



RISK MANAGEMENT POLICY

Contents

Introduction	1
Duty of care	1
Protection of Volunteers	2
Definitions	
What is Risk Management?	3
What is Risk?	3
What does Risk Reduction Mean?	3
What is Risk transfer?	3
What Does Risk Acceptance Mean?	3
What is a Risk Register?	3
Why Do We Need to Manage Risk?	3
When Do We Need to Manage Risk?	3
Risk Management Program	4
Step 1 – Identify Risks	5
Step 2 – Evaluate Risks	5
Step 3 – Control Risks	6
Step 4 – Monitor and Review	8
Risk Management Process Example	9
Setting Up a Risk Management System	10
Roles and Responsibilities	10
Communication	11
Adherence and Improvements	11
Incidents	11
Review	12
Training	12
Emergency Plans	12
References and Further Reading	12
Sample Risk Management Assessments	13
Sample 1 Risk Management Assessment: Heat – Dehydration	14
Sample 2 Risk Management Assessment: Terrain	15
Maroondah Bushwalking Club Leaders Card	16

DISCLAIMER

This document is intended to assist Maroondah Bushwalking Club members and walk leaders to systematically apply risk management guidelines to all their club activities.

Maroondah Bushwalking Club Inc. does not accept responsibility for errors or omissions in this document or for the manner in which the information contained in this document is interpreted or implemented.

These guidelines are for voluntary application to the activities of club member and will not cover each and every circumstance of a club's activities.

For More Information

For further information about managing risk associated with bushwalking club activities please contact the secretary of Bushwalking Victoria; secretary@bushwalkingvictoria.org.au or 8846 4131.

Introduction

Risk management is all about being aware of what may happen as you go about the Maroondah Bushwalking Club (MBWC) activities and taking steps to limit the chances of something going wrong, or deciding to accept that something may occur and that you are prepared for the consequences.

Risk management is not something new. As an individual you undertake risk management every day. Activating the immobiliser on the car to prevent it from being stolen is an example of risk management. Taking a rain jacket on a walk during inclement weather to prevent getting wet is another example of risk management.

There is a link between risk management and insurance in that many insurance companies are interested in how an organisation is minimising or managing potential risks associated with the organisations activities and functions. Insurers and others may even request a copy of the Risk Management Plan to demonstrate that the organisation has a transparent process which shows how a decision was reached, whether to accept or not to accept certain risks.

A risk management process provides a systematic approach to identify and manage key risk exposures so that resources can be directed towards the area where they will be most effective.

These guidelines are designed to help the MBWC and leaders be systematic about risk management and to implement a risk management program suitable for the various range of activities undertaking by MBWC

Duty of Care

Duty of care has been described as follows:

*'You must take reasonable care to avoid acts or omissions which you can reasonably foresee would be likely to injure your neighbour. Who, then, in law is my neighbour? The answer seems to be – persons who are closely and directly affected by my act that I ought reasonably to have them in contemplation as being so affected when I am directing my mind to the acts or omissions which are called in question'*¹

In terms of bushwalking clubs, the test of a walk leader's duty of care could be:

*'What a reasonably prudent walk leader would do to take reasonable care to avoid exposing fellow walkers (having regard to their age, experience, skill and other individual matters) to unreasonable risks of injury or loss.'*²

Under the Wrongs Act 1958 Duty of Care principles, A person is not negligent in failing to take precautions against a risk of harm unless the risk was foreseeable (that is, it is a risk of which the person knew or ought to have known) and in the circumstances, a reasonable person in a person's position would have taken those precautions.

Liability for negligence occurs when a duty of care was owed and that duty was then breached. The principle of liability for negligence considers the fact that a risk of harm could have been avoided by doing something in a different way. The procedure in determining negligence of Duty of Care considers actions that could have prevented or avoided the risk of harm. Thus a Risk Management policy that examines potential risk and implements measures to minimise or manage the risk would form part of the proceeding relating to liability for negligence.

Thus under the description of duty of care, it's clear that we all have a duty of care. In terms of bushwalking, all walkers and leaders need to take reasonable care to avoid exposing any person including other walkers to unreasonable risk of injury or loss.

¹ Risk Management Guidelines Bushwalking Victoria Version 2 December 2008

² Risk Management Guidelines Bushwalking Victoria Version 2 December 2008

Protection of Volunteers

Maroondah Bushwalking Club (MBWC) is an incorporated organisation under the Associations Incorporation Act 1981. Under this act an individual volunteer (walks leader) who provides service in relation to the activities of the club is not liable in any civil proceeding for anything done or not done in good faith in providing that service. Thus any liability resulting from the actions of the volunteer (walks leader) would be applied to MBWC.

Protection is not provided when a volunteer (walks leader) does not comply with MBWC policies and guidelines or their ability to carry out their leader's duty is impaired by alcohol or drugs. Under these circumstances liability would be applied against the volunteer (walks leader).

It is a similar situation within the Wrongs Act for the protection of good Samaritans who are not liable in any civil proceeding for anything done, or not done in good faith when providing assistance, advice or care at the scene of an emergency or accident. A walks leader or other club member who provides assistance to another walker who has fallen on an official walk and requires assistance would be classified as a good Samaritan.

The Victorian State Government introduced a number of initiatives to address the public liability crisis, including the following significant piece of legislation:

- The Wrongs and Other Acts (Public Liability Insurance reform) Act 2002 which included provisions to protect volunteers from personal liability. This legislation does not affect the need for organisations to have public liability insurance.

