



CATHOLIC WALKING CLUB OF VICTORIA INC.

RISK MANAGEMENT GUIDELINES

March 2007

Revised June 2009

Revised February 2024

These Risk Management Guidelines were adopted by the Committee of the Catholic Walking Club of Victoria Inc (CWCV) at its meeting on 21 March 2007, revised at its meeting on 17 June 2009 and revised at its meeting on 20 February 2024.

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Bernadette Madden
President

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Walks Secretary

CATHOLIC WALKING CLUB OF VICTORIA INC. RISK MANAGEMENT GUIDELINES

The following documents comprise the risk management guidelines adopted by the Catholic Walking Club of Victoria Inc. (CWCV) on 21 March 2007 as revised.

The documents are based on the Risk Management Guidelines for Bushwalking Clubs dated July 2011 published by Bushwalking Victoria Inc

The objective of the guidelines is to identify and manage potential hazards in the context of the Club's activities with a view to:

- Minimising the risk of an incident occurring which could result in injury to Club members, Temporary members (Visitors) or third parties or damage to property.
- Minimising the risk of litigation.

The Club (and its leaders) owes its members and Temporary members (Visitors) a 'duty of care' to take reasonable care to avoid injury to that person on Club activities. In the context of addressing that duty of care the Club has established the following guidelines:

- Walk grading system
- Gear checklist
- Leader's Responsibilities
- Conduct of members
- Participant's Emergency Contact & Medical information
- Improvement form
- Incident form
- Training plan
- Emergency plan

The goal of the risk management guidelines is to reduce the likelihood and consequences of an incident that results in injury or loss. Insurance is the safety net that provides financial protection in the event that something goes wrong. To that end, the Club carries Public Liability insurance and members and Temporary Members (Visitors) who sign on as Temporary Members (Visitors) for the event are covered by Personal Accident insurance.

The Club's Safeguarding Policy (2019) is to be considered as part of the Club's Risk Management Policy. While the Club does not conduct child specific activities, we acknowledge that children may at times accompany Member or Temporary Member (Visitor) on Club activities. The Club is committed to promoting and protecting the interests and safety of children. The Club has zero tolerance of child abuse.

CWCV Walks Grading Sheet

The aim of this document is to aid participants in choosing appropriate walks. As such it sets upper distance limits for walks of differing grades based on the difficulty of the terrain they will pass through.

Terrain

Gentle Level and easy walking containing no significant difficulties. Suitable for all walkers no matter what their level of fitness.

Moderate Could contain some hills or other difficulties like soft sand, rock scrambling or mud but suitable for all people with a moderate level of physical fitness.

Difficult Would contain significant difficulties; steep climbs or extreme rock scrambling, climbing etc. even if the difficulties cover only a small percentage of the walk. Such difficulties must be noted in the Walks Program.

Note Allowances should always be made for weather conditions and availability of water along the track etc. Check first with the leader when signing up for a walk

DAY WALKS.

Grading:	Terrain:		
	Gentle	Moderate	Difficult
Beginner	<7km.	<5km.	
Easy	<10km.	<8km.	
Medium	<20km.	<16km.	<12km.
Hard	20+km.	16+km.	12+km.

PACK CARRIES. (Distances for Pack Carries are per day)

Grading:	Terrain:		
	Gentle	Moderate	Difficult
Easy	<9km.	<7km.	
Medium	<18km.	<14km.	<10km.
Hard	18+km.	14+km.	10+km.

BIKE RIDES.

Grading:	Terrain:		
	Gentle	Moderate	Difficult
Beginner	<20km.	<15km.	
Easy	<50km.	<40km.	<30km.
Medium	<100km.	<80km.	<60km.
Hard	100+km.	80+km.	60+km.

(Gravel, even on level terrain would constitute moderate to difficult terrain for bike rides.)

Gear checklist

The following is a BASIC EQUIPMENT LIST for a weekend walk. Make suitable allowances for extended walks. Items for day walks are marked*.

It is essential that you use **good quality** equipment and that it is **light and small**; it has to keep **you comfortable** and **safe** and it is **your back** it goes on!

CLOTHING – extended and day walks

- *Boots – well fitted and lace ups, and gaiters (your preference)
 - *Socks (thick)
 - *Trousers (no jeans), shorts, overpants (waterproof pants)
 - *Shirt
 - *Jumper
 - *Waterproof jacket (Gortex or similar) – preferably long enough to cover bottom
 - *Hat (wide brimmed)
- WINTER** add:
- *Beanie/ gloves (winter)
 - Thermals
 - *Clothing for travelling to and from the walk

EATING AND DRINKING

- Plate/bowl if required- depending on cooking set
- Mug, fork, knife, spoon
- *Water bottle – up to 1 litre
- Water bag (wine bladders are useful)
- Billies and billy grip
- Stove, fuel to suit matches
- Pots/ grips as needed

FOOD

Sufficient nourishing food for the duration of the walk plus an “emergency” allowance to cover contingencies such as delays in completing the trip.

