmission	Fatality	*Tours to be selected that minimise scrambling/hand touch elements to it. Where scrambling is done hand sanitiser will be supplied after contact. *Do not touch shared/communal surfaces and objects, if so use hand sanitiser immediately after *Tour guide to carry communal disinfectant for any touched, shared objects *Cleaning guide to complete Covid-19 cleaning training *Cleaning guide to have reviewed document: Human and Health Services Victoria. Cleaning and disinfecting to reduce COVID-19 transmission. Tips for non-healthcare settings	4 - Major	E - Remote	Medium	A/C=Tour Operator
	Covid-19 transmission via supplied food and drink	Fatality	*Single use gloves/mask to be used when preparing and serving food and drinks *no touch process to be used when giving drinks or food *Persons to self serve on water refills and food pick up *Disinfectant of touched surfaces by tour operator *Rubbish bin provided for all used/touched waste	4 - Major	E - Remote	Medium	A/C=Tour Operator
	Covid-19 Transmission through hire supplied radios, hiking poles, drink bottles and vests	Fatality	*All equipment to be thoroughly cleaned/laundered and disinfected prior to re-use *Equipment may be placed in single use sealed bags *Sanitised and non-sanitised items containers to be used. All items to be returned directly by user to non sanitised container. *No sharing of equipment between persons.	4 - Major	E - Remote	Medium	A/C=Tour Operator
	Covid-19 Transmission through payment for merchandise, services or products	Fatality	*Use online and contactless payment systems (square)	4 - Major	E - Remote	Medium	A/C=Tour Operator
	Covid-19 Transmission through administering of first aid	Fatality	*First aiders to assess the need for close contact *First aider as preference to direct injured person to self administer if possible *First aider and injured person to use Personal Protective Equipment (PPE) including gloves and masks *First Aiders- Covid-19 infection and control training via The Department of Health website https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training *First Aiders to review "Information for paramedics and ambulance first responders." https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-for-paramedics-and-ambulance-first-responders *Guides and support vehicle to carry disinfectant wipes	4 - Major	E - Remote	Medium	A/C=Tour Operator
	Covid-19 transmission using public toilets	Fatality	*Tour details and brief to include toilet facilities of tour *Tour guides to carry hand sanitiser *Tour guides to carry packaged tissues *Guides and support vehicle to carry disinfectant wipes *All persons to sanitise/wash hands after toilet use	4 - Major	E - Remote	Medium	A/C=Tour Operator

Covid-19 Support, references and risk assessment resources:
Department of Health and Human Services Victoria website
https://www.vtic.com.au/wp-content/uploads/2020/05/RE-OPENING-PROGRAM-FOR-THE-TOURISM-INDUSTRY.pdf
https://outdoorsvictoria.org.au/covid-19-management-plan-template-for-group-based-outdoor-activities-release/
Business Victoria Coronavirus hotline on 13 22 15.
https://www.dhhs.vic.gov.au/stay-home-restrictions-coronavirus#actions-for-organisations-workplaces-or-employers
Human and Health Services
Victoria. Cleaning and
disinfecting to reduce COVID-19
transmission. Tips for non-
healthcare settings