
Risk Management Guidelines

For Bushwalking
Australia Affiliated
Clubs



TO ASSIST ORGANISATIONS
AFFILIATED WITH
BUSHWALKING AUSTRALIA
DEVELOP AND IMPLEMENT A
RISK MANAGEMENT
FRAMEWORK



Disclaimer

1. The purpose of these guidelines is to provide general guidance on issues arising out of bushwalking and related activities and is intended to inform and assist State Bushwalking Peak Bodies in Australia to develop a risk management framework and guidelines for application to the activities of their member clubs.
2. The guidelines are not exhaustive. They do not cover each and every circumstance of the activities undertaken by state bodies or their member clubs and it is not exhaustive in its coverage of rights or obligations under any law.
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1. INTRODUCTION

1. Bushwalking Australia has developed these risk management guidelines to:
 - Assist and inform each state bushwalking peak body of the principles, concepts and practices of risk management in the context of the typical activities of member Clubs
 - Give each state bushwalking peak body guidelines to help them develop and give guidance to member Clubs as to appropriate and effective management and controls or risks and of hazards arising out of their activities typically undertaken.
2. Except for the mandatory requirements in section 6.0, the adoption of these guidelines is voluntary. They are designed to help each state develop and implement risk management guidelines suitable for use by their member Clubs that covers the range of activities they typically undertake.
3. These guidelines may also be referenced by member clubs in their risk management plan. In such cases clubs should also refer to their state's peak body risk management guidelines and documents for Acknowledgment of Risk Forms and other documents and guidelines that may have been amended for the laws applying in that state and specific circumstances.
4. One of the goals of risk management is to “implement actions that reduce the likelihood and consequence of undesirable events. Whilst there is insurance in place, it is only a safety net that provides financial protection in the event that something goes wrong”¹ it does not compensate or provide redress for all the consequences of an event that may have very serious consequences and effects.
5. These guidelines are only intended to apply to risks to health, safety and wellbeing of persons and damage to property, that is, those events that fall within the ambit of public liability. There are other risks that each state peak body and member Club may wish to consider and decide if controls are appropriate. These include risks to the environment, risks associated with Financial Management, and risks to the public image and standing of bushwalking itself. There are publications that address these risks listed under suggested reading material.

2. DUTY OF CARE AND LIABILITY

6. Duty of care has been described as follows:

“Duty of Care is the responsibility to refrain from causing other persons injury or loss.”²

- 2.2** In terms of bushwalking clubs, the test of an activity leader's or participant's duty of care is that of reasonable care, that is '*What a reasonably prudent*

¹ Handbook - HB 246- 2004 Guidelines for Managing Risk in Sport and Recreation –Standards Australia

² Handbook - HB 246- 2004 Guidelines for Managing Risk in Sport and Recreation – Standards Australia

person would be expected to do to take reasonable care to avoid exposing fellow participants (having regard to their knowledge, age, experience and skill) to unreasonable risks of injury or loss'.

7. Furthermore, in the case of bushwalking clubs there is a high level of expectation on the part of club committees and activity leaders that participants will take responsibility for their own welfare and safety in a manner consistent with their knowledge, age, experience and skill.
8. Therefore, all participants and leaders need to take reasonable care to avoid exposing any person, including other participants, to unreasonable risk of injury or loss.
9. Liability occurs when a duty of care was owed is breached.
10. Public liability is part of the law of tort which focuses on civil wrongs. An applicant (the injured party) usually sues the respondent (the Club) under common law based on negligence and/or damages. Public liability insurance protects a person (including organisations) against the financial risk of being found liable to a third party for death or injury, loss or damage of property or 'pure economic' loss resulting from negligence.

3. RISK MANAGEMENT

11. Risk Management is a four-step process. Annexure A gives an example of a Risk Assessment Template with bushwalking examples to illustrate Steps 1 to 3 of this process.

The process steps are;

- Step 1: Identify hazards
- Step 2: Assess the level of Risk
- Step 3: Control the Risks
- Step 4: Monitor and Review Controls

3.1 Step 1: Identify hazards

A hazard is a situation with the potential for harm to life, health or property. For example bush fire, severe weather and flooded rivers are situations with the potential to harm life, health or property.

