

SAMPLE RISK MANAGEMENT MATRIX

RISK ELEMENT	POSSIBLE MITIGATION STRATEGY & RESPONSIBILITY			
	PEER CLUB		LEADERSHIP CLUB	
	COORDINATOR	PARTICIPANTS	LEADER	PARTICIPANTS
Weather related adverse events	Club Waivers and Induction / membership notes warn of potential for adverse weather and Participants must accept any associated danger in a waiver		Club Waivers and Induction should warn of potential for adverse weather and weather-related problems. Participants accept associated danger in a waiver	
	Checks weather forecast Checks for adverse weather and weather-related problems. May consider alternative trips, mitigation measures (like rope for creek crossing, use nearest bridge), shortening trip, getting expertise, etc...	Read Club notes Check weather forecast Check for weather-related problems to ensure own ability to safely cope otherwise do not participate. Suggest safety measures. May resolve potential adverse situation with Party to ensure probable safe outcome.	Checks weather forecast Knows weather-related problems. Makes decisions to ensure Party safety and advises Participants accordingly. May consider alternative trips, mitigation measures (rope for creek crossing, using bridges), shortening trip, etc...	Read organisation notes Checks weather forecast for adverse weather: ensure suitable mental acceptance and physical preparation. Obey reasonable directives from Leader
Terrain Hazards	Checks maps, walk route or check detailed maps and asks walkers recently visiting the area about hazards Locates and avoids hazards where feasible Includes relevant hazard information in Trip Description or passes on relevant information to	Check Trip Description, maps and ask walkers recently in the area about hazards and experiences Ask Coordinator about any uncertainties Prepare for the hazards Do not participate if there are objective doubts about one's capacity to cope with hazards and meet	Prewalk route or check detailed maps carefully and ask walkers recently visiting the area about hazards, useful rest points and facilities Locates and avoids hazards where feasible Include relevant information in Trip Description or pass on	Check Trip Description, maps and ask walkers recently visiting the area about hazards Ask Leader if uncertainty Prepare for the hazards for which Participants are responsible Do not participate if objective doubt about capacity to cope with

	Participants before Trip Clearly states area unknown if unable to get sufficient knowledge.	expectations Assist those in difficulty	relevant information to Participants before trip Plan and prepare mitigation strategies for Party	hazards and expectations
Water Hazards, crocodiles	See Terrain Hazards too; considers weather, snags, temperature, swell and tide Considers animal issues in warm climates - adopts appropriate strategy Indicates skills and gear required in TD Avoids unsafe waters	See Terrain Hazards too; consider weather, swell, snags, temperature, and tide Consider animal issues in warm climates - use appropriate strategy Take gear required in TD Avoid unsafe waters	See Terrain Hazards too; considers weather, snags, temperature, swell and tide Considers animal issues in warm climates - adopts appropriate strategy Avoids unsafe waters or uses mitigation means	See Terrain Hazards too; consider weather, snags, swell and tide Takes gear required in TD Follow advice / strategy Leader recommends Get Leader to help where feel unsafe
Lack of Water	See Terrain Hazards too, notes water situation Informs Participants, May Remind / question at start States filling points / approx times if important	See Terrain Hazards too, note water situation Take all the water / containers likely to be required. Fill when appropriate.	See Terrain Hazards too, notes water situation Prepares adequate water drops / rearrange route / informs Participants of water they must take Checks Participants carry what is appropriate Has some spare water available	See Terrain Hazards too, take the water suggested, perhaps with a little modification (more or a little less) according to acclimatisation, experience, health and fitness Take adequate drinks when / where supplied Check urine colour, if yellowing, more fluid should be drunk
Inability to do a given Activity	Club requires a formal trip description to be published on Club program with Coordinator contact details. Each trip to be graded according to a standard difficulty		Club requires a formal trip description to be published on Club program with Leader contact details. Each trip to be graded according to a standard difficulty	
	Briefly describes the trip and known unusual	Participant must ascertain their suitability to	Describes the trip, significant hazards and	Participant to answer ability and skills questions

