



## ACKNOWLEDGEMENT OF RISK FORM

Leader's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Type and Grade of Trip: \_\_\_\_\_

### ACKNOWLEDGEMENT OF RISKS AND OBLIGATIONS OF MEMBERS AND TEMPORARY MEMBERS PARTICIPATING IN CLUB ACTIVITIES

In voluntarily participating in an activity of this Club, I am aware that my participation in this activity may expose me to risks that could lead to injury, illness or death or to loss of or damage to my property. The risks identified which are related to this activity are:


The leader of this activity has informed me of measures to reduce these risks and I have endeavoured to ensure that:

1. This activity is within my capabilities
2. I am carrying food, water and equipment appropriate for the activity
3. I have advised the activity leader, if I am taking any medication or have any physical or other limitation that might affect my participation in the activity.

I will make every effort to remain with the rest of the party during the activity and accept the instructions of the leader of the activity.

I have read and understand these requirements. I have considered the risks before choosing to sign this acknowledgement form and wish to join this activity. I accept that in signing this form I will take responsibility for my own actions.

Name	Signature	Date

As a temporary member of the BBC I have understood the information contained on this form and will follow guidelines as instructed by the leader.

Name	Email Address	Telephone	Signature	Date

**Please submit this form to a committee member via email or in person (club nights)**

Turn page over for leader prompts

## Leaders prompts

These prompts are for the assistance of leaders. Leaders – use your own judgement in applying these prompts, but be considerate of club policies.

### When taking phone bookings

- Ensure that they have adequate clothing/equipment/fitness for the trip.
- Ensure that they have completed and will be carrying the Emergency Contact and Medical Information form in the top pocket of their pack. Remind them that they should carry any medications that they may require in their First Aid kit along with instructions for use if required.
- Advise the trip details such as time and place of departure, petrol and visitor fee requirements, and any key risks or other considerations (e.g. heights/exposure).
- Let new members know who their family should contact if worried by a late return.

### In preparation for the activity

Calculate fuel costs – refer to the transport policy

The calculation will be 35 cents per kilometre per vehicle for total kilometres to and from the activity. This amount will be multiplied by the number of vehicles and divided by the number of people transported by the vehicles.

The total is then divided equally among all participants including the drivers. The leader should collect the money from each person and distribute the appropriate amount to each driver.

### At the meeting place

- Check off participant's names as they arrive, and introduce them to the other participants.

Verbally check with all participants that they have:

- ✓ sufficient food & water,
- ✓ wet weather gear and a warm jacket/thermals,
- ✓ a whistle, and
- ✓ personal first aid items
- ✓ emergency contact details easily accessible in their pack?



- Outline any risks and applicable mitigation (e.g. advise where the first aid kit is in your pack)
- Any questions or concerns?
- Have all participants sign the Acknowledgement of Risk form.

- Advise participants of the photo policy.
- Collect fuel money to distribute to drivers.
- Collect temporary member fees (\$5/day) (transfer to club bank account or pass on to the Treasurer).
- Make sure all drivers know where they are going and where to stop.

### Before starting walking

- At the start of the track explain the day's activity, show participants the map. Consider providing each participant a copy of the map of the proposed walking area, with the route marked.
- Assign an experienced walker as the back marker.
- Make sure the person in front knows where they are going and understand they need to stop at all track junctions. Advise whether you need them to stay in eye contact, or else stop every x minutes to wait for the group.
- Advise that if anyone needs to leave the track, they should inform at least one other person and leave their pack on the track as a marker.
- Breaks. Breaks are important.
  - Advise how long until the first break and where / when morning tea and lunch breaks will occur.
- Make regular stops during the day. Make sure that stragglers also get required rest. Check that everyone is eating/drinking, as unwillingness to eat or drink may be a sign of exhaustion or hypothermia.

### After the Walk

- Check that all driver's cars start before leaving.
- Scan or arrange delivery of sign on sheet to the Membership Coordinator
- Complete an Incident Report form for any significant alteration or delay to the planned walk or any unplanned event, near miss or injury. This must be lodged with the Secretary and President promptly.