3.2 Step 2: Assess the level of Risk

A risk is the chance of this potential for harm being realised. Risk can be assessed by identifying the risks that arise from a hazard, considering the likelihood of a risk occurring, and if it does occur, what the likely consequences of it might be.

This process of assessment can be documented formally by rating the likelihood of risks and their consequences. While this is not absolutely necessary, it assists and documents the identification of hazards relevant to activities, and helps when deciding if and when appropriate risk controls are necessary.

Documentation of the identification of hazards, risks, likelihood of the risk and the consequences of the risk assist when reviewing incidents and risk management guidelines at a later date.

Below at 3.4 is a table or matrix that can be used to formally rate the likelihood of risks against the consequences of the risk. Look down the rows for the likelihood of the hazard occurring for the particular activity you are considering. Then look across the columns for the consequence that matches hazard. Where the column and row meet gives the risk rating. The risk rating is a guide to the degree of control action required.

3.3 For explanatory purposes consider an example, the process of assessing the hazard of bushfire to bushwalking activities.

- (a) What are the risks of the hazard (bushfire)? The risks include injury or death due to bushfire to members participating in the activity, and/or to emergency services personnel who may have to respond in the event of a bushfire threatening a bushwalking party in the field.
- (b) What is the likelihood of the risk? This will vary according to conditions and location, moderate to likely in hot and dry conditions and on remote bush based activities and unlikely in wet or winter activities.
- (c) What are the consequences of the risk occurring? In hot and dry conditions death or injury to participants.
- (d) What is the Risk Rating (i.e. likelihood rated to consequences)? Using the table at 3.4, the likelihood of the death or injury by bush fire is moderate and the consequences are critical to high (ie death to severe or lesser injury). This would result in a risk rating of High Risk.

3.4 Risk Rating Table

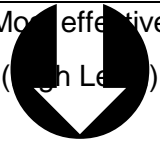
Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost certain	Medium	Medium	High	High	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Consequence	Description of Consequence	Likelihood	Description of Likelihood
1. Insignificant	No treatment required	1. Rare	Will only occur in exceptional circumstances
2. Minor	Minor injury requiring first aid treatment eg minor cuts, bruises, bumps	2. Unlikely	Not likely to occur within the foreseeable future, or within projected lifecycle
3. Moderate	Injury requiring medical treatment	3. Possible	May occur within the foreseeable future, or within project lifecycle
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	4. Likely	Likely to occur within the foreseeable future or within the project life
5. Critical	Loss of life, permanent disability or multiple serious injuries	5. Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle

Assessed Risk Level	Description of Risk Level	Actions
<input type="checkbox"/> Low	If an incident were to occur, there would be little likelihood that an injury would result	Undertake the activity with existing controls in place
<input type="checkbox"/> Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result	Additional controls may be needed
<input type="checkbox"/> High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result	Controls will need to be in place before the activity is undertaken
<input type="checkbox"/> Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.

3.5 Step 3: Control the Risks

Having identified the hazards and assessed the risks/hazard, rate the risk level (refer to information in Step 2 to assist with this). Detail the control measures to be implemented to eliminate or minimise the risk. Control measures should be implemented in accordance with the preferred hierarchy of control. If lower controls (such as protective clothing or equipment) are to be implemented without higher level controls, it is important that the reasons are explained.

Hierarchy of Control	
<p>Most effective (High Level)</p>  <p>Least effective (Low level)</p>	Elimination: remove the hazard from the activity completely
	Substitution: replace a hazard with a less dangerous one
	Redesign: making a process safer
	Isolation: separate people from the hazard
	Administration: putting rules, training in place to make the activity safer
Personal Protective Equipment (PPE): Protective clothing and footwear, equipment (hiking boots, thermals, socks, eg)	

Hazard/ Risk Control Measures

1. Description of Hazards/ Risks	2. Risk Level	3. Control Measures
Other details		

- (a) For each state peak body, the risk management plans are likely to be agreed guidelines which will address such things as how activities are planned and undertaken, checklists of appropriate equipment, participants' behaviour; and other agreed procedures for particular situations.
- (b) Continuing with the previous example of a bushfire as a hazard which had a high-risk rating and as such would warrant appropriate controls and guidelines. Examples of controls for this risk would be banning activities in bush areas on days of total fire ban and carrying a radio and/or phone on extended walks during the fire season to keep up to date with developing weather conditions.

