

# Bushwalking NSW

## RISK MANAGEMENT GUIDELINES 2016

To assist affiliated clubs develop and implement a risk management framework



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Cover image: *Preparing an injured walker for helicopter rescue, Cape Howe Wilderness.*  
 Photo: Karen Cody.

## 1 Introduction

This document aims to help Clubs affiliated with Bushwalking NSW provide participants in the Clubs' activities with an experience that is as safe as reasonably possible. It also aims to find the best ways affiliated Clubs can minimize the risk of legal actions and to demonstrate that they are managing risks to a reasonable extent, thus reducing the likelihood of a rise in insurance premiums.

This document

- Establishes a risk management framework which can be adopted by Bushwalking NSW and its affiliated Clubs, which covers the interests of bushwalkers in NSW and the ACT
- Formulates standard documents
- Formulates standard procedures
- Complements the Bushwalking NSW 'Bushwalkers' Code' (revised February 2004) which covers ethical considerations.

These guidelines cover only risks to health, safety of persons and damage to property, i.e. those events that fall within the ambit of public liability. They do not, for instance, cover risks associated with any financial mismanagement. As a result, the risk management processes outlined in this document are the minimum that prudent Clubs should adopt.

Bushwalking NSW strongly recommends that Clubs implement the risk management processes outlined in this document and that Clubs review and update their risk management regularly.

## 2 Duty of Care

Duty of Care is your legal duty to take reasonable care so that others are not harmed. Duty of care requirements relevant to New South Wales and the Australian Capital Territory are set out in the *Civil Liability Act 2002 (NSW)* and the *Civil Law (Wrongs) Act 2002 (A.C.T)*<sup>1</sup>.

These Acts describe duty of care in similar ways, as a legal duty to take precautions against risk of harm to others. The Acts also set some limits on duty of care obligations. The risks need to be foreseeable and significant, and precautions need only be those that a reasonable person in the person's position would have taken. In any claim, the onus of proof is on the claimant.

Both Acts exempt volunteers from personal liability for harm or omissions, provided the volunteer did not act dishonestly, recklessly or in a defamatory manner, was not drunk or using drugs, and acted within the organisation's scope and instructions<sup>2</sup>. The liability for any harm or omissions thus normally falls on the Club, rather than on the leader or committee member or other volunteer.

The NSW and ACT Acts differ in some aspects. The NSW Act provides Clubs with a greater range of defensive arguments against a liability claim<sup>3</sup>. One of these defensive arguments is that the Club warned the claimant of the risks involved in the

<sup>1</sup> The full text of the NSW Act is at [www.legislation.nsw.gov.au/maintop/view/inforce/act+22+2002+cd+0+N](http://www.legislation.nsw.gov.au/maintop/view/inforce/act+22+2002+cd+0+N). The full text of the ACT Act is at [www.legislation.act.gov.au/a/2002-40/default.asp](http://www.legislation.act.gov.au/a/2002-40/default.asp)

<sup>2</sup> *Civil Liability Act 2002 (NSW)* - Sections 59 to 66. *Civil Law (Wrongs) Act 2002 (A.C.T)* Sections 6, 7 and 8.

<sup>3</sup> Including *Civil Liability Act 2002 (NSW)* – Sections 5F, 5G, 5H, 5I

Club's activities<sup>4</sup> – hence the importance of requiring participants to sign a statement that acknowledges risks. ACT Clubs as well as NSW Clubs should require participants to sign such statements, since many activities of ACT Clubs occur in NSW and claims are generally made in the jurisdiction where the claimed harm occurred.

### 3 Aims of a Risk Management Program

A risk management program aims to ensure the safety and wellbeing of all participants in all activities, and that:

- All participants understand their roles and responsibilities
- All participants are aware of the risk management strategies
- Risk Management Guidelines are adhered to, and improved and revised after any near misses
- Risk Management Guidelines are reviewed on a regular basis
- Training and/or mentoring needs are identified and implemented as necessary
- Emergency Plans are formulated and communicated to members.

These aspects are addressed in the relevant sections of these guidelines.

### 4 Setting up a Risk Management Program

Risk Management is a four step process:

Step 1: Identify hazards

Step 2: Assess risks

Step 3: Control and manage risks

Step 4: Review.

