



**The Royal Geographical Society of Queensland
Trek and Activities Committee (TAAC)
Administration and Procedures Manual**

V1.4

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The RGSQ Treks and Activities Committee (TAAC)

TERMS OF REFERENCE

1. The Committee to comprise of four to eight people who are members of the Society
2. The chair usually comes from the RGSQ Council.
3. A Deputy Chairperson should be chosen from the Committee members
4. A Minute Secretary should be chosen from the Committee members
5. Committee meetings to occur 4 or 5 times per year.
6. Committee to report back to RGSQ Council after every meeting.
7. An agenda to be prepared prior to each meeting.
8. Agenda to be forwarded to each committee member prior to each meeting.
9. Minutes of each meeting to be forwarded to all members of the committee following each meeting.
10. Committee to generate ideas regarding future Treks and Activities within Australia.
11. Committee to aim to run at least one major Trek per annum of over 7 days duration and timing-coordinated with RGSQ Traveller, RGSQ Mapping Group and other major events (e.g. AGM)
12. Committee to organise at least one Activity per calendar month, excluding January, including a "Welcome" function in February and a "Christmas Party" in December.
13. Written reports are to be prepared after every event and submitted to the next TAAC meeting for submission to the office administrator for publishing in the Bulletin.
14. Liaise with RGSQ Office to confirm if any bookings have been channelled through the office.
15. Society members are to be encouraged to book for Treks or Activities through the Website.
16. Encourage Society members to contribute ideas and become involved in participating and leading planned activities
17. Prepare the following year's programme from September each year for finalisation by December for publishing in the Bulletin and on the Website.
18. Prepare advertising for all events through the Bulletin and Website.

DEFINITIONS

Expeditions: Major scientific events organised by Council.

Treks: Events longer than a weekend organised by TAAC for geographic discovery and involving overnight accommodation. Participants must be Society members.

Activities: Shorter events organised by TAAC, involving a maximum of two nights' accommodation (such as a long weekend), day, half-day or evening activity with a geographical as well as social flavour. Activities longer than one day require Society membership.

Coordinator: TAAC Committee member responsible for organising details and preparation of any proposed Trek or Activity sanctioned by TAAC. May also be the Trek or Activity Leader.

Activity Leader: Any Society member, sanctioned by the TAAC, who has the skill and willingness to work with a TAAC Coordinator to lead an Activity.

ROLES AND RESPONSIBILITIES

Chairperson:

- To chair the Committee as a whole and preside over meetings of the Committee
- To prepare and distribute an agenda for each meeting
- To contribute input and report to Council
- To liaise with committee members when appointing an activity coordinator for each Activity and major Trek
- To take on the role of Trek or Activity coordinator where appropriate

Deputy Chairperson:

- To support the Chairperson and adopt the role of Chairperson in the absence of the nominated Chairperson.
- To take on the role of Trek or Activity coordinator where appropriate

Minute Secretary:

- To take minutes of each meeting, prepare written minutes and distribute to Committee members and Office Administrator after each meeting.

Committee Members:

- To attend meetings, contribute ideas for future Treks and Activities and assist in the organisation and running of planned activities
- To take on the role of Trek or Activity Coordinator where appropriate
- To continually encourage Society members to join TAAC with a view to utilize people's experience, knowledge and organisational abilities

Trek or Activity Coordinator: (See definition Page 3)

- To accept responsibility for organising and coordinating the Trek or Activity, with the assistance of other members of the TAAC as necessary and required. (See "Procedures")
- To prepare a "flier" to advertise the Trek or Activity in a timely manner, for inclusion in the Bulletin and Website.
- To work with and guide an Activity Leader who is not a Committee member

Trek Leader: (See definition Page 3)

- To research, organise and prepare a detailed written outline and costing of a proposed Trek with the assistance and input of other TAAC members or suitably qualified resources. (See "Procedures")
- To work with the Trek Coordinator when not acting in that capacity
- To effectively lead the Trek in accordance with Society guidelines and Procedures

Activity Leader: (See definition page 3)

- To research, organise and prepare a detailed written outline and costing of a proposed Activity (See "Procedures")
- Where the Activity Leader is not a member of TAAC to work with the assistance and input of the Activity Coordinator
- Where the Activity Leader is a member of TAAC to work with the Activity Coordinator when not acting in that capacity
- To effectively lead the Activity in accordance with Society guidelines and Procedures.

