



TRAIL BUS RISK REGISTER & ASSESSMENT (Rev 2- 8/6/19) (Rev 3- 27/5/2020) (Rev 4- 13/7/2020) (Rev 5-28/10/21) (Rev 6- 2/5/22)

Job Step / Circumstance I	Hazard / Risks / Environmental Impacts- What can go wrong? I	Pre-controls Risk Rating	Hazard / Risk Controls	Residual Post-controls Risk Rating	Person/s Responsible for actions A=Accountable C=Communicator
<i>Describe job step for the specific task</i>	<i>Name the thing or condition that can harm and the mechanism through which the harm will be delivered.</i>	<i>Analyse the potential severity and likelihood</i>	<i>Describe the proposed control measures that will be implemented for this task.</i>	<i>Analyse the potential severity and likelihood</i>	<i>Person/s carrying out the hazard control.</i>
Drive to location	Vehicle vs vehicle accident	High	<ul style="list-style-type: none"> <li>*Appropriate license of driver</li> <li>*vehicle safe, suitable and pre use inspected.</li> <li>*Follow all Vic road rules.</li> <li>*Licensed vehicle.</li> <li>*Insured vehicle used</li> <li>*Driver to Break every 2 hours</li> </ul>	Medium	A/C=Tour Operator
Park vehicle	Vehicle vs runner accident	High	<ul style="list-style-type: none"> <li>*Remain on designated roads and parking areas.</li> <li>*Reverse or drive through park.</li> <li>*Use a spotter where required with poor visibility</li> <li>*Obey road rules and signage, giveaway to traffic at road crossings</li> </ul>	Medium	A/C=Tour Operator
	Vehicle bogged	Medium	<ul style="list-style-type: none"> <li>*Remain on designated roads and parking areas.</li> <li>*Park Vics permits for bus access to parking areas</li> <li>*Engage experienced contractors for vehicle recovery.</li> </ul>	Low	A/C=Tour Operator
Complete prestart	Persons vs vehicles	Medium	*Complete in a safe designated area off the roadway.	Low	A/C=Tour Operator
	Missed information on hazards	High	*All runners to complete induction and/or received safety information, must attend pre run safety brief.	Medium	A/C=Tour Operator A=Customers
Beach run	Trips and falls on rocks	Medium	<ul style="list-style-type: none"> <li>*Follow guide directions and path of travel</li> <li>*run to ability.</li> <li>*Be aware of fatigue and keep your eyes on path.</li> <li>*Correct trail footwear to be worn in good condition</li> </ul>	Low	A/C=Tour Operator A=Customers
	Tides, freak waves washing out runners	High	*Use beach only when tide allows and safe to do so. Where not suitable use alternative routes	Low	A/C=Tour Operator
		High	*Runners to remain with group guides.	Low	A/C=Tour Operator A=Customers
Road crossings	Vehicle vs person	High	<ul style="list-style-type: none"> <li>*Giveaway to traffic, obey road rules and signage</li> <li>*Use route designated rd crossings only.</li> <li>*Follow Guides directions.</li> </ul>	Low	A/C=Tour Operator A=Customers
Running trails	Lost runners, separated from group	High	<ul style="list-style-type: none"> <li>*15 runners to 1 guide ratio,</li> <li>*Runners issued with GPX and KML maps</li> <li>*Regular head counts conducted</li> <li>*Regular regroup and head count locations (with support vehicle head counts)</li> <li>*walkie talkie in group communications.</li> <li>*No runners to leave designated trail.</li> <li>*Established guide roles. Any change to be communicated and confirmed with other guides</li> <li>*Tour coordinator and sweep guide to carry satellite phones</li> <li>*Separated runners to remain on track, use uhf radio/mobile phones to contact tour operator and await guide response.</li> <li>*Attendees briefed prior to run on not to leave group and follow guides directions prior to run.</li> <li>*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.</li> </ul>	Low	A/C=Tour Operator
