

Bankstown Bushwalking Club Inc.

Risk Management Procedure

As approved by the management committee on 10th July 2017.

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1. Introduction

The Club is committed to organising safe and enjoyable outdoor activities, in accordance with the aims and broad procedures laid out in the [Bushwalking NSW Risk Management Guidelines](#).

Experienced Club members mentor new members and leaders and help them learn bush skills such as navigation and safe walking practices. The Club provides abseil instruction, conducts information sessions at Club meetings, and provides guidelines for activity participants and leaders on the Club web site. This training is of an informal nature, and the people providing it are not qualified, professional trainers in the field. Rather, they are experienced members passing on what they have learnt through experience.

This Risk Management Procedure (“the procedure”) guides how Bankstown Bushwalking Club Inc. (“the Club”) manages the risks associated with Club activities.

Risk management activities conducted within the Club aim to ensure that:

- All participants understand their role and responsibilities when involved in Club activities,
- Effective emergency plans are formulated and implemented when needed,
- Training and/or guidance is provided to members as necessary.

2. Scope

The procedure will apply to all Club events notified through the Club’s quarterly activities program or the Club’s email group. The procedure applies to all Club members and visitors participating in these events.

The procedure also covers the role and responsibilities of committee members and leaders in managing risks associated with Club activities.

3. Procedures

Identifying Hazards and Assessing Risks

Risks associated with most Club activities are identified by the walks and abseil committees. Those committees provide guidance and training to activity leaders to enable them to manage those risks. The social committee identifies risks which may be associated with social activities.

Activity leaders assess the risks associated with the activity they are leading and ensure that they proactively manage those risks for the activity in question.

Activity leaders and participants are encouraged to make themselves familiar with the hazards, risks, risk ratings and potential risk mitigation actions set out in section 4 of the [Bushwalking NSW Risk Management Guidelines](#) in order to properly identify, assess and manage risks. Where risks are identified these should be clearly communicated to potential participants prior to the commencement of the activity.

Controlling and Managing Risks

Each participant in a Club activity is expected to contribute towards the proper management of risks on that activity. Leaders consider and manage the risks associated with the Club activity they are leading.

The Club has procedures in place which will be followed in order to control risks. These procedures:

- Ensure that the leader is suitably skilled to lead the programmed activity,
- Provide a record of details of activity participants and their emergency contacts,
- Address particular circumstances such as the presence of children on activities, and analysing incidents and training,
- Address incident reporting,
- Ensure that legal and insurance requirements are adequately considered, and
- Provide information about environments in which the activities are conducted.

These procedures are outlined in Section 4, Club Procedures. A summary of the roles and responsibilities of Club members is provided at Section 5, Roles and Responsibilities.

Communicating Procedures and Good Practice

The Club provides details of all procedures and advice on safety and risk management for activity leaders and participants on its web site at <http://www.bankstownbushwalkingclub.org.au/>.

Regular Review

This procedure and associated web site content is subject to an annual review by the incoming management committee after each Club Annual General Meeting.

4. Club Procedures

Activity Description and Grading

Activity leaders are required to provide the walks committee with a description of their intended activity which includes sufficient detail to enable potential participants to assess their suitability for the activity. This information may include distance, height gain and loss, terrain, exposure and particular risks associated with the activity. All walks will be assigned a grading using the Club's published walks grading system. Other activities will be assigned appropriate gradings. Social activities are not given a grading.

The walks committee will review the description and grading prior to publication of the activities program.

Suggested Equipment

The Club provides lists of suggested equipment for a number of common Club activities on its web site. Where particular equipment is required this should be specified by the leader in the activity description or when contacted by potential participants.

Activity Leaders Guidelines

The Club web site includes activity leaders guidelines. A link to these guidelines and a reminder to use them is sent to all leaders when the draft program is distributed for review. The activity leaders guidelines include information such as minimum numbers, and circumstances where activities should be cancelled, or a substitute activity run.

These guidelines will be reviewed on an annual basis by the incoming walks, abseil & social committees.

Activity Participant s Guidelines

The Club web site includes activity participants guidelines. The Club program includes a statement reminding participants to review the guidelines prior to participating in an activity.

These guidelines will be reviewed on an annual basis by the incoming walks, abseil & social committees.

Activity Intentions and Reporting

These guidelines apply to all activities, except social activities.

The leader should assign an emergency contact person for the activity and provide them with a detailed description of the activity and an estimated time out. They should also make them aware of their role, and emergency contact procedures as documented on the Club's web site.

At the start of each activity, all participants are to read, complete and sign the Activity Register. The leader, (or another person on the activity with an appropriate device), should take a record (e.g. photo) of the register and send it to the emergency contact person so that they have an accurate listing of activity participants and contact information in the event of an incident or emergency.

When the group completes the activity, the leader should promptly advise the emergency contact.

