



ACTIVITY REGISTRATION

MENAI WILDFLOWER GROUP, AUSTRALIAN PLANT SOCIETY



ACTIVITY DETAILS

TYPE _____ LOCATION _____

DATE _____ START TIME _____

LEADER _____

OUTLINE of ACTIVITY _____

RISKS _____

For activity leaders:

Please ensure that all participants are present for the pre-activity briefing which should include –

1. Welcome, especially to new members and visitors. Visitors are welcome but if you wish to attend more than 3 activities with MFG over a 1 year period, you must join.
2. Identify activity as being conducted by APS
3. Please sign the attendance form. Details are collected for insurance and emergency purposes only and your privacy will be respected.
4. Describe activity route, time, stopping points, toilets, features of interest, significant plants or ecosystems and any threats to them.
5. Requirements – food, drink, clothing, shoes, sun protection etc
6. This activity may expose participants to risks of injury, illness, loss or damage of personal property.
7. Please let the leader know of any relevant medical or physical conditions
8. Identify specific hazards which may be encountered and the appropriate response.
9. Explain what to do if someone is injured or unwell or is missing. Who has first aid kit?
10. Questions?

Leader to sign confirming attendance list. _____

