



# ACTIVITY RISK MANAGEMENT GUIDELINES

to assist organisations affiliated with HikeWest  
to implement a risk management framework  
suitable for their bushwalking and other outdoor  
recreation activities

HikeWest Incorporated

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## **Disclaimer**

This document is intended to inform and assist organisations affiliated with HikeWest to develop a risk management framework and guidelines for application to the activities of their members.

The contents of this document will not cover each and every circumstance of a club's activities. The guidelines focus their advice on managing risk as applied to the core activities of bushwalking and other outdoor recreation activities. Other risk contexts such as financial or reputational are outside this scope.

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HikeWest acknowledges the Traditional Owners of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respect to Aboriginal and Torres Strait Islander cultures; and to Elders past and present.

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# 1. INTRODUCTION

- i) HikeWest has adapted the Bushwalking Australia activity risk management guidelines to:
- Assist and inform member clubs of the principles, concepts and practices of risk management in the context of the typical club activities.
  - Give member clubs guidance as to appropriate and effective management and controls for risks arising out of their activities.
- ii) Except for the mandatory requirements in section 6, the adoption of these guidelines is voluntary. They are designed to help each club to be systematic about risk management and to implement a risk management program suitable for the range of activities they typically undertake. Clubs may adapt the guidelines to be contextually relevant to their particular operating and risk environment, provided they meet the objective of achieving effective risk management.
- iii) These guidelines may also be referenced by member clubs in their risk management plan. In such cases clubs should also refer to HikeWest’s risk management guidelines and documents for Acknowledgment of Risk forms, and other documents and guidelines that may have been amended for State law and specific circumstances.
- iv) These guidelines, while taking account of AS/NZS ISO 31000:2018 - *Risk Management – Guidelines* and the associated handbook, HB 246:2010 - *Guidelines for managing risk in sport and recreation organisations* (Standards Australia), are not intended to override any of the guidance in those documents, nor any future updates of the Standards Australia guidance.
- v) One of the goals of risk management is to *“implement actions that reduce the likelihood and consequence of undesirable events. Whilst there is insurance in place, it is only a safety net that provides financial protection in the event that something goes wrong”*<sup>1</sup> it does not compensate or provide redress for all the consequences of an event that may have very serious consequences and impacts.
- vi) These guidelines are only intended to apply to risks to health, safety and wellbeing of persons and damage to property, that is, those events that fall within the ambit of public liability. There are other risks that each club may wish to consider and decide if controls are appropriate. These include risks to the environment, risks associated with Financial Management, and risks to the public image and standing of bushwalking and other outdoor recreation activities.

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<sup>1</sup> Handbook - HB 246- 2010 Guidelines for Managing Risk in Sport and Recreation Organisations –Standards Australia

## 2. DUTY OF CARE AND LIABILITY

i) 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>*

- ii) In terms of bushwalking clubs conducting their activities, the test of an activity leader’s or participant’s duty of care is that of reasonable care, that is ‘What a reasonably prudent person would be expected to do to take reasonable care to avoid exposing fellow participants (having regard to their knowledge, age, experience and skill) to unreasonable risks of injury or loss’.
- iii) Furthermore, in the case of such clubs there is a high level of expectation on the part of club committees and activity leaders that participants will take responsibility for their own welfare and safety in a manner consistent with their knowledge, age, experience and skill.
- iv) 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.
- v) Liability occurs when a duty of care owed is breached.
- vi) Public liability is part of the law of tort which focuses on civil wrongs. An applicant (the injured party) usually sues the respondent (the Club) under common law based on negligence and/or damages. They may also sue the leader and any others involved where they believe the duty has been breached. Public liability insurance protects a person (including organisations) against the financial risk of being found liable to a third party for death or injury, loss or damage of property or ‘pure economic’ loss resulting from negligence.

## 3. RISK MANAGEMENT

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

The process steps are;

- Step 1: Identify likely risk events that may occur in the context of the particular activity
- Step 2: Assess the level of Risk
- Step 3: Control the Risks
- Step 4: Monitor and Review Controls

### 3.1 Step 1: Identify Risk Events

A risk event is a situation with the potential for harm to life, health or property. For example bushfire, severe weather and flooded rivers are situations with the potential to harm life, health or property when they impact on trips involving bushwalking and other outdoor recreation activities and so require decision-making.

