

Site Risk Assessment



Hunter Bird Observers Club

Affiliated with BirdLife Australia

Hunter Bird Observers Club Inc
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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
1	<p>Driving on-site.</p> <p>Control of boat on water</p> <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	<p>Remote areas</p> <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	<p>Walking uneven ground, steep slopes, long grass, gravel/stones</p> <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	<p>Biological Hazards</p> <ul style="list-style-type: none"> • Snakes, insects-venomous / poisonous bites and stings • Allergic reactions to plants and insects 	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
5	<p>Environmental Conditions</p> <ul style="list-style-type: none"> • hot weather heat stress, dehydration, sunburn • Change in Conditions. Eg Storm, high winds, flooding • Bushfires (RFS Bushfires near me App) 	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	<p>Medical Emergency</p> <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	<p>Any other Hazards</p>		