Definitions

What Is Risk Management?

The Australian and New Zealand Standard for Risk management (AS/NZS 4360) define risk management as ‘the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects.’³

Risk Management is simply the practice of systematically identifying and understanding the risks and implementing controls to manage the risks. Ultimately, the process gets you to a point of deciding whether, in the context of a particular activity or function, a risk is acceptable or requires further action.

The Risk Management process does not encourage members and leaders to be risk averse. In fact, it is designed to provide members and leaders with a degree of confidence to be able to manage risk to an acceptable level.

Risk Management is not about getting as much insurance coverage as possible or about just avoiding legal action.

What Is Risk?

The chance of something happening that will have an impact upon objectives. It is measured in terms of likelihood and consequences⁴ or in other words the risk event/incident/accident that might happen and prevent you from successfully completing what it is you are setting out to do.

What Does Risk Reduction Mean?

A selective application of appropriate techniques and management principles to reduce either likelihood of an occurrence or its consequences or both.⁵

What Is Risk Transfer?

Shifting responsibility or burden for loss to another party through legislation, contract, insurance or other means.⁶

What Does Risk Acceptance Mean?

An informed decision to accept the consequences and the likelihood of particular risk or not to become involved in a risk situation.

What Is A Risk Register?

A tool used to record information derived from performing a risk management process.

Why Do We Need To Manage Risk?

It is simply good management practice. It also provides structure and form to your decision-making processes.

Some good reasons to manage risks include:

- Better information for decision-making
- Better results from MBWC programs
- More effective and efficient allocation of resources
- Lessening risk encourages more people to participate in MBWC activities
- Balancing activity and risk
- Helps with strategic planning
- Compliance with regulatory requirements
- Reduces unexpected and costly surprises
- Assists MBWC to clearly define insurance needs
- Assist MBWC to obtain insurance cover.

³ The Australian/New Zealand Standard for Risk Management (AS/NZS 4360)

⁴ The Australian/New Zealand Standard for Risk Management (AS/NZS 4360)

⁵ The Australian/New Zealand Standard for Risk Management (AS/NZS 4360)

⁶ The Australian/New Zealand Standard for Risk Management (AS/NZS 4360)

When Do We Need To Manage Risk?

Risk management is a way of looking at your activity and considering what can stop you from achieving what you want to achieve.

Therefore, risk management is an ongoing process that you apply to all aspects of your operations. You should carry out a risk assessment for any new walk, event or base camp. It is a continuous process that is designed to help you prioritise where you dedicate your resources and funds.

Risk Management Program

The process for establishing and maintaining a risk management program is continual and cyclical. Risk management planning is complimentary to the club's Bylaws and planning process outlined in the MBWC Guidebook. The MBWC Committee of Management provides organisational support for the introduction of risk management and supports the development of the use of risk management within the planning and implementation for club activities by all leaders.

Risk management is a four step process used to effectively control risks.

- STEP 1** Identify Risk
- STEP 2** Evaluate Risks
- STEP 3** Control Risks
- STEP 4** Ongoing monitoring and review

Throughout each step it is essential that there is consultation and communication with everyone in the club's functions, activities and events.

The steps are discussed in detail below.

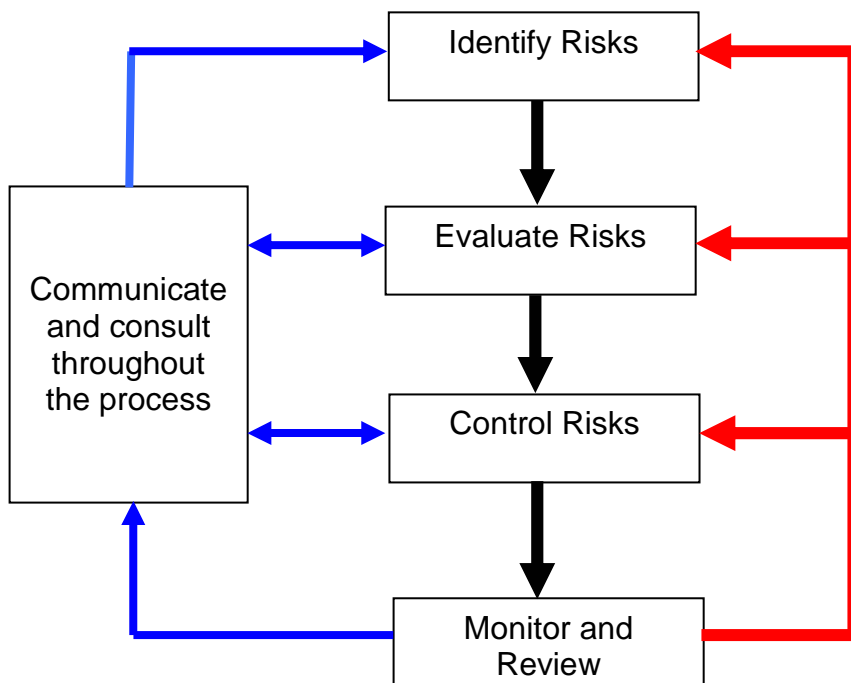


Fig 1. Risk management process

Step 1: Identify Risks

Identifying risks involves making a systematic assessment of all the hazards that could arise from MBWC activities. Risk management plans can be developed area by area rather than all at once (i.e. day walks, weekend trips, base camps and cycle trips). This will require knowledge of the club's organisation, social and legal context to assist in identifying the possible liability issues. The club's committee of management should be consulted to ensure the proposed risk management plan meets club objectives.

