

# Appendix 1 Safety Rules provided with Annual Membership Packs

Emergency contact phone numbers:

**Callum Wilson 021 555392**

**In case of fire or ambulance please phone 111**

Please ensure that you have read and understand your obligations under the PCBC Rules as detailed below. Any questions, please contact the above.

## Health and Safety Guidelines.

This document is divided into four sections.

- 1) Specific advice regarding mountain biking in the Whitford and Maraetai forests
- 2) General health and safety advice from the International Mountain Bicycling Association and from Mountain Bike New Zealand
- 3) Shuttles
- 4) Document regarding event planning

## 1. Mountain Biking In Whitford and Maraetai Forests

Mountain biking is an inherently dangerous sport. Falls and crashes are common and injuries are to be expected. The Whitford and Maraetai forest trails can be technically difficult and most are rated grade 3, 4 or 5. This means they are recommended for experienced riders only. This is a function of the terrain and ground conditions. If you are a beginner rider, you are most welcome. However we recommend that you stick to the metal roads or gain confidence on “easier” bike parks such as Totara Park, the Runway Park near Auckland Airport etc. PCBC tracks are generally clay based and there are many tree roots. During wet weather they are significantly more difficult than in dry weather. During prolonged wet weather and often during winter some of the trails become almost unridable apart from by the most experienced riders. At all times riders must ride to the conditions. Signs are provided at the start of each trail identifying the level of difficult. Grade 3 being Intermediate (no jumps) to Grade 5 (jumps, drop offs).

Many parts of the trails do not have cell phone coverage. We strongly advise riding with a partner or at the very least telling someone where you are riding and when you expect to return. The area is isolated and you should not expect other people to be in the immediate vicinity.

Likewise, the terrain can be confusing to riders and riders should consult the club trail map. **Taking a photo of the map at each gate could save your life if you get stuck and need to figure out where you are.** Consider taking a compass or GPS with you. Strava and Trailforks are trail following Apps for Smartphones that are recommended.

If you do get into difficulty and need emergency assistance you should call 111.

There are a number of houses that border the forest and help could be sought from these places in an emergency.

If in an emergency car/Ambulance access is required via the locked gate at Rewa Road then phone Callum 021555392. He is not available 24 /7.

The forest is a working operation and riders must obey signage and not ride in areas that are being actively worked in. Beware of forest trucks and associated vehicles on all roads. Parts of the forest are also used by others, such as approved hunters or archery and riders must respect these groups and beware of associated traffic.

On Sunday mornings when the Whitford block is open, the Archery club is active. Please avoid riding the tracks near the archery during this time

No fires are to be lit and smoking is prohibited in the forest.

All forest equipment and trees but not be interfered with. Damage to trees should be avoided. Please do not hammer nails into trees as this effect the loggers gear during harvesting.

Farms border the forest. These are out of bounds for riders. Some roads are shared with farm vehicles and stock is sometimes present in the forest (especially the Maraetai site). Riders should avoid all animals and ride with caution when near them.

Please remove all rubbish.

When cycling in strong sunlight we advise riders to take appropriate precautions such as SP30+ sunscreen and sunglasses.

There are bees and wasps in the forest. If you are allergic to stings, you should take appropriate precautions.

## **2. Mountain Biking Health and Safety**

The following is the official list of mountain biking rules of the trail from IMBA, otherwise known as the International Mountain Bicycling Association.

These mountain bike rules are designed to minimize our impact on our environment as well as promote friendly relationships between all trail users by creating a safe environment for us all. By following these rules we help ensure our access to trails in our local communities will continue and hopefully grow.

Every mountain biker should know and live by these mountain biking rules from IMBA:

### **Rules of the Trail**

The way we ride today shapes mountain bike trail access tomorrow. Do your part to preserve and enhance our sport's access and image by observing the following rules of the trail, formulated by IMBA, the International Mountain Bicycling Association. These rules are recognized around the world as the standard code of conduct for mountain bikers. IMBA's mission is to promote mountain bicycling that is environmentally sound and socially responsible.

#### **1. Ride On Open Trails Only.**

Respect trail and road closures - ask if uncertain; avoid trespassing on private land; obtain permits or

other authorization as may be required. Federal and state Wilderness areas are closed to cycling. The way you ride will influence trail management decisions and policies.

## **2. Leave No Trace.**

Be sensitive to the dirt beneath you. Recognize different types of soils and trail construction; practice low-impact cycling. Wet and muddy trails are more vulnerable to damage. When the trail bed is soft, consider other riding options. This also means staying on existing trails and not creating new ones. Don't cut switchbacks. Be sure to pack out at least as much as you pack in.

## **3. Control Your Bicycle!**

Inattention for even a second can cause problems. Obey all bicycle speed regulations and recommendations.

