



Risk Management Process

Purpose

The Canberra Bushwalking Club recognises its duty of care to members and visitors. In order to meet this duty of care, the Club utilises a documented Risk Management Process in accordance with the [Bushwalking NSW Risk Management Guidelines](#) to ensure that participants in activities enjoy an experience that is as safe as is reasonably possible.

(link <http://www.bushwalkingnsw.org.au/bushwalking/wp-content/uploads/BNSW-Risk-Management-Guidelines.pdf>)

Principles

The Risk Management Process ensure that:

- All participants understand their roles and responsibilities
- All participants are aware of the risk management strategies
- Guidelines are adhered to, and improved and reviewed as needed
- Training and mentoring needs are identified and implemented as necessary
- Emergency plans are accessible as required

Procedures

The following **guidelines** and **procedures** are considered an integral part of the Risk Management process:

- [Guidelines for Registration as a Leader](#)
- [Guidelines for Leaders](#)
- [Prospective Leaders](#)
- [Guidelines for Participants](#)
- [Fire Danger and Hot Weather](#)
- [Alpine Conditions](#)
- [Leader Guidelines - Canyoning and Abseiling Activities](#)
- [River Crossings](#)
- [Incident Reports](#)
- [Unexploded Ordnance](#)

In addition, the following **documents** support the Risk Management process:

- [Acknowledgement of Risk form – activities for members and guests](#)
- [Acknowledgement of Risk form - activities with guests to 18yo](#)
- [Incident Report form](#)
- [Equipment List](#)
- [Emergencies](#)
- [Air Rescue Advice](#)
- [Trainee Information - Canyoning and Abseiling](#)
- [Emergency Information Sheet](#)

Responsibilities

It is the responsibility of the **Committee** to:

- Promote to members the importance of managing risk and of developing a culture of safety within the Club
- 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
- 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

It is the responsibility of **activity leaders** to:

- 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
- Comply with club check-in procedures

It is the responsibility of **all participants**, including visitors, to:

- 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 an acknowledgement of risk form prior to each activity.