The process of identifying hazards needs to be as complete as possible for the plan to be effective. The identification process will become simpler with each plan devised.

A list of some hazards that are relevant to bushwalking and cycling is given in table 4⁷. This is not a complete list and more hazards such as falling or being unsure of the groups' location maybe relevant to a particular bushwalking activity. MBWC maintains a **Hazard Register** on it's website to assist leaders in developing risk management plans for various activities.

Step 2: Evaluate Risks

Not all risks that are identified will be significant, but some may have the potential of being serious and develop into a liability for the club.

Risk evaluation can be carried out using a simple qualitative risk classification based on the **likelihood** of the risk and subsequent **consequence** or **impact** of the risk. For new leaders it may be necessary to refer to the club management committee and walk coordinators for assistance in evaluating a particular risk that may be encountered on their walk.

A simple evaluation of risk rating is given in the table 1⁸ below;

Likelihood	Consequence				
	Critical	High	Medium	Low	Trivial
Almost certain	High risk	High risk	Medium risk	Medium risk	Low risk
Likely	High risk	High risk	Medium risk	Medium risk	Low risk
Possible	High risk	High risk	Medium risk	Low risk	Low risk
Unlikely	High risk	Medium risk	Medium risk	Low risk	Low risk
Rare	High risk	Medium risk	Low risk	Low risk	Low risk

Table 1: Risk Matrix

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

Whilst this method is not as precise as a statistical ranking it allows prioritising of the risks facing the club and leaders organising various activities.

It is crucial that the risk matrix is examined periodically as the likelihood and consequences of risks alter over time as circumstances change.

⁷ Risk management Guidelines For Bushwalking Victoria Member Clubs Ver. 2.0 Dec 2008

⁸ Risk management Guidelines For Bushwalking Victoria Member Clubs Ver. 2.0 Dec 2008

The definitions of the likelihood and consequences descriptors used in the risk matrix above are given in tables 2 and 3 below;

Likelihood	Description
Almost certain	Event is common and expected to occur in most circumstances
Likely	Event has happened and will occur in most circumstances
Possible	Event may have happened and could occur at some time
Unlikely	Event could occur at some time
Rare	Event unlikely to occur except in exceptional circumstances

Table 2: Likelihood Description

Consequences	Description
Critical	Death or permanent disability, huge financial loss
High	Extensive injuries requiring hospitalisation, major financial loss
Medium	Medical treatment required, medium financial loss
Low	First aid treatment required, low financial loss
Trivial	No injuries, no financial loss

Table 3: Consequences Description

Step 3: Control Risks

Once the hazards have been identified and the risks evaluated the next step is to decide how to manage the risks and what an appropriate control for that risk is.

Maroondah Bushwalking Club currently issues a guidebook to all members setting out club bylaws and rules on how the clubs' activities are to be conducted. This guidebook should be read in conjunction with developing a risk management plan for walks etc.

The MBWC guidebook sets out various rules that were designed over a period of years to minimise or control risks during a walk, base camp, recces and cycle trips. In other words the Guidebook has identified some hazards, assessed the risks and decided on the appropriate way to control those risks.

Formal controls are not warranted for some hazards which may have a very high consequence but with such a low likelihood that overall there is low risk. However other hazards may be a high likelihood but be trivial inconsequence with low risk and again it may be unnecessarily restrictive to introduce formal controls.

The following strategies are commonly used to minimise risk:

Risk Avoidance

The activity is not undertaken due to the almost certain likelihood of the risk and the associated high risk with critical consequence. An example of this would be the declaration of a Total Fire Ban for the day of the planned walk in heavily forested area. The MBWC Guidebook states *'that all MBWC day walks will be automatically cancelled'*.

Risk Control

The activity which creates the risk is continued, but managed so that the risk is less likely to occur or will be less damaging when it does occur.

If the activity can not be avoided then a decision must be made on what can be done to reduce the risk or to soften the impact of the hazard if it does occur. Often a combination of the two is possible. An example of this may be when faced with a wet creek crossing, an alternate crossing may not be available, previous advice to participants to bring change of footwear and towels would enable walkers to avoid walking in wet boots and socks after the creek crossing.

The rules and codes of behaviour set out in the 'Guidebook' for leaders and walkers and the 'Resource Manual for Day Walk Leaders' covers a range of actions that are considered appropriate ways to control or minimise risks on club activities. Some examples of the controls listed in the 'Guidebook' are set out in table 4 below; this is not an exhaustive list.