HYGIENE

- Soap, toothbrush, toothpaste, comb
- Towel, washcloth
- Pot scourer, tea towel
- Toilet paper and pooh shovel
- First aid kit including snake bandage
- Sunscreen, insect repellent, sunglasses,
- Hankies

SHELTER AND SLEEPING

- Tent, poles, pegs, groundsheet
- Sleeping bag with liner,
- Sleeping mat

GENERAL

Backpack – usual minimum is 50l for overnight

*Pack liner – waterproof

*Waterproof pack cover

Map, compass, whistle

Torch & spare batteries

*Pencil or biro, paper

*Camera and accessories

*Mobile phone

*Charger

SEASONAL

*Swimming togs, thermal underwear, balaclava, mittens or gloves

ADDITIONAL EQUIPMENT

Depending on the Leader's risk assessment - and if required by CWCV policy – these items maybe carried:

PLB

CellAED (DEFIB)

Good humour, common sense, willingness to put up with unexpected difficulties

Leaders' duties

EXTRACT FROM THE CWCV BY-LAWS ADOPTED 16 FEBRUARY 2005

To Be read on conjunction with the Guidelines to Leaders

GENERAL	The Club through the Walks Secretary will arrange for an experienced leader to accompany and assist new leaders, as may be needed.
BEFORE THE WALK	<ol style="list-style-type: none">1. Learn as much as possible about the area the walk will cover by studying maps, books, and articles, and talking with others who are familiar with the area.2. Plan and whenever possible reconnoitre the route, including tracks, possible escape and/or alternative routes, water, huts, campsites, etc.3. Advise the Club's Search and Rescue contacts (see the back of the walks programme) details of the planned route and times of start and expected return (also see "After the Walk" - 4).4. Obtain all permits which may be needed.5. Have the latest possible weather forecast.6. Find out where and when Mass may be attended on weekend and extended walks.7. Check that prospective starters are fit and well enough to do the walk and their walking experience.8. Check that prospective starters have the right clothing, footwear and equipment, and are aware of the nature and grading of the walk and of any costs involved.9. Arrange for additional equipment (if required) such as but not limited to PLB, CellaED to be carried by a member of the party depending on the location/ terrain.

ON THE WALK	<ol style="list-style-type: none"> 1. Account for and welcome all Members and Temporary members (visitors) who have booked for the walk. 2. Obtain acknowledgement of risk forms and fees from Temporary members (visitors). 3. Acknowledgement of Traditional Owners - As part of the welcome and explanation of the day or weekend's activities. 4. Ensure members of the party are introduced to each other, taking particular care of Temporary members (visitors). 5. Explain the itinerary for the day, advise the party to stay together, to keep to tracks and to wait at junctions for regrouping. 6. Where one is provided, sign the intentions book at the start and end of the walk (also see "After the Walk -2). 7. Appoint an experienced walker as whip for the party. 8. Have regular rest breaks and check the party frequently for any physical or other problems. 9. In hot weather be aware of dehydration and heat exhaustion. In cold weather be aware of hypothermia. Know the correct treatment for these dangerous conditions. 10. Regularly check weather conditions, the party's time and progress and position on the map. 11. If unsure of the position on the map or if other problems arise, discuss the matter with the more experienced members of the party. 12. If it is a large party it may be necessary to nominate another experienced walker as a leader of a "sub-group". 13. Be open to the party's suggestions and make the walk more enjoyable by pointing out matters of interest along the track.
IN CAMP	<ol style="list-style-type: none"> 1. Account for all members of the party. 2. Find a suitable, clean, flat site if possible, near water. 3. Make sure the party is aware of hygiene and cleanliness requirements. 4. Comply with regulations, e.g. observe Total Fire Bans. 5. Keep any fire small, encourage the use of stoves, use existing fireplaces and replenish any wood used from stockpiles. 6. Be quiet, especially if near other campers. 7. Advise the party of the next day's itinerary and starting time. 8. In snow or other cold conditions, be aware of the dangers of alcohol consumption. 9. When leaving make sure the campsite is clean and that any fire has been thoroughly extinguished.