COSTINGS FOR TREKS and ACTIVITIES

Administration Recovery Charge

- TAAC recommended and the RGSQ Council approved the implementation of an "Administration Recovery Charge" (ARC), for each participating member or guest, for Society treks and activities where a charge is made and collected.
- A minimum ARC of \$5.00 for members and \$10.00 for non-members be costed into each participation fee, which will apply for all fees up to \$50, and a 10% ARC will apply for a participation fee of over \$50, up to a maximum ARC of \$50.00.

Fees payable by Trek/Activity Leaders

- The RGSQ member leading/organising any Trek or Activity pays the same fee as other members
- Invited guides/lecturers etc. who provide part of the service for the Trek or Activity will not pay the Trek/Activity fee (if any) nor the ARC. This cost will be absorbed in the expenses for the Trek/Activity and distributed evenly among participating paying members and guests.
- Free services provided by third parties such as guides, organisers, bus drivers and the like will be used to reduce the overall Trek/Activity expense and not applied individually to any RGSQ member.
- Treks and Activities should at least break even. Any excess revenue over expenditure forms part of the consolidated revenue of the Society.

TAAC Refunds

- Council has approved the implementation of a Treks and Activities Refund Policy which allows a refund of the deposit or payment if the participant can arrange for another to take their place. (At 12 November 2019 RGSQ Council meeting)
- This policy statement should be clearly stated in the Bulletin near or about the listing of RGSQ Treks and Activities.

Travel Insurance

- All participants are to be encouraged to take out Travel Insurance for any Trek or Activity where pre-payment of costs are to be incurred
- This policy statement should be clearly stated in the Bulletin near or about the listing of RGSQ Treks and Activities.

PROCEDURES

(See Definitions for **Trek/ Activity Coordinator** and **Trek/Activity Leader** – Page 3)

Trek or Activity Planning

The **Trek or Activity Coordinator**, in conjunction with the **Trek/Activity Leader**, will ensure that the following matters have been completed:

- A detailed itinerary/programme, together with a detailed budget, has been prepared and presented to the Committee a minimum of 3 months in advance of the event. Preparation of the itinerary will typically involve selecting (and maybe traversing) the route; checking possible accommodation locations/types; arranging group functions (e.g. a dinner, boat trip) that are to be included in the booking fee. Entry fees for Museums, National Parks etc. which will be common to all members on a trek should be included in the booking fee. The budget will detail the expenses involved which are to be met by individuals attending (e.g. camp fees) and those which will be included in the booking fee. The budget will recommend the booking fee to be charged, which will be sufficient to cover the RGSQ Administrative Recovery Charge as adopted by Council resolution (See “Costings for Treks and Activities”)
- Prepare a Notice of the event for the Bulletin/ Website, in sufficient time wherever possible to appear in 2 issues of the Bulletin prior to the closing date for bookings for the event. The Notice is to be presented to TAAC for comment, or, if there is insufficient time for that before the Bulletin publishing deadline, it should be reviewed by the Committee Chairperson prior to publication.
- Make timely and appropriate arrangements for payments by RGSQ. If the cost of a particular item is known in advance, a cheque for that amount can be obtained from the office or, preferably, payment made by EFT by the office. Note that it may take up to 2 weeks for the office to deliver a cheque to the organiser. Alternatively, payments may be made by the organiser and the cost claimed back from the office after the event. In both cases, the organiser **MUST** obtain a Tax Invoice and Receipt to document the expenditure.
- Report to the Committee at its meetings on progress on organising the event, the numbers booked etc, and, on completion of the event, give a summary report on the event, including a financial report, to the Committee.

Leading a Trek or Activity

- The Leader’s primary role is to facilitate a balance between the group’s enjoyment of the Trek or Activity, maintaining peace and harmony among the group and ensuring the group’s safety.
- Whilst being mindful of potential risks the leader must avoid circumstances that could result in injury, loss of life or damage to property.
- Leaders are advised to respect the rights and opinions of individuals whilst always prioritising the safety of the group and involving the group in decision-making where possible.
- Leaders are to ensure that each participant in a Trek or Activity has completed the necessary documentation and signed the necessary Booking Form or Activity Sheet before the Trek or Activity begins.