Hazard	Likelihood	Consequence	Risk rating	Some examples of controls (Not exhaustive)
Building (premises) fire or other emergency	Unlikely	Critical	Low risk	<ul style="list-style-type: none"> • Club meetings start with a reminder about emergency exits and evacuation procedures
Bush fire	Almost certain (Mid summer – walk in remote bush for example) (Each time will be different)	High	High risk	<ul style="list-style-type: none"> • Walk leader must check with local park ranger before starting a walk in a forest area during fire season. • A radio and mobile phone must be carried on extended walks during the fire season to check daily fire status • Overnight walkers to take food that doesn't require a stove. • Research the walk area in terms of fire zone, emergency exit routes • Consider cancellation • No day walks in forest areas on a total fire ban day.
Extreme cold	Likely (overnight forecast below 0°C for example)	Critical	High risk	<ul style="list-style-type: none"> • Clothing checklist for remote areas, mountain areas. • Gear checklist for overnight walks. • Leader must confirm that party members are carrying minimum clothing requirements (include day walks if cold conditions and off trail). • Club provides health / safety emergency-response training /education
Extreme heat	Likely in Mid summer	High	High risk	<ul style="list-style-type: none"> • Clothing checklist. • Club provides health / safety emergency-response training /education • Consider cancellation • Consider shaded walk area • Check water
Dehydration	Likely in Mid summer	High	High risk	<ul style="list-style-type: none"> • Gear checklist (all types of walk) includes water bottle • Leader (remote and extended walks) must make every attempt to confirm water availability and inform party members if special measures required; e.g. carry extra water • Club provides health / safety emergency-response training /education
Extreme terrain or activities	Variable			<ul style="list-style-type: none"> • MBWC has a grading system for activities so that participants know what to expect. • Leader must inform party members of the nature of the activity and terrain • Leader must be satisfied that participants have the appropriate skills and abilities • Leader must ensure appropriate equipment is carried.
Snake bite	Low	High	High risk	<ul style="list-style-type: none"> • Gear checklist includes gaiters, snake bite bandage • Club provides health / safety emergency response

Hazard	Likelihood	Consequence	Risk rating	Some examples of controls (Not exhaustive)
Creeks, rivers, seas, tides				<ul style="list-style-type: none"> • If a walk involves creek or river crossings after rain, leader must make every attempt to check status of creek or river and plan alternative route. • Leader must check if the safety of a coastal walk is affected by tide or local weather conditions.
Electrical storm				<ul style="list-style-type: none"> • Club provides health / safety emergency response
High Winds	Likely	High	High	<ul style="list-style-type: none"> • Consider cancellation • Avoid areas with tall tree prone to losing limbs i.e. Mountain ash • Consider alternate walk
Property damage				<ul style="list-style-type: none"> • MBWC policy on private property, fences, gates, crops and animals.
Health condition or disability				<ul style="list-style-type: none"> • MBWC policy on walkers' medical information to be carried and advice to leader. • Participants must inform leader in advance of any condition that may affect their ability to participate safely in the activity.
Medical emergency				<ul style="list-style-type: none"> • Minimum number of 4 walkers • Use MBWC club contact system • Plan walks to include quick exit routes. • Carry a mobile phone and emergency contact card • Carry a First Aid kit
Leeches				<ul style="list-style-type: none"> • Participants should carry in their medical kit saline solution. • Wear appropriate clothing when walk is in leech infected area.

Table 4: Risk Management Bushwalking Examples

Risk Transfer

The activity is continued and the consequences of the risk are transferred to another organisation. For bushwalking clubs this is normally done through insurance. The type of insurance would be decided by MBWC Committee of Management to ensure all authorised club activities would be covered by the insurance policy. If a leader has any concern about the type and level of insurance for their planned activity they should discuss their concerns with the committee before proceeding with the activity.

Step 4: Monitor and Review

Risk management is an ongoing process, so there is a need to regularly review whether anything has changed which may impact on the planned activity or risks that have been identified with the particular activity.

An example maybe the changed conditions on a walking track that has been upgraded to a firebreak or is now being used as a motor bike trail.

Changes in law and insurance requirements as well as changes in MBWC activities will all effect risk management programmes.

A review of risk associated with a particular walk, base camp etc. can be carried out prior to repeating the activity and after the activity has been completed. When an accident or incident has occurred on a walk or activity the leader should review the risk management for that activity and advise the committee of management of any changes required to ensure the accident or incident does not reoccur on future repeats of that walk or activity. A written report of the review should be maintained for future reference.

To preserve the work of MBWC in setting up and maintaining a risk management program the Committee of Management will arrange for an annual audit of the program to be carried out to ensure that the program is achieving its purpose.

Risk Management Process Example

The process described above in this policy is set out in table 5 to illustrate the application of risk management principles to planning a walk as set out in the MBWC 'Resource Manual for Day Walkers' and MBWC 'Guidebook'.