	hazards. If unknown this is stated. Place limits on attributes of potential Participants	participate. This may entail asking for further details.	unusual hazards if known. If unknown seeks essential information, this is stated. Checks Participant suitability before allowing participation	honestly
Unsuitable Food	Club produces Induction Guidelines on food. Participants totally responsible for own food needs unless TD says otherwise		Club produces Induction Guidelines on food. Participants responsible for own food needs unless TD says otherwise	
	Club information may help Should ensure that requested group food is brought on the Trip. This may be delegated. May check when a problem suspected May reject persons with inadequate food In emergency help arrange food sharing	Participants must ascertain their food and drink needs prior to participation and prepare properly or not attend. Ask for advice where uncertain or inexperienced. In an emergency help with food sharing	When warranted includes food details in TD Leader must assure themselves that all Group and Participant food is available, suitable and not excessive in weight. Reject persons with inadequate supplies when appropriate	Participant should ascertain their food and drink needs from Leader or Trip information prior to participation and prepare properly
Unsuitable Clothing	Club produces Induction Guidelines on clothing and related items. Participants totally responsible for own needs unless TD says otherwise. New / Prospective Members vetted re types of trips they can Participate in.		Club produces Induction Guidelines on clothing and related items. Participants responsible for own clothing needs unless TD says otherwise	
	N/A May reject persons who demonstrate inadequate or poor condition clothing May check when suspect a problem	Participants must ascertain their clothing needs according to TD, season, weather and altitude prior to participation and prepare properly or not attend. Ask for advice where	TD states extra clothing needs above normal Leader must assure themselves that all Group and Participant clothing is suitable and not excessive in weight.	Participants should ascertain their clothing needs from Leader or Trip information prior to participation and prepare properly Club information may help

		uncertain or inexperienced Use Club list		
Unsuitable Equipment	Club provides a clear policy at Induction, with checklist, of taking adequate appropriate equipment. Each Participant is responsible for their own needs and arranging any sharing.		Club provides a clear policy at Induction, with checklist, of taking adequate appropriate equipment. Ideally each Participant is responsible for their own needs and arranging any sharing.	
	TD states extra equipment needs above normal Coordinators should ensure that especially requested group equipment is brought on the trip. This may be delegated.	Participants must ascertain their equipment needs and condition prior to participation and prepare properly or not attend. Ask for advice where uncertain or inexperienced.	TD states extra equipment needs above normal / Club recommendations Must assure themselves that all Group and Participant equipment is suitable and in good order.	Participant should ascertain their equipment needs from Leader or Trip information prior to participation and prepare properly or not attend. Ascertaining needs may entail asking for advice.
Bushfire	If fire is possible check for fire(s) shortly before going. Abort, postpone, reroute or new venue if in danger	If fire is possible check for fire(s) shortly before going. Don't go, postpone, reroute or new venue if in danger Keep alert to signs of fire and if possible get current information. Develop strategy with Party and act accordingly	If fire is possible check for fire(s) shortly before going. Abort, postpone, reroute or new venue trip if in danger Get up-to-date information during trip when fire is possible and suspected (radio or telephone) Take action as appropriate: get out fast, go to safe ground (no combustible vegetation) or fire-proof shelter	Obey reasonable directives from Leader
Drugs, smoking, alcohol, etc...	Club provides clear policy at Induction of 'no drugs' and either 'no alcohol' or limiting alcohol to socially acceptable amounts. Club smoking policy		Club provides clear policy at Induction of 'no drugs' and either 'no alcohol' or limiting alcohol to socially acceptable amounts. Club smoking policy	