#### 4.1 Identifying 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.

#### 4.2 Assessing 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 management strategies are necessary. It is recommended in the case of more hazardous activities, such as abseiling or caving, are undertaken. Documentation of the identification of hazards, risks, likelihood of the risk and the consequences of the risk assist when reviewing risk management guidelines at a later date.

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<sup>4</sup> *Civil Liability Act 2002 (NSW)* – Section 5 M

Below is a table or matrix that can be used to 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 the hazard. The risk rating appears where the column and row meet.

The risk rating is a guide to the degree of risk management required. Assessment of likelihood of an incident is affected by time and volume.

The following websites provide excellent additional information in relation to risk management, with special reference to community organisations:

- [www.ourcommunity.com.au/insurance/insurance\\_article.jsp?articleId=1245](http://www.ourcommunity.com.au/insurance/insurance_article.jsp?articleId=1245)
- [www.awcc.edu.au/portals/0/RiskManagement.pdf](http://www.awcc.edu.au/portals/0/RiskManagement.pdf)

### Risk Rating Tables

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
<b>Almost certain</b>	Medium	Medium	High	High	Extreme
<b>Likely</b>	Low	Medium	High	High	Extreme
<b>Possible</b>	Low	Medium	High	High	High
<b>Unlikely</b>	Low	Low	Medium	Medium	High
<b>Rare</b>	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 the planned activity
3. Moderate	Injury requiring medical treatment	3. Possible	May occur within the foreseeable future, or within the planned activity
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	4. Likely	Likely to occur within the foreseeable future or within the planned activity
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 planned activity

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 than 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.

Appendix 1 gives bushwalking examples to illustrate the process of assessing risks, and also some more consequence examples.

### 4.3 Controlling and managing risks

Risk management controls include assigning responsibilities, developing procedures, addressing particular circumstances such as the presence of children on activities, analysing incidents, and training. These methods are outlined below.

### 4.4 Reviewing risks

Bushwalking NSW recommends that member Clubs review their risk management plans regularly.

## 5 ROLES AND RESPONSIBILITIES FOR CLUBS

### 5.1 Club office bearers

- Promote to members the importance of managing risk and of developing a culture of safety within the Club
- Implement a risk management plan, taking into account the recommendations in this document and make all members aware of the plan
- Minimise risks by using documented procedures and standard forms
- Remind participants of their responsibility for their own safety and their duty of care to others
- Provide encouragement and assistance to leaders in minimising risks
- Provide Bushwalking NSW with suggested improvements to risk management practices and share information

- Consider documenting particular aspects of participants' responsibilities, for example, towards children on Club activities
- Consider assigning particular responsibilities to members covering, for example, Member Induction, Leader Training and Incident Review
- Schedule a meeting after club office-bearers change to hand over risk management to incoming officers
- Schedule a regular meeting at least annually to review the club's risk management procedures and forms, and refresh all office-bearers' awareness of risk management plans

## 5.2 Activity leaders

- Assess the risks relating to their activity and comply with the Club's risk management requirements and operating procedures
- Provide information to all potential participants in an activity to assist them in assessing their ability to complete the activity safely
- Explain procedures and risk to new members and help them to select activities suitable to their abilities

## 5.3 Club members, including temporary members

- 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, any medication and equipment appropriate to the activities they undertake
- Follow all Club operating procedures
- Assist leader to minimise risks
- Sign a risk waiver form on joining or renewing membership and/or prior to each activity (see Section 6).

Bushwalking Australia's current insurers recognise that Clubs often require intending members to complete one or more activities with the Club as a pre-requisite for full membership.

A Club's temporary members are covered under the current Personal Accident policy, if the Club has insured all members under that policy, provided the temporary members have signed the recommended *Acknowledgement of Risks and Obligations* form. The insurer requires that the constitution or rules of each insured member Club contains a provision for temporary membership.

## 6 CLUB PROCEDURES

This document is a recommended framework for risk management. Each club should draw up procedures that reflect the club's own broader policies and activities. Areas in which a Club may wish to establish procedures include:

- minimum requirements for content of activity descriptions, such as grading, length in kilometres and/or time, height gained and lost, terrain, exposure and risks associated with a particular activity; an example 'Good Walk Description' may be a helpful guide for leaders
- suggested equipment lists for day activities, multi-day activities, activities in alpine areas and special activities such as canyoning
- guidelines for leaders and participants, including advice on the roles of both leaders and participants in keeping a party together
- rules on which types of activity should be cancelled and when e.g. a Club may require all non-urban activities to be cancelled during a Total Fire Ban
- Trip intentions reporting and procedures (see Appendix 8) & emergency planning (see Section 10)
- pre-activity registration and post-activity check-in procedures
- an approval process for new activity leaders
- procedures for Acknowledgement of Risks and Obligation forms (see Section 6).
- incident reporting procedures and training (see Sections 8 and 9).