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<sup>2</sup> Handbook - HB 246- 2010 Guidelines for Managing Risk in Sport and Recreation Organisations –Standards Australia

## 3.2 Step 2: Assess the level of Risk

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

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

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

The table below (3.4) can be used to rate the likelihood of risks against the consequences of the risk. Look down the rows for the likelihood of the risk events occurring for the particular activity you are considering. Then look across the columns for the consequence that match. Where the column and row meet gives the risk rating. The risk rating is a guide to the degree of control action required.

### 3.2.1 Example of a risk assessment process

For explanatory purposes consider the following example assessing the impact of bushfire on a proposed bushwalking activity:

- i) What are the likely impacts on a bushwalking party trapped in a bushfire? These include serious injury or death to party members, and/or to emergency services personnel who may have to respond in the event of a bushfire threatening a bushwalking party in the field.
- ii) What is the likelihood of this risk event happening? This will vary according to conditions and location, however with the trend to hotter drier and longer summer periods the likelihood is increased.
- iii) What are the consequences of the event occurring? A party trapped in a bushfire will almost certainly suffer death or severe injury to participants.
- iv) What is the Risk Rating (i.e. likelihood rated to consequences)? Using the table (3.4), the likelihood of the death or injury by bushfire is unlikely but is possible and the consequences are Critical or major (ie death to severe injury). This would result in a risk rating of High Risk.

### 3.2.2 Risk Rating Table

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

## Risk Table Descriptions and recommended actions

Description of Risk Level		Actions
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
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
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
Extreme	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.

## Consequence and Likelihood tables – Safety and Wellbeing of trip participants


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, <5% Chance of occurring
3. Moderate	Injury requiring medical treatment	3. Possible	May occur within the foreseeable future, <50% Chance of occurring
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	4. Likely	Likely to occur within the foreseeable future, <90% Chance of occurring
5. Critical	Loss of life, permanent disability or multiple serious injuries	5. Almost Certain	Almost certain to occur within the foreseeable future, >90% Chance of occurring

### 3.3 Step 3: Control the Risks

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



## Hierarchy of Control

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

### 3.3.1 Risk Management Plans and Risk Register

- (a) Each club's risk management plans are likely to be agreed guidelines which will address such things as: how activities are planned and undertaken; checklists of appropriate equipment; participants' behaviour; and other agreed procedures for particular situations.
- (b) Continuing with the example (section 3.3) of a bushfire as a risk event which had a high risk rating and as such would warrant appropriate controls and guidelines: Examples of controls for this risk would be banning club activities in bush areas on days of total fire ban and carrying a radio and/or phone on extended walks during the fire season to keep up-to-date with developing weather conditions.
- (c) Risks and their controls should be summarised in a Risk Register. This is a "live" document that the club can review and update as circumstances change over time.
- (d) A Risk Assessment template that can be used by a club to develop as its Risk register is included in Annexure A

### 3.4 Step 4: Monitor and Review Controls

A regular, annual review is important to check that the program is achieving its purpose. This is the time to consider if a 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 incidents, risk management guidelines in the future, for communication with club members and member clubs and for training purposes. One method of documenting the process is completion of a Risk Management Table or Risk Register as described above and a sample of which is included as Annexure to this document. These tables are provided as an example and for explanatory purposes and are not a complete or prescriptive list of possible risk events, and controls.

## 4. SETTING UP A RISK MANAGEMENT PROGRAM

- (a) A risk management program or framework ensures that:

- All participants understand their roles and responsibilities
- All participants are aware of the risk/ hazard control measures for each activity
- 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.

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

## 5. ROLES & RESPONSIBILITIES

### 5.1 Bushwalking Australia Inc.

- 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 HikeWest Inc.

- Promote a safety culture among its Members
- Educate Members 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 Members
- Encourage discussion and information sharing amongst Members and HikeWest
- 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 Acknowledgement of Risk Forms to all member clubs and include in Risk Management Guidelines.

