

BALLARAT BUSHWALKING & OUTDOOR CLUB Inc.

Activity Date(s)

Leader Grade

LEADER PRE-TRIP CHECKLIST

- Members have been notified in the “Rat Tales” or at club meetings as to whether the leader has reconnoitred the route within the previous 12 months.
- Determined the route/site location, distance, type of terrain and conditions likely to be encountered on the activity.
- Activity rated according to Club’s rating categories.
- As far as possible ascertained each participants capability for intended activity.
- Checked weather forecast for period of activity.
- Checked Fire Danger rating.
- Checked river heights if applicable.
- Checked sea conditions and tide tables for the period of activity if applicable.
- Collected each participant’s relevant pre-existing health condition and emergency contact name and phone number, details have been recorded on the Register of BBOC Activity.
- Club emergency contact system activated.
- Temporary members have signed the Acknowledgement of Risk Form.
- Completed the Pre-trip Risk Assessment (below) and completed all relevant actions.

How would you assess the risks of the following:

	Low	Medium	High
Extreme Cold (O/Night below 0°C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat (Day temp above 30°C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Storms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strong Winds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bushfire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flooded River Crossings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Waves & High Sea Levels On Coastal Walks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Injury ie falling rocks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bites from snakes/leeches etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Where you assess the risk to be Medium or High, please advise participants of necessary precautions. If needed refer to Action to Be Taken on the back of this sheet.

PRE-TRIP RISK ASSESSMENT – ACTION TO BE TAKEN

EXTREME COLD

(Overnight temperature below 0°C)

Risk: Medium/High

Leader must advise each party member at least one day before the activity of the possibility of extreme cold hazard, and refer them to the “green” book containing the list of suitable clothing and equipment for extreme cold on the activity.

Risk: High

Leader must obtain confirmation from party members prior to the commencement of the activity that they are carrying suitable clothing and other equipment requirements for extreme cold.

EXTREME HEAT

(Day temp above 30°C)

Risk: Medium/High

Leader must advise each party member at least one day before the activity of the possibility of extreme heat hazard and dehydration, and refer them to the “green” book containing the list of suitable clothing and equipment for extreme heat on the activity.

For overnight activities the leader must make a reasonable attempt to confirm water availability, and inform party members if special measures are required.

Risk: High

Leader must obtain confirmation from party members prior to the commencement of the activity that they are carrying suitable clothing and other equipment requirements for extreme heat.

Leader must obtain confirmation from party members prior to the commencement of the activity that they are carrying a reasonable amount of water for the expected conditions.

EXTREME WEATHER - IE ELECTRICAL STORMS/STRONG WINDS

Risk: Medium/High

Leader must advise each party member of the possibility of electrical storms/lightening strike/strong winds.

Risk: High

Leader to consider cancelling activity. For overnight activities the leader must review planned camp site location(s) to reduce likelihood of tree and/or branch fall on camp-site.

BUSHFIRE

Risk: High Fire Danger Rating

Leader must advise each party member at least one day before the activity of the possibility of bushfires. Leader must carry a radio on extended walks to hear about bushfire emergencies and to check daily fire danger ratings.

Leader must develop an emergency response plan including identifying suitable refuge areas and emergency exit routes, and advise each party member of the plan prior to the commencement of the activity.

Leader to consider cancelling overnight activities.

Declared Total Fire Ban Day

Cancel all activities in forested areas.

FLOODED RIVER CROSSINGS

Risk: Medium/High

Leader must advise each party member at least one day before the activity of the possibility of flooded river crossings.

Risk: High

Leader must review planned travel route or activity site to reduce the likelihood of flooded river crossings.

LARGE WAVES AND HIGH SEA LEVEL

Risk: Medium/High

Leader must advise each party member at least one day before the activity of the possibility of large waves and high sea levels.

Risk: High

Leader must review planned travel route or activity site to reduce the likelihood of large waves and high sea levels.

PERSONAL INJURY INCLUDING BITES

Risk: Medium/High

Leader must advise each party member at least one day before the activity of the possibility of personal injury, and the type of terrain and conditions likely to be encountered; and refer them to the “green” book containing a list of suitable equipment and First Aid supplies.

Risk: High

Leader must assess all party members know level of fitness and declared pre-existing health conditions to determine suitability for the activity. The leader to advise participant that they are considered unsuitable for the activity. Leader must develop an emergency response plan including identifying emergency exit routes, and advise each party member of the plan prior to the commencement of the activity.