

Hazard Identification, Risk Assessment and Control Form

FedWalks 2024 - Wilsons Promontory National Park - 11-13 October 2024

This hazard identification, risk assessment and control has been specifically developed for the FedWalks 2024 event

L C R = Likelihood / Consequence / Risk rating

Likelihood - Almost Certain, Likely, Possible or Unlikely

Consequence - Critical, High, Medium or Low;

Risk Rating - High, Medium or Low

In this document the word "leader" is a reference to leaders and co-leaders.

Hazard Owner L C R Controls

Pre Walk	Org. Comm.	P	M	M	Appropriate grading of activities in guide books and leaders' notes so that participants know what activity to choose and what to expect.
Emergency Contact	Leaders				Leaders to ensure that all participants are carrying an up-to-date "Participants Emergency Contact and Medical Information" form and that it is readily accessible.
Equipment		P	M	L	Leaders to check that walkers are suitably equipped and carrying minimum clothing requirements, food, water, personal first aid items, a snake bite bandage and any required medications and be available to advise on equipment requirements and recommend walking poles and ensure walkers have adequate footwear.
Snake Bite		P	C	M	Leaders to ensure that walkers are wearing appropriate footwear and gaiters and are carrying a snake bite bandage
Walk Hazards		P	L	L	Leaders to brief participants on general and specific hazards likely to be encountered on the walk
Water		U	H	H	Leaders to ensure that walkers have an adequate supply of water and encourage participants to drink adequate
Suitability of Walkers		U	H	M	Leaders to check participant's suitability by enquiry and observation for chosen walks as far as practicable and refuse to take a walker deemed unsuitable.
Suitability of Walkers and Health Conditions		U	H	M	Leaders to enquire if participants have any medical condition or disability that may manifest itself during the activity and affect the participant's ability to participate safely. Ensure they have their required medications and refuse to take a walker deemed unsuitable.

During the Walk

Be alert to walkers failures	Leaders	P	C	M	Leaders and Co-leaders to watch for early signs of hyperthermia, hypothermia or dehydration of participants and take appropriate corrective action.
Water		P	H	L	Encourage walkers to maintain their hydration.

Hazard	Owner	L	C	R	Controls
Obstructions on Tracks, Difficult Terrain - Arduous or very steep ground, trip or slip hazards	Org Comm	P	L	L	Obtain up to date track condition information from Parks Victoria prior to event
	Walks Co-ord	P	L	L	Walks co-ordinator to brief Leader and Co-leader for each walk at the muster and advise of any changes in track conditions in relation to their respective walks.
	Leaders	P	M	M	Leaders, Co-leaders & whips to be familiar with the walk and its hazards. Leaders, co-leaders & whips must have previewed the walk prior to the event and be aware of arduous or very steep ground and of slip or trip hazards on walk.
Difficult Terrain e.g. arduous or very steep ground	Org Comm.	P	M	M	Appropriate grading of activities in guide books and leaders' notes so that participants know what activity to choose and what to expect.
	Leaders	P	M	M	Leaders to assess suitability of potential participants for the particular walk and reject anyone they deem unsuitable. Leaders and Co-leaders to emphasise caution when approaching hazardous situations or locations and monitor participants' progress.
Slip or Trip hazards	Leaders	P	M	M	Leaders to brief participants prior to walk on general and specific hazards and recommend walking poles and ensure walkers have adequate footwear.
	Walkers	P	M	M	Walkers to consider all rocks, logs, and bare earth as slippery and step over if possible.
Stings or Bites, Blisters, Sunburn	Leaders	L	M	M	Leaders to brief participants prior to walk on general and specific hazards and recommend insect repellent or other precautions, such as, gaiters, long sleeves, hats and other sun protection as appropriate as well as personal sting or bite remedy. Leaders to ensure they carry appropriate First Aid items. Leaders to ensure that walkers are carrying personal first aid items especially blister remedies if appropriate. Leader or Co-leader to have a current First Aid qualification. Leaders to make themselves aware of any walkers with First Aid qualifications.
Flooded Creeks or Streams,	Leaders	U	M	L	Leader checks status of creek crossings before walkers cross water and take alternative route if required.
					Leaders to have checked for potential water hazards or potential muddy sections when previewing walk and have planned alternative route if required.

