



Leaders Guidelines

Planning

1. Agree to organize and manage a Hunter Bird Observers Club activity. All locations will have a **Site Risk Assessment** completed prior to the day of the outing, identifying possible hazards, determining a suitable route and potential birding highlights. Copy available from Activity Officer when leadership of activity confirmed. (*Master file of Activity Risk Assessment kept by Secretary*).
2. Check out the site week(s) before the outing if possible, to consider **Site Risk Assessment** items. Planning involves considering access to first aid, methods of communication and determine any special requirements for the proposed activity. In the case of a safety incident/emergency, planning involves; providing/arranging for immediate assistance/ First Aid, contacting relevant authorities via 000, contacting Next Of Kin on the phone number provided by participants, notifying the HBOC representative as appropriate.
3. The Activity will be advertised on the HBOC Activity Calendar (details such as the location, date, times, travel arrangements, directions, the leader's contact details and other information as necessary will be provided), on the HBOC website, at Club Night and in the HBOC Newsletter.

Day of Event

4. Complete the **Activity Risk Assessment** and review local conditions (weather) which may impact on the day.
5. Prior to commencing the activity, the participants are to be:
 - a) Briefed on the details of the proposed intentions/itinerary, the route, level of difficulty and anticipated birding highlights;
 - b) Briefed on the nature and level of identified hazards and suggest appropriate counter measures; (see **Activity Risk Assessment**)
 - c) Briefed on 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) Encouraged to ask for and clarify any issues and
 - e) Required to complete and sign the **Attendee Sign in Sheet** and provide an Emergency contact number.

At the end of the Event

6. Complete a bird count and record on the **HBOC Record Sheet (RS2/16)** and enter into **Birddata**. (Help available if required)
7. **Scan and forward /give the completed Activity Risk Assessment, including review of outing), and the Attendees Sign in Sheet to the Club Secretary as soon as convenient.**
8. In consultation with the Activities Officer, organise for a report to be written about the activity for publication in the HBOC Newsletter and a summary for the Facebook page and Hunterbirding.
9. If there is an accident or incident, complete the **HBOC Incident/Injury Report Form** and ask two witnesses to write a witness statement as soon as possible.
10. Briefly review the outing, noting any issues. (see below)

Review of Outing. Record any issues, incidents, suitability for future outings, no. birds /participants.

Activity Risk Assessment



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

Describe Activity		
Location		
Date	Start Date and Time	Finish Date and Time
Leader	Name and Contact No.	
Emergency Planning	First Aid Kit available? Yes / No	Emergency Contact: Emergency + App avail Nearest Hospital:
<p><i>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)</i></p>		
Risk/ Hazard	Level of Risk	Risk Avoidance
A. Level of Difficulty	Low Moderate High	Advise participants of potential hazards Seek alternative route if necessary Advise of length of walk and access to facilities
B. Risk of injury (trips, falls, slips)	Low Moderate High	Wear appropriate footwear/ clothing, safety equipment Watch where you walk Advise leader of any difficulty
C. Environmental Risks (Storm, wind, flood, heat, bushfire)	Low Moderate High	Appropriate outdoor clothing / rainwear Hats, sunscreen Carry water Plan evac. route
D. Exposure to Insect bites, snakes, leeches, ticks.	Low Moderate High	Advise to use insect repellent Watch where you walk Appropriate clothing
E. Getting Lost/ Disorientated	Low Moderate High	Carry mobile phone Remain on the proposed route Advise leader before any deviation from route or if leaving early
F. Additional Risks;		

Attendees Sign in sheet



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Date:

Location:

I acknowledge the risks given at the briefing and will advise the leader if I intend to leave early. I agree to participate at my own risk. Any child under 18 is the sole responsibility of the parent or responsible adult.

NAME	SIGNATURE	VISITOR	U18	Who do we contact in case of Emergency/ Accident?