## **4. Always Yield Trail.**

Let your fellow trail users know you're coming. A friendly greeting or bell is considerate and works well; don't startle others. Show your respect when passing by slowing to a walking pace or even stopping. Anticipate other trail users around corners or in blind spots. Yielding means slow down, establish communication, be prepared to stop if necessary and pass safely.

## **5. Never Scare Animals.**

All animals are startled by an unannounced approach, a sudden movement, or a loud noise. This can be dangerous for you, others, and the animals. Give animals extra room and time to adjust to you. When passing horses use special care and follow directions from the horseback riders - ask if uncertain. Running cattle and disturbing wildlife is a serious offence. Leave gates as you found them, or as marked.

## **6. Plan Ahead.**

Know your equipment, your ability, and the area in which you are riding -- and prepare accordingly. Be self-sufficient at all times, keep your equipment in good repair, and carry necessary supplies for changes in weather or other conditions. A well-executed trip is a satisfaction to you and not a burden to others. Always wear a helmet and appropriate safety gear.

There are a lot of ways to improve mountain bike safety. Some will argue, including myself, that wearing a helmet is the single most important step you can take. However, the second most important step should never be overlooked; you should always ride in control.

Riding in control not only helps prevent crashes, it keeps others on the trail safe as well. When you ride out of control, you lose the ability to adjust to the terrain and environment as you pass through it. This can and does lead to dangerous crashes and injury to yourself and others.

Mountain biking is inherently dangerous and we all like to push the limits sometimes, but there is a fine line between pushing the limits safely and pushing them recklessly.

Follow these steps to stay safe on the trails and on the right side of the danger line.

- **Gear Up**  
Always wear a helmet and any other appropriate safety equipment for the riding conditions.

- **Never Ride Beyond Your Abilities**  
There is no shame in walking sections of the trail you don't feel confident enough to ride, and don't let anybody tell you otherwise.
- **Use Appropriate Equipment for the Terrain**  
some bikes are better for different situations. Just because you can see tire tracks, doesn't mean you can ride it with your bike.
- **Keep Your Speed In Check**  
Always keep your speed at a level that will allow you to adjust to any unforeseen obstacles or changes in trail conditions.
- **Know the Trail**  
Never push the limits on a trail you are not familiar with. You need to get to know the trail you are riding at slower speeds before you can ride it like the trails you're used to.
- **Slow Down for Blind Corners**  
You never know what or who is around a corner when you can't see past it.
- **Stop and Look**  
Stop and look at sections of the trail that look like they may pose a challenge before you ride them.
- **Plan on the Crash**  
Always look at the consequences of crashing in a particular section or on a particular stunt before trying to ride through it. Sometimes a section can look easy to ride but can have deadly consequences to a crash.
- **Start Small, Go Big**  
Work your way up to obstacles and stunts. Find ways to practice moves in less difficult and dangerous situations or at lower speeds before committing yourself to something more dangerous.
- **Play It Smart**  
If you think what you are doing is not the smartest, you are probably right. Think about what you are doing and trust your instincts.

**The following MTB code was developed by the New Zealand MTB Association (NZ MBA) in liaison with key stakeholders and DOC.**

### **Respect others**

- Stay in control. So you can safely avoid others and keep yourself intact.
- Give way to walkers.
- Use a bell or greeting when approaching others. Most negative feedback from walkers on shared-use tracks concerns being surprised by bikers approaching without warning.
- Ride shared-use tracks in small groups. A 'bike-train' with a dozen riders displaces other users. 6-8, or less, is a better number.

### **Respect the rules**

- Only ride MTB and shared-use tracks; stay off closed tracks – including those that are seasonally closed to protect the surface or minimise conflict with other users. Land managers are generally pretty reasonable so talk with them about issues or ideas you may have.
- Be prepared - take food, water, tools, First Aid and warm clothes. Plan for the unexpected - a change in the weather, an accident or getting lost and late.
- Obtain permission from private landowners before you set out.
- Leave gates as you find them either open or closed to keep stock where they are intended to be.

### Respect the track

- Don't skid, cut corners or make new lines. Skidding creates water channels and causes erosion. Use both brakes to slow down without skidding as you approach a corner. Cutting corners is cheating and damages fragile ecosystems.
- Avoid riding in the mud and rain. Both bikes and walkers damage soft, wet tracks.
- Clean your bike to prevent spreading weeds like gorse and didymo.
- Take rubbish home – like banana skins, old tubes and snack wrappers. Rubbish in the outdoors detracts from everyone's experience.

### 3. Shuttles

- Shuttles run most daylight saving time Wednesday evenings and some Sundays from the bottom of the Horse Track to the Blue Container. **The maximum speed for shuttles is 30k/hr.** Shuttles must give way to all riders' runners and walkers. It is however important for non-shuttle forest users to realize that the shuttle is running and try to pull over when appropriate.
- Shuttles passengers must ride in the vehicle or on rear of trailer only
- Securing of bikes on the shuttle is the responsibility of the bike owner.
- Shuttle drivers must read the shuttle rules available in the 4wd before shuttling passengers. The shuttle is equipped with a first aid kit and fire extinguisher

### 4. Incidents, Accidents and Improvements

All users are actively encouraged to report any incidents, accidents or opportunities for improvement to the committee or via Facebook. If the committee do not know, they cannot act.