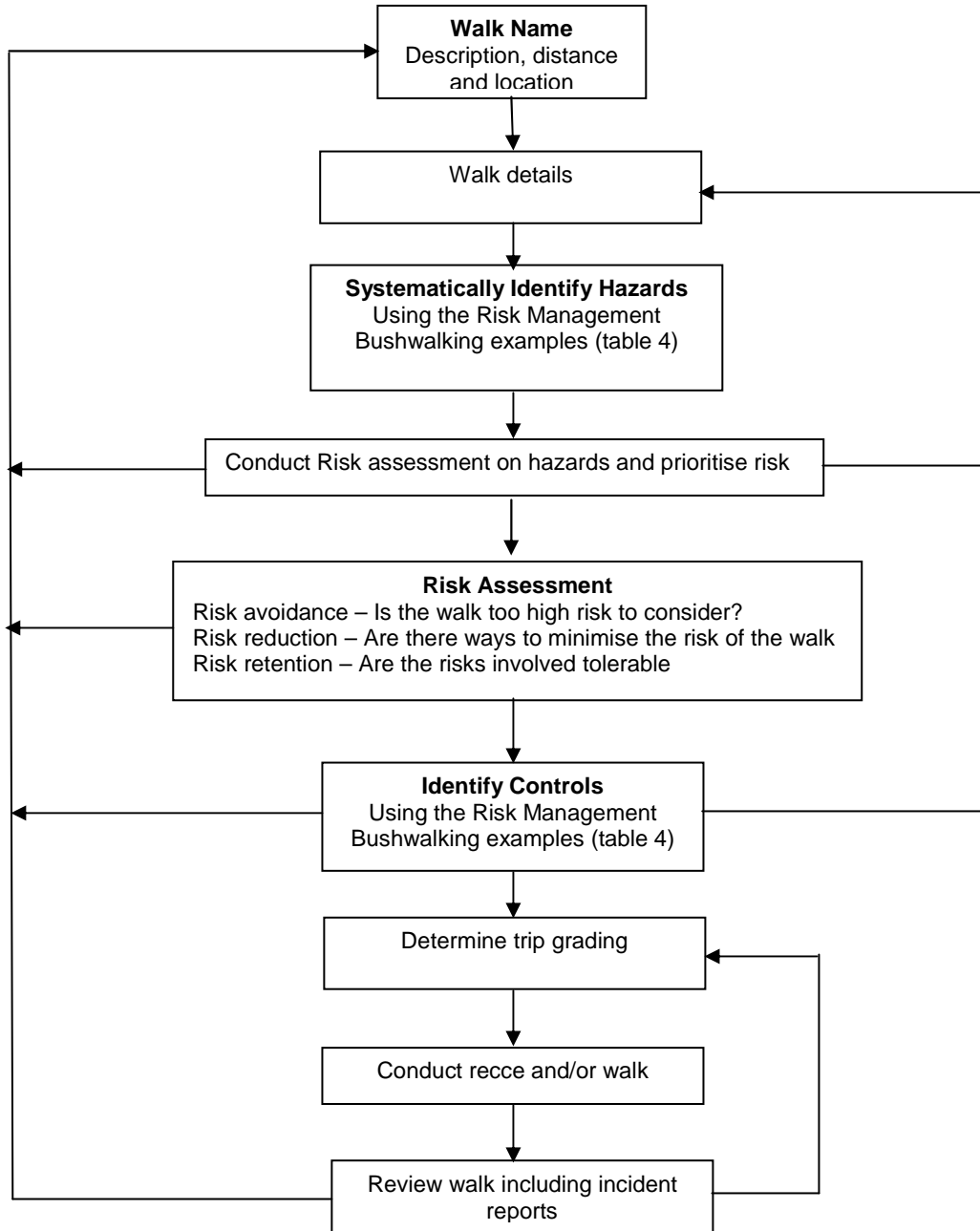


Table 5: Risk Management Process Applied To a Walk

Setting Up a Risk Management System

As well as deciding how to best control risks, a systematic approach makes sure that:

- All club members understand their roles and responsibilities
- All club members know the risk controls that have been decided
- New members receive induction
- There is an agreed way to deal with club procedures or rules not being followed
- Incidents are reviewed to learn from and possibly revise club practices
- The risk management program is regularly checked for ongoing relevance and effectiveness
- There are emergency procedures.

These aspects are discussed in the following sections.

Roles & Responsibilities

Trip Leaders

All leaders are required to implement the MBWC risk management policy when planning and conducting a club activity on behalf of MBWC as part of the club's official walks, base camp cycle programme.

All leaders are required to submit a hazard notification report whenever an incident report is submitted as part of the trip report.

Club members

MBWC 'Guidebook' forms part of the club's risk management guidelines. The 'Guidebook' includes policy statements that each and every club member has a duty of care to other club members and the public at large.

The 'Guidebook' defines leaders and members' responsibilities about, for example:

- Children under 18 years of age attendance on club activities
- Individual's health or fitness being suitable for the activities attended
- Individuals advising leader of medical problem that could affect ability to participate on activity.

Visitors

The club's policy for visitors participating in a club activity is set out in the MBWC 'Guidebook'. Visitors are treated as 'Temporary Members' and leaders should ensure that the visitor completes the 'Temporary Member Activity Participation Form 3' prior to commencing the activity. The main aim of this is to ensure that visitors are aware of the possible risks associated with bushwalking and their responsibilities.

MBWC sets a fee for Temporary members to cover MBWC insurance costs.

Visitors who do not complete the Participation Form 3 and do not pay the set fee shall not be allowed to participate in the activity.

Office Bearers

The MBWC Committee of Management may consider assigning particular risk management roles such as training, induction and incident review.

The MBWC COM maintains a Hazard Register, of potential and known risks, that is readily available to all leaders.

The MBWC COM actively encourages the use of the policy by all leaders when planning all club activities.

The MBWC COM actively promotes the club's operational policy through the current edition of Guidelines, Risk Management Policy and Resource Manual for Day walk leaders documents.

Minimum numbers

The minimum number of participants for walks and recces is set out in the MBWC 'Guidebook'. A generally accepted minimum is four people.

The maximum number of thirty people has been stated in the 'Guidebook'; however leaders may at their discretion set a lower number of participants depending on the degree of difficulty of the planned walk.

Communication

A copy of the Risk Management Policy and Hazard Register is available to all members either as a hard copy or as an electronic copy on the Club's website.

The MBWC 'Guidebook' and Risk Management Policy will be supplied to all new members as part of their induction kit. The 'Guidebook' should be reviewed annually and cross referenced to the Risk Management Guidelines.

The Resource Manual for Day walk leaders refers to the Risk Management Policy and should be read in conjunction with the Risk Management policy.

A Leaders card setting out the risk management process is supplied to all leaders. This card should be read in conjunction with MBWC's policy documents.