### 5.3 Member Clubs

- Observe HikeWest's risk management and reporting requirements
- Promote to members the importance of managing risk and maintaining a culture of safety
- Use documented procedures and standard forms
- Provide encouragement and assistance to leaders
- Provide HikeWest 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:
  - i) Training
  - ii) Induction
  - iii) Incident review.
- Schedule a meeting after club office bearers change to hand over risk management to incoming officers
- Schedule an annual meeting to review the club's risk management procedures and forms and refresh all office bearers' awareness of risk management plans

## 5.4 Induction of New and Temporary members (Visitors)

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

- Follow Club procedures that ensure visitors only undertake suitable activities and are aware of the club procedures, including informing the activity leader of any health concerns that may affect participation
- Inform visitors of relevant club procedures.

## 5.5 Trip or Activity Leaders

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

## 5.6 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
- Assist the leader to minimise risks
- Follow club operating procedures.

## 5.7 Temporary members (Visitors)

- Must sign an Acknowledgement of Risk form (see Annexure B) 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 the current HikeWest-facilitated public liability insurance policy as "temporary members" of a club provided they sign an Acknowledgement of Risk that complies with the proforma provided by Bushwalking Australia. The main intention of this process is to ensure that visitors are aware of their responsibilities and the possible risks associated with the activity they are undertaking.

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

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

## 5.8 All Participants

- 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.

## 5.9 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. MANDATORY CLUB PROCEDURE - ACKNOWLEDGEMENT OF RISK FORMS

The following procedures are mandatory for all clubs:

- i) All members are to sign an Acknowledgement of Risk at least once a year (as a condition of membership and preferably at the time of membership renewal) that conforms to the pro forma provided by HikeWest and has been approved by the Bushwalking Australia Insurance Officer. The acknowledgement can be either a separate form or incorporated into a club's annual application for renewal of membership form. (See Annexure C for the approved wording.)
- ii) Before commencing any activity with the member club all temporary members (visitors), as a condition of participation, are to sign an acknowledgement of risk form that conforms to the pro forma provided by HikeWest and has been approved by the Bushwalking Australia Insurance Officer. (See Annexure B)
- iii) New members joining a club are to sign an Acknowledgement of Risk form that conforms to the pro forma provided by HikeWest and has been approved by the Bushwalking Australia Insurance Officer. The acknowledgement can be either a separate form or incorporated into a club's annual application for renewal of membership form. (See Annexure C for the approved wording.)

## 7. GUIDELINES ON SOME SPECIFIC MATTERS

### 7.1 Minimum numbers

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

### 7.2 Child Protection

- i) Each club needs to acknowledge that there is a legal and moral responsibility to create an environment where children participating in an activity will 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.
- ii) When developing a risk management strategy for child protection clubs are asked to be mindful of any legislation applicable in WA and access the relevant government departments such as DLGSC and the Department of Justice.
- iii) Clubs must take all reasonable steps to ensure that they engage the most suitable and appropriate people to work with children, especially in positions that may involve regular unsupervised contact with children. Clubs must ensure that working with children checks are conducted for all employees and volunteers who work with children, where assessment is required by law.
- iv) Clubs who have children attending their activities must adopt a Child Protection Policy which is to be circulated to members. (This policy can be part of the overall risk management policy or a separate document) that complies with WA legislation.

### 7.3 Communication

It is recommended that each club develops processes to ensure effective communication of the risk management program to all members.

### 7.4 Non-Insured activities.

When a club undertakes activities that are not covered by the insurance policies, they are advised to consider what additional or special actions might need to be taken to manage the risk, and also to inform participants of the absence of insurance cover.

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

## 7.5 Activity Descriptions/Grading

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

## 7.6 Equipment List

Advertise a suggested equipment list for various activities held.

## 7.7 Activities, Leaders & Participants Guidelines

Member clubs are advised to put in place processes concerning:

- **Proposed activities** - Require that decisions to approve proposed activities for a club's program are made by an appropriately experienced club activity coordinator (or team) having an awareness of the nature and potential circumstances of each activity.
- **Participants** - Ensure that programmed activities are suitable for the experience levels of anticipated participants and that all participants have access to reasonable advance knowledge of the nature of each activity to understand the experience level required.
- **Leaders** - Ensure activity leaders have the knowledge, experience and personal capabilities to safely complete their proposed activities, and that they are recognised and vouched for as having these skills by their club peers.
- **Personal safety** - Promote a commitment towards personal safety among all club members through ongoing mentoring, training and 'refresher' opportunities, and encouraging access to relevant resources, including the online Bushwalking Manual and the AAAS Good practice guides (see References, section 13).
- **Incidents** - Review all incidents reported by club members and follow up on opportunities for improvement.