3.6 Step 4: Monitor and Review Controls

- (a) A regular review once a year is important to check that the program is achieving its purpose. This is the time to consider if a State or club's activities, membership and or focus have changed to the extent of requiring new or amended risk management strategies. Section 8 Adherence, improvements & incidents also includes guidelines for establishing the governance and regular review of a risk management program.

3.7 Documentation of the Four Step Risk Management Process

- (a) It is recommended that this process is documented because it will be useful when reviewing incidents, risk management guidelines in the future, for communication with club members and member clubs and for training purposes. One method of documenting the process is completion of a table, a sample of which is included as Annexure 1 to this document. The table is provided as an example and for explanatory purposes and is not a complete or prescriptive list of hazards, risks and controls.

4. SETTING UP A RISK MANAGEMENT PROGRAM

- (a) A risk management program or framework ensures that:
 - (i) All participants understand their roles and responsibilities
 - (ii) All participants are aware of the risk/ hazard control measures for each activity
 - (iii) Risk Management Guidelines are adhered to, improved and revised for near misses
 - (iv) Risk Management Guidelines are reviewed
 - (v) Training and or mentoring needs are identified
 - (vi) Emergency Plans are formulated and communicated to members.
- (b) The above aspects are discussed in following sections of these guidelines.

5. ROLES & RESPONSIBILITIES

5.1 Bushwalking Australia

- (a) Raise awareness of the importance of managing risk
- (b) Collate information on incidents/issues
- (c) Provide suitable insurance options
- (d) Provide Mandatory Acknowledgement of Risk Forms to States
- (e) Regularly review these guidelines.

5.2 State Bushwalking Peak Bodies

- (a) Promote a safety culture amongst its Member Clubs
- (b) Educate member clubs on the need for risk management
- (c) Set documented guidelines for risk management and maintain and update these when required.
- (d) Set up standard reporting systems and collate information on incidents/issues provided by member clubs
- (e) Encourage discussion and information sharing amongst member Clubs and with the State body
- (f) Determine and provide minimum guidelines for leaders and for participants

- (g) Review BA Mandatory Acknowledgment of risk for State circumstances & amend if necessary in consultation with BA.
- (h) Distribute State Acknowledgment of Risk Forms to all member Clubs and include in Risk Management Guidelines.

5.3 Member Clubs

- (a) Observe the State Body's risk management and reporting requirements
- (b) Promote to members the importance of managing risk and developing a culture of safety within clubs
- (c) Use documented procedures and standard forms
- (d) Provide encouragement and assistance to leaders
- (e) Provide State Bodies with suggested improvements to risk management practices
- (f) Share information on risk management processes and near misses
- (g) Remind members of their duty of care; this may include a policy statement in their risk management guidelines that each and every club member has a duty of care to other club members and the public at large
- (h) Clubs might also define members' responsibilities on other matters, for example, Children's attendance on club activities, being responsible for their own safety
- (i) Clubs might also assign particular risk management roles to members covering, for example:
 - (i) Training
 - (ii) Induction
 - (iii) Incident review.
- (j) Schedule a meeting after club office bearers change to hand over risk management to incoming officers
- (k) Schedule an annual meeting to review the club's risk management procedures and forms and refresh all office bearers' awareness of risk management plans

5.4 Induction of New and Temporary members (Visitors)

- (a) Most clubs encourage visitors to participate in their activities. When they do Bushwalking Australia asks that the club:

- (b) Complies with Club procedures that ensure visitors undertake suitable activities and are aware of club procedures including informing the activity leader of any health concerns that may affect participation
- (c) Make visitors aware of relevant club procedures.

5.5 Trip or Activity Leaders

- (a) Assess risks relating to their activity and comply with the member club's risk management requirements and operating procedures
- (b) Ensure visitors undertake suitable activities and are aware of club procedures.

5.6 Club members

- (a) Need to take responsibility for their own safety
- (b) Exercise a duty of care to all other participants
- (c) Ensure they have health and/or fitness levels and equipment suitable for the activities they undertake
- (d) Assist the leader to minimise risks
- (e) Follow club operating procedures.