A register of specific documents the MBWC produces will be maintained and reviewed annually with reference to the Risk Management Policy. These documents cover:

- Description of grading system (easy, medium hard etc)
- Gear and clothing check lists for various grades and types of activities
- Protocols for day walks
- Protocols for overnight or extended walks etc
- Leaders checklist – various activities
- Attendance list *pro forma*
- Visitor's registration and acknowledgement of risk form.

Adherence & Improvements

A risk management system is an ongoing process and hence needs to be maintained and reviewed regularly to ensure that incidents will not reoccur.

MBWC may consider it necessary to adopt a formalised reporting procedure to note when:

- Rules or protocols are not followed
- When the rules or protocols are not appropriate and need to be changed

MBWC COM will carry out an annual review of the risk management policy to ascertain whether the club's rules and protocols are still relevant.

The Hazard Register will be updated when ever a new risk has been determined and evaluated.

Incidents

Occasions when things almost went seriously wrong are great learning opportunities. A formal method of considering these occurrences ensures the club gets the full benefit out of these "near misses".

When an incident report has been submitted to the Secretary the events leading up to the incident should be reviewed within the Risk Management Guidelines to enable appropriate steps are taken in the future to remove or minimise the risk.

A hazard Register form should be submitted for inclusion or amendment with all incident reports that form part of a trip report.

If it is appropriate MBWC may decide to amend club procedures, training or take some other action that reduces the risk of such an event happening again.

Review

Any management system can get out of date or drift into irrelevance as requirements change. The Risk Management Guidelines should be reviewed:

- After each reported incident
- When MBWC policies have been changed
- With changes to MBWC activities.

Training

Much risk management is achieved through skills and knowledge. First aid and navigation are obvious skills relevant to most bush walking clubs.

MBWC ensures that risk management training is made available to all leaders and that training providers are requested to implement risk management training within the course structure. MBWC provides each leader with a leaders card setting out elements of risk management process.

Working through the risk management process helps leaders to identify the skills and knowledge they need for their activities, to effectively manage risk.

MBWC currently provides training in-house for leadership and navigation and uses third party training specialist to provide training for first aid.

Emergency Plans

Even with the best risk management, accidents and unforeseen events can happen. Being prepared for an emergency will help to minimise any damage, injury, trauma or other consequences.

Effective emergency response is a fundamental aspect of fulfilling one's duty of care. An emergency situation will be much better managed if you are prepared.

The MBWC 'Guidebook' includes a policy section on emergencies that should be adhered to by all walkers and leaders.

The MBWC Calling Triple Zero card should be carried by all leaders on all club activities

All walkers should carry in their pack their medical information card containing emergency contact details.

MBWC has adopted a club contact system and all leaders should provide the activity details to the contact person as per the policy.

References and Further Reading

Walksafe	Bushwalking Victoria Inc
Adventure Activity Standards	Outdoor Recreation Centre Vic Inc
Can You Risk It (An Introduction to Risk Management for Community Organisations)	Department of Sport and Recreation Government of Western Australia
Risk Assessment (Hazard Identification Checklist) Guidebook 6 th Edition	World Expeditions Maroondah Bushwalking Club
Resource Manual for Day walk leaders	Maroondah Bushwalking Club
Running the Risk (Risk Management tool for Volunteer involving organisations)	Volunteering Australia