Hazard	Owner	L	C	R	Controls
Lost Walkers	Leaders	U	L	L	<p>Leaders, Co-leaders & whips to be familiar with the walk and navigational anomalies. Leaders, co-leaders & whips must have previewed the walk prior to the event.</p> <p>Leaders to brief and monitor participants on walk protocols.</p> <p>Leaders to have navigational skills and sufficient navigation and communication equipment (maps, compass, GPS and a mobile phone).</p> <p>(PLB is for life and death emergencies only). Getting lost during FW24 is not a life and death situation.</p>
	Event Co-ord				Event Co-ordinator to enact emergency procedures if group is overdue by 90 minutes
Medical Emergency	Leaders	P	H	L	<p>Leaders to ensure that the number of participants is appropriate for activities i.e. a minimum of 4.</p> <p>Leaders to ensure that all participants are carrying up-to-date copy of "Participants Emergency Contact and Medical Information" form.</p> <p>Leaders to assess First Aid items appropriate for the activity.</p> <p>Leaders to consider and plan exit routes.</p> <p>Leaders and Co-leaders to each have a charged mobile phone and one PLB or similar for SOS.</p> <p>Organising committee in conjunction with leaders reviewing walks to identify sections of each walk that does not have mobile coverage.</p>
Extreme Weather Conditions **	Org. Comm.	L	H	H	Organising Committee to assess weather conditions and be aware of weather forecasts each day in morning and in evening for next day.
	** Cold, heat, electrical storm, heavy rain, severe winds, bushfire, hazardous smoke haze, etc.				
	Leaders	L	H	H	<p>Leaders, on becoming aware of weather conditions changing to extreme, to immediately terminate the walk and return to the walk starting point or finish point, whichever is closer, using the planned route, OR emergency exit routes if returning to start or finish points is impractical. Unless impractical due to imminent fire danger, the whole party must stay together at the walk start or finish point to await further instructions.</p> <p>Leaders can alter activity to minimise effects of weather conditions.</p>

Hazard	Owner	L	C	R	Controls
Bushfire	Org Comm. & Leaders	P	H	M	<p>Organising committee and leaders to be aware that the Prom is in the "West South Gippsland" Fire District</p> <p>Organising committee to be cognisant of Parks Victoria instructions pursuant to current fire danger rating at all times.</p> <p>Organising Committee to assess weather conditions and Check Fire Danger Ratings each day in morning and evening for next day.</p> <p>Organising Committee and Leaders to cancel activity if conditions are extreme. Decision to be made in conjunction with and in compliance with instructions from Parks Victoria. Leaders may only cancel after discussion with organising committee.</p>
	Leaders	P	H	M	<p>Leaders, on becoming aware of any bushfire activity, no matter how small or distance from walk area, will immediately terminate the walk and return to the walk starting point or finish point, whichever is closer, using the planned route, OR emergency exit routes if returning to start or finish points is impractical. Unless impractical due to imminent fire danger, the whole party must stay together at the walk start or finish point to await further instructions.</p>
Vehicle Accident	Org Comm	P	M	L	<p>Only applies to pool drivers or other FedWalk driving.</p> <p>Avoid traffic congestion by staggering walk departure times.</p> <p>Avoid participants driving late at night.</p> <p>Obtain road condition information from Parks Victoria</p> <p>Warn drivers of road and weather conditions and of other known users who may impinge on FW24 traffic</p> <p>Drivers of vehicles involved in FW24 must be licensed.</p>
	Leaders				<p>Warn drivers of dangers of fatigue. - e.g. – Pool drivers after completing a hard walk.</p> <p>Leaders to brief and monitor participants on car convoy protocols where applicable.</p>
Obstruction on Roads	Parks Vic	P	L	L	<p>Patrol roads prior to event.</p>
	Drivers				<p>Obtain assistance from Parks Victoria in the Park or, if outside Park, from Police, Fire, Ambulance or SES as appropriate. Turnaround if unsafe to proceed. .</p>
Emergency Incident at Tidal River Campground	Org. Comm.	P	M	M	<p>Advise Parks Victoria Duty Officer on 1300 247 594 or if unable dial 000. Follow directions from Parks Victoria staff.</p>
Children	Org. Comm.	U	L	L	<p>Parents or designated adults to be always responsible for children's behaviour and safety.</p>