### 5. Covid 19 Impact

- During Level 4 and Level 3 lockdown, all users will be excluded from the forest blocks
- During Level 2 and Level 1 times, users will be able to re-enter the forest and ride.
- Government reinforces that riders ride within their ability to avoid undue pressure on the health services
- All users are to adhere to the latest government guidelines on social distancing, staying within bubbles being kind to each other

## Appendix 2 Rider Hazard Identification Matrix

Hazard	Uncontrolled Probability	Uncontrolled Outcome	Eliminate E Isolate I Control C	Control Measures	Controlled Probability	Controlled Outcome
<b>Riders on tracks they are not competent for</b>	High	Major Rider injury	C	Educate through information in Membership Pack. Signage and maps	Medium	Minor rider injury
<b>Slippy, rooty tracks</b>	High	Medium Rider Injury	C	Educate through information in Membership Pack. Signage and maps	Medium	Minor rider Injury
<b>Drop offs / Jumps</b>	High	Major Rider Injury	I / C	Educate through information in Membership Pack. Signage for Grade 4 and 5 trails. Build bypasses	Medium	Medium Rider Injury
<b>Fallen trees</b>	Medium	Medium Rider injury	N/A	Check trails after storms. Close trails if necessary till tree removed	Medium	Minor rider injury
<b>Bridges / Timber structures</b>	Medium	Medium Rider Injury	C	Build structures with treated timber, galvanised nails. Add grip-improving mesh. Get H&S Advisor to inspect prior to first use and there after every 6 months	Low	Minor Rider injury
<b>Walkers / Runners / Dogs</b>	Low	Minor rider injury	C	Educate through information in Membership Pack. Signage	Low	Minor rider injury
<b>Other vehicles</b>	Medium	Major rider injury. Minor driver injury	I / C	Forest management to ensure uncontrolled vehicles / incompetent drivers are not in forest	Low	Minor rider injury. Minor driver injury
<b>PCBC approved vehicles</b>	Medium	Major rider injury. Minor driver injury	I / C	Abide by PCBC vehicle rules Educate through information in Membership back. Ban any dangerous drivers	Low	Minor rider injury. Minor driver injury

<b>Track builders tools</b>	Medium	Medium trail builder injury	I / C	Read and implement trail building JSA (see appendix 4) Team leader to ensure tools are used by competent persons only. Use appropriate gloves, goggles etc. Beware of others around you. Keep tools in good condition	Low	Minor trail builder injury
<b>Forest fire</b>	Medium (depending on season)	Multiple user injury / fatality	C	Educate through information in Membership Pack. Good Signage. No smoking. No fires. In case of fire, make way to open ground downwind of fire	Low	Multiple user injury / fatality
<b>Sunburn</b>	High	Skin cancer	C	Advise of hazard in Membership Pack	Medium	Lesser skin cancer
<b>Tree felling debris either side of trails</b>	High	Rider impalement	C	Process of removing closest debris ongoing during trail maintenance. Advise of hazard in Membership Pack	Medium	Lesser risk of impalement
<b>Bee / wasp stings</b>	Low	Anaphylactic Shock	C	Members allergic to stings should take their own precautions. Advise of hazard in Membership Pack	Low	Minor stings
<b>Bike failure</b>	Medium	Major rider injury	C	Educate users in Membership pack that bikes must be fit for purpose for PCBC level of track and well maintained	Low	Minor rider injury
<b>Shuttle trailer</b>	Medium	Multiple major rider injury	C	Trailer to have current WOF. Shuttle leader to keep members off the trailer box. Advise of hazard in Membership Pack	Low	Minor rider injury
<b>Logging Activities</b>	High	Multiple fatality	I	No PCBC access during logging activities	Low	Complete isolation eliminates risk
<b>Archery</b>	High	Fatality	C	Segregate. Ongoing dialogue between clubs. Signs to avoid Breadheads trail on a Sunday	Low	Eliminated
<b>Hunters</b>	High	Fatality	C	PCBC and Forest Management Dialogue to establish ground rules required	Medium	Work in Progress

<b>Isolation</b>	High	Injury	C	The gullies have no cell coverage. Remind members in Membership packs to bring a whistle well charged phone, GPS, PLB, and EPERB.	Low	Minor
<b>Covid 19</b>	Medium	Fatality	C	Stay within your bubble. Where appropriate maintain social distancing. Prepare list of interaction for contact tracing. Maintain governments latest guidelines	Low	Minor