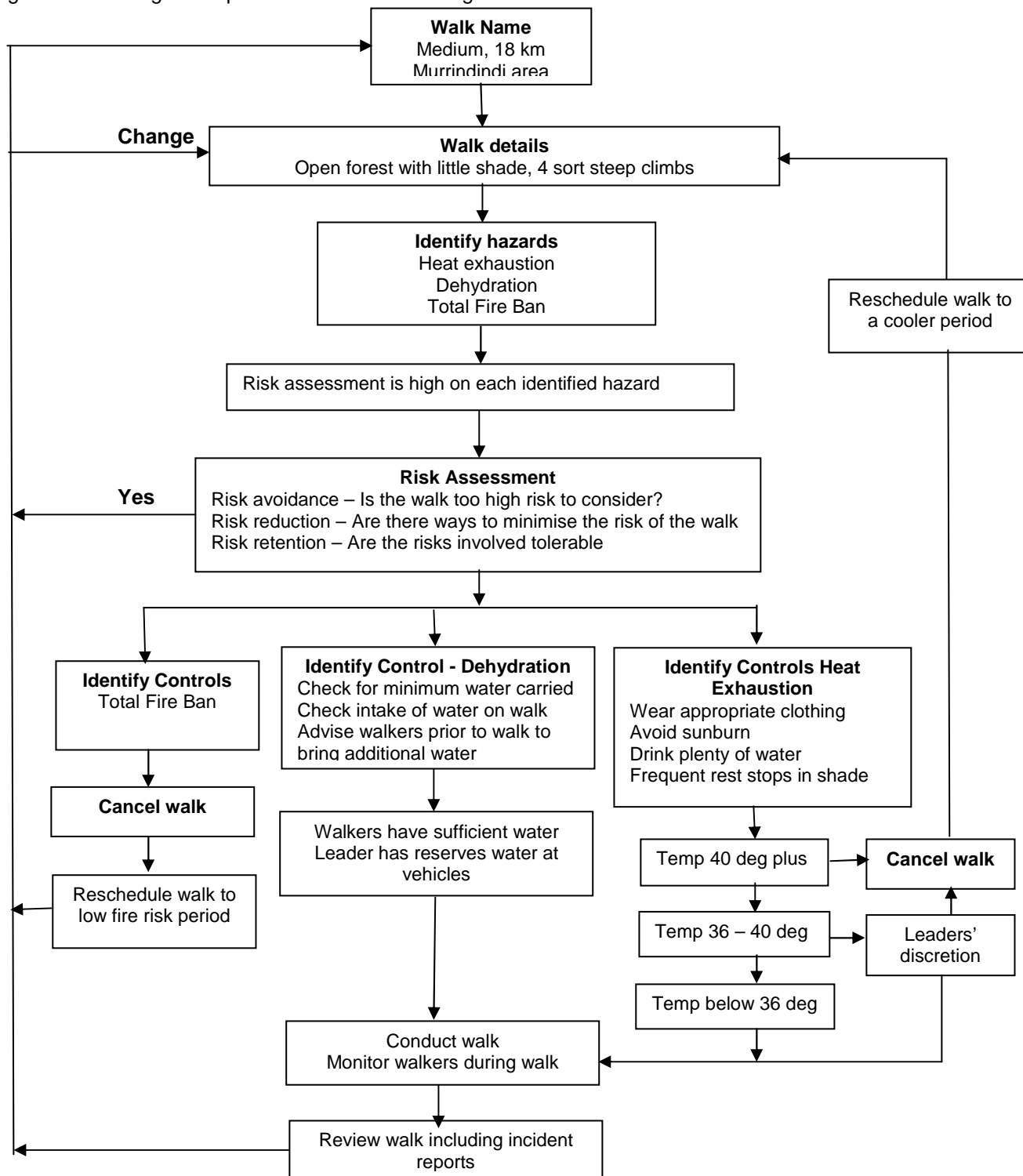
Sample Risk Management Assessments

Samples of risk management assessment applied to typical hazards that may occur on a club activity are given in attachments 1 and 2 for:

- Heat – Dehydration
- Terrain

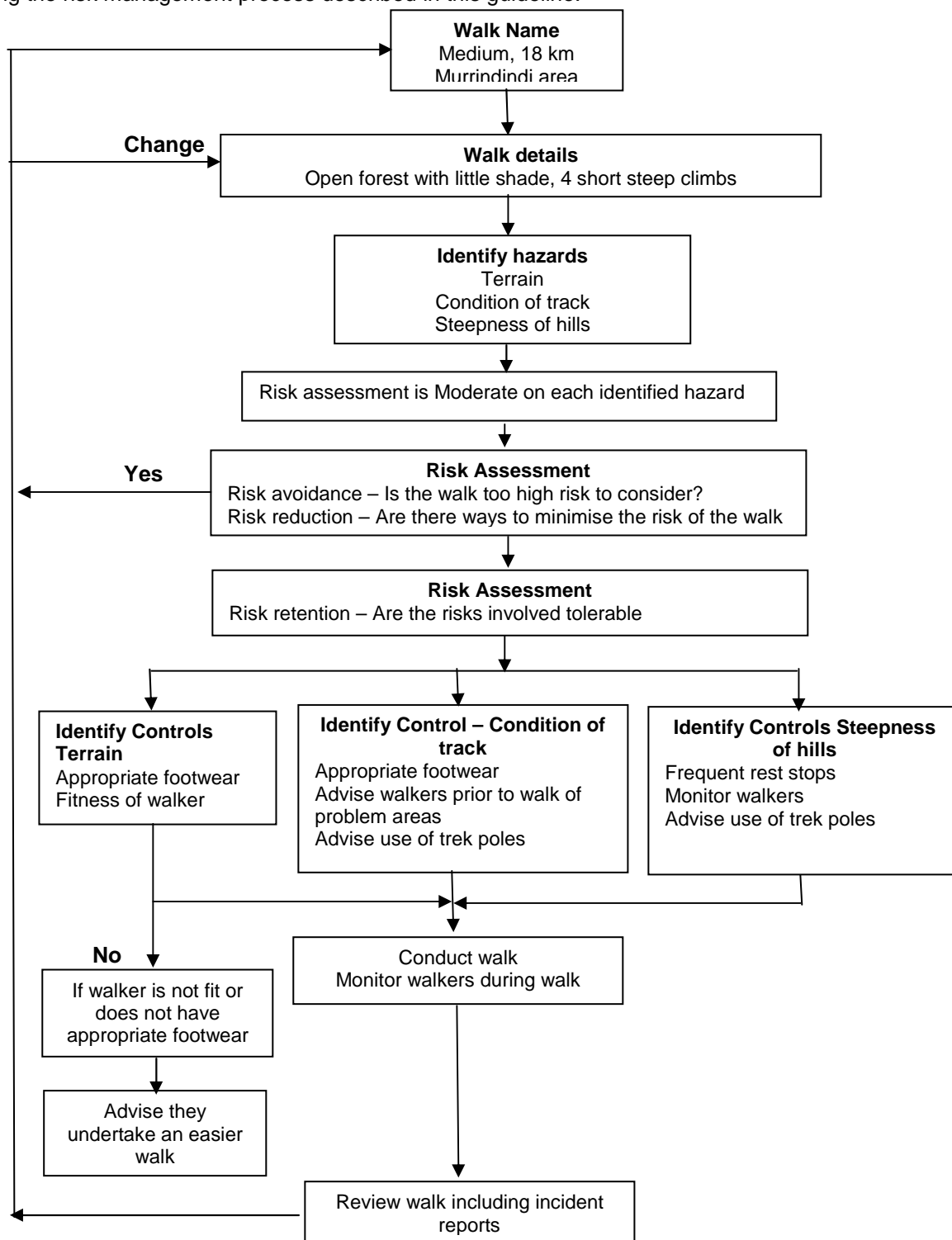
Sample 1: Risk Management Assessments: Heat -Dehydration

An 18 kilometre walk is planned to be conducted in mid summer in an open forest region in the Murrundindi region of Victoria. The walk route will include several short and steep hills. The following risk assessment has been carried out using the risk management process described in this guideline.