Following an activity, the completed Activity Register is to be handed to a member of the walks or management committees as soon as is practicable, e.g. at the next Club meeting. Alternately the form may be scanned and emailed to bankstownbush@gmail.com.

Activity forms are kept for a period of 5 years. The walks, abseil and management committees use these forms to collate information regarding Club activities when needed, e.g. for insurance purposes.

These guidelines will be reviewed on an annual basis by the incoming walks, abseil and management committees.

New Activity Leaders

The walks, abseil and social committees will decide if prospective new leaders have the skills and personal attributes required to lead a Club activity prior to including their activity on the program. A member of the walks committee or a more experienced leader will accompany a new leader the first time they lead a Club walks activity. The abseil committee will provide training and support for leaders of rope-related activities. The social committee will provide guidance and support for social activity leaders.

Forms

The Club membership form contains an acknowledgement of risks and obligations which is to be signed by all Club members on an annual basis.

The Activity Register also contains an acknowledgement of risks and obligations which is to be signed by each person participating in the activity (except social activities), including visitors. Where a participant is under 18 years of age a parent or guardian must sign on their behalf.

Incident Reporting

An incident is where an event takes place which may result in an insurance claim being made, such as serious injury, death, damage to third party property or loss of possessions.

An accident is where a person is injured. A serious injury is one requiring medical attention.

Where an incident takes place this is to be notified to the Club management and walks committees, in writing, as soon as possible. If the incident occurred on a canyon, cave or rope-related activity, the abseil committee should also be notified. If the incident occurred on a social activity, the social committee should also be notified. This could be through emailing details to bankstownbush@gmail.com. The incident reporting form which can be downloaded from the Club's web site provides guidance on the information which should be provided in the incident report.

On receipt of an incident report the relevant Club committees will review the report, gather additional information if needed, and will consider whether anything can be done to reduce the likelihood of similar incidents in the future.

These guidelines will be reviewed on an annual basis by the incoming management, walks, abseil, and social committees.

5. Roles and Responsibilities

Management Committee

After each AGM, the incoming management committee will review and, if required, update the following documents:

- This procedure,
- The activity intentions and reporting procedure,
- The incident reporting procedure,
- The Club's web site, and provide the webmaster with details of any required updates.

Walks Committee

The walks committee will:

- Consider the skills and suitability of all potential leaders prior to placing the activity on the activities program,
- Review activity descriptions and gradings and ensure that these adequately describe the activity and associated risks prior to placing the activity on the activities program,
- Provide support and guidance to all leaders (except social activities),
- Provide input for the management committee review of applicable procedures and guidelines.

After each AGM, the incoming walks committee will review and, if necessary, provide the webmaster with any required updates to any relevant content on the Club's web site.

Abseil Committee

The abseil committee will:

- Nominate at least one member of the abseil committee to attend each walks committee meeting,
- Review each draft activities program and ensure that all potential leaders of canyons, caves and rope-related activities have the necessary skills to lead the programmed activity. The abseil

committee will advise the walks committee of any concerns about leaders prior to finalisation of each activities program,

- Conduct regular training sessions for Club members,
- Provide input for the management committee review of applicable procedures and guidelines.

After each AGM, the incoming abseil committee will review and, if necessary, provide the webmaster with any required updates to any relevant content on the Club's web site.

Social Committee

The social committee will:

- Review suitability of all social activities prior to placement on the activities program,
- Provide support and guidance to all social activity leaders,
- Provide input for the management committee review of applicable procedures and guidelines.

After each AGM, the incoming social committee will review and, if necessary, provide the webmaster with any required updates to any relevant content on the Club's web site.

Activity Leaders

- Conduct their programmed activities in accordance with leaders guidelines, published on the Club web site,
- Review the background and experience of potential activity participants and advise them if they are not suitable for the activity,
- Assign an emergency contact for each relevant activity and ensure that they have adequate information about what to do in case of an overdue activity, as well as a detailed description of the proposed activity, and contact them promptly when the activity is complete,
- Ensure that the activity register is completed and signed prior to the activity (except social activities), and that related procedures are followed,
- Send the completed activity register to bankstownbush@gmail.com or hand it to a member of the walks committee or the management committee, as soon as practicable,
- Follow the appropriate incident reporting procedures, in the case of an incident,
- Promote respect for the environment the activity is being held in.

Activity Participants (both members and visitors)

- Inform the leader of any medical condition (including any medication being taken) which may affect their participation in an activity,
- Take responsibility for their own health and safety,
- Exercise a duty of care to all other participants,
- Ensure that they have the health and fitness levels sufficient to safely complete the activities they undertake,
- Carry any medication and equipment appropriate to the activities they undertake,
- Follow all reasonable instructions from the leader,
- Adhere to the guidelines for activity participants published on the Club web site,
- Ensure a risk waiver form is signed upon becoming a Club member, and annually when renewing membership (except visitors),
- Sign the activity register prior to each activity (except social activities),
- Respect the environment the activity is being held in.