



# RISK MANAGEMENT GUIDELINES

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

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### **Disclaimer**

This document 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. The contents of this document will not cover each and every circumstance of a State or club's activities.

Bushwalking Australia does not accept responsibility for errors or omissions in this document or for the manner in which the information contained in this document is interpreted or implemented. Users may need to seek independent professional advice as to the application of this information to their particular circumstances.

## 1.0 INTRODUCTION

- 1.1 Bushwalking Australia has developed a risk management framework to:
- Inform each state bushwalking peak body of the principles, concepts and practices of risk management in the context of the typical activities of affiliated Clubs
  - Give each state guidelines to help them develop good risk management practices.
- 1.2 Except for the mandatory requirements in section 6.0 the application of these guidelines is voluntary. They are designed to help each state be systematic about risk management and to implement a risk management program suitable for their member club's range of activities so as to enable those clubs to develop safe operating procedures for the activities they undertake.
- 1.3 These guidelines may also be referenced by clubs in their risk management process. In such cases clubs should also refer to their State's Risk Management documents for State Acknowledgment of Risk Forms and other documents and guidelines that may have been amended for State law and specific circumstances.
- 1.4 There is a perceived link between risk management and insurance in that a risk management program aims *"to implement actions that reduce the likelihood and consequence of undesirable events. Insurance is the safety net that provides financial protection in the event that something goes wrong"*<sup>1</sup>
- 1.5 These guidelines are only to do with risks to health, safety 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 may wish to consider and decide if controls are appropriate. These include risks to the environment, and risks to the public image and standing of bushwalking itself. There are publications that address these risks listed under suggested reading material.

## 2.0 DUTY OF CARE AND LIABILITY

- 2.1 Duty of care has been described as follows:  
*"Duty of Care is the responsibility to refrain from causing other persons injury or loss."*<sup>2</sup>
- 2.2 In terms of bushwalking clubs, the test of an activity leader's or participant's duty of care could be: *What a reasonably prudent person would 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.*
- 2.3 Furthermore, in the case of bushwalking clubs there is normally 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.  
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.
- 2.4 Liability occurs when a duty of care was owed and that duty was then breached. Public liability is when the loss, injury or damage is to person or property although these are decisions for courts to make.

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

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

### 3.0 RISK MANAGEMENT

Risk Management is a four step process. Appendix 1 gives bushwalking examples to illustrate Steps 1 to 3 of this process.

The process steps are; Step 1: Identify hazards  
Step 2: Assess risks  
Step 3: Control risks  
Step 4: Review

#### 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, extreme heat and flooded rivers are situations with the potential to harm life, health or property.

#### 3.2 Step 2: Assess risks

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 in when reviewing risk management guidelines at a later date.

3.2.1 Below at 3.2.3 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.

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

1. What are the risks of the hazard (bushfire)? The risks are injury or death due to bushfire to members participating in the activity.

2. 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.

3. What are the consequences of the risk occurring? In hot and dry conditions death or injury to participants.

4. What is the Risk Rating (i.e. Likelihood rated to consequences)? Using the table at 3.2.3, 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.

#### 3.2.3 Risk Rating Table

Likelihood	Consequence			
	Critical	High	Medium	Low
Almost certain	High risk	High risk	Medium risk	Low risk
Likely	High risk	High risk	Medium risk	Low risk
Moderate	High risk	High risk	Medium risk	Low risk
Unlikely	Low risk	Low risk	Low risk	Low risk

### **3.3 Step 3: Control risks**

Having identified the hazards and assessed the risks of the hazard, determine if the risk should be controlled and if so what an appropriate control of that risk is.

- 3.3.1 For each state or club the controls 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.
- 3.3.2 Some states and clubs already have a set of guidelines or agreed behaviours that, consciously or unconsciously, were designed to control risk. In doing so these States and clubs have identified hazards, assessed the risks and determined what risks should be controlled and appropriate ways to control those risks. Please refer to the References, further reading & links page for these State Risk Management Guidelines.
- 3.3.3 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.

### **3.4 Step 4: Review** (*Transferred from what was previously section 9.0*)

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.

### **3.5 Documentation of the Four Step Risk Management Process**

It is recommended that this process is documented because it will be useful when reviewing risk management guidelines in the future, for communication with member clubs and for training purposes. One method of documenting the process is completion of a table, a sample of which is included as Appendix 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.

## **4.0 SETTING UP A RISK MANAGEMENT PROGRAM**

A risk management program or framework ensures that:

- All participants understand their roles and responsibilities
- All participants are aware of the risk controls
- Risk Management Guidelines are adhered to, improved and revised for near misses
- Risk Management Guidelines are reviewed
- Training and or mentoring needs are identified
- Emergency Plans are formulated and communicated to members.

The above aspects are discussed in following sections of these guidelines.