## 7 ACKNOWLEDGEMENT OF RISKS AND OBLIGATIONS

Bushwalking NSW strongly recommends that Clubs require participants in bushwalking and other activities to sign an *Acknowledgement of Risk and Obligations* form which, apart from the Club name, is identical in content to one of the forms in Appendices 2 to 5.

This recommendation aims to help:

- participants understand that the activities they undertake with the Club carry risks
- Participants understand the nature of the risks that an activity poses, allowing them to voluntarily accept those risks
- protect the Club against a liability claim
- demonstrate to insurers that the Club manages risks through standard procedures, thus reducing the likelihood of a rise in insurance premiums.
- Clubs may choose the frequency at which members and temporary members sign the *Acknowledgement of Risks and Obligations* form:
- at time of joining and renewal for members and prior to each activity for temporary members or
- prior to each activity for both members and temporary members, or
- both.

Versions of the forms suited to these different frequencies are at Appendices 2 to 5.

Clubs may also choose whether they wish to use separate Forms for Members and Temporary Members or a combined Form. The separate forms are at Appendices 2 to 4. The combined form is at Appendix 5.

If a club chooses to require Members to sign any of these forms electronically, e.g. in an online membership application, Bushwalking NSW recommends use of the Web's interactive capabilities to encourage people to read the form. For instance, making each dot point a check box that the person has to tick, and making 'I agree' mandatory.

The inclusion of an emergency contact column in the *Acknowledgement of Risks and Obligations* form is optional. Some Clubs may find it convenient to record it here; other clubs may record emergency contact information on a separate activity-list which the leader carries. As long as emergency contact information is accessible to the leader and can be quickly made available to emergency authorities, it does not matter where it is recorded.

## 8 GUIDELINES ON SOME SPECIFIC MATTERS

### 8.1 Minimum numbers

The current insurer regards all advertised and reconnaissance activities by a member Club as within the scope of the insurance policy, regardless of the number of participants. Clubs should, however, consider setting minimum safe numbers, taking into account the nature of the activities a Club undertakes.

### 8.2 Children on Club activities

Clubs should check the legislation in NSW and the ACT on the circumstances in which Club leaders may need Working with Children checks. The relevant legislation is Child Protection (Working with Children) Act 2012 (NSW)<sup>5</sup> and Working with Vulnerable People (Background Checking) Act 2011 (ACT)<sup>6</sup>.

In the Australian Capital Territory the Working with Vulnerable People (WWVP) Scheme requires people wanting to volunteer with children in a Club or sporting activity (which is considered a regulated activity) to have a background check done and be registered with Access Canberra. However contact for the purpose of the *Working with Vulnerable People (Background Checking) Act 2011* is defined as:

- The type and duration of contact a person has with vulnerable people before they must be registered as engaging in a regulated activity. For example, a person would require registration if the contact occurs as part of their usual activity, such as a teacher and a student.
- Not everyone who has contact with a vulnerable person requires registration. For example, people under the age of 16 years of age and people who undertake regulated activities in the ACT on no more than three days in any 28 day period and up to a maximum of seven days in any twelve month period are not required to be registered to engage in a regulated activity under the Act.

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<sup>5</sup> [www.legislation.nsw.gov.au/sessionalview/sessional/act/2012-51.pdf](http://www.legislation.nsw.gov.au/sessionalview/sessional/act/2012-51.pdf)

<sup>6</sup> [www.legislation.act.gov.au/a/2011-44/](http://www.legislation.act.gov.au/a/2011-44/)

- Contact is that which would reasonably be expected as a normal part of engaging in the activity. For example, physical (including working in the same place as the vulnerable person), oral and written communication (including electronic communication or dealing with a record relating to the vulnerable person either face-to-face or over the telephone) or, making a decision about the vulnerable person.
- Contact is defined broadly to cover situations where a vulnerable person may be harmed directly through the misuse of information or power.

