



TRAIL BUS RISK REGISTER & ASSESSMENT (Rev 2- 8/6/19) (Rev 3- 27/5/2020)

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
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.
Interacting with others COVID 19 Exposure during tours	Covid-19 transmission between members of the public, guides and other tour attendees	High	<ul style="list-style-type: none"> <li>*Limit tours to 20 people inclusive of guides</li> <li>*Communicate the need for a shared responsibility between customers and staff for the safety of all</li> <li>*No person to attend if showing symptoms including:               <ol style="list-style-type: none"> <li>1. Fever</li> <li>2. Chills or sweats</li> <li>3. Cough</li> <li>4. Sore throat</li> <li>5. Shortness of breath</li> <li>6. Runny nose</li> <li>7. Loss of sense of smell</li> </ol> </li> <li>*Don't shake hands, hug or kiss as a greeting.</li> <li>*Keep 1.5 metres away from people you don't live with</li> <li>*All persons to take care wherever they go, assume others may be carrying the virus</li> <li>*Remote Trails to be used</li> <li>*Radio comms</li> <li>*Leading guide to communicate to groups to clear trails where oncoming traffic identified</li> <li>*Wash your hands regularly with for at least 20 seconds, using soap and water or a hand sanitiser that contains at least 60 percent alcohol.</li> <li>*Runners issued with personal hand sanitiser for the tour</li> <li>*Wash your hands or sanitise after blowing your nose, coughing, sneezing, or using the toilet.</li> <li>*Cover your nose and mouth with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow.</li> <li>*Avoid touching your eyes, nose, and mouth with unwashed hands.</li> <li>*Do not share drink bottles, foods and objects other than with people you live with</li> </ul>	Low	Tour Operator Tour Guides Customers
	Covid-19 transmission in tour buses	High	<ul style="list-style-type: none"> <li>*Use of Tour buses suspended</li> <li>*Persons to use own transport. (Meet out there)</li> <li>*Where shared vehicle required follow guidelines including staggering sitting, windows down and non-recirculation option of air flow.</li> </ul>	Low	Tour Operator Tour Guides Customers
	Person attended becomes a confirmed case/suspected case.	Medium	<ul style="list-style-type: none"> <li>*Keep records and contact details of all attendees</li> <li>*Make recommendations to use COVID-19 safe App</li> </ul>	Low	Tour Operator
	Persons unaware of rules and regulations	High	<ul style="list-style-type: none"> <li>*Online registration</li> <li>*Issue Risk register and Tour Brief</li> <li>*Issue Covid-19 info pack during product purchase</li> <li>*Conduct Pre tour brief</li> <li>*Communicate government Covid-19 resources and info at: <a href="https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources">https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources</a></li> <li><a href="https://www.dhhs.vic.gov.au/coronavirus">https://www.dhhs.vic.gov.au/coronavirus</a></li> </ul>	Low	Tour Operator
	Persons showing symptoms at tour	High	<ul style="list-style-type: none"> <li>*Maintain and monitor social distancing</li> <li>*If symptoms present in person, remove persons from tour. Split guides and escort shortest distance return.</li> <li>*All persons to report if experiencing symptoms to Guides and Tour Operator immediately</li> </ul>	Low	Tour Operator Tour Guides Customers
	Surface transmission	Medium	<ul style="list-style-type: none"> <li>*Tours to be selected that minimise scrambling/hand touch elements to it. Where scrambling is done hand sanitiser will be supplied after contact.</li> <li>*Do not touch shared/communal surfaces and objects, if so use hand sanitiser immediately after</li> <li>*Guides to supply disinfectant for any touched, shared objects</li> <li>*Cleaning guide to complete Covid-19 cleaning training</li> <li>*Cleaning guide to have reviewed document: Human and Health Services Victoria. Cleaning and disinfecting to reduce COVID-19 transmission. Tips for non-healthcare settings</li> </ul>	Low	Tour Operator Tour Guides Customers
	Covid-19 transmission via supplied food and drink	Medium	<ul style="list-style-type: none"> <li>*Drinks and food single serve and packaged</li> <li>*Single use gloves to be used when preparing and serving food and drinks</li> <li>*Persons to self serve on water refills and food pick up</li> <li>*Disinfectant of touched surfaces by guides</li> </ul>	Low	Tour Operator Tour Guides Customers
	Covid-19 Transmission through hire supplied radios, hiking poles, drink bottles and vests	Medium	<ul style="list-style-type: none"> <li>*All equipment to be thoroughly cleaned/laundered and disinfected prior to re-use</li> <li>*Equipment may be placed in single use sealed bags</li> <li>*Sanitised and non-sanitised items containers to be used. All items to be returned directly by user to non sanitised container.</li> <li>*No sharing of equipment between persons.</li> </ul>	Low	Tour Operator Tour Guides Customers
	Covid-19 Transmission through payment for merchandise, services or products	Medium	<ul style="list-style-type: none"> <li>*Use online and contactless payment systems (square)</li> </ul>	Low	Tour Operator
	Covid-19 Transmission through administering of first aid	High	<ul style="list-style-type: none"> <li>*First aiders to assess the need for close contact</li> <li>*First aider as preference to direct injured person to self administer if possible</li> <li>*First aider and injured person to use Personal Protective Equipment (PPE) including gloves and masks</li> <li>*First Aiders- Covid-19 infection and control training via The Department of Health website <a href="https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training">https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training</a></li> <li>*First Aiders to review "Information for paramedics and ambulance first responders." <a href="https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-for-paramedics-and-ambulance-first-responders">https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-for-paramedics-and-ambulance-first-responders</a></li> <li>*Guides and support vehicle to carry disinfectant wipes</li> </ul>	Low	First Aiders Tour Operator Tour Guides Customers
Covid-19 transmission using public toilets	Medium	<ul style="list-style-type: none"> <li>*Tour details and brief to include toilet facilities of tour</li> <li>*Tour guides to carry hand sanitiser</li> <li>*Tour guides to offer single packaged tissues</li> <li>*Guides and support vehicle to carry disinfectant wipes</li> <li>*All persons to sanitise/wash hands after toilet use</li> </ul>	Low	Tour Operator Tour Guides Customers	

**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