See Annexures H-1 and H-2 for guidance on Activity Leader Recognition and Activity Approval.

## 7.8 Cancellation Policy

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

## 7.9 Develop procedures for the following:

- Trip intention and reporting
- Pre-activity registration and post activity check in
- Leader approval (also see 7.7 above and Annexures H-1, H-2)
- Incident reporting
- Club committee / executive review and approval of proposed activities program

## 7.10 People with Disabilities

Clubs are encouraged to be inclusive of people with disabilities and to encourage active participation, provided such involvement does not jeopardise the safety of the group or the individual. Some club

activities will be unsuitable for some disabled persons, and to refuse participation is not discrimination if the leader believes to do otherwise would be unsafe for the disabled person or other participants.

## 8. ADHERENCE, IMPROVEMENTS & INCIDENTS

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

- (a) It is recommended that a standing agenda item for Risk Management be adopted 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.
- (b) 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 from discussions of these “near misses”. Discussion and consideration of incidents and near misses may result in new controls such as changes to club procedures or training that reduces the risk of such an event happening again.

## 9. TRAINING

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

## 10. EMERGENCY PLANS

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

## 11. SAMPLE FORMS & GUIDELINES

The Annexures include some sample forms and guidelines that will be useful to clubs in formulating Risk Management Guidelines.

- Acknowledgement of Risk forms (Annexures B & C)

- Incident Report form (Annexure D)
- Participant's Emergency Contact form (Annexure E)
- Emergency Contact Procedure (Annexure F)
- Recommendations for Developing a Risk management Program (Annexure G)
- Activity Leader Recognition (Annexure H-1)
- Leader Recognition & Activity Approval – Club Level Guidelines (Annexure H-2)

## 12. GLOSSARY

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

**Bushwalking clubs or club:** Clubs who have bushwalking and other outdoor recreation activities in their program and clubs who may not use bushwalking in their name such as outdoor clubs but are members of HikeWest.

**Activity:** Any activity or event undertaken by HikeWest or a HikeWest member club.

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

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

**Distress Beacon or Personal Locator Beacon or PLB:** (Sometimes incorrectly referred to as an EPIRB). A device that can be activated to identify your location when emergency assistance is required in a life threatening or serious distress situation. Refer to the Bushwalking Manual for guidelines regarding the proper use of a PLB (see References, section 13).

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

**Procedures & Rules:** Generally speaking, the documented guidelines that indicate how a State body or club is to respond to a set of circumstances. If a guideline is not documented for a particular risk situation, the club guideline will be whatever the normal best practice is for that club in that situation.

## 13. REFERENCES, FURTHER READING & LINKS

- [AAAS Core Good Practice Guide](#)
- [AAAS Bushwalking Good Practice Guide](#)
- [AS/NZS ISO 31000:2018 – Risk Management – Guidelines, Standards Australia](#)
- [Australian Activity Adventure Standard](#)
- [Australian Maritime Safety Authority \(AMSA\)](#)
- [Handbook HB 246:2010 Guidelines for managing risk in sport and recreation organisation Standards Australia](#)
- [The Bushwalking Manual](#) (Bushwalking Victoria Inc) - supported by Bushwalking Australia Inc

Contacting Emergency Services

- o [Apple Emergency SOS Service](#)
- o [Emergency Plus Smartphone App](#)
- o [Personal Locator Beacons](#)
- o [Triple Zero](#)

## ANNEXURE A

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

#### Risk Assessment Template and Risk Register

This is a sample template that can be used to document a risk assessment to manage health and safety risks associated with bushwalking and other outdoor recreation activities. It then can become the club's Risk Register for its particular activities. It can be updated as future assessments of risks are made.

