

Keeping people safe on APS NSW activities – Risk register

As organisers of events, meetings and activities, keeping people safe is a priority, both our members and the public. Not following the procedures can impact our liability and insurance.

Risk management is a systematic process to identify hazards, assess the risks and identify how these risks can be managed

A risk plan for APS NSW including all activities of District Groups is available on the website.

Risk plans need to be done for all activities in APS NSW and District Groups:

- Meetings, events, parties
- Nursery, propagation or maintenance of grounds
- Bushwalks and garden visits
- Trips away
- Office work

New risks are added as identified. Common hazards in our activities include:

- Meetings and office activity
 - Lifting heavy objects
 - Tripping over obstacles e.g. power cords
 - Health issues from kitchen and food preparation
 - Burns
 - Traffic hazards
 - Covid-19 safety
 - RSI
 - Stress
- Activities outdoors and bush walks
 - Slips, trips and falls
 - Exposure to heat and sun and exhaustion
 - Injuries from falling branches
 - Animal bites or stings
 - General health issues or personal limits
 - Extremes of weather
 - Covid-19 safety
 - Getting lost
 - Bush fires
 - Seasonal or specific hazards of the site or walk
 - Injury to the leader
- Nurseries, propagation, reserves
 - Exposure to heat and sun
 - Injuries from using tools and machinery
 - Injuries from sharp vegetation eg thorns, metal objects, glass
 - Slips trips and falls
 - Lifting heavy objects
 - Dust inhalation
 - Animal bites or stings
 - Unaccustomed physical work or working beyond capabilities
 - Traffic hazards
 - Injuries from falling branches
 - General health issues or personal limits
 - Health issues from kitchen and food preparation

- Burns
- Covid-19 and hygiene

To assess the level of risk, a Likelihood and impact matrix is used.

Likelihood and severity matrix

Impact means how severely someone could be hurt, or how ill could it make them.

Likelihood is how likely it is to happen.

		Impact →				
		Negligible	Minor	Moderate	Significant	Severe
Likelihood ↑	Very Likely	Low Med	Medium	Med Hi	High	High
	Likely	Low	Low Med	Medium	Med Hi	High
	Possible	Low	Low Med	Medium	Med Hi	Med Hi
	Unlikely	Low	Low Med	Low Med	Medium	Med Hi
	Very Unlikely	Low	Low	Low Med	Medium	Medium

Here is an example:

		Negligible e.g. scratch	Minor e.g. first aid required	Moderate e.g. medical attention and several days recovering	Significant e.g. serious injury	Severe e.g. kill or permanent injury
Likelihood ↑	Very Likely e.g. slip	Low Med	Medium	Med Hi	High	High
	Likely e.g. reaction to bite	Low	Low Med	Medium	Med Hi	High
	Possible e.g. snake bite	Low	Low Med	Medium	Med Hi	Med Hi
	Unlikely e.g. tree falls on someone	Low	Low Med	Low Med	Medium	Med Hi
	Very Unlikely e.g. swept away by flood	Low	Low	Low Med	Medium	Medium

Before undertaking any activity, the following actions should be taken by the Activity Leader:

Before activities	During activities	After activities
Activity leader needs to: <ol style="list-style-type: none"> 1. Identify risks (use sample risk plans) 2. Use the matrix to assess potential for harm 3. Develop plans to address major risks (i.e. those marked 1, 2 and 3) 4. Have a current first aid kit 5. Have a first aid certificate or line up a member who has or know the nearest medical facility 6. Have ambulance and police numbers accessible 	Activity leader needs to: <ol style="list-style-type: none"> 1. Brief participants on risks 2. Ensure they sign the attendance book or sign-on sheet (printed name, signature and emergency contact) 3. If an accident or incident occurs (including a near miss): <ul style="list-style-type: none"> ○ Take care of the person immediately ○ Record details in writing (nature of the incident, where it happened, who was involved, and details of any witnesses) ○ Verbally report the incident to the President of the District Group AND the President of APS NSW. 	Activity leader needs to: <ol style="list-style-type: none"> 1. Send report on any incidents or injuries to President of District Group and APS NSW (office@austplants.com.au) 2. Review the incident to see what could have been done differently 3. Give all forms and risk plans to the nominated person in the District Group to retain for 12 years (the statute of limitations for personal injury)

Attachments

The following sample forms are provided for District Group use and customisation:

- Blank Risk Plan
- Various risk plans
- Attendance sheet

Blank Risk Plan

Group:		
Activity:		
Date:		
Activity Leader:	Name: Signature: Date:	
Hazard	Risk level (refer matrix)	Action taken to control or eliminate risk, for all hazards rated High, Med Hi, Medium

Checklist

Task	Done	Task	Done
Initial assessment		Attendance sheet signed	
Modify activity / risk plan		Discuss risks at start	
Check first-aid kit		Report any incidents asap	

Please return this sheet to the nominated person of your District Group after the activity

