



RISK MANAGEMENT Policy

The Federation of Western Australian Bushwalkers Inc. recommends the following be considered when a Club is preparing its Risk Management Strategy:

- Statement of the kinds of activity offered.
- A Risk Analysis*
- The content of trip descriptions.
- The club organisational structure stating who is responsible for what.
- A statement of exactly what those who conduct an activity, (peers or leaders) , are responsible for (duty of care).
- State the responsibilities of the ordinary participant / member.
- Decide member / participant details (ages, medical, fitness, experience etc.) and any related club prohibitions.
- Write policy and strategy, including: desired skills; knowledge; experience; fitness; special gear etc., in party for different trip types.
- Design suitable waivers for members, leaders, guardians, etc. stating risks to be accepted (check State law).
- Write the required records (forms).
- Establish an induction / notes covering the above for all members / participants.
- Write additional notes for those with 'special' positions / officers / leaders.
- Periodic reviews / as required should unwarranted incidents occur / law changes, etc...
- Get legal advice for all the above once drafted.
- When compliant with the law, implement and insure appropriately.

The Risk Analysis should consider:

1. **Planning**
 - 1.1 Activity Considerations.
 - 1.2 Pre-Trip Documentation.
 - 1.3 Risk Assessment of Participants (if relevant) and Management.
 - 1.4 Emergency Strategy.
 - 1.5 Restrictions to Participation.
 - 1.6 Venues.
 - 1.7 Weather.
 - 1.8 Adverse Conditions & Winter Bushwalking.

2. **Responsibilities of a Club Coordinator / Assistant / Participants**
 - 2.1 Coordinator / Participant Skills and Expectations.
 - 2.2 First Aid.
 - 2.3 Specific Responsibilities of the Trip Coordinator.
 - 2.4 Drugs, alcohol, etc...
 - 2.5 Communication.
 - 2.6 Ratio of Coordinator(s) to Participants.



2.7 Group Size.

3. **Clothing, Equipment & Food**

3.1 Clothing.

3.2 Personal Items.

3.3 Group Equipment.

3.4 Food.

3.5 Giardia.

4. **Land Manager / Owner Requirements**

5. **Definitions and Terms**

6. **Recommended Coordinator Criteria**
