



Leaders Guidelines (for members who agree to lead an HBOC activity.)

Planning

1. Thank you for agreeing to organize and manage a Hunter Bird Observers Club activity. A **Site Risk Assessment** should be completed for all new sites prior to the day of the outing. Copies of already completed Risk Assessments are available from your sub-committee organiser when you agree to lead the outing. (a *Master file of Activity Risk Assessments 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 Committee representative as appropriate.
3. You will be contacted the month before the outing to confirm meet time and location and any other information required.
4. The Activity will be advertised in the Activity Section of the HBOC website (details such as the location, date, times, directions, the leader's contact details), at Club Night and in the HBOC ENews. The week before the event, the leader should post a reminder on Hunterbirding.
5. Registration of participants is required for all events, so members can be notified should any arrangements change, or issues arise. Details can be recorded on the sign in sheet attached to these guidelines.

Day of Event

6. 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
 - 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 and other details as necessary.

At the end of the Event

7. Complete a group bird count and record on the **HBOC Record Sheet (RS2/20)** and enter into HBOC **Birddata** app. Login details available on request.
8. Scan and forward /give the completed **Attendees Sign in Sheet** to the Club Secretary as soon as convenient.
9. Organise for a report to be written about the activity, for publication in the HBOC ENews and a short summary of the day on *Hunterbirding*.
10. If there is an accident or incident, complete the **HBOC Incident/Injury Report Form** and forward to the HBOC Secretary ASAP.
11. Note any issues 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
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. Disease transmission in outdoor spaces.	Low Moderate High	Check current information in event of pandemic. Adhere to current Public Health orders Socially distance Provide proof of vaccination if required



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