It is a matter for each Club to determine whether to accept children (anyone under 18 years) on club activities and under what conditions. Bushwalking NSW recommends that, if a child is accepted on a Club activity, the Club requires the child to be accompanied by a responsible adult.

A responsible adult would include the child's parent or guardian or an adult that has been given authority by the parent or guardian to be responsible for the child for the duration of the activity.

In New South Wales under Part 2, section 6 of the *Child Protection (Working with Children) Act 2012*, child-related work is defined as work in a specific, child-related role or face-to-face contact with children in a child-related sector. Work for a club, association, movement, society or other body of a cultural, recreational, sporting or community service nature that involves providing programs or services primarily for children is child-related work. However, the work is not child-related work if the work does not ordinarily involve contact with children for extended periods (not more than 5 days) without other adults being present.

A responsible adult other than the child's parent or close relative arranged for by the Club should provide a valid Working With Children Check (WWC Check) Number to the Club prior to the activity if the activity is for a period of more than 5 working days in a calendar year and if the work does not involve minimal direct contact with children or is unsupervised when children are present, and this check should be verified by the Club.

It is the expectation of Bushwalking NSW that any and all allegations of abuse are dealt with promptly, seriously, sensitively and confidentially and reported to Bushwalking NSW and the police or relevant government agency without delay.

Leaders of Club activities have a higher duty of care to children because children cannot fully understand the risks of an activity and therefore can't minimise them. To carry out risk management, leaders must keep in mind that there will be a significant range of physical ability, fitness, experience and common sense across a range of different minors. Leaders should gain an understanding before commencing any activity of the level of experience, fitness etc. of any child undertaking the walk. If any issues are identified in respect to the child's suitability for a particular walk then either the child should not be allowed to participate, or additional risk mitigation measures should be taken to protect the child. For example, on a particularly challenging section, an experienced walker might walk in front and another behind the child. Or if a child is accepted on a lilo trip, the leader should establish that the child has swimming ability, has suitable equipment and food. These measures need to be specific to the situation to mitigate the risks as far as possible.

Children cannot enter into contracts, so a legal guardian must sign the *Acknowledgement of Risks and Obligations* form on behalf of the child. The waiver is to acknowledge risks and acknowledge the person will minimise those risks.

Some Clubs may wish to use a waiver signed by the child's parent or guardian, waiving all the parent's or guardian's rights to liability against the club, as well as a separate form to be signed by the person in charge of the child on the day of the activity, taking responsibility for the child on the day. The waiver signed by the parent or guardian could be a once-off form, signed before the child's first activity with the Club, or a form signed before each activity. Examples of a once-off form are provided in Appendices 6 and 7.

A child is covered in the same way as an adult under both Bushwalking Australia's insurance policies with the only difference being that, since children generally do not earn income, the Personal Accident policy provides reduced weekly benefit and capital benefit covers.

### **8.3 People with disabilities**

Bushwalking NSW encourages member Clubs to welcome people with a disability to join activities provided that their safety and that of the group is ensured and they are accompanied by a carer if necessary. Clubs are under no obligation to provide carers for participants with a disability, though individual Club members may offer to act as carers.

If the individual with a disability is unable to sign the risk waiver, their accompanying carer should do so on their behalf as long as they have been given the legal right to do so.

Leaders need to assess the ability of all their activity participants to be able to complete the activity. Where the leader believes that an individual cannot safely complete the activity, or that their participation may put the group at risk, it is not considered discrimination to refuse their participation.

### **8.4 Communication**

It is recommended that Clubs develop tools to ensure effective communication of the risk management program to all members. Clubs could consider encouraging formal or informal discussions among members on topics related to risk management.

### **8.5 Non-insured activities**

When a 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.

One example is overseas trips. The current Bushwalking Australia insurance policy excludes trips to overseas countries other than New Zealand. Bushwalking NSW strongly recommends that Clubs require leaders and participants of any overseas trip to self-insure for the trip, choosing a policy that includes public liability coverage as well as medical coverage.

### **8.6 Privacy of information**

Clubs need to collect information on their membership but should respect and protect the privacy of this information as required by law.

## 9 RESPONDING TO INCIDENTS

Activity leaders should report incidents, in writing, to the Club's Committee. 'Incidents' include accident and injury to persons requiring medical attention, missing persons, theft, fire and damage to property. Club Committees should review all incident reports and should consider whether anything can be done to reduce the likelihood of similar incidents in future. Wider discussions between Clubs may be useful. A sample Incident Report Form is at Appendix 8.

