

**Bairnsdale & District Field Naturalists Club Inc.**

*A0006074C*

*P.O. Box 563, Bairnsdale Victoria 3875*

[www.bairnsdalefieldnaturalists.com.au](http://www.bairnsdalefieldnaturalists.com.au)

# **Risk Management Policy**



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*East Gippsland flora and fauna - promote, protect and enjoy*

The Bairnsdale & District Field Naturalists Club was formed in 1960 and has operated continuously in East Gippsland since that time.

It is an incorporated body (No. A0006074C) under *Associations Incorporation Reform Act 2012*.

### **STATEMENT OF PURPOSE**

To further the awareness and study of all branches of natural history within the East Gippsland community through field excursions, regular surveys, specialist guest speakers and publications.

To observe and strengthen the laws for the preservation and protection of indigenous flora and fauna and habitat and important geological features.

To promote the formation and preservation of National and State Parks and Reserves.

To collaborate with other groups and agencies with similar environmental interests.

### **COMMITTEE**

**Executive** President

Vice President

Secretary

Treasurer

**Ordinary members** with the following co-ordinator responsibilities:

1. Botany Group.
2. Bushwalking Group.
3. Junior Group.
4. Newsletter.
5. Website.
6. Archive.

All members of the Committee hold a current Working with Children Checks card as required by the amendments to the Working with Children Act 2005 which came into effect on 1<sup>st</sup> August 2017.

### **MEETINGS**

Committee meetings are held monthly in member's homes.

General meetings featuring a guest speaker take place at The HUB, 27 Dalmahoy Street, Bairnsdale at 7.30pm on the third Friday of the month except in January, June, July and August.

### **RISK MANAGEMENT POLICY**

Bairnsdale & District Field Naturalists Club (B&DFNC) as a not-for-profit agency is subject to risk both at the organisational and activities level. The purpose of this Risk Management Policy is to minimise and/or manage any risk involved in running the Club or participating in Club activities

It is brought to the attention of all new members on joining and is available to all members and visitors on our website.

### **INSURANCE**

1. B&DFNC maintains Public Liability Insurance as an Affiliate of Royal Horticultural Society of Victoria.

2. Signed lists of members/visitors attending all functions i.e. excursions, bushwalks, camp –outs, general/annual meetings and special events are retained for public liability insurance purposes.

### **FINANCIAL MANAGEMENT**

1. The Treasurer manages a current bank account for day to day expenses of the Club.
2. Monies not immediately required are lodged in an interest bearing fixed term bank account.
3. The President, Secretary and Treasurer only are authorised to sign cheques.

### **FIELD TRIPS (defined as field excursions, surveys, bushwalks and camp-outs)**

#### **Leadership**

1. The designated leader of a field trip (however defined):
  - has the required skills and experience available to conduct the trip
  - has checked out OR is familiar with the area being visited.
2. The designated leader has absolute authority to cancel, modify or postpone a trip for any of but not limited to the following reasons:
  - inappropriate weather conditions
  - insufficient equipment
  - restrictions dictated by a land manager
  - environmental factors (flood, drought, fire, wind).
3. The designated leader may advise a member/visitor not to participate if in his/her opinion, there are difficulties:
  - inherent in the particular field trip
  - associated with the person's age and/or state of health.
4. The designated leader is responsible for the use of UHF radios by:
  - \* retaining one and setting the frequency for the day
  - \* issuing the other to the person designated to bring up the rear of the excursion
  - \* retrieving the second radio at the end of the field trip.

#### **Registering**

1. An organised activity is listed in the current Club newsletter The Clematis, citing destination, time and place of departure, leader's name and contact phone number.
2. It is the responsibility of a member/visitor to:
  - advise the leader at least 24 hours in advance that they will be taking part in a field trip
  - arrive at the departure point at least ten minutes before the scheduled departure time
  - sign an indemnity form prior to departure and record name, mobile phone number and phone number of an available contact person
  - car pool whenever possible.
3. A member/visitor who has not arrived by the scheduled departure time is deemed not to be coming and the convoy sets off without them.

#### **The convoy**

1. The convoy consists of the lead vehicle and a designated end vehicle.

2. The leader carries a UHF radio in the lead vehicle and issues one to the driver of the end vehicle as required.
3. Front passengers in participating vehicles keep track of road signs (writing them down if necessary) as the convoy proceeds or changes direction.
4. Drivers keep a visual on the vehicle in front and behind. When making a turn they signal and stay at the intersection until the following vehicle has turned.
5. If trouble arises or contact with the convoy is lost, drivers' park safely, contact leader via mobile phone if possible or wait for someone to find them.