5.7 Temporary members (Visitors)

- (a) Must sign an acknowledgement of risk form and comply with club procedures
- (b) Take responsibility for their own safety
- (c) Exercise a duty of care to all other participants.

Note: Visitors are covered under Bushwalking Australia's current public liability insurance policy as "temporary members" of a club as long as they sign an acknowledgement of risk that complies with the proforma provided by Bushwalking Australia. The main aim of this is to ensure that visitors are aware of their responsibilities and the possible risks associated with the activity they are undertaking. See Annexure B for form.

Insurance cover only applies if the club the visitor is participating with is currently participating in the Bushwalking Australia public liability and/or the personal accident policy.

If a club has its insurance policy from another source it will need to check with that insurer as to whether visitors are covered by the policy and if so under what conditions.

5.8 All Participants

- (a) Assist leader to assess risk relating to the trip
- (b) Assist leader to comply with the club's requirements

- (c) Be responsible for their own safety and actions.

5.9 Office Bearers

- (a) Promote to members the importance of managing risk with a primary focus on developing a culture of care within the club so that members can enjoy activities in a reasonably safe manner, whilst acknowledging the risks of injury inherent in their club's activities.
- (b) The club committee might also assign particular risk management responsibilities to office bearers such as the annual review of the risk management program.

6. MANDATORY CLUB PROCEDURE - ACKNOWLEDGEMENT OF RISK FORMS

The following procedures are mandatory for all clubs:

- (a) All members are to sign an acknowledgement of risk at least once a year (preferably at the time of membership renewal) that conforms to the pro forma provided by each State Body and has been approved by Bushwalking Australia. The acknowledgement can be either a separate form or incorporated into a clubs' annual application for renewal of membership form. (Refer Annexure C for the approved wording.)
- (b) Before commencing any activity with the member club all temporary members (visitors) are to sign an acknowledgement of risk form, that conforms to the pro forma provided by each State Body and has been approved by Bushwalking Australia. (Refer Annexure B)
- (c) New members joining a club are to sign an acknowledgement of risk that conforms to the pro forma provided by each State Body and has been approved by Bushwalking Australia. The acknowledgement can be either a separate form or incorporated into a clubs' annual application for renewal of membership form. (Refer Annexure C for the approved wording.)

7. GUIDELINES ON SOME SPECIFIC MATTERS

7.1 Minimum numbers

A State or Club might consider making a minimum number of participants mandatory for activities. A generally accepted minimum is four people but this may vary for different types of activities.

7.2 Child Protection

- (a) Each state needs to acknowledge that there is a legal and moral responsibility to create an environment where children can participate in an activity and be safe from any form of abuse. This is applicable regardless of the number of child members/visitors a member club has, the number of children attending a particular activity or the type of activity. A child is a person under the age of 18 years.

- (b) When developing a risk management strategy for child protection, state peak bodies and clubs must identify and follow legislation applicable in their state. (Relevant government departments in each state such include the Department for Sport and Recreation and the Justice Department).
- (c) State Peak Bodies and Clubs must take all reasonable steps to ensure that they engage the most suitable and appropriate people to work with children, especially in positions that may involve regular unsupervised contact with children. This may be achieved using a range of screening measures. State Peak Bodies and Clubs must ensure that working with children checks are conducted for all employees and volunteers who work with children, where assessment is required by law.
- (d) It is highly recommended that State Bodies advise member clubs who have children attending their activities to adopt a Child Protection Policy (this can be as part of the overall risk management policy or a separate document) that complies with legislation, and that State Risk Management Guidelines require Clubs to circulate a Child Protection Policy to all members.

7.3 Communication

It is recommended that each state encourage member clubs to develop tools to ensure effective communication of the risk management program to all members.

7.4 Non-Insured activities.

When a State Body or Club undertakes activities that are not covered by their insurance policies, they are advised to consider what additional or special actions might need to be taken to manage the risk.

For example, an overseas trip. During the planning phase prior to departure of such a trip, it would be wise to consider how risk will be managed in conditions that are different to those in Australia, and as part of that planning a decision might also be made to transfer the risk via requiring the purchase of travel insurance by each participant.

7.5 Activity Descriptions/Grading

Set minimum requirements for content of activity description, such as grading, length in distance and/or time, elevation, terrain, exposure and risks associated with a particular activity.