## 10 TRAINING

Training is an important way of managing risk. Navigation ability at a level appropriate to the activity and first aid knowledge are two important types of training. Mentoring of new leaders and new Club members by experienced leaders is the most common method of training. Special training for activities such as abseiling will be necessary. Bushwalking NSW guidelines for leading a walk should be provided to and used by Clubs.

Training given by Club members is unlikely to become a basis for a liability claim provided:

- the training or mentoring was provided by Club members for Club purposes
- there was no charge for the training, other than recovery of any costs such as transport or materials
- the trainers did not represent themselves as qualified or professional
- the trainees received no accreditation or certification.

## 11 EMERGENCY PLANS

Accidents and unforeseen events happen despite Risk Management. Emergency plans will help to minimise consequences. Plans may include ways to exit the walk early, use of a phone or PLB, and leaving a walk plan with someone at home. Clubs should prepare general plans which can be tailored to fit individual activities. Sample guidelines for a Club emergency plan are in Appendix 9.

## 12 MEMBER EMERGENCY MEDICAL INFORMATION

Some Club members may wish to carry information about their medical conditions. This is entirely optional. For those members who wish to do this, a suitable form is provided in Appendix 10.

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

Bushwalking NSW recommends that the following be considered by Clubs when preparing Risk Management Guidelines or procedures:

- The kind of activities offered
- The way activities are generally organised, including gradings
- A statement on the responsibilities of Peers and Leaders conducting activities
- A statement on the responsibilities of the ordinary participant (including temporary members/visitors)
- The minimum requirements for people to participate in an activity (e.g. fitness, experience, skills, special gear etc.)
- Use of *Acknowledgement of Risks and Obligations* forms and other forms as included in these Guidelines.
- 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.

### Example: Identify Hazards, Assess Risk and Manage Risks

1. List the hazards/ risks you have identified from the activities.
2. Rate their risk level (refer to the information contained in the risk matrix to assist with this).
3. Detail the control measures you will implement to eliminate or minimise the risk.

<b>Hazard</b>	<b>Risk</b>	<b>Likelihood</b>	<b>Con- sequence</b>	<b>Risk rating</b>	<b>Examples of Risk Mitigation</b>
Bush fire	Injury or death	Possible (midsummer - walk in bush or forest for example)  Unlikely in winter or wet conditions	Critical	High  High	<ul style="list-style-type: none"> <li>• Walk leader to check with authorities before starting a walk in a fire prone area during fire season.</li> <li>• Carry a two-way communication device, such as mobile or satellite phone, 2-way communicating GPS, or radio on extended walks during the fire season to check daily fire status.</li> <li>• 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 cancelling the event</li> <li>• No walks in forest areas on days of total fire ban.</li> </ul>
Extreme cold	Frost-bite  Hypo-thermia  Death	Likely in alpine areas and wet windy conditions with high wind chill factor	Critical	Extreme	<ul style="list-style-type: none"> <li>• Clothing and gear checklist appropriate for remote areas, mountain areas.</li> <li>• Leader must confirm that party members are carrying minimum clothing requirements</li> </ul>

Hazard	Risk	Likelihood	Con- sequence	Risk rating	Examples of Risk Mitigation
					<p>(include day walks if cold conditions and off trail)</p> <ul style="list-style-type: none"> <li>• Research the area in terms of shelter and exit routes</li> <li>• Club provides health / safety emergency-response training /education.</li> </ul>
Extreme heat	De- hydration  Heat stroke	In summer	Moderate  Critical	High  High	<ul style="list-style-type: none"> <li>• Clothing checklist</li> <li>• Club provides health/safety &amp; emergency-response training/education</li> <li>• Gear checklist (all types of walk) includes water container</li> <li>• Leader must confirm party members are carrying adequate water for the activity and the conditions</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	Moderate  Critical	Medium  High	<ul style="list-style-type: none"> <li>• Gear checklist includes gaiters, snake bite bandage</li> </ul>

Hazard	Risk	Likelihood	Con- sequence	Risk rating	Examples of Risk Mitigation
					<ul style="list-style-type: none"> <li>Club provides health / safety emergency response training /education.</li> </ul>