Medical or other Emergency

- In the event of a medical or other emergency, either at RGSQ premises or during Society activities in any location, it is important that the President of the Society, or if unavailable the Vice-President, or any other Councillor, be notified of the circumstances as soon as possible. During office hours, contact can be made through the office on (07) 3368 2066.

First Aid

- Utilise the most competent person in the group to administer first aid.
- Make use of an assistant where possible
- Prioritise injuries in order of severity
- Assign duties to other members of the group and keep them away from the patient being treated
- Adopt the DRSABC action plan:
 - Danger – Assess the situation for any danger to yourself, the injured person or any other member of the group. Eliminate or remove the danger if possible
 - Response – Assess the state of consciousness of the patient
 - Send for help
 - Airway – make sure the patient's airway is clear of any object including their tongue
 - Breathing – check the patient's chest and breath
 - Circulation – administer CPR if the patient is not breathing

Incident Reporting

- Where an incident occurs during a Trek or Activity, such as:
 - serious injury where attention is required by a registered medical practitioner or
 - death or
 - damage to third party property

an Incident Report must be completed.
- The completed Report must be forwarded to the Society Administrative Officer asap following the incident for the attention of the President and Council.

Risk Management

- Trek and Activity Leaders are to assess and manage risks that may impact the group.
- Participants are required to act responsibly to ensure they maintain their own safety and the safety of others.
- Participants are required to minimize risks to themselves and others and to alert the Trek/Activity Leader to any potential risk that they become aware of.
- Participants are to be reminded of their responsibility in this regard at the beginning of each Trek and/or Activity.

TREK AND ACTIVITY FORMS INFORMATION / DESCRIPTION

(See Definitions for **Trek** and **Activity** – Page 3)

Trek Booking Form

- A Booking Form is to be used for every **Trek** and must include details of the name of the Trek, the start and finishing dates of the Trek, the start and finishing locations of the Trek and the name and contact details of the Trek Coordinator. (See Booking Form Example in Appendix A)
- A Booking Form is to be provided to each prospective participant prior to any Trek and must include headings for any relevant information required of the participant, pertinent to the type of Trek being undertaken e.g. Self Drive, 4WD, Coach or other transport.
- The Booking Form must include any Booking Conditions and provide space for participants to complete details of Emergency Contacts, Insurance details if required and any other information required of the participant.
- The Booking Form must be signed by each individual participant and submitted with any booking fee or deposit required for the Trek.

Trek Health Form

- A Health Form is to be provided to every **Trek** participant for completion and signing by the participant prior to embarking on any Trek. The Health Form is to be completed in duplicate for each participant. (See Health Form in Appendix A)
- The signed and sealed copies of the form are to be distributed in accordance with the instructions on the Health Form

Trek Information Sheet

- Where a **Trek** is to be undertaken, sufficient information should be provided to prospective participants to allow them the opportunity to engage in the Trek prior to departure. The information provided will vary with the nature of the Trek. (See Trek Information Sheet Example in Appendix A).

Activity Registration Sheet

- A Registration Sheet is to be used for every **Activity** and must include details of the name of the Activity, the date of the Activity, the start and finishing times and locations of the Activity, the name of the Leader and/or Coordinator and space for each participant to enter their details. (See Draft Registration Sheet in Appendix A)
- Each participant in the **Activity** must sign the form and include their full name and contact phone number together with details of an emergency contact including name and contact phone number of that person
- Each participant signing the Form acknowledges that they will act responsibly and follow the directions of the Activity Leader in order to maintain the safety of themselves and others and act in such a way as to minimize risks to themselves and others.