## **5.0 ROLES & RESPONSIBILITIES**

### **5.1 Bushwalking Australia**

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

## 5.2 State Bushwalking Peak Bodies

- Promote a safety culture amongst its Member Clubs
- Educate member clubs on the need for risk management
- Set documented guidelines for risk management and maintain and update these when required.
- Set up standard reporting systems and collate information on incidents/issues provided by member clubs
- Encourage discussion and information sharing amongst member Clubs and with the State body
- Determine and provide minimum guidelines for leaders and for participants
- Review BAI Mandatory Acknowledgment of risk for State circumstances & amend if necessary in consultation with BAI.
- Distribute State Acknowledgment of Risk Forms to all member Clubs and include in Risk Management Guidelines.

## 5.3 Member Clubs

- Observe the State Body's risk management and reporting requirements
- Use documented procedures and standard forms
- Provide encouragement and assistance to leaders
- Provide State Bodies with suggested improvements to risk management practices
- Share information on risk management processes and near misses
- 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
- Clubs might also define members' responsibilities on other matters, for example, Children's attendance on club activities, being responsible for their own safety
- Clubs might also assign particular risk management roles to members covering, for example:
  - Training
  - Induction
  - Incident review.

### 5.3.1 Induction of Temporary members (Visitors)

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

- Ensures that visitors sign the acknowledgement of risk form provided by the club's State Body
- Complies with Club procedures that ensure visitors undertake suitable activities and are aware of club procedures
- Make visitors aware of relevant club procedures.

## 5.4 Trip or Activity Leaders

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

## 5.5 Club members

- Need to take responsibility for their own safety
- Exercise a duty of care to all other participants
- Ensure they have health and/or fitness levels and equipment suitable for the activities they undertake
- Follow club operating procedures.

## **5.6 Temporary members (Visitors)**

- Must sign an acknowledgement of risk form and comply with club procedures
- Take responsibility for their own safety
- 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 Appendix 2 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.

## **5.7 All Participants**

- Assist leader to assess risk relating to the trip
- Assist leader to comply with the club's requirements
- Be responsible for their own safety and actions.

## **5.8 Office Bearers**

- 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.
- The club committee might also assign particular risk management responsibilities to office bearers such as the annual review of the risk management program.

## **6.0 MANDATORY CLUB PROCEDURE - ACKNOWLEDGEMENT OF RISK FORMS**

The following procedures are mandatory for all clubs;

- 6.1** All members are to sign an acknowledgement of risk form 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 the Bushwalking Australia Insurance Officer. (Refer appendix 3)
- 6.2** 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 the Bushwalking Australia Insurance Officer. (Refer appendix 2)
- 6.3** New members joining a club are to sign an acknowledgement of risk form that conforms to the pro forma provided by each State Body and has been approved by the Bushwalking Australia Insurance Officer. (Refer appendix 3)

## **7.0 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 trips.

## **7.2 Child Protection**

- 7.2.1 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.
- 7.2.2 When developing a risk management strategy for child protection State Bodies are asked to be mindful of any legislation applicable in their state and access the relevant government departments in your state such as the Department for Sport and Recreation and the Justice Department.
- 7.2.3 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 from the member club's state and that State 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 Federation 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 the purchase of travel insurance.

## **8.0 ADHERENCE, IMPROVEMENTS & INCIDENTS**

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

- 8.1 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:
- Rules or procedures are not being followed
  - The rules or procedures are not appropriate and need to be changed
  - Incidents and near misses occur.
- 8.2 States and Clubs could also consider:
- Formal or informal discussions on topics related to risk management where members exchange experiences. This can act as a reminder about rules and procedures.
  - 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.

## 9.0 TRAINING

- 9.1 Much risk management is achieved through skills and knowledge. First aid and navigation are examples of skills relevant to club activities.
- 9.2 The risk management process will help States and their member clubs identify the skills and knowledge needed to effectively manage risk. Examples of training might include:
- Educating new members on Club rules and safety measures
  - First aid training.
  - Special training for activities such as track maintenance (requiring chainsaw use) and abseiling both of which may require very specific mandatory training, procedures and controls which will be identified by the four step risk management process.
- 9.3 Some clubs, as part of their risk management strategy, may choose to keep records of skills and training completed by members.

## 10.0 EMERGENCY PLANS

- 10.1 Accidents and unforeseen events can and will happen. Having emergency plans in place will help to minimise any damage, injury, trauma or other consequences. Effective emergency response is a fundamental aspect of fulfilling one's duty of care.
- 10.2 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 locations, a Personal Locator Beacon (PLB) or satellite phone.

See Appendix 5 for an example of an Emergency Contact Program.