Other kinds of consequences that may be considered:

High	Medium	Low
<ul style="list-style-type: none"> <li>Legal action, or strong likelihood of legal action, against the Club, a Club member or any participant in an activity; 'legal action' includes arrest of a Club Member or of a participant by police</li> <li>Injury requiring/likely to require overnight stay in hospital</li> <li>Injury requiring/likely to require repeated visits to medical professionals</li> </ul>	<ul style="list-style-type: none"> <li>Loss of or damage to property, or financial loss by the Club, a Club member or a participant, at a cost of over \$1000</li> <li>Environmental damage requiring/likely to require action from a land management authority</li> <li>Written complaint, or strong likelihood of written complaint, from a non-Club Member or from a person who did not participate in the activity, against the Club, a Club Member, or any of the participants</li> </ul>	<ul style="list-style-type: none"> <li>Injury not requiring/not likely to require overnight stay in a hospital</li> <li>Injury requiring/likely to require only a single visit to a medical professional</li> <li>Loss of or damage to property, or financial loss by the Club, a Club member or a participant, at a cost of less than \$1000</li> <li>Environmental damage not requiring/not likely to require action from a land management authority</li> <li>Written complaint, or likelihood of a written complaint, from a Club Member or a participant in the activity, against the Club, a Club Member, or any of the participants</li> </ul>

## Appendix 2: Acknowledgement of Risks and Obligations – Annual Form

Note to Clubs: This version is suitable for signing annually e.g. in membership applications and renewals. See Section 6.

*Insert Club Name*

### ACKNOWLEDGEMENT OF RISKS AND OBLIGATIONS OF MEMBERS

In voluntarily participating in the activities of this Club, I am aware that I am risking injury, illness and death and loss of or damage to my property. Typical risks may include but are not limited to hyperthermia, hypothermia, slipping on loose or icy surfaces, slipping on rocks, falling rocks, exposure, snake bite, bee stings and other insect attacks, burns, drownings, stepping into unseen holes, accidents during vehicle travel to walks, navigation errors and becoming lost.

To minimise risks I will:

- inform myself of the nature of the activity and ensure that it is within my capabilities;
- carry food, water, medication, clothing and equipment appropriate for the activity;
- advise the leader of any physical or other limitation, or any dependence on medication, that may require urgent attention during the activity;
- make every effort to remain with the rest of the party during the activity;
- will advise the leader of any concerns I am having; and
- comply with all reasonable instructions of the leader.

I understand these risks and requirements.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Appendix 3: Acknowledgement of Risks and Obligations for Members Prior to Activity

Note to Clubs: This version is suitable for signing by Members prior to each activity. See Section 6.

#### ACKNOWLEDGEMENT OF RISKS AND OBLIGATIONS

*Insert Club Name*

Leader: \_\_\_\_\_ Activity date: \_\_\_\_\_

Activity name: \_\_\_\_\_ Activity grading: \_\_\_\_\_

In voluntarily participating in the above activity, I am aware that I am risking injury, illness and death, and loss of or damage to my property. Typical risks may include but are not limited to hyperthermia, hypothermia, slipping on loose or icy surfaces, slipping on rocks, falling rocks, exposure, snake bite, bee stings and other insect attacks, burns, drownings, stepping into unseen holes, accidents during vehicle travel to walks, navigation errors and becoming lost.

To minimise risks I will:

- inform myself of the nature of the activity and ensure that it is within my capabilities;
- carry food, water, medication, clothing and equipment appropriate for the activity;
- advise the leader of any physical or other limitation, or any dependence on medication, that may require urgent attention during the activity;
- make every effort to remain with the rest of the party during the activity;
- will advise the leader of any concerns I am having; and
- comply with all reasonable instructions of the leader.

I understand these risks and requirements.

NAME	SIGNATURE	EMERGENCY PHONE*

Leader: Submit this form to .....

\* Note to Clubs: Inclusion of the Emergency column is optional.

## Appendix 4: Acknowledgement of Risks and Obligations for Temporary Members

Note to Clubs: This version is suitable for signing by Temporary Members (= Visitors) prior to each activity. See Section 6.