#### Sample : Risk Register - XYZ Bushwalking Club

<b>The Clubs Activity context:</b> Club activities are conducted in a range of terrain and weather and environmental conditions. Experience levels range from newcomers through to those highly experienced in remote area situations.					
<b>Conducted by:</b> XYZ Bushwalking Club			<b>Date Last updated:</b>		
<b>Risk Event</b>	<b>Risk Description</b>	<b>Control Measures</b> (Note if only Administrative or PPE controls are used, please explain why)	<b>Likelihood after controls applied</b>	<b>Consequence after controls applied</b>	<b>Risk rating after controls applied</b>
Exposure to Bushfire	Party members are trapped in a bushfire resulting in severe injury or death	<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>	Unlikely	Extreme	High
Exposure to Extreme Cold	Walker contracts Hypothermia resulting in severe injury or death	<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> </ul>	Unlikely	Major	High



Risk Event	Risk Description	Control Measures (Note if only Administrative or PPE controls are used, please explain why)	Likelihood after controls applied	Consequence after controls applied	Risk rating after controls applied
		<ul style="list-style-type: none"> <li>Club provides health / safety emergency-response training /education.</li> </ul>			
Exposure to Extreme Heat	Walker suffers dehydration / heat stroke leading to extreme fatigue and severe illness	<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>	Unlikely	Moderate	Medium
Snake bite	Walker bitten by snake suffers severe illness or death	<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>	Unlikely	Critical	High
Walker personal injury	Walker sustains sprain or fracture arising from slip trip or fall	Club provides guidance on safe walking practices, use of poles	Unlikely	Moderate	Medium
Walker personal illness	Walker suffers from episode of personal illness whilst walking	Club provides guidance on safe walking practices, and matching trip suitability to walkers personal circumstances	unlikely	Moderate	Medium
Additional events to be added Etc					

### Monitor and Review Controls

Questions for review of risks and their controls	YES	NO
1. Are the planned control measures sufficient and effective in minimising the level of risk?	<input type="checkbox"/>	<input type="checkbox"/>

2. Have there been any changes to the planned control measures?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are further control measures required in future?		
Details:		
Review completed by:		Designation:
Signature:		Date:

## ANNEXURE B

### ACKNOWLEDGEMENT OF RISK FORM FOR TEMPORARY MEMBERS (VISITORS)

*Before commencing any activity with the member club all temporary members (visitors) are to sign this acknowledgement of risk form (or alternatively to confirm the acknowledgement online as a condition of registration for the activity).*

*Insert: Name & logo of club*

Leader's Name: .....

Grade of Walk or Activity:.....

#### **ACKNOWLEDGEMENT OF RISKS AND OBLIGATIONS: TEMPORARY MEMBERS**

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

*(Insert details)*

To minimise risks I will endeavour to ensure that:

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

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

NAME	ADDRESS	TELEPHONE	SIGNATURE	DATE

Leader: Submit this form with other trip documentation to .....

## ANNEXURE C

### ACKNOWLEDGEMENT OF RISK FORM FOR MEMBERS

*New members joining a club are to sign this acknowledgement of risk form and all members are to sign an acknowledgement of risk form at least once a year, preferably at the time of membership renewal. (Alternatively, the acknowledgement may be done by online confirmation as a pre-condition of membership and renewal).*

*Insert: Name & logo of club*

#### **ACKNOWLEDGEMENT OF RISKS AND OBLIGATIONS: MEMBERS**

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

To minimise risks I will endeavour to ensure that:

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

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

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

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

*please print names*

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

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

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

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

## ANNEXURE D

### SAMPLE INCIDENT REPORT FORM

#### INCIDENT REPORT FORM\*

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

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

#### Privacy Note

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

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\* Formatted to fit the page. Download as a word document from the HikeWest website.

## ANNEXURE E

### MEMBER EMERGENCY CONTACT & MEDICAL INFORMATION

*Insert: Name & logo of club*

#### MEMBER EMERGENCY CONTACT & MEDICAL INFORMATION

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

Name:

Home Address:

Post Code:

Telephone: Home

Mobile

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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:

---

Signed:

Date:

---

#### Privacy Statement:

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

## ANNEXURE F

### SAMPLE GUIDELINES FOR A CLUB EMERGENCY CONTACT PROCEDURE

*In the interests of safety, it is common 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.*

*HikeWest encourages 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. (\*1)

*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.