7.6 Equipment List

Advertise a suggested equipment list for various activities held.

7.7 Leaders & Participants Guidelines

Set up guidelines for leaders and participants including advice on the roles of both parties in keeping a group together.

7.8 Cancellation Policy

Set rules on which types of activities should be cancelled and under what conditions, i.e. heat policy, bad weather policy, fire policy.

7.9 Develop procedures for the following:

- Trip intention and reporting
- Pre-activity registration and post activity check in
- Leader approval
- Incident reporting

7.10 People with Disabilities

Bushwalking clubs are encouraged to be inclusive of people with disabilities and to encourage active participation, as long as such involvement does not jeopardise the safety of the group or the individual. Some club activities will be unsuitable for some disabled persons, and to refuse participation is not discrimination if the leader believes to do otherwise would be unsafe for the disabled person or other participants.

8. ADHERENCE, IMPROVEMENTS & INCIDENTS

Attention to appropriate procedures will ensure a risk management program remains a living and relevant document.

- (a) It is recommended that a standing agenda item for Risk Management be adopted for State or Club Committee meetings, to formalise a way of noting and reporting when:
 - (i) Rules or procedures are not being followed
 - (ii) The rules or procedures are not appropriate and need to be changed
 - (iii) Incidents and near misses occur.
- (b) States and Clubs could also consider:
 - (i) Formal or informal discussions on topics related to risk management where members exchange experiences. This can act as a reminder about rules and procedures.
 - (ii) A formal method of considering situations where things almost went wrong so that other clubs get the full benefit out of discussions of these “near misses”. Discussion and consideration of incidents and near misses may result in new controls such as changes to club procedures or training that reduces the risk of such an event happening again.

9. TRAINING

- (a) Risk management is achieved through the development and application of skills and knowledge e.g. First Aid and navigation.

- (b) The risk management process will help States and their member clubs identify the skills and knowledge needed to effectively identify and manage risk. Examples of training might include:
 - (i) Educating new members on Club rules and safety measures
 - (ii) First aid training.
 - (iii) Special training for activities which may require very specific mandatory training, procedures and controls which will be identified by the four-step risk management process e.g. such as track maintenance (requiring chainsaw use) or abseiling.
- (c) Some clubs, as part of their risk management strategy, may choose to keep records of skills and training completed by members.

10. EMERGENCY PLANS

- (a) Accidents and unforeseen events can and will happen. Having emergency plans in place will help to minimise any damage, injury, trauma or other consequences arising from incidents. Effective emergency response is a fundamental aspect of fulfilling one's duty of care.
- (b) Emergency plans and controls will include the minimum number of participants for each activity, an emergency contact procedure that requires a route plan to be left with an appropriate club member and the carrying of a mobile phone or, for trips in remote and/or difficult locations, a Personal Locator Beacon (PLB) or satellite phone.
- (c) See Annexure 5 for an example of an Emergency Contact Program.

11. SAMPLE FORMS & GUIDELINES

The Annexures contain some sample forms and guidelines that will be useful to State Bodies in formulating Risk Management Guidelines.

- (a) Acknowledgement of Risk forms (Annexures B & C)
- (b) Incident Report form (Annexure D)
- (c) Participant's Emergency Contact form (Annexure E)
- (d) Emergency Contact System (Annexure F)

12. GLOSSARY

Walkers: Refers to participants in a club activity whether walking or some other official club activity.

Bushwalking Clubs or Club: Clubs who have bushwalking and other outdoor recreation activities in their program and clubs who may not use bushwalking in their name such as outdoor clubs but are members of a state bushwalking peak body.

Activity: Any activity or event undertaken by a State Peak Body or Club.

Risk management: Taking actions to control risks to minimise the likelihood of injury to persons or damage to property.

Risk management framework: General guidelines for State Peak Bushwalking bodies & member Clubs to enable them to develop operating procedures for the activities they undertake and manage the risks associated with those activities.

Distress Beacon or Personal Locator Beacon or PLB: (Sometimes incorrectly referred to as an EPIRB). A device that can be activated to identify your location when emergency assistance is required in a life threatening or serious distress situation. Refer to the Bushwalking Australia website for separate guidelines regarding the proper use of a Beacon. Also refer to: References, further reading & links page of this document.