## 11.0 SAMPLE FORMS & GUIDELINES

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

- Acknowledgement of Risk forms (Appendices 2 & 3)
- Incident Report form (Appendix 4)
- Participant's Emergency Contact form (Appendix 5)
- Emergency Contact System (Appendix 6)

## 12.0 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 Federation or Club.

**Risk management:** Taking actions to control risks so as 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.

### 13.0 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/forms/walksafe\\_booklet.pdf](http://www.bushwalkingvictoria.org.au/forms/walksafe_booklet.pdf)
- NSW Confederation Risk Management document  
<http://www.bushwalking.org.au/~documents/RiskInsurance/>
- Bushwalking Victoria Risk Management document  
[http://www.bushwalkingvictoria.org.au/forms/Risk\\_Management\\_Guidelines.pdf](http://www.bushwalkingvictoria.org.au/forms/Risk_Management_Guidelines.pdf)
- Bushwalking Tasmania Risk Management Guidelines (Contact the secretary)
- Distress Beacons (PLBs)
  - Australian Maritime Safety Authority (AMSA)  
<http://beacons.amsa.gov.au/documents/brochure.pdf>
  - Australian Communications & Media Authority (ACMA)  
[http://www.acma.gov.au/webwr/\\_assets/main/lib310037/distress%20beacons%20-%20fs32.pdf](http://www.acma.gov.au/webwr/_assets/main/lib310037/distress%20beacons%20-%20fs32.pdf)
- Contacting Emergency Services (Triple Zero) by Phone
  - Triple Zero <http://www.triplezero.gov.au>
  - ACMA. FAQ [http://www.acma.gov.au/WEB/STANDARD/pc=PC\\_1695](http://www.acma.gov.au/WEB/STANDARD/pc=PC_1695)
  - ACMA. Emergency calls from a mobile  
[http://www.acma.gov.au/WEB/STANDARD/pc=PC\\_100575](http://www.acma.gov.au/WEB/STANDARD/pc=PC_100575)

## Appendix 1: EXAMPLE, Steps 1 to 3 of Risk Management

### Identify Hazards, Assess Risk & Control Risks

Hazard	Risk	Likelihood	Consequence	Risk rating	Examples of Risk Controls
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"> <li>Walk leader to check with local land manager before starting a walk in a fire prone area during fire season</li> <li>Carry a radio and mobile phone on extended walks during the fire season to check daily fire status</li> <li>Overnight walkers to take food that doesn't require a stove</li> <li>Research the walk area in terms of fire zone, emergency exit routes &amp; safe places</li> <li>Consider cancellation of the event</li> <li>No day walks in forest areas on a total fire ban day.</li> </ul>
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"> <li>Clothing checklist for remote areas, mountain areas</li> <li>Gear checklist for overnight walks</li> <li>Leader must confirm that party members are carrying minimum clothing requirements (include day walks if cold conditions and off trail)</li> <li>Club provides health / safety emergency-response training /education.</li> </ul>
Extreme heat	Dehydration,  Heat stroke	Moderate in summer	Medium  Critical	Medium  High	<ul style="list-style-type: none"> <li>Clothing checklist</li> <li>Club provides health / safety emergency-response training /education</li> <li>Gear checklist (all types of walk) includes water bottle</li> <li>Leader (remote and extended walks) must make every attempt to confirm water availability and inform party members if special measures required e.g. carry extra water.</li> </ul>
Snake bite	Injury  Death	Unlikely  Unlikely	Medium  Critical	Low  Low	<ul style="list-style-type: none"> <li>Gear checklist includes gaiters, snake bite bandage</li> <li>Club provides health / safety emergency response training /education.</li> </ul>

## Appendix 2: ACKNOWLEDGEMENT OF RISK FORM FOR TEMPORARY MEMBERS (VISITORS)

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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 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 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 .....

### Appendix 3: ACKNOWLEDGEMENT OF RISK FORM FOR MEMBERS

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*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 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: \_\_\_\_\_

## Appendix 4: SAMPLE INCIDENT REPORT FORM

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### 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.*

<b>Report prepared by:</b> <b>Contact details:</b>	<b>Date prepared:</b> <b>Club name and address:</b>
<b>Date of Incident:</b>	<b>Time of Incident:</b>
<b>Type of Event:</b> <i>Day walk, canoe trip, bike ride etc</i>	
<b>Location:</b>	
<b>Type of Incident:</b> <i>Injury, missing person, damage to property, theft, fire, etc.</i>	
<b>Incident Details:</b>	
<b>Actions Taken:</b>	
<b>External Involvement:</b> <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>	
<b>Final Outcome:</b> <i>What was the final outcome of the incident? When was it resolved?</i>	
<b>Future Prevention:</b> <i>Can this incident be prevented at future Club activities? If so, how?</i>	
<b>Supplementary Information:</b> <i>This section can include a list of attachments, such as a map, witness statements etc.</i>	

#### 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.*

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**\* Formatted to fit to page. Download as a word document from [Bushwalking Australia website](#).**

## Appendix 5: MEMBER EMERGENCY CONTACT & MEDICAL INFORMATION

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*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.

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Name:

Home Address:

Post Code

Telephone: Home

Mobile

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### 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

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### Emergency Contact

Name:

Home Address:

Post Code

Telephone: Home

Mobile

Relationship:

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Signed:

Date:

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### 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 accessed by the walk leader or their delegate and given to the relevant medical and/or emergency services personnel

I give permission for *(Insert name of club)* to give first aid to me should the need arise.

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## Appendix 6: SAMPLE GUIDELINES FOR A CLUB EMERGENCY CONTACT PROCEDURE

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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.

## **Appendix 7: RECOMMENDATIONS FOR DEVELOPING A RISK MANAGEMENT PROGRAM**

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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