AFTER THE WALK	<ol style="list-style-type: none">1. Account for all members of the party.2. Sign out in the intentions book (also see “On the Walk” - 5).3. Complete any financial arrangements, including Temporary member (visitors) fees.4. Report back without delay to the Club’s Search and Rescue contact. If the party has been delayed ‘phone back from the first country town or by mobile phone (also see “Before the Walk” - 3).5. Pass the names of all the members of the party and Temporary member (visitors) acknowledgement of risk forms to the Membership Secretary.6. Pass Temporary member (visitors) fees to the Treasurer/ or deposit in Club account and nearest branch of Bendigo Bank. Advise the treasurer by email. BSB 633000 A/C:164 807 9197. Write an article about the walk for the Club’s magazine “The Catholic Walker” or arrange for a member of the party to do so.8. Avail yourself of the next opportunity to lead a walk.
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Conduct of members

EXTRACT FROM THE CWCV BY-LAWS ADOPTED 16 FEBRUARY 2005

RISKS AND RESPONSIBILITIES

There are risks and dangers in bushwalking and other Club activities.

Participation in a Club activity is entirely voluntary. Therefore, all participants are responsible for their own safety, and must personally accept the risks of injury, illness or death and of damage to any property, which may result from their participation. It is strongly recommended that participants have Personal Accident Insurance cover and Ambulance Service membership.

Leaders have the authority to take all necessary steps to ensure the safety of their party. All members of a party must respect that authority. You must not separate yourself from a party without first getting the consent of the Leader.

1. Members shall at all times refrain from unseemly and disorderly conduct or any action likely to reflect unfavourably on the Club.
2. No Member shall temporarily or permanently leave the party without first obtaining the Leader's consent.
3. A Member who leaves the party thereby relieves the Leader of all responsibility in that Member's respect.
4. A Member shall carry a basic personal first aid kit.
5. Members shall not communicate with the media on Club matters and shall refer any media enquiries to the Publicity Officer/ Secretary.
6. Members shall respect the natural environment.
7. Members shall not bring companion animals to any Club activity without first obtaining the Leader's consent.
8. Members shall not use the membership list for commercial purposes.
9. The foregoing provisions apply equally to Temporary members (Visitors).

Above all – Members and Temporary members (Visitors). are encouraged to apply good humour, common sense and a willingness to put up with occasional unexpected difficulties.

Participant's emergency contact & medical information

This information is for emergency use only. This completed form must be carried with you at all times during an activity, in a sealed plastic envelope. It is your responsibility to update the information if there is a change in details.

Name:			
Home Address:			Post Code:
Telephone:	Home:	Mobile:	

MEDICAL INFORMATION			
Medical condition/s:			
Current Medications:			
Allergies:			
Action required in event of allergic reaction (if known):			
Current Immunisations:	Tetanus Y / N	Hep A Y/N	Hep B Y / N
Medicare number:		Ambulance Cover:	Y / N
Private Health Fund			

YOUR EMERGENCY CONTACT			
Name:			Relationship:
Home Address:			Post Code:
Telephone:	I:	W:	M:

Your Signature: _____ **Date:** _____

Privacy Statement: The information contained in this form is for emergency use only and will be used if you are ill or injured whilst participating in an activity. The information will only be accessed by the Activity Leader or their delegate and given to the relevant medical or emergency services personnel.

Improvement Form

Ad Hoc reports

A Committee Member (for the time being, the Vice President) is to report to the Committee as follows:

- In the event of submission to the Secretary of an Incident Form reporting an incident or near miss.
- It becomes apparent that Club rules or protocols are not being followed.
- It becomes apparent that Club rules or protocols are no longer appropriate and need to be changed.

The report is to include details of any incidents or breakdown in compliance with rules/protocols together with recommendations for any relevant follow up action or changes to rules/protocols if that is appropriate.

Annual Review

In addition to any ad hoc reports, the designated Committee Member is to review and report to the Committee on the Club's risk management guidelines annually, in conjunction with the renewal of Personal Accident and Public Liability insurance policies. The report is to comment on the adequacy and appropriateness of the Club's risk management guidelines including recommendations for any amendments.

Incident Report Form

To be completed by the activity leader/s as soon as practical after the incident. This report should be kept by the club secretary as a formal club record. Complete a report even if an insurance claim is not likely to occur, or an incident is a 'near miss'.

Please email the completed form to safety@bushwalkingvictoria.org.au for our Safety Committee to evaluate the incident and extract any learnings that will be useful to the wider bushwalking community.