Track, trail, pathway. All mean a defined route that walkers may choose to walk on.

Procedures & Rules: Generally speaking the documented guidelines that a State body or club uses to govern how it will react to a set of circumstances. If a club does not have these documented, then the guideline will be whatever the normal practice is for that club.

13. REFERENCES, FURTHER READING & LINKS

- Handbook - HB 246- 2004 Guidelines for Managing Risk in Sport and Recreation - Standards Australia
- Safety in the Bush – Hobart Walking Club
- WalkSafe – Bushwalking Victoria Inc.
http://www.bushwalkingvictoria.org.au/files/walksafe_booklet.pdf
- Bushwalking NSW Risk Management document
<http://www.bushwalkingnsw.org.au/bushwalking/wp-content/uploads/2017/01/BNSW-Risk-Management-Guidelines-2016-v1-1.pdf>
- Bushwalking Victoria Risk Management document
http://www.bushwalkingvictoria.org.au/files/2015_Updated_Guidelines_new_branding/2015_01_28_Rebranded_Risk_Management_Guidelines_2011.docx
- Bushwalking Tasmania Risk Management Guidelines (Contact the secretary)
- The Outdoor Leader Online – Outdoors Victoria
<http://outdoorleaderonline.org/content/olo/pagerend.php>
- Distress Beacons (PLBs)
 - Australian Maritime Safety Authority (AMSA)
<http://beacons.amsa.gov.au/index.asp>
- Contacting Emergency Services (Triple Zero) by Phone
 - Triple Zero <http://www.triplezero.gov.au>
 - Emergency Plus Smartphone App available from the Apple Store or Google Play

Annexure A EXAMPLE, Steps 1 to 3 of Risk Management

Risk Assessment Template

This is a sample template that can be used to document a risk assessment to manage health and safety hazards and risks associated with bushwalking activities.

Activity Description:	
Conducted by:	Date:

Hazards/ Risks and Control Measures

Description of Hazard/ Risk	Risk	Likelihood	Consequence	Risk rating	Control Measures (Note if only Administrative or PPE controls are used, please explain why?)
Bush fire	Injury or death	Moderate (Midsummer - walk in bush or forest for example) Unlikely in winter or wet conditions	High	High Low	<ul style="list-style-type: none"> Walk leader to check with local land manager before starting a walk in a fire prone area during fire season Carry a radio and mobile phone on extended walks during the fire season to check daily fire status Overnight walkers to take food that doesn't require a stove Research the walk area in terms of fire zone, emergency exit routes & safe places Consider cancellation of the event No day walks in forest areas on a total fire ban day.
Extreme cold	Frostbite Hypothermia Death	Likely in alpine areas and wet windy conditions with high wind chill factor	Critical	High	<ul style="list-style-type: none"> Clothing checklist for remote areas, mountain areas Gear checklist for overnight walks Leader must confirm that party members are carrying minimum clothing requirements (include day walks if cold conditions and off trail) Club provides health / safety emergency-response training /education.
Extreme heat	Dehydration, Heat stroke	Moderate in summer	Medium Critical	Medium High	<ul style="list-style-type: none"> Clothing checklist Club provides health / safety emergency-response training /education Gear checklist (all types of walk) includes water bottle Leader (remote and extended walks) must make every attempt to confirm

Description of Hazard/ Risk	Risk	Likelihood	Consequence	Risk rating	Control Measures (Note if only Administrative or PPE controls are used, please explain why?)
					water availability and inform party members if special measures required e.g. carry extra water.
Snake bite	Injury Death	Unlikely Unlikely	Medium Critical	Low Low	<ul style="list-style-type: none"> • Gear checklist includes gaiters, snake bite bandage • Club provides health / safety emergency response training /education.
					•
<ul style="list-style-type: none"> • Other details: 					
<ul style="list-style-type: none"> • Submission 					
<ul style="list-style-type: none"> • This activity will be conducted in accordance with this risk assessment, implementing the control measures outlined above. Changes will be made to the activity, if required, to manage emerging risks to ensure safety. 					
<ul style="list-style-type: none"> • Contact person: _____ Date: _____ 					
Indicate those other involved in the preparation of this risk assessment					