Incident Report

- The incident report must include details of the person or persons affected, the nature of the incident, details of the incident and any action taken, the date, time and location of the incident, the name and contact details of any witnesses and the name and contact details of any person who administered first aid. (See draft Incident Report in Appendix A)
- The report must be signed and dated by the **Trek** or **Activity** Leader

Appendix A: TAAC Forms

TAAC Forms can be found in RGSQ Folder - S:\Gpfiles\Com_TAAC\Manual\Forms

(NOTE: Forms in the above location may need to be updated)

Trek Booking Form (Example) (Two pages)

Trek Health Form (Two pages)

Trek Information Sheet (Example) (Three pages)

Activity Registration Sheet (Two pages)

Incident Report (One page)

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Trek Booking Form (Example) (2 pages)



Royal Geographical Society of Queensland

Level 1/28 Fortescue St, Spring Hill QLD. 4000

Phone: 07 3368 2066

Email: info@rgsq.org.au

(name of trek) TREK, (date)

BOOKING FORM

Full Name of principal driver.....

Postal address.....

Home address.....

Email address.....

Phone: (day).....(evening).....(mobile).....

Name(s) of passengers.....

.....

All participants must be Members of RGSQ

Please bring your RGSQ name badge.

.....

In Emergency:

In case of an Emergency, please contact:Relationship.....

Phone: (Mobile).....(Secondary).....

Insurances (All vehicles travelling on this Trek must have insurance)

Comprehensive Vehicle / Third Party property Insurance Cover: (Circle the Insurance cover you have)

Company: Phone:.....

Accident/Illness Cover: Y/N Company: Phone:.....

Vehicle – N.B. This trek is suitable for high clearance 4WD only

Make..... Model.....petrol/diesel.....

Year of Manufacture..... Reg. No.....

We plan to join the Trek at..... on (date).....

and depart the trek at..... on (date).....

I do/do not have a CB (UHF) radio fitted in the vehicle. (Circle whichever is applicable).....

I will arrange my accommodation / catering directly with

BOOKING CONDITIONS

1. Administration Fee

For each participant, a non-refundable amount of \$_____ is required to be paid to RGSQ.

2. RGSQ Membership

I understand that it is a requirement for all participants to be a financial member of RGSQ.

3. Vehicle and Personal Items (Strike out paragraph 1 and 2 if you are a passenger)

I understand that I am responsible for reliable condition and maintenance of my vehicle, for the safety of my passengers and for any recovery of my vehicle that might prove necessary.

I am also responsible for carrying adequate fuel and communication equipment which may include HF/UHF 2-way radio, satellite phone, EPIRB/PLB.

I acknowledge that I am responsible for any loss of, or damage to, any personal items.

I acknowledge that it is my responsibility to stay with the group whilst on the Island.

4. Health

I understand that I am responsible for my own personal wellbeing and that I will provide a Health Form for "Emergency Use Only" sealed in an envelope, with a second sealed copy to be provided for the RGSQ Office. I understand that the sealed envelopes will only be opened by the Office or Trek Leader in the case of an emergency.

5. Safety

I understand that to the best of my ability, I will maintain safety for my vehicle, myself & my passengers, follow the directions of the Trek Leader where matters of the safety of myself and others are concerned and take all reasonable precautions to minimize risk to myself and others.

6. Capability

Trekkers may be required to satisfy the Trek co-ordinator that they have the capability and resources to undertake and complete the Trek.

I fully understand the itinerary and the booking conditions of this Trek as provided in the document titled – RGSQ TREK – INFORMATION SHEET – and attachments, emailed/posted to all Interested Parties on (date), together with those conditions listed on this document

Signed.....

Date.....

Trek Health Form (2 pages)



Royal Geographical Society of Queensland

Level 1/28 Fortescue St, Spring Hill QLD. 4000

Phone: 07 3368 2066

Email: info@rgsq.org.au

(name of trek) TREK, (date)

HEALTH DETAILS

Name: Age.....

Pre-existing medical conditions:

Previous medical conditions.....

Prescribed medications:

Do you have any specific instructions in the event of illness or accident?

Blood Type..... Organ Donor..... Yes/No.....

GP's name

Phone: Mobile (if available):

Specialist's name:

Phone: Mobile (if available):

Name of Health Fund

Membership Number: Phone:

Medicare Number.....

Pensioner Number..... D.V.A.No.....