Meetings, events (incl sales events), parties risk plan – indoor focus

Group:		
Activity:	Meeting, event (incl sales), party – indoor	
Date:		
Activity Leader:	Name: Signature: Date:	
Hazard	Risk level (refer matrix)	Action taken to control or eliminate risk, for all hazards rated High, Med Hi, Medium
Lifting or manoeuvring heavy or awkward objects e.g. tables and chairs	Med Hi	<ul style="list-style-type: none"> Do not pick up objects that are too heavy for you. If safe, use other volunteers to help move a heavy object together. Take care of trestle tables in windy weather.
Tripping over obstacles e.g. power cords	Med Hi	<ul style="list-style-type: none"> Arrange chairs to provide clear access. Prevent access to floor area where power cords lie, or securely tape them down with gaffer tape. For public events, ensure signage is clear for traffic flow.
Health issues resulting from kitchen and food preparation	Med Hi	<ul style="list-style-type: none"> Follow procedures for the safe handling of food, e.g. wash hands beforehand, keep kitchen surfaces clean, refrigerate food adequately, do not re-freeze.
Burns	Med Hi	<ul style="list-style-type: none"> Take care with boiling water and tap water, which may be unexpectedly hot.
Traffic hazards	Med Hi	<ul style="list-style-type: none"> Be aware of people and cars in the car park and take necessary care, especially when leaving after dark. For large meetings and events, consider having a traffic controller with hi-vis jacket
Covid-19 safety and hygiene	Med	<ul style="list-style-type: none"> Hold planning meetings by Zoom as much as possible Adopt social distancing as much as possible when travelling to test conference facilities and tours Exclude people who are unwell from participating Use hand sanitiser and masks as per government guidelines Latest Covid-19 government information and guidelines regularly checked and any amendments made to conference and tour plans Identify closest hospital or medical services and how to best access if required Identify a place for people to be isolated if required
Emergency occurs, eg flood, fire, electrical outage	Med	<ul style="list-style-type: none"> Know the emergency procedures for this location Confirm contacts in case of an emergency Identify evacuation areas

Checklist

Task	Done	Task	Done
Initial assessment		Attendance sheet signed	
Modify activity / risk plan		Discuss risks at start	
Check first-aid kit		Report any incidents asap	

Please return this sheet to the nominated person of your District Group after the activity

Meetings, events (incl sales events), and parties risk plan – outdoor focus

Group:		
Activity:	Meeting, event, party – outdoor	
Date:		
Activity Leader:	Name: Signature: Date:	
Hazard	Risk level (refer matrix)	Action taken to control or eliminate risk, for all hazards rated High, Med Hi, Medium
Lifting or manoeuvring heavy or awkward objects e.g. tables and chairs	Med Hi	Do not pick up objects that are too heavy. If safe, use other volunteers to help move a heavy object together.
Tripping over obstacles e.g. power cords	Med Hi	Arrange chairs to provide clear access. Prevent access to floor area where power cords lie, or securely tape them down with gaffer tape. For public events, ensure signage is clear for traffic flow.
Health issues resulting from kitchen and food preparation	Med Hi	Follow procedures for the safe handling of food, e.g. wash hands beforehand, keep kitchen surfaces clean, refrigerate food adequately, do not re-freeze.
Burns	Med Hi	Take care with boiling water and tap water, which may be unexpectedly hot.
Traffic hazards	Med Hi	Be aware of people and cars in the car park and take necessary care, especially when leaving after dark. For large meetings and events, consider having traffic controller with hi-vis jacket.
Use of gazebos or trestle tables	Hi	These should not be used in windy conditions. If using gazebo type structures, ensure they are firmly fixed to the ground.
Tripping due to rough ground	Med Hi	Activity leader to advise volunteer workers and the public re terrain. Wear closed in shoes with good grip and take care on steps and rough ground. Avoid running, especially with tools and equipment.
General health issues or personal limits	Hi	Volunteers and other participants should notify the activity leader of any pre-existing injury or disability before commencing the activities or work and not attempt tasks that would exacerbate that condition.

		People should avoid competing with each other.
Animal bites or stings	Med Hi	Activity leader to advise volunteers and other participants of possible contact with snakes or insects. In addition to the general first-aid guidelines, if a person has an allergic reaction to a bit or sting, he/she should notify the leader asap – people with known reactions should carry an EpiPen or appropriate medication.
Severe illness or heart condition or other	Low Medium	<ul style="list-style-type: none"> • Know emergency numbers and locations • Have first aiders available at facility
Extreme weather or exposure to heat and sun	Hi	Consider cancelling or modifying the event Activity leader should advise volunteers and other participants of being in the sun & heat. All volunteers should: <ul style="list-style-type: none"> • wear appropriate protection from sun – hat; long sleeved top and long trousers or sun block; sun glasses etc. • be well hydrated – either they have water with them or are advised where water is available on site. • take regular breaks on hot days, or work in the shade. • avoid working in very hot days. Activity leader should be aware of any symptoms of heat stress that any volunteer or member of the public is showing and take appropriate action. People who are feeling the effects of heat should advise Activity leader and take appropriate action to cool down.
Covid-19 safety and hygiene	Med	Hold planning meetings by Zoom as much as possible Adopt social distancing as much as possible when travelling to test conference facilities and tours Exclude people who are unwell from participating Use hand sanitiser and masks as per government guidelines Latest Covid-19 government information and guidelines regularly checked and any amendments made to conference and tour plans Identify closest hospital or medical services and how to best access if required Identify a place for people to be isolated if required

Checklist

Task	Done	