	Lost guides	High	<ul style="list-style-type: none"> <li>*Tour Operator to have run course previously</li> <li>*Guides to have undergone guide training with operator</li> <li>*Guides to have GPX file map</li> <li>*Guides to have experience and competency trail running and navigating</li> <li>*Guide to maintain walkie talkie communications with their group runners</li> <li>*Emergency response plan with support vehicle where required</li> <li>*Guides to have GPS unit/maps.me app with GPX map</li> <li>*Guides to be competent in use of maps.me,</li> <li>*Guides to carry spare phone battery and phone cable</li> <li>*Tour operator to externally report route and times for welfare monitoring.</li> <li>*Guides to Carry PLB's (personal locator beacons)</li> <li>*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.</li> </ul>	Low	A/C=Tour Operator
	Trips, slips and falls on slippery rocks, roots, uneven trails, slippery bridges	Medium	<ul style="list-style-type: none"> <li>*Remain on designated trail</li> <li>*Guides to carry Compression bandages</li> <li>*Appropriate trail footwear</li> <li>*Runners to run to ability, slow for corners, travel in a straight line across slippery surfaces</li> <li>*Follow guide directions and path of travel</li> <li>*Emergency response plan.</li> <li>*Guide to carry hiking poles to aid in restricted mobility.</li> </ul>	Low	Tour Operator Tour Guides Customers
	Slips during creek crossings	Medium	<ul style="list-style-type: none"> <li>*avoid standing on wet rocks</li> <li>*avoid rocks with plant growth</li> <li>*consider finding firm solid footing in the creek bed between rocks.</li> <li>*runners trained in water crossings by guides</li> <li>*Cross slowly, lower centre of gravity and consider using your hands to stabilise.</li> </ul>	Low	Tour Operator Tour Guides Customers
	Snake bite	High	<ul style="list-style-type: none"> <li>*keep to paths</li> <li>*keep a clear line of sight on the trail</li> <li>*Guides to carry snake bandages, first aid training and emergency response plan</li> <li>*do not approach snakes.</li> </ul>	Medium	Tour Operator Tour Guides Customers
	Insect (Leech, Ticks) bites	Medium	<ul style="list-style-type: none"> <li>*guides to have salt and tick removers.</li> <li>*Recommend covering skin with suitable clothing.</li> <li>*Ask runners for medical details.</li> <li>*all to wear appropriate clothing for the conditions and environment</li> </ul>	Low	Tour Operator Tour Guides Customers
	Allergic reactions	High	*Ask runners of any medical conditions during safety email and prestart brief, *Runners required to declare and bring medications	Low	Tour Operator Tour Guides Customers
	Fatigue	Medium	<ul style="list-style-type: none"> <li>*Different ability groups with recommended fitness levels</li> <li>*Runners to report any fatigue issues to guides</li> <li>*Different distance options</li> <li>*in run food/fuel recommendation,</li> <li>*extraction points and support vehicle</li> <li>*Tour operator communicating with runners and guides to monitor runner fitness, ability group changes/rest breaks/paces as needed</li> <li>*All runners to attend in a fit for running condition (rested, hydrated, fuelled, healthy, not under the influence of drugs or alcohol).</li> </ul>	Low	A/C=Tour Operator A=Customers
	Falling trees and branches	High	<ul style="list-style-type: none"> <li>*Guides to check fire recommendations, wind warnings, vic emergency app and to have set zone around tour route.</li> <li>*Stick to designated trails</li> <li>*regroup in designated suitable clearings</li> <li>*Support vehicle to have communication with satellite phone guide and monitoring emergency and weather apps.</li> <li>*Follow parks advice.</li> </ul>	Medium	A/C=Tour Operator
	De-hydration	High	<ul style="list-style-type: none"> <li>*Carry water amount as based on tour advice email</li> <li>*Communicate refill points and aid stations</li> <li>*use water drop and support vehicle with water</li> <li>*Guides to carry excess back up water</li> <li>*Guides to carry water filters</li> </ul>	Low	A/C=Tour Operator A=Customers