\*1 This is the minimum of information required with respect to safety of the club activity group as a whole.

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

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

## ANNEXURE G

### RECOMMENDATIONS FOR DEVELOPING A RISK MANAGEMENT PROGRAM

HikeWest recommends that the following be considered when 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



# ANNEXURE H-1

## ACTIVITY LEADER RECOGNITION

One of the distinguishing strengths of bushwalking clubs contributing to an enviable safety record is the encouragement of skills development and self-reliance in all participants rather than the fostering of a passive 'guided participant' mentality. The safety of the group should not rely solely on the experience and skills of the leader but is a shared responsibility.

Member clubs are not commercial service providers and their activities are not typically 'guided' activities with mostly inexperienced and unknown participants. However, introductory and other suitable activities could include some inexperienced temporary members.

In addition to the responsibilities outlined under 5.3 and 5.4, member clubs are encouraged to take the following steps to maintain their duty of care:

### **Leader approval**

The activity leader must be known by the club's activity coordinator (or team) to be capable of leading a particular proposed activity (see also 7.7). Assessment of that capability will typically be based on the coordinator's knowledge of:

- i) **the leader's experience and skills** through prior and ongoing participation in relevant activities including mentoring and training; and
- ii) **the leader's awareness of the club's processes for managing risk.**

This process is a form of 'peer recognition and verification' which is accepted within the AAAS (see Core GPG, p.62), as an appropriate means of recognising activity leaders capabilities. It should be adapted to best fit the context and expectations of the particular member club operating environment and activities.

### **Leader support**

An activity leader may be supported by additional club members also known by the club to be capable of providing support on the particular activity. The number of leader-support members should be appropriate to the nature of the activity and the number of less experienced participants.

### **Australian Adventure Activity Standards (AAAS) and related Good Practice Guides (including the Bushwalking GPG)**

The AAAS and Bushwalking GPG provide guidelines that are intended to be used by activity leaders responsible for dependent participants, eg the professional Tour Guiding community. They have no legal standing and limited applicability in the context and expectations of member club activities, but can provide a useful supplementary resource to these HikeWest guidelines. Member clubs should be advised to be aware in particular of the content of the AAAS Core Good Practice Guide and the Bushwalking Good Practice Guide (see section 13, References).

## ANNEXURE H-2

### LEADER RECOGNITION & ACTIVITY APPROVAL

The recognition and verification by the activity coordinator (or team) of the leader's capability to lead a particular activity can be a simple and relatively informal one which should not require imposing any burdensome additional record-keeping obligations on the club. The following is an example only and could be adapted to best fit the context and expectations of a club's particular operating environment and their activities :

- 1) **New leader activity proposal** - Activity coordinator receives a new activity proposal from an intending new leader;
- 2) **The proposal is to be accompanied by:**
  - i) **intending leader's completed risk assessment for the proposed activity** (using a standard club form) demonstrating intending leader's knowledge of the risks and preparedness to manage them.
  - ii) **intending leader's declaration that:**
    - **they have previously participated in [x number] of club group bushwalk activities**, of which at least one has demanded similar level of risk situations as assessed for the proposed activity.  
*Verification option:* If the coordinator is unfamiliar with the leader's past participation record, then they should be able to confirm via the club's activity participation records (eg via filed/archived Participation / Acknowledgement of Risk forms).
    - **they have suitable experience and skills to lead the proposed activity** including in particular navigation skills and awareness of the club's risk management processes  
*Verification option:* If the coordinator is unfamiliar with the leader's past participation record, they can access the club's training course attendance records and/or request specific evidence of skills from leader.
- 3) **Activity coordinator considers the capabilities of any other participants the leader may be depending on for leadership support**– including their ability to contribute to the shared responsibility for group safety and to provide backup to the intending new leader for the activity.
- 4) **Activity coordinator approves/disapproves of intending new leader's activity proposal** - based on consideration of the above knowledge and any additional relevant information.
- 5) **In the case of a rejected activity proposal**
  - i) the club should clarify to the intending leader the reason for the rejection and what steps could be taken to achieve a future acceptance.
  - ii) the intending leader has a right to appeal to the Club Committee for a review of the Coordinator's decision.