	Complies with policy. Any person suspected of 'under the influence' to not go on activity. If during trip, sends person home escorted if possible, otherwise takes action to prevent injury or loss: appoints 'Responsible Buddy' If unacceptable reports incident	Participants to comply with policy and may take appropriate action to ensure Party and individual safety if breached + any person suspected of 'under the influence' to be reported to Coordinator. Inform others + keep watch on persons at risk of injury or getting lost	Complies with policy and takes appropriate action to ensure Party and individual safety Any person suspected of 'under the influence' to not go on activity. If during trip, sends home escorted if possible otherwise takes action to prevent injury or loss: appoints 'Responsible Buddy'	Participants to comply with policy
Injury, Incident Worsening, Emergency	Club may offer first aid OR its waivers have a 'no first aid' clause. Potentially significant medication(s), health condition(s) and other limitations must be told to Coordinator. Induction notes contain simple FA measures for the more likely events which require attention and / or evacuation		Club may offer first aid OR have waiver with 'no first aid' clause. Induction notes could contain some simple FA measures for the more likely situations which require attention Leaders and / or Assistants could be trained in FA.	
	Ensures all are Members or has them understand and sign Visitor Waiver with 'no first aid' clause. In an emergency or when a sufficiently bad situation is worsening towards urgent promptly arranges for help / evacuation	Sign waiver to accept 'no first aid'. Tell Coordinator and / or other Participant(s) of allergies, limitations and medication. Offers FA expertise if qualified For major bleeding apply clean cloth pad very firmly to site to stem flow and hold / bandage in place Try to avoid pressure that causes distal areas to lose blood supply. Call for	Has current First Aid skills and FA kit appropriate to activity OR ensures another Party Member(s) makes up any lack. Asks Participants to report potentially significant medication(s), health condition(s) and other limitations before the trip. In an emergency or when a sufficiently bad situation is worsening towards urgent	Report any injury to self or others to Leader. Follow reasonable directions from the Leader

		<p>professional help.</p> <p>For breaks gently stabilise area to prevent movement and call for help. Minimise moving person if major bones are broken - never if spine, neck, pelvis or femur are implicated UNLESS life is otherwise threatened.</p> <p>For bites, stings and similar check for response ASAP, if allergenic help victim take their own medication if available. If toxic venom apply pressure bandage firmly over wound then wind above and below wound to cover most of limb, especially in heart direction. Do not apply so tightly that distal blood supply is compromised: test digit nails, they recolour by a few seconds after applied pressure to nails released.</p>	promptly arranges for further help / evacuation	
Sunburn / Sun Exposure	Anti-sunburn cream recommended in Induction list to take on all daytime outdoor activities.		Anti-sunburn cream recommended in Induction list to take on all daytime outdoor activities.	
	N/A	Participants to accept and prepare for sun exposure	Indicates protection when appropriate	Participants to accept and prepare for sun exposure
Getting lost, Separation	Ensures suitable knowledge	Know Club protocols	Has suitable knowledge of	Participants follow the

<p>from Group</p>	<p>of area or / and navigation skills are present in Party</p> <p>Shows route to be followed on map and visually if possible.</p> <p>Knows Club protocols</p> <p>Ascertain's Party's communication devices at start</p>	<p>Participants to aid preventing disorientation</p> <p>Participants keep awareness of persons ahead and following, preferably visible at all times. Group periodically to check all present</p> <p>At junctions each Participant waits for next person before moving on</p> <p>In limited visibility, including scrub, whole group keeps close, in visual contact.</p> <p>All carry map and compass and aware of the route</p>	<p>area or appropriate navigation skills</p> <p>Carries an appropriate communication device</p>	<p>Leader, may ask questions</p>
<p>Hypothermia and Coldness</p>	<p>Observes Participants regularly</p> <p>If available reports adverse finding to FA or medical person in Party for action</p> <p>Otherwise, stops activity and helps coordinate Participant action</p>	<p>Observe others, quickly report adversity to FA or medical person in Party otherwise stop activity, immediately shelter and insulate person; if immersion hypo help change into dry clothes. If mild hypo give warm / hot sweet drinks. In tent or hut may use stove to raise air to body temperature.</p> <p>Consider direct body to body warming if safe to all.</p> <p>If severe telephone / radio / send for professional help</p>	<p>Observes Participants regularly</p> <p>Stops, have FA person treat per FA Manual</p>	<p>Report any adverse finding to FA, medical person or Leader for action</p> <p>Obey reasonable directives from Leader</p>