Job Step / Circumstance 1	Hazard / Risks / Environmental Impacts- What can go wrong? 1	Pre-controls Risk Rating	Hazard / Risk Controls	Residual Post-controls Risk Rating	Person/s Responsible for actions A=Accountable C=Communicator
Describe job step for the specific task	Name the thing or condition that can harm and the mechanism through which the harm will be delivered.	Analyse the potential severity and likelihood	Describe the proposed control measures that will be implemented for this task.	Analyse the potential severity and likelihood	Person/s carrying out the hazard control.
	Hypothermia	High	<ul style="list-style-type: none"> <li>*Advise runners on weather forecast and requirements to dress for conditions</li> <li>*Runners to wear appropriate clothing for the conditions</li> <li>*Tour operator to assess weather conditions are safe and suitable prior to tour</li> <li>*Tour operator to check weather forecasts</li> <li>*guides to carry space blankets</li> <li>*risk assess instant hand warmers and thermal/waterproof winproof garment and Bivvy muling</li> <li>*support vehicle with blankets, warm clothes and heater.</li> <li>*Emergency response plan in place.</li> </ul>	Low	A/C=Tour Operator A=Customers
	Cuts, abrasions and reactions from thistles, blackberries, plants and trees	Medium	<ul style="list-style-type: none"> <li>*Suitable clothing recommendations</li> <li>*Runners to wear appropriate clothing for the conditions</li> <li>*first aid kits on guides and comprehensive kit in support vehicle</li> <li>*first aid trained guides</li> </ul>	Low	A/C=Tour Operator A=Customers
	Immobile runners	High	<ul style="list-style-type: none"> <li>*Hiking poles as crutches</li> <li>*Stretcher and crutches in bus</li> <li>*Air ambulance response (advice and recommendation of purchasing coverage)</li> <li>*Guides to shoulder carry runners (risk assess weight of runners/distance and terrain and variables),</li> <li>*marked emergency evacuation and extraction points</li> </ul>	Medium	A/C=Tour Operator
	Bush Fire	High	<ul style="list-style-type: none"> <li>*Tour operator to check the Fire Danger Rating and for days of Total Fire Ban at <a href="http://www.emergency.vic.gov.au">www.emergency.vic.gov.au</a>, on the VicEmergency smartphone app or call the VicEmergency Hotline on 1800 226 226.</li> <li>*Guides to have Vic Emergency app set on 20km radius.</li> <li>*No one to light fires.</li> <li>*No Access to parks on Code Red Fire Danger days</li> <li>*Coordinator to check BOM weather advice and wind direction</li> <li>*GPX map marked with extraction points</li> <li>*Group guides to have maps either GPS unit, maps.me/Avenza app with GPX file</li> <li>*Guide communications with support vehicle to provide extraction point pick up and communicate and coordinate fire response</li> </ul>	Medium	A/C=Tour Operator
	Limited phone reception	High	<ul style="list-style-type: none"> <li>*In group communication via verbal and walkie talkies.</li> <li>*Guide to carry charged, satellite phone.</li> </ul>	Low	A/C=Tour Operator
	Walkie Talkie failure	Medium	<ul style="list-style-type: none"> <li>*Runners to be inducted with walkie talkie use</li> <li>*spare batteries and instructions with walkie talkies</li> <li>*Walkie talkies locked to channel with max volume.</li> </ul>	Low	A/C=Tour Operator
	Low light conditions	High	<ul style="list-style-type: none"> <li>*Guides to carry head lamps</li> <li>*Guides to monitor tour time and light conditions</li> <li>*Tour operator to check sunset times</li> <li>*Short course options</li> <li>*extraction points with support vehicle</li> <li>*Set early start times</li> </ul>	Low	A/C=Tour Operator
	Water damage to electrical emergency response equipment	High	<ul style="list-style-type: none"> <li>*Remind runners and supply waterproof sandwich bags</li> <li>*satellite phone to be of rugged construction</li> <li>*waterproof gps units/guide uhf radios/Personal locator beacons</li> <li>*Guides to have back up mapping system (watch, gps device, phone)</li> </ul>	Low	A/C=Tour Operator