### ACKNOWLEDGEMENT OF RISKS AND OBLIGATIONS

*Insert Club Name*

Leader: \_\_\_\_\_ Activity date: \_\_\_\_\_

Activity name: \_\_\_\_\_ Activity grading: \_\_\_\_\_

In voluntarily participating in the above activity, I am aware that I am risking injury, illness and death, and loss of or damage to my property. Typical risks may include but are not limited to hyperthermia, hypothermia, slipping on loose or icy surfaces, slipping on rocks, falling rocks, exposure, snake bite, bee stings and other insect attacks, burns, drownings, stepping into unseen holes, accidents during vehicle travel to walks, navigation errors and becoming lost.

To minimise risks I will:

- inform myself of the nature of the activity and ensure that it is within my capabilities;
- carry food, water, medication, clothing and equipment appropriate for the activity;
- advise the leader of any physical or other limitation, or any dependence on medication, that may require urgent attention during the activity;
- make every effort to remain with the rest of the party during the activity;
- will advise the leader of any concerns I am having; and
- comply with all reasonable instructions of the leader.

I understand these risks and requirements. In signing this form I acknowledge that I have been granted temporary membership of the above named club.

NAME	SIGNATURE	EMERGENCY PHONE *

Leader: Submit this form to .....

\* Note to Clubs: Inclusion of the Emergency Phone number column is optional.

## Appendix 5: Acknowledgement of Risks and Obligations for both Members and Temporary Members, Prior to Activity

Note to Clubs: This version is suitable for signing by both Members and Temporary Members prior to each activity. See Section 6.

### ACKNOWLEDGEMENT OF RISKS AND OBLIGATIONS

*Insert Club Name*

Leader: \_\_\_\_\_ Activity date: \_\_\_\_\_

Activity name: \_\_\_\_\_ Activity grading: \_\_\_\_\_

In voluntarily participating in the above activity, I am aware that I am risking injury, illness and death, and loss of or damage to my property. Typical risks may include but are not limited to hyperthermia, hypothermia, slipping on loose or icy surfaces, slipping on rocks, falling rocks, exposure, snake bite, bee stings and other insect attacks, burns, drownings, stepping into unseen holes, accidents during vehicle travel to walks, navigation errors and becoming lost.

To minimise risks I will:

- inform myself of the nature of the activity and ensure that it is within my capabilities;
- carry food, water, medication, clothing and equipment appropriate for the activity;
- advise the leader of any physical or other limitation, or any dependence on medication, that may require urgent attention during the activity;
- make every effort to remain with the rest of the party during the activity;
- will advise the leader of any concerns I am having; and
- comply with all reasonable instructions of the leader.

I understand these risks and requirements. If a temporary member, in signing this form I acknowledge that I have been granted temporary membership of the above named club.

NAME	SIGNATURE	MEMBER OR TEMPORARY MEMBER <small>Write M or T</small>	EMERGENCY PHONE*

Leader: Submit this form to .....

\* Note to Clubs: Inclusion of the Emergency Phone number column is optional.

## Appendix 6: Acknowledgement of Risks and Obligations for a Child

For use by Clubs that permit children to participate in Club activities. This waiver should be signed by a parent or guardian. This version is suitable for signing annually e.g. in membership applications and renewals. See Section 7.2

### ACKNOWLEDGEMENT OF RISKS AND OBLIGATIONS

*Insert Name of Club*

I am the parent/guardian of:

\_\_\_\_\_ (name of child)

born: \_\_\_\_\_ (date of birth)

and:

\_\_\_\_\_ (name of child)

born: \_\_\_\_\_ (date of birth)

I consent to the above named child or children participating in the activities of the *[name of club]*.

I am aware that this child or children, in voluntarily participating in the activities of this Club, is/are risking injury, illness, death and loss of, or damage to, their property. Typical risks may include but are not limited to hyperthermia, hypothermia, slipping on loose or icy surfaces, slipping on rocks, falling rocks, exposure, snake bite, bee stings and other insect attacks, burns, drownings, stepping into unseen holes, accidents during vehicle travel to walks, navigation errors and becoming lost.

To minimise risks I will:

- inform myself of the nature of the activities and ensure that they are within the child(ren)'s capabilities
- ensure the child(ren) carry food, water, clothing and equipment appropriate for the activity
- advise the leader of any physical or other limitation, or any dependence on medication, that may require urgent attention during the activity
- explain to the child(ren) the need to:
  - make every effort to remain with the rest of the party during the activity;
  - advise the leader of any concerns they are having; and
  - comply with all reasonable instructions of the leader.

