

Site Risk Assessment



Hunter Bird Observers Club

Affiliated with BirdLife Australia

Hunter Bird Observers Club Inc
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 www.hboc.org.au
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Survey/ Activity: Address:		GPS location: Assessment Date:
Describe the activity/ survey:		
Private Property: yes/no If so, Name of owner: Contact Details: Permission Obtained from Owner? yes/no Email attached?: yes/no OR: Access by Licence/ Contract: yes/no Date Licence Obtained; Copy Attached. Yes/no Terms of Entry: Day only / Camp Special conditions of entry: If camp, Camp Fire? yes/no Bush toilet: yes/no Caravan Access: yes/no 2 Wheel drive: yes/no		
Emergency Action Mobile reception? yes/no. If no, Satellite phone req'd If yes, ring emergency 000 or use <i>Emergency + app</i> Nearest hospital: Other:	Facilities provided: (If none - closest available)	
Location Suitable for: Day outing: Bush Camp: Stay in nearby Caravan Park / cabins: Caravans/ Cabins on site: Birding from car: Pelagic / Boat: Other:	Overall Fitness Level Required for activity; Low: Flat, or very gentle slopes, with formed trails or no trails needed - 1 - 5 kms walking Medium: Many slopes or uneven ground or longer 5 -10 km walking High: Very fit, requiring walking through uneven and/or hilly terrain.	
Other relevant information		
Person(s) performing assessment		

No.	Activity and Hazard Identification	Initial risk rating	Proposed risk controls Circle those considered relevant
1	Driving on-site. Control of boat on water <ul style="list-style-type: none"> ● Motor vehicle accident ● Boating accident/ incident 	Low Moderate High	<ul style="list-style-type: none"> ● All drivers must hold appropriate current Drivers Licence. ● Drivers must not be affected by drugs or alcohol ● Drive according to weather and site conditions. ● Plan route prior to day of activity. ● Drive on formed tracks where possible. ● Check Bureau of Meteorology web-site to ensure weather conditions are favourable prior to departure. ● Ensure Life Jackets are worn if on water.
2	Remote areas <ul style="list-style-type: none"> ● Getting lost ● Stranded ● No mobile coverage 	Low Moderate High	<ul style="list-style-type: none"> ● Carry mobile phone at all times. (Download Emergency + App) ● Avoid surveying alone if possible. ● GPS units and maps for navigation may be necessary. ● Ensure all participants are aware of their locations and pre-determined meeting point if separated. ● Establish a check-in procedure with a contact person who is not participating in the surveys. In the event that participant(s) fail to check-in, contact cannot be made with the participant(s) and participant(s) does not return home by a nominated time, an emergency response is to be initiated. ● Satellite phone to be taken
3	Walking uneven ground, steep slopes, long grass, gravel/stones <ul style="list-style-type: none"> ● Slips, trips, falls 	Low Moderate High	<ul style="list-style-type: none"> ● Plan path to avoid large obstacles (e.g. logs), steep slopes. ● Avoid thick vegetation/ long grass ● Stay on formed paths if available ● Ensure footing is stable on the ground. Do not stand on any rocks, logs etc ● Wear appropriate footwear – sturdy enclosed shoes.
4	Biological Hazards <ul style="list-style-type: none"> ● Snakes, insects-venomous / poisonous bites and stings ● Allergic reactions to plants and insects ● Disease Transmission in outdoor spaces (Transmission of bacteria/virus to vulnerable people who may suffer fatal illness. 	Low Moderate High	<ul style="list-style-type: none"> ● Avoid parking/walking in long grass ● Carry first aid kits including snake bandages at all times. ● All surveys should be conducted by a minimum of two HBOC members. ● Apply insect repellent before commencing survey. ● Participants should be familiar with snake bite treatment procedures ● Wear appropriate clothing, including gaiters if necessary ● Avoid direct contact with other people such as hand shaking, observe 1.5m distance where possible as per social distancing guidelines ● Promote/practice good respiratory hygiene (cover nose and mouth when coughing/sneezing with tissue or elbow, dispose of used tissues and perform hand hygiene after contact with respiratory secretions) ● No carpooling.
5	Environmental Conditions <ul style="list-style-type: none"> ● hot weather heat stress, dehydration, sunburn ● Change in Conditions. E.g. Storm, high winds, flooding ● Bushfires (<i>RFS Bushfires near me App</i>) 	Low Moderate High	<ul style="list-style-type: none"> ● Take regular breaks in shade on hot days. ● Members should carry water to maintain hydration. ● Apply sunscreen regularly and wear appropriate PPE – broad-brimmed hat, long sleeves, long pants – to minimise sun exposure. ● Monitor weather conditions and leave site early if conditions deteriorate (i.e. extreme temperatures predicted). ● Monitor Fire danger and plan evacuation route ● Do not park or drive vehicles in or near long vegetation to avoid potential ignition
6	Medical Emergency <ul style="list-style-type: none"> ● Injury/ illness 	Low Moderate High	<ul style="list-style-type: none"> ● All participants must be physically fit for the activity ● Advise participants of level of fitness required before activity commences.
7	Any other Hazards		