CONTACT DETAILS	
Club Name:	
Report prepared by: (name and club role):	
Date prepared:	
Date & time of Incident:	
Activity leader details: (full name, phone, email)	
Full Name of affected person:	
Address of affected person: (home address, email)	
Did the person sign the Club's Acknowledgement of Risk Form (as part of annual membership renewal or prior to the activity in the case of temporary members):	
Does the affected person have Ambulance Cover?	
ACTIVITY DETAILS	
Type of Event: (Day walk, base camp, multi-day walk, special event, etc.)	
Activity Location (Name of park, forest or area of the walk):	
Track Name:	
Track Conditions at the time of the activity:	
Weather Conditions at the time of the activity:	
Relevant potential hazards identified prior to the activity: (i.e. river levels, crossings, slippery rocks, roads, elevation, etc.)	

INCIDENT DETAILS (attach separate report if required)	
Location on the track where the incident occurred:	
Describe the incident and any resulting injuries, if applicable:	
Actions Taken:	
Details of emergency response teams: (Who, how long did they take to reach the affected person/s, how were they contacted)	
Post incident follow-up with affected person/s:	
Any suggestions on how the likelihood of such an incident might be reduced?	
SUPPLEMENTARY INFORMATION	
Please include any maps, photos, witness statements, etc.	

Privacy Note

The inclusion of the names of individuals and their contact details in this report must be done in accordance with relevant Privacy laws.

Signed: _____
Activity Leader

Signed: _____
Witness

Name: _____

Name: _____

Emergency Plan

<p>Minimum party size Day walks – Overnight or extended walks</p>	<p>A minimum of four is recommended for safety. In an emergency requiring external assistance, one member can care for the injured person while two walk out to safety to raise the alarm.</p> <p>Any reduction in number should only be undertaken when the level of experience and the potential hazards of the trip are taken into consideration.</p>
<p>Contingency plans</p>	<p>Devise contingency plans to shorten a walk in the event of miscalculation of walk times, extreme weather or other emergency.</p>
<p>Search and rescue contact procedure</p>	<p>A clear record of trip intentions should be left with a responsible person. This will normally be the Search and Rescue contact relying on the activity description in the Walks Programme. The leader should alert the Search and Rescue contact if he or she plans a material variation to the description in the Programme.</p> <p>Leaders must notify a Search and Rescue contact before and on return from walks and when delays prevent the scheduled return.</p> <p>The Police are responsible for all search and rescue operations in Victoria.</p> <p>If the Search and Rescue contacts have reason to believe that a party has not returned within a reasonable margin of the scheduled time they will notify available Club Committee members. If there is reasonable concern that the party is overdue, contact is to be made with Police to seek advice about the commencement of the search process.</p>

Insurance Policies

The Club and its members participate in both Public Liability and Personal Accident insurance policies as a consequence of its affiliation with Bushwalking Victoria Inc. Copies of the policies are held by the Club Secretary.

The following is a brief description of the major features of the two policies. The complete policy documents should be used as a reference point if there is any question in respect to the policies or if a claim is to be made on either one.

Public Liability

Insured: Bushwalking Australia Inc, Federation of Victorian Walking Clubs (VicWalk) Inc and other named state organisations, their affiliated clubs, members and members as declared.

Business: All activities of the Insured, now, administration, participation in and promotion of bushwalking clubs throughout Australia, all club related social and similar activities reasonably associated with Bushwalking Clubs including bushwalking, track/hut construction and maintenance, canyoning/liloing, alpine walking (summer & winter), skiing, canoeing, etc. (the list is exhaustive)

Limit of indemnity: \$10,000,000 any one Occurrence in respect of public liability and in the aggregate during the Period of Insurance in respect of Product Liability.

Deductible: \$1,000 each and every Occurrence.

Acknowledgement of Risk: Liability cover for any Club activities which include abseiling, snow skiing and caving is subject to the Club arranging for members participating in the activity to sign an Acknowledgement of Risk in relation to that activity.

Activities not covered: Rock climbing, mountaineering, water skiing and animal riding.

Personal Accident Insurance Policy

Insured: Bushwalking Australia Inc, Federation of Victorian Walking Clubs (VicWalk) Inc and other named state organisations, their affiliated clubs, members and members as declared.

Business: Principally, Administration, participation in and promotion of bushwalking clubs throughout Australia, all club related social and similar activities organised by the insured including Property Owners/Occupiers and any other occupation incidental thereto.

Insured Persons: All current financial members (of this policy) during activities organised by the Insured Club except for those activities specifically excluded from this policy.

Compensation Table: Capital Benefits of up to \$50,000. Weekly Benefits – Injury of up to \$500.