I understand these risks and requirements. My consent is binding on the above-named child/children.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 7: Acknowledgement of Risks and Obligations for a Child and Authorisation of Responsible Adult for an Activity

For use by Clubs that permit children to participate in a Club activity with an assigned responsible adult. This form should be signed by a parent or guardian. This version is suitable for signing prior to an activity for which a parent or close relative of the child is not accompanying the child.

### ACKNOWLEDGEMENT OF RISKS AND OBLIGATIONS

*Insert Name of Club*

I am the parent/guardian of:

\_\_\_\_\_ (name of child)

born: \_\_\_\_\_ (date of birth)

and:

\_\_\_\_\_ (name of child)

born: \_\_\_\_\_ (date of birth)

I consent to the above named child or children participating in the activities of the *[name of club]*.

I am unable to attend the activity with the child on \_\_\_\_\_ (date) at

\_\_\_\_\_ (location)

and hereby authorise

\_\_\_\_\_ (name)

\_\_\_\_\_ (address)

to be responsible for supervision and care of my child for the duration of the activity.

I am aware that this child or children, in voluntarily participating in the activities of this Club, is/are risking injury, illness, death and loss of, or damage to, their property. Typical risks may include but are not limited to hyperthermia, hypothermia, slipping on loose or icy surfaces, slipping on rocks, falling rocks, exposure, snake bite, bee stings and other insect attacks, burns, drownings, stepping into unseen holes, accidents during vehicle travel to walks, navigation errors and becoming lost.

To minimise risks I will:

- inform myself of the nature of the activities and ensure that they are within the child(ren)'s capabilities

- ensure the child(ren) carry food, water, clothing and equipment appropriate for the activity
- advise the leader of any physical or other limitation, or any dependence on medication, that may require urgent attention during the activity
- explain to the child(ren) the need to:
  - make every effort to remain with the rest of the party during the activity;
  - advise the leader of any concerns they are having; and
  - comply with all reasonable instructions of the leader.

I understand these risks and requirements. My consent is binding on the above-named child/children.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 8: Sample Incident Report Form

To be completed by activity organizers/walk leaders as soon as practical after the incident. This report should be kept by an officer of the Club. See Section 8.

[Insert Club Name and Address]

### INCIDENT REPORT FORM

In the event of a significant incident or injury, activity organizers or walk leaders should complete this form and forward it as soon as possible to the club secretary or other club official. An *incident* is where an event takes place which may result in a 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. This report should be completed as soon as practical after the incident and kept by an officer of the Club.

Report prepared by:	Date prepared:
Contact details:	Signature:
Date of Incident:	Time of Incident:
Name of injured person or person suffering loss:	
Address of injured person or person suffering loss:	
Phone number of injured person or person suffering loss:	
Name of Event and Grade:	
Location:	
Type of Incident: Injury, missing person, damage to property, theft, fire, etc.	

Incident Details:	
Actions Taken:	
Witnesses (including names and addresses):	
External Involvement: 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?	
Final Outcome: What was the final outcome of the incident? When was it resolved?	
Future Prevention: Could the likelihood of this incident be reduced at future Club activities? If so, how?	
Supplementary Information: This section can include a list of attachments, such as a map, witness statements etc.	

## Appendix 9: Sample Guidelines for a Club Emergency Contact Procedure

See Section 10

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.

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 information recommended with respect to the safety of the club activity group as a whole.

Additional information that involves more paperwork but could be useful in certain circumstances 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 10: Member Emergency Contact and Medical Information

See Section 11

*Insert Club Name*

### MEMBER EMERGENCY CONTACT AND MEDICAL INFORMATION

Name: \_\_\_\_\_

Home Address:

\_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Mobile: \_\_\_\_\_

Medical Condition:

\_\_\_\_\_

Current Medications:

\_\_\_\_\_

Allergies:

\_\_\_\_\_

Do you have current immunisation against Tetanus: Y / N

Blood type: \_\_\_\_\_

Medicare Number: \_\_\_\_\_

Ambulance subscriber: Y / N

Private Health Insurance Fund (name and membership number):

\_\_\_\_\_

Emergency contact name:

\_\_\_\_\_

Emergency contact address:

\_\_\_\_\_

\_\_\_\_\_

Bushwalking NSW Inc

Emergency contact phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Emergency contact relationship: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_