Sample 2: Risk Management Assessments: Terrain

An 18 kilometre walk is planned to be conducted in mid summer in an open forest region in the Murrundindi region of Victoria. The walk route will include several short and steep hills. The following risk assessment has been carried out using the risk management process described in this guideline.



MAROONDAH BUSHWALKING CLUB LEADERS CARD

This card highlights sections of the Maroondah Bushwalking Club 'Risk Management Policy and should be read in conjunction with that policy and the MBWC Guidelines and Resource Manual for Day walk leaders.

Risk Management

Risk management is about being aware of what may happen as you engage in MBWC activities and taking steps to limit the chances of something going wrong, or deciding to accept that something may occur and that you are prepared for the consequences.

Duty of Care

The test of a walk leader's duty of care could be: *'What a reasonably prudent walk leader would do to take reasonable care to avoid exposing fellow walkers to unreasonable risks of injury or loss.'*

It is clear that we all have a duty of care. In terms of bushwalking, all walkers and leaders need to take reasonable care to avoid exposing any person including other walkers to unreasonable risk of injury or loss.

Protection of Volunteers

MBWC is an incorporated organisation under the Associations Incorporation Act 1981. An individual volunteer (walks leader) who provides service in relation to the activities of the club is not liable in any civil proceeding for anything done or not done in good faith in providing that service. Thus any liability resulting from the actions of the volunteer (walks leader) would be applied to MBWC. Protection is not provided when a volunteer (walks leader) does not comply with MBWC policies and guidelines or their ability to carry out their leader's duty is impaired by alcohol or drugs.

Risk Management Program

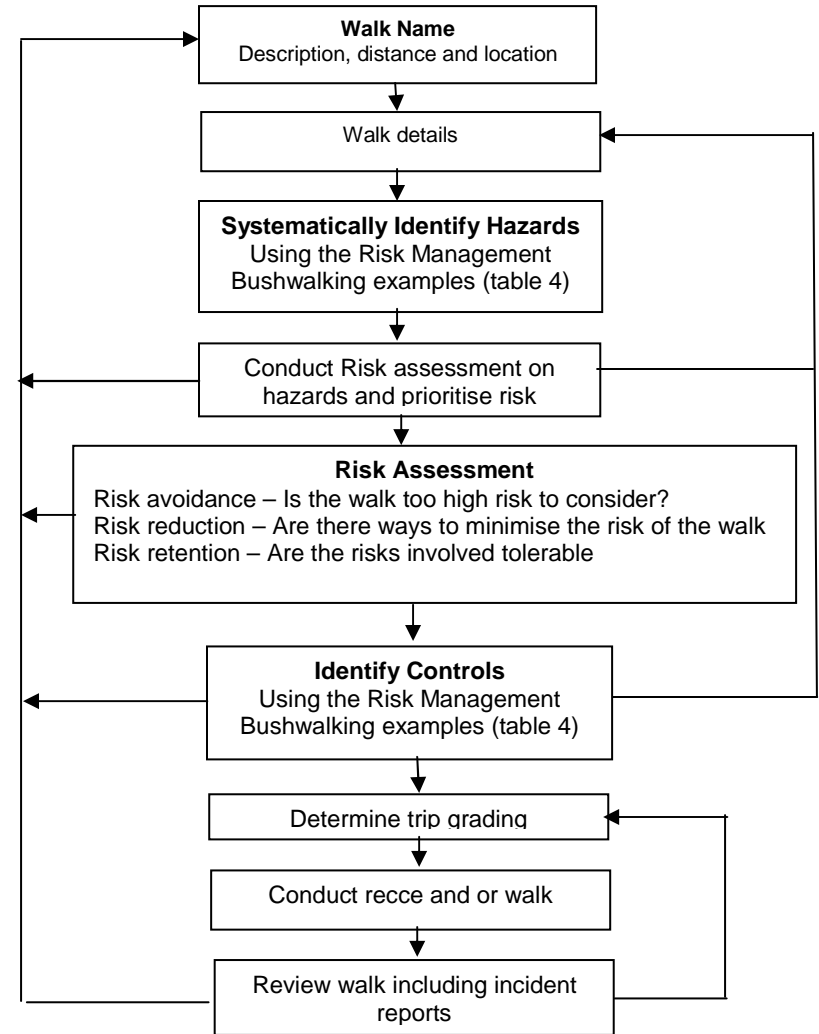
The MBWC risk management policy sets out a four step process to assist leaders in evaluating and managing risks for all MBWC activities.

- STEP 1** Identify Risk
- STEP 2** Evaluate Risks
- STEP 3** Control Risks
- STEP 4** Ongoing monitoring and review

Risk Management Process Example

The application of risk management principles as described in the policy is illustrated in the flow chart on planning a walk as set out in the MBWC 'Resource Manual for Day Walkers' and MBWC 'Guidebook'. This process

should be carried out as part of the recce and as a reevaluation after completing the walk.



To determine hazards and their risk ratings refer to the MBWC Hazard register located in the leaders - members section of the MBWC website