Monitor and Review Controls

Complete during and/or after the activity	Yes	No
1. Are the planned control measures sufficient and effective in minimising the level of risk?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have there been any changes to the planned control measures?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are further control measures required in future?	<input type="checkbox"/>	<input type="checkbox"/>
Details:		

Review completed by:	Designation
Signature	Date:

Annexure B ACKNOWLEDGEMENT OF RISK FORM FOR TEMPORARY MEMBERS (VISITORS)

Before commencing any activity with the member club all temporary members (visitors) are to sign this acknowledgement of risk form,

Insert: Name & logo of club

Leader's Name:

Grade of Walk or Activity:

ACKNOWLEDGEMENT OF RISKS AND OBLIGATIONS OF TEMPORARY MEMBERS

In voluntarily participating in *(Insert activity name).....* on *(Insert date of event).....*, an activity of this Club, I am aware that my participation in this activity may expose me to hazards and risks that could lead to injury, illness or death or to loss of or damage to my property. In particular when participating in abseiling or above the snowline activities I am aware that these activities expose me to the following additional hazards and risks.

(Insert details)

To minimise risks I will endeavour to ensure that:

1. Each activity is within my capabilities
2. I am carrying food, water and equipment appropriate for the activity
3. I will advise the activity leader of any physical or other limitation, or any medication I am taking or may need to take, or allergy that may require urgent attention during the activity;
4. I will make every effort to remain with the rest of the party during the activity
5. I will advise the leader of any concerns I am having, and
6. I will comply with all reasonable instructions of club officers and the activity leader.

I have read and understand these requirements. I have considered the risks before choosing to sign this acknowledgement of risk. I still wish to join this activity. I accept that in signing this form I will take responsibility for my own actions and also acknowledge that I have been granted temporary membership of the above-named club for the duration of this event only.

NAME	ADDRESS	TELEPHONE	SIGNATURE	DATE

Leader: Submit this form with other trip documentation to

Annexure C ACKNOWLEDGEMENT OF RISK FORM FOR MEMBERS

New members joining a club are to sign this acknowledgement of risk form and all members are to sign an acknowledgement of risk form at least once a year (preferably at the time of membership renewal)

Insert: Name & logo of club

ACKNOWLEDGEMENT OF RISKS AND OBLIGATIONS OF MEMBERS

This acknowledgement of risks applies to all club activities I may undertake as a member of **(Insert name of club)**.....(The Club). In voluntarily participating in activities of the Club which are described to me by the activity leaders I am aware that my participation in the activities may expose me to hazards and risks that could lead to injury, illness or death or to loss of or damage to my property. I also acknowledge that I may encounter weather conditions that could lead to hypothermia and being in locations where evacuation for medical treatment may take hours or days. In particular when participating in abseiling or above the snowline activities I am aware that these activities could expose me to additional hazards and risks described to me by the activity leader.

To minimise risks I will endeavour to ensure that:

1. Each activity is within my capabilities,
2. I am carrying food, water, medication and equipment appropriate for the activity.
3. I will advise the activity leader if I am taking any medication or have any physical or other limitation that might affect my participation in the activity.
4. I will make every effort to remain with the rest of the party during the activity
5. I will advise the leader of any concerns I am having, and
6. I will comply with all reasonable instructions of club officers and the activity leader.

I have read and understand the above requirements. I have considered the risks before choosing to sign this acknowledgement of risk. I still wish to join the activities of the Club. I acknowledge that I will take responsibility for my own actions and that signing this form and the payment of my subscription will be deemed as full acceptance and understanding of the above conditions.

Name: _____ Name: _____

please print names

Signed: _____ Signed: _____

Date: _____ Date: _____

Annexure D SAMPLE INCIDENT REPORT FORM

INCIDENT REPORT FORM*

To be completed by activity organizers/walk leaders as soon as practical after the incident. This report should be kept by the club secretary as a formal club record. In the event of any serious injury (an injury requiring medical treatment) copies of the incident report must be forwarded to the Insurance Convener for the State of the Member Club.