	Interaction with other trail users (Hikers, Bikes, Runners, Motorbikes, Vehicles, Mobile Plant and Equipment)	High	<ul style="list-style-type: none"> <li>*Runners to remain with guides</li> <li>*permitted locations</li> <li>*do not interrupt the flow of traffic</li> <li>*use radios to call through vehicle type and direction of travel</li> <li>*give way to other users</li> <li>*move to a position of safety off the track when encountering vehicles</li> <li>*face towards vehicles as they pass</li> <li>*signal to drivers/riders/operators that you have seen them</li> <li>*if vehicles stop. Inform the the operator of the rest of the tour participants locations</li> <li>*report to land managers/police unsafe/illegal vehicle use</li> <li>*tour routes pre-inspected for trail users type and frequency</li> <li>*lookout guide at front in tour in higher risk vehicular locations</li> <li>*guide positions at front and rear of tour in higher risk vehicular locations</li> <li>*hi vis vests for guides in higher risk vehicular locations</li> <li>*contingency route planning for unsafe routes/alternative routes</li> </ul>	Low	A/C=Tour Operator A=Customers
	Lightning vs runners	High	<ul style="list-style-type: none"> <li>*Tour operator to check weather conditions and forecast</li> <li>*Support vehicle to have communication with satellite phone guide and monitoring emergency and weather apps.</li> <li>*Vehicle to be used as lightning safe zone (faraday cage).</li> <li>*if vehicle not accessible, Guides to move from exposed and high areas to tour low point and await lightning to clear</li> <li>*Hiking poles will be discarded until lightning clears.</li> </ul>	Low	A/C=Tour Operator
	Flash Flooding- Drowning	High	<ul style="list-style-type: none"> <li>*Tour operator to check weather conditions and forecast</li> <li>*Support vehicle to have communication with satellite phone guide and monitoring emergency and weather apps.</li> <li>*No river beds to be enter during periods of heavy/extended rainfall.</li> <li>*Parks advice to be checked prior to tour</li> </ul>	Low	A/C=Tour Operator
<b>Environmental Impacts</b> <b>Note:</b> 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.	Foot traffic damage to flora	Medium	<ul style="list-style-type: none"> <li>*Remain on designated paths/trails. Guides to monitor groups</li> </ul>	Low	A=Customers
	Removal of flora	Medium	<ul style="list-style-type: none"> <li>*Do not to remove flora from tours</li> </ul>	Low	A/C=Tour Operator A=Customers
	Disturbance to fauna or habitat	Medium	<ul style="list-style-type: none"> <li>*Do not approach, do not feed animals. Do not startle fauna with noise.</li> <li>*Remain on tour route and trails</li> <li>*Do not destroy or disturb hides, hollows and habitats</li> </ul>	Low	A/C=Tour Operator A=Customers
	Vehicle vs Fauna incident	Medium	<ul style="list-style-type: none"> <li>*Abide by speed limits within the park</li> <li>*stick to designated roadways</li> <li>*drive safely and watch for wildlife</li> <li>*vehicles to be roadworthy and fit for purpose</li> <li>*drive to conditions</li> </ul>	Low	A/C=Tour Operator
	Biosecurity breach- transfer of seeds and/or foreign material	High	<ul style="list-style-type: none"> <li>*Runners to have clean shoes</li> <li>*Cleaning brush and water in support vehicle.</li> <li>*Vehicle to be cleaned before tours</li> </ul>	Low	A/C=Tour Operator A=Customers
	Vehicle fuel, liquids spill	Medium	<ul style="list-style-type: none"> <li>*Park in designated parking areas</li> <li>*vehicle licensed and fit for purpose</li> <li>*vehicle maintained and serviced</li> <li>*drive to conditions</li> <li>*competent licensed drivers</li> </ul>	Low	A/C=Tour Operator
	Rubbish	Medium	<ul style="list-style-type: none"> <li>*All waste to be taken</li> <li>* Pick up and remove waste found on trails.</li> </ul>	Low	A/C=Tour Operator A=Customers
	Human waste	Medium	<ul style="list-style-type: none"> <li>*Establish and communicate all toilet facilities at tour brief</li> <li>*Bury all waste and toilet paper at least 15cm deep and at least 100 metres from campsites and watercourses. Mix waste with soil to aid decomposition and to discourage animals digging up the waste.</li> </ul>	Low	A/C=Tour Operator A=Customers
	Cultural Disturbance	High	<ul style="list-style-type: none"> <li>*Remain on designated paths and report and findings of cultural significance.</li> <li>*Do not disturb area.</li> </ul>	Low	A/C=Tour Operator A=Customers
	Traditional Owner ignorance	Medium	<ul style="list-style-type: none"> <li>*Recognise the traditional owners at pre tour brief</li> </ul>	Low	A/C=Tour Operator