		Help ensure no-one else suffers hypo (protect from environment [shelter from weather / cold; use tent, cave, vegetation, lea or huddle], insulate [sufficient dry clothing with windproof outer or plastic bags] and eat.).		
Hyperthermia, Heat Stress & Dehydration	<p>Observes Participants regularly If available reports adverse finding to FA or medical person in Party for action Otherwise, stops activity immediately and helps coordinate Participant action</p> <p>Encourage sufficient stops, ideally in shade or at water courses, for drinking</p>	<p>Observe fellow Participants regularly Report adverse finding to FA or medical person in Party for action Otherwise, stop activity, shade victim, remove excess clothing and cool person immediately; fan and remove or wet remaining clothes ASAP If fully conscious give cool water to drink; nil by mouth otherwise. If severe or lowered consciousness telephone / radio / send for professional help also. Do not over-cool</p> <p>To prevent dehydration take adequate water / stop sufficiently often to drink. For dehydration get victim</p>	<p>Observes Participants regularly Stops, have FA person treat per FA Manual</p>	<p>Report any adverse finding to FA, medical person or Leader for action Obey reasonable directives from Leader Carry adequate water / stop sufficiently often to drink</p>

		to drink water and rest at least a short while until reasonably hydrated		
Illness	Observes Participants regularly If available reports adverse finding to FA or medical person in Party for action Otherwise, stops activity and helps coordinate Participant action	Observe fellow Participants regularly Report adverse finding to FA or medical person in Party for action Otherwise, stop activity, ascertain situation (ask ill person about problem and any medication). If severe telephone / radio / send for professional help / evacuation. If not severe or recovery likely, wait / camp if appropriate and care for ill person as long as warranted or until help arrives. Self evacuate only if reasonable.	Observes Participants regularly Stops, have FA person treat per FA Manual Arranges medical help / evacuation ASAP if advised	Report any adverse finding to FA, medical person or Leader for action Obey reasonable directives from Leader
Disobedience (whether to Club Codes, Leader, Group Decisions, MIB, reasonable directives from authorities, etc...)	Warns. If persists discuss with Party, if feasible arranges for person to leave trip at earliest opportunity, ideally escorted from Party. Reports incident to Club Executive	Advise that unacceptable, group warning if potentially serious, tell Coordinator. Remind reasonable social behaviour is expected Avoid antisocial confrontations when possible.	Warns. If persists arranges for person to leave trip at earliest opportunity. Arranges escort from Party or pick up. Reports incident to Management	If potentially serious, tell Leader. Avoid antisocial confrontations when possible.
Physical Stress &	Observes Participants	Observe Participants	Observes Participants	Observe Participants and

Exhaustion	regularly If available reports adverse finding to FA or medical person in Party for action Otherwise, stops activity and helps coordinate Participant action	regularly If available report adverse finding to FA or medical person in Party for action Otherwise, stop activity and help coordinate action	regularly Acts to relieve or Report adverse finding to FA or medical person in Party for action	report any adverse findings Be prepared to help
Psychological Stress	Observes Participants regularly If available reports adverse finding to FA or medical person in Party for action Otherwise helps coordinate Participant action	Observe Participants regularly If available report adverse finding to FA or medical person in Party for action Otherwise help coordinate action	Observes Participants regularly Acts to relieve or report adverse finding to FA or medical person in Party for action	Observe Participants and report any adverse findings Be prepared to help
Poor Leadership	Induction, Coordinator Criteria, Review		Induction, Training, Leader Criteria, Review	
Being sued	Club Insurance, Waivers, Induction, Coordinator Criteria, Reviews		Club Insurance, Waivers, Induction, Leader Criteria, Reviews	
	Trip Description Records Participants Records & Reports Incidents	Agree to and sign Waiver Assures self of own adequacy and preparedness	Trip Description Assures self of Party adequacy and preparedness Records Participants Records & Reports Incidents	Agree to and sign Waiver
Isolation, need help	Follow Club Protocol Knows what Party has	May carry communication device which works in area	Carry communication device which works in area	Tell Leader
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