Report prepared by:	Date prepared:
Contact details:	Club name and address:
Date of Incident:	Time of Incident:
Type of Event: <i>Day walk, canoe trip, bike ride etc</i>	
Location:	
Type of Incident: <i>Injury, missing person, damage to property, theft, fire, etc.</i>	
Incident Details:	
Actions Taken:	
External Involvement: <i>Were authorities or other agencies notified at the time? If so who, by whom, and how? Did they then take a role in managing the incident? If appropriate have the Insurers been notified?</i>	
Final Outcome: <i>What was the final outcome of the incident? When was it resolved?</i>	
Future Prevention: <i>Can this incident be prevented at future Club activities? If so, how?</i>	

Supplementary Information: *This section can include a list of attachments, such as a map, witness statements etc.*

Privacy Note

The inclusion of the names of individuals and their contact details in this report must be done in accordance with relevant Privacy laws.

*** Formatted to fit to page. Download as a word document from *Bushwalking Australia website.***

Annexure E MEMBER EMERGENCY CONTACT & MEDICAL INFORMATION

Insert: Name & logo of club

MEMBER EMERGENCY CONTACT & MEDICAL INFORMATION

It is recommended that this information is to be carried in your pack at all times in a sealed plastic envelope and is for emergency use only. It is responsibility of each member to update this information if there is a change in details.

Name:

Home Address:

Post Code

Telephone: Home

Mobile

Medical Information

Medical Condition:

Current Medications:

Allergies:

Do you have current immunisation against Tetanus: Y/N Blood type:

Medicare Number:

Private Health Insurance Fund (name):

Ambulance subscriber: Y/N

Emergency Contact

Name:

Home Address:

Post Code

Telephone: Home

Mobile

Relationship:

Signed:

Date:

Privacy Statement:

The information contained in this form is for emergency use only and will be used if you are ill or injured whilst participating in a *(Insert name of club)* activity. The information will only be used by the activity leader or their delegate and given to the relevant medical and/or emergency services personnel

Annexure F SAMPLE GUIDELINES FOR A CLUB EMERGENCY CONTACT PROCEDURE

In the interests of safety, it is common bushwalking practice to leave detailed **trip intention** information with a responsible person. This information enables suitable action to be taken in the event of a serious accident or unexpected delay in a party's return from an activity. Bushwalking Australia recommends that State Bodies Risk Management Guidelines encourage all member clubs to have in place an efficient emergency contact procedure for all official club trips.

A suitable procedure would ensure that:

- The club creates a roster of volunteers to act as club emergency contacts, each of whom is advised of procedures for alerting police when a search or assistance is judged to be needed by a club activity group.

Before a trip:

- The leader advises participants on a club trip of the name and phone number of the nominated emergency contact and the expected time of return
- Each trip participant forwards this information to a personal contact with the advice to ring the club contact for information if concerned about an unexpected delay in return.
- The leader provides the nominated club contact with a trip route plan and expected time of return.*

On return:

- The leader advises the club contact as soon as possible of a safe return.
- Participants advise their personal contact person of safe return.
- If no contact is made within a specified time of the arranged return call by the leader, the club contact establishes if possible that the call has not simply been forgotten, and begins the established procedure which will usually include alerting police of a possible need for assistance.

* This is the minimum of information required with respect to safety of the club activity group as a whole.

Additional information that involves more paperwork but could in certain circumstances be useful is:

- Names and personal contact details for all group members
- Vehicle registration numbers and location
- Special conditions with respect to weather and terrain expected and equipment being carried
- Confidential details of medical conditions or special requirements of members.

Annexure G RECOMMENDATIONS FOR DEVELOPING A RISK MANAGEMENT PROGRAM

Bushwalking Australia recommends that the following be considered when State Bodies and Clubs are preparing Risk Management Guidelines or procedures.

- Details of the kind of activities offered.
- The nature of risk management in the context of a club situation
- Consider the risks member clubs face
- The way trips are generally organised (including grading)
- The way the Club is organised ie. Who (person or job title) is responsible for what?
- A statement of what Peers and Leaders conducting activities are responsible for.
- The responsibilities of the ordinary participant (including visitors)
- The minimum requirements for people to participate in an activity (age, medical, fitness, experience etc).
- Skills, knowledge, fitness, special gear etc required for particular activities.
- Mandatory use of acknowledgement of risks forms and other forms as distributed by State Bodies.
- Training including how new members/temporary members are inducted.
- Inclusion of additional notes for those with special responsibilities or roles such as club officers and leaders