#### **In the field**

1. When the lead vehicle stops, drivers of all other vehicles park in a manner that allows access to through traffic.
2. Members/visitors gather round the leader for instructions before heading off on their own botanical pursuits.
3. Members/visitors separated from the main group with the potential of getting lost, stay where they are until someone comes back to find them.
4. When a person heeds a 'call of nature' they either tell someone or leave their backpack on the side of the track or both.

#### **End of a field trip**

1. All field trips are terminated by the leader.
2. If a member/visitor leaves the area before an organised field trip is terminated by the leader, they are responsible for getting out of the area themselves.
3. Anyone who is unfamiliar with the area must arrange with someone who is familiar with the area, to follow them out.
4. Offer reimbursement to the driver of vehicle in which they have travelled, receipt of which is up to the driver to decide.

#### **Community health issues**

1. B&DFNC adheres to all government directives/regulations associated with an epidemic/health crisis.
2. Maintains up-to-date protocols and policies and keeps membership fully informed at all times.

#### **SAFETY PROCEDURES**

1. Members with medical condition/s who plan to undertake field trips, bushwalks or camp outs should voluntarily fill out a Confidential Basic Medical Report (available on website) and:
  - place in an envelope with their name on it and lodge as appropriate with the
  - Coordinator of the Botany Group to keep in a file AND/OR
  - Coordinator of Bushwalking Group to keep in a file AND/OR
  - Co-ordinator of the Junior Group to keep in a file
  - retain a copy in a waterproof plastic bag placed in the outer pocket of the backpack that is carried on field trips/bush walks/campouts.
2. In the case of a health incident/accident/mishap:
  - the member's Confidential Basic Medical Record is accessed if required
  - appropriate help is given, preferably by someone trained in first aid

- a GPS reading is taken if available and if required
  - the Emergency Locating Beacon is activated if required
  - someone is delegated to accompany the injured person to medical treatment centre if required
  - the injured person's contact person is notified
  - the President of B&DFNC is notified of the situation and location of injured person and their contact person's details
  - an Incident Report (available on website) is submitted by the injured person to the Secretary as soon as practicable after a health incident/accident/mishap.
  - the incident is reported to and recorded by RHSV for public liability insurance purposes.
3. Participants are advised to:
    - wear appropriate clothing e.g. solid footwear and a hat
    - carry sun screen, insect repellent and sufficient drinking water
    - carry a mobile phone if available
    - wear their B&DFNC name badge
    - carry basic first aid requirements i.e. crepe bandages/ tick remover etc.
  4. The leader carries the first aid kit and the Emergency Locating Beacon in his/her vehicle.
  5. Chain saws are only operated on an organised field trip by a person experienced in their use.
  6. Vehicle owners are responsible for checking the fuel, tyre condition, tyre pressure, oil and water before departure on a field trip.

#### **FIRE PROCEDURES**

1. Field trips are cancelled on days of TOTAL FIRE BAN.
2. If caught in a wild fire while driving:
  - pull into a cleared area on the side of the road
  - put headlights and hazard lights on
  - keep the engine running
  - wind up windows and close vents
  - cover exposed skin
  - get down as low as possible and cover up with a woollen blanket until the fire front has passed.
3. If caught in a wild fire on foot:
  - move across slope away from the fire front, then down the slope towards the rear of the main fire to find open or burnt ground
  - if unable to avoid the fire, lie face down under an embankment, rock, loose earth or in a hollow
  - if possible get into a pond, dam or stream, NOT IN A WATER TANK.

#### **ELECTRICAL STORM PROCEDURES**

1. Seek shelter in your vehicle.

2. If caught in the open:

- remove metal objects from head and body
- crouch alone with feet together preferably in a hollow
- don't lie down flat but avoid being the highest object.

### **SETTING UP CAMP**

Members/visitors are responsible for:

- all their camping/cooking equipment
- carrying enough water for consumption and cooking
- choosing a camp site where there is no danger of trees or limbs falling on selected area
- lighting camp fires in a proper fire place or in a trench at least 30cm deep with a cleared area of 3 metres all around and an area above the fire clear of flammable material
- ensuring that a person is in attendance at a camp fire at all times and water is placed nearby in case of an emergency
- completely extinguishing fires before leaving the camp site.

**Created:** December 2004

**Reviewed:** March 2017

**Last review date:** May 2021

**Next review date:** May 2024