



RISK MANAGEMENT PLAN

WA Wanderers Mens Bushwalking Incorporated recognises the importance of a Risk Management Plan to set out guidelines for ensuring the safety and wellbeing of its members when participating in Club activities. Details are as follows:

Guidelines:

1. A process of risk identification, assessment and documenting of controls will be put in place and maintained as a living document and will form the basis of the risk management guidelines listed below for use by all members.
2. All members are to be informed of the Club's Risk Management Plan (this document) and understand the risk guidelines and their responsibilities.
3. A formal method of reporting incidents and near misses is available.
4. Risk Management is regularly on the agenda at committee meetings, to note and report when:
 - Guidelines are not being followed.
 - Guidelines are not appropriate and need to be changed.
 - Incidents and near misses occur.
5. Members and Temporary members (visitors) read and sign the acknowledgement of risk form aspects of the membership application form.
6. Leaders assess risks relating to their activity and comply with the club's risk management guidelines.
7. Members need to take responsibility for their own safety, exercise a duty of care to all other participants and ensure they have health and/or fitness levels and equipment suitable for the activities they undertake.
8. Office bearer should 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.
9. A member emergency contact and medical information form is available to all members. It is recommended that this information is to be carried in the members 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.
10. Leaders to carry a mobile phone in remote areas for emergency contact.
11. Leaders' Briefing Nights and training to be held on a regular basis.
12. Where Club rules are not followed appropriate action will be taken.
13. The Club has a documented Emergency Checklist which includes the involvement of Club contacts.
14. The Checklist is issued to leaders and available to all members.

Review Process

Incidents need to be reported on an Incident Report form, tabled at committee meetings, discussed and action taken where applicable.

The number of incidents needs to be documented over an annual period for ongoing review purposes.

The Club's Risk Management Plan should be checked annually for ongoing relevance and effectiveness.

Risk Management Matrix

The matrix below sets out the method by which various hazards likely to occur as part of the Club's activities are rated according to consequence and likelihood, together with their risk rating.

- Look across the columns for the consequence that matches a particular hazard
- Then look down the rows for the likelihood of the hazard occurring for the particular activity you are considering.
- Where the column and row meet gives you the risk rating
- The risk rating is a guide to what degree of control action is required.

Risk Management Matrix

Risk	Consequence			
Likelihood	Critical	High	Medium	Low
Almost certain	High risk	High risk	Medium risk	Low risk
Likely	High risk	High risk	Medium risk	Low risk
Moderate	High risk	High risk	Medium risk	Low risk
Unlikely	Low risk	Low risk	Low risk	Low risk

Risk Management Table detailing Hazards / Risks

Risk	Likelihood	Consequence	Risk Rating	Controls (Not exhaustive)
Bush fire, Total Fire Ban	Moderate	High	High	<ul style="list-style-type: none"> Activity areas researched regarding fire zone, emergency exit routes. Overnight walkers advised by leaders that fuel stove cooking is preferable or to take food that doesn't require a stove. Activity participants comply with CFA/SES/Park Ranger directions. Any fires are kept small, well contained, completely extinguished and cold when leaving a campsite. Activity leader check re bushfire danger with relevant authorities before starting a walk during fire season.
Dehydration/ Extreme Heat	Moderate	Critical	High	<ul style="list-style-type: none"> Carry sufficient water, wear sunhat and take sunscreen. Leader (remote & extended activities) makes every attempt to confirm water availability and inform party members if special measures are required such as carrying additional water or purifying water. Leader modifies distance/pace if necessary.
Electrical storm	Unlikely	High	Low	<ul style="list-style-type: none"> Walking at high risk times and in high risk locations avoided where possible. Insulate self from ground by sitting on your pack. Avoid high ground, isolated objects such as a tree in a clearing, overhanging cliffs or caves.
Extreme cold / Hypothermia	Moderate (e.g. overnight forecast below 0°C	Critical	High	<ul style="list-style-type: none"> Clothing checklist includes raincoat, beanie, gloves and warm extra clothing such as thermals. Leader confirms that party members are carrying minimum clothing requirements (also applies to day walks if cold conditions and off trail). Leaders keep close watch on weather particularly in alpine areas. Participants should have regular intake of high calorie food and sufficient liquids.
Extreme terrain or activities	Moderate	Medium	Medium	<ul style="list-style-type: none"> Club has a grading and preview system for activities so that participants know what to expect - refer "Introduction to WA Bushwalkers". Leader includes information on grading in Club. . Leader informs party members of the nature of the activity and terrain and during booking process. Leader must be satisfied of suitability of all participants particularly visitors for the activity. Members ensure they carry appropriate equipment.
Flooded rivers, seas, tides	Moderate	High	High	<ul style="list-style-type: none"> If a walk involves river crossings after heavy rain in catchment areas, leaders make every attempt to check in advance status of rivers and bridges and plan an alternative route. Leaders check if the safety of a coastal walk is affected by tide or local weather conditions. www.bom.gov.au. Leaders take tides into account when scheduling coastal activities.

Risk	Likelihood	Consequence	Risk Rating	Controls (Not exhaustive)
Health condition or disability	Moderate	High	High	<ul style="list-style-type: none"> Participants inform leader in advance of any condition or disability that may affect their ability to participate safely in the activity. Participants complete and carry Personal Health Details card provided by the Club. Leaders determine during the booking process that person can satisfactorily complete activity. Leader ensures someone carries First Aid Kit. At beginning of walk leader re-checks whether any health or injury problems. If a leader or participant becomes ill or is injured on a walk that person cannot be left on their own. At least one Club member should stay with the person until appropriate help is provided. If necessary the activity may need to be abandoned.
Medical emergency	Moderate	Critical	High	<ul style="list-style-type: none"> Leader carries mobile phone. In emergency dial 000 or 112 (over-rides locked phone, one with no credit and connects with any provider in range). Trips are planned to include quick exit routes where possible. Participants satisfy leader of his/her fitness and suitability and carry Personal Health Details card.
Search & Rescue costs	Unlikely	High	Low	<ul style="list-style-type: none"> Leaders have an appropriate level of navigation skills or walk on well-defined tracks. Club has developed and communicated protocols regarding regrouping at track junctions, maintaining sight contact especially on untracked or poorly marked routes, appointing a whip. Leader carries map.
Stings – insects, spiders, leeches, poisonous plants	Moderate	Medium	Medium	<ul style="list-style-type: none"> First Aid kits include repellents, antiseptic cream.
Slow party member	Moderate	Medium	Medium	<ul style="list-style-type: none"> Appropriate vetting of visitors during booking process that person can satisfactorily complete activity. Leader checks possible injury or illness. Leaders understand emergency procedures.
Non serious injury (e.g. fall)	Almost Certain	Medium	Medium	<ul style="list-style-type: none"> Carry a mobile phone. In emergency dial 000 or 112. Plan trip to include quick exit routes where possible. Participants must satisfy leader of his/her fitness and suitability. Leader ensures someone carries First Aid kit. Participants advised re: equipment to take e.g. footwear, sun protection. Incident Report Process and Analysis.
Leader's Decision Making	Moderate	High	High	<ul style="list-style-type: none"> New Leaders work with more experienced leaders. Incident Report Process and Analysis.
Large group size or large number of visitors	Moderate	Medium	Medium	<ul style="list-style-type: none"> Leader appoints another experienced walker to act as co-leader Visitors vetted re suitability for walk.
Party back late	Likely	High	High	<ul style="list-style-type: none"> Leader can set early departure time. Party members carry mobile telephone, First Aid Kit, torch and matches in waterproof container.