PTO

Next of Kin: Relationship: Phone:

The above information is for Emergency Use Only

Signature:

Date

PLEASE COMPLETE THIS FORM, SIGN IT, & PHOTOCOPY IT. PUT THE ORIGINAL IN A **SEALED ENVELOPE** WITH YOUR NAME ON THE ENVELOPE, AND HAND IT TO THE **TOUR LEADER** AT THE BEGINNING OF THE TREK. Post or deliver the photocopy in a sealed envelope with your name and the name of the Trek to the RGSQ office prior to the Trek. AT THE END OF THE TREK, THE unopened ENVELOPE WILL BE RETURNED TO YOU.

Trek Information Sheet (Example) (3 Pages)

See digital copy of form named "[RGSQ-Trek-guidelines-info.docx](#)"

Coordinator: *(add name)*

Welcome to the *(name of trek)* trek.

The group at the starting point, (place) on the (date). All trekkers can travel at leisure and meet us here on this date. We look forward to the group coming together each day for a convivial happy hour or so. 'Happy Hour' will generally be 5.00pm every day when the activities are discussed.

N.B. Please advise (coordinator) when you actually are joining and departing the trek so we can keep track of everyone.

Set out below is a list of trek inclusions and suggestions for *(name of trek)*. Whilst most of us perform these functions and carry most of the items listed, it doesn't hurt to be reminded.

Below are guidelines for inclusion if relevant

Camping/Toilets	All participants are advised that most overnight camping is at camping grounds or caravan parks with full facilities or include other accommodation
Water	Good potable water available at most of our camps but it is wise to carry at least 15-20 litres per person per day.
Sun – Flies - Insects	Take UV30+ sun screen if needed and insect repellent for mosquitos etc. A fly veil is handy as the quantity of flies and insects may be high due to the exceptional amount of new grass from rain.
Clothing	Pack clothing that covers all weather possibilities: wet-weather gear, clothing that will protect you from the sun. Don't forget a jacket for the cool nights and also a wide brimmed hat.
Fires	Always check that camp fires are allowed and set the fire in a safe manner. Pack a fire extinguisher – keep it where it can be reached easily and quickly. Fires can occur from electrical faults or when long, dry grasses come in contact with a hot exhaust.
Travel Etiquette	Please do not form a close convoy which creates a dust problem for other drivers along the roads, allow a safe distance between vehicles at all times.
Health & First Aid	Medical contacts are listed on a separate page in guide book. Pack a comprehensive first aid kit. Have you had your Flu Injection? Pack all your prescription medications and extra to be safe.

Money Matters	In the out-of-way centres, list eftpos and banking facilities. Make sure your credit cards are up to date etc.
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Trek Etiquette	Everything is being done to make this an enjoyable & trouble-free Trek. If there is anything at all that troubles you during the Trek, please consult with the Trek Leader. There is always a way of solving a problem especially if shared.
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ICE	In Case of Emergency. It's a good idea to include at least one number on your mobile phone under the name of ICE. It would be for the person needed to be contacted in case of emergency. You can have more than one entry ie ICE 1 – son's contact ICE 2 – brother's contact
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VEHICLE

MAKE SURE YOUR VEHICLE HAS BEEN CHECKED & SERVICED BEFORE THE TREK

Some items listed below probably won't be applicable to newer vehicles but if a fair mileage has occurred since the items have been replaced it may be ideal to carry the following:

Spare set of keys	
Tools	Items such as hacksaw, hammer, cold chisel, rubber mallet, pliers, file, spanners, trouble light, screwdrivers, a voltmeter, wire brush, electrical tools and allen keys. A comprehensive tool kit specific to your vehicle
Oils	Engine oil, auto transmission fluid, spanners to fit drain plugs. Consumables relevant to your vehicle.
Radiator	coolant or water - spare radiator hoses, fan belts and tools to replace them
Mechanical/Repairs	Limited mechanical services are available at centres such as Cooktown, Coen and Weipa But maybe limited at other centres.
Air	Remember you may have to reduce your tyre pressure at some stage. Pack a tyre gauge, 12V compressor or foot pump to re-inflate tyres and bedding.
Recovery Aids	Snatch strap, Shovel & Axe or Recovery equipment consistent with your vehicle.
Roads	At the time of printing reports on some roads are that there could be some rough areas due to the heavy flooding which has prevented maintenance from being carried out. Please travel with caution at all times.
Fuel	Fuel is available at all centres such as (list those relevant). Most places take cards but it would be advisable to carry extra cash for fuel etc. in case.

Trekkers participating in this Royal Geographical Society of Queensland's Trek do so at their own risk and are advised that the society will be in no way responsible or liable for injuries, loss of vehicle or personal items, vehicle damage or any recovery costs for your vehicle whilst on this trek.

SERVICES CONTACT LIST

EMERGENCIES	Mobile coverage 000 (Triple Zero) <u>OR</u> 112	If no mobile coverage - Department of Community Safety on UHF CB radio Channel 5.
ROAD CONDITIONS	131940	Department of Transport & Main Roads www.131940.qld.gov.au
QUARANTINE		No fruit & vegetables etc
Flying Doctor		
Medical contacts in the area		

NATIONAL PARKS CONTACT LIST

<u>Phone etc</u>	
<u>Booking online</u>	

EXTRA FORMS FOR MEMBERS

Booking Form	RGSQ CAPE YORK BOOKING FORM 4WD v5.doc
Health Form	RGSQ CAPE YORK HEALTH FORM v4.docx

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Activity Registration Sheet



Royal Geographical Society of Queensland

Level 1/28 Fortescue St, Spring Hill QLD. 4000

Phone: 07 3368 2066

Email: info@rgsq.org.au

Activity Name: _____.

Date : _____.

Activity Leader: _____ Phone _____.

Starting Point: _____.

Finishing Point: _____.

Starting Time: _____.

Finishing Time: _____.

First Aid Kit: YES/NO _____ Held by: _____.

Acknowledgement: By signing this form each participant acknowledges that they will act responsibly and follow the directions of the Activity Leader in order to maintain the safety of themselves and others and act in such a way as to minimize risks to themselves and others.

<u>No</u>	<u>Participant Name.</u>	<u>Mobile Phone No</u>	<u>Emergency Contact/Relationship Contact Phone No.</u>	<u>Signature.</u>
<u>1</u>				
<u>2</u>				
<u>3</u>				
<u>4</u>				
<u>5</u>				
<u>6</u>				
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<u>No</u>	<u>Participant Name.</u>	<u>Mobile Phone No</u>	<u>Emergency Contact/Relationship Contact Phone No.</u>	<u>Signature.</u>
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Incident Report



Royal Geographical Society of Queensland

Level 1/28 Fortescue St, Spring Hill QLD. 4000

Phone: 07 3368 2066

Email: info@rgsq.org.au

INCIDENT REPORT

THIS FORM IS TO BE COMPLETED IN THE EVENT OF A REPORTABLE INCIDENT OCCURRING.
A REPORTABLE INCIDENT SHALL INCLUDE SERIOUS INJURY REQUIRING ATTENTION BY A REGISTERED MEDICAL PRACTITIONER, DEATH OR DAMAGE TO THIRD PARTY PROPERTY.

Name of injured person or property owner:

Address of injured person or property owner:

Nature of incident (e.g. injury/damaged fence):

Date of incident Time of incident.....

Location of incident:

Details of incident and action taken:

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Witnesses, including names and contact details:
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Name and contact details of any person who administered First Aid:
.....
.....

Trek/Activity name:

Trek/Activity Date(s):

Name of Trek/Activity Leader:

Signature of Trek/Activity Leader:

Date:

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APPENDIX B

Risk Management and Assessment

Risk Management

The Trek/Activity Leader is responsible for the management of group risk while individual participants are responsible for the management of risks to their own person and others.

The Risk Management strategy to be adopted includes:

- Identify hazards
- Assess risks
- Control risks

Trek/Activity Leaders must communicate the Risk Management Strategy to all participating members at the beginning of each Trek or Activity.

Risk Assessment

- A formal Risk Analysis for Society Treks and Activities is beyond the scope of this document.
- Suffice to say that common sense should prevail and that potential risks should be identified and the necessary action taken to eliminate or minimize the risk.
- Participants are to be made aware of the potential risk and advised as to the recommended action to be taken to minimize or avoid the risk.
- Trek Booking Form and Activity Registration Sheets both include statements pertaining to Safety and Risk which participants must acknowledge and sign.

END OF DOCUMENT