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<b>Interacting with others COVID 19 Exposure during tours</b>	Covid-19 transmission between members of the public, guides and other tour attendees	High	*Tour number limits as per current Vic Gov advice *Communicate the need for a shared responsibility between customers and staff for the safety of all *No person to attend if showing symptoms including: 1. Fever 2. Chills or sweats 3. Cough 4. Sore throat 5. Shortness of breath 6. Runny nose 7. Loss of sense of smell *Maintain social distancing requirements where possible *Sanitiser available from guides, bus and at aid stations *Maintain good hygiene practices	Low	A/C=Tour Operator A=Customers A=Guides
	Covid-19 transmission in tour buses	High	*Double Vax for workers *Covidsafe plan in place and communicated *Follow Vic Gov advice on transport limits and requirements *Wear face masks on vehicle	Low	A/C=Tour Operator A=Customers A=Guides
	Person attended becomes a confirmed case/suspected case.	Medium	*Keep records and contact details of all attendees	Low	A/C=Tour Operator
	Persons unaware of rules and regulations	High	*Online registration *Issue Risk register and Tour Brief *Issue Covidsafe plan during product purchase *Conduct Pre tour brief *Products to contain covid advice and links to Vic Gov information	Low	A/C=Tour Operator
	Persons showing symptoms at tour	High	*Maintain and monitor social distancing *If symptoms present in person, remove persons from tour, wear masks, maintain social distancing, trained tour operator to escort runner back to finish point. *All persons to report if experiencing symptoms to Guides and Tour Operator immediately	Low	A/C=Tour Operator A=Customers A=Guides
	Surface transmission	Medium	*Van cleaned between tours *Tour guide to carry communal disinfectant for any touched, shared objects *Sanitiser available at aid stations *Products, tour emails and tour briefs to communicate covidsafe requirements	Low	A/C=Tour Operator
	Covid-19 Transmission through payment for merchandise, services or products	Medium	*Use online and contactless payment systems (square)	Low	A/C=Tour Operator
	Covid-19 Transmission through administering of first aid	High	*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 *Guides and support vehicle to carry disinfectant wipes	Low	A/C=Tour Operator
	Covid-19 transmission using public toilets	Medium	*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	Low	A/C=Tour Operator

**RISK MATRIX AND DESCRIPTIONS**

Severity ratings:

High: fatality/permanent disability/illness

Medium: hospital/medical centre admission with intrusive treatment

Low: an injury that requires first aid only/medical admission with non-intrusive treatment

Probability ratings:

High: likely to be experienced once or twice a year by an individual

Medium: may be experienced once every five years by an individual

Low: may occur once during a working lifetime

IMPACT	High	Medium	High	High
	Medium	Low	Medium	High
	Low	Low	Low	Medium
		Low	Medium	High
		<b>LIKELIHOOD</b>		