



Hunter Bird Observers Club

Affiliated with BirdLife Australia

Hunter Bird Observers Club Inc
PO Box 24, New Lambton, NSW 2305
www.hboc.org.au
ABN 62 415 889 446

HBOC CLUB ACTIVITY RECORD

Leaders Guidelines

Leaders of Hunter Bird Observers Club Activities should:

1. Advertise the proposed activity via the HBOC calendar and wherever possible through announcement at monthly Club Meetings, the Club Newsletter, Hunterbirding and if necessary via the Club email service. Details such as the location, date, times, travel arrangements, directions, the leader's contact details and other information as necessary should be provided.
2. Become familiar with the proposed route, conditions, and potential birding highlights. Plan access to first aid, methods of communication and determine any special requirements for the proposed activity.
3. On the day of the activity:
 - (i) complete the HBOC Risk Assessment Form by identifying foreseeable hazards and ascribing a risk rating (low, moderate, high).
 - (ii) prior to commencing the activity brief the participants. The briefing should:
 - (a) give details of the proposed intentions/itinerary, the route, level of difficulty and anticipated birding highlights;
 - (b) alert participants to the nature and level of identified hazards and suggest appropriate counter measures;
 - (c) highlight the need for participants to inform the leader or to let someone know of their intentions to divert from the proposed route or leave the activity early;
 - (d) ask for and clarify any issues and
 - (e) ensure participants complete and sign the HBOC activity attendance sheet.
4. In the case of a safety incident/emergency provide/arrange for immediate assistance, contact relevant authorities via 000, the emergency contact phone number provided by participants, the HBOC representative as appropriate.
5. Be aware of the overall number of participants.
6. Forward the completed HBOC Risk Assessment Form and the Activity Attendance Form to the Club Secretary for filing as soon as convenient.
7. Evaluate the activity and provide feedback to the HBOC Committee, organise a report for the Club Newsletter as appropriate.

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Activity Risk Assessment

ACTIVITY

LOCATION

START DATE

TIME

FINISH DATE

TIME

LEADER

CONTACT No

The activity leader must ensure that participants are aware of any foreseeable risks and hazards applicable to this activity. The most likely hazards/risk and recommended counter measures that participants should understand and act upon are, but not limited to: *(Circle risk level as appropriate)*

Identified Hazards/Risks	Level of Risk	Counter Measure
Level of difficulty	Low Moderate High	<ul style="list-style-type: none">- ensure the activity is within capabilities- seek alternative route if necessary- inform leader of potential problems- carry necessary medication- rest as needed- provide emergency contact information prior to activity.
Injury due to the location/terrain: <i>e.g. road traffic; road conditions; creek crossings; boat travel</i>	Low Moderate High	<ul style="list-style-type: none">- wear appropriate, sturdy footwear/safety equipment- be attentive, watch where you walk- seek assistance, use support if necessary
Exposure to: Hot or cold weather conditions	Low Moderate High	<ul style="list-style-type: none">- cover up - wear appropriate outdoor clothing, hat, sunscreen, carry sufficient drinking water
Exposure to: Insect bites, snake bite, leeches, ticks	Low Moderate High	<ul style="list-style-type: none">- vigilance, cover up, use repellent
Getting lost	Low Moderate High	<ul style="list-style-type: none">- be familiar with proposed route- inform leader of intentions, go with someone- carry water/food/whistle- provide emergency contact details prior to activity
Additional Risks: (to be entered by leader)	Low Moderate High	Counter measures for these Additional Risks:

LEADER'S SIGNATURE

HBOC CLUB ACTIVITY RECORD

Attendees

NAME	SIGNATURE	VISITOR	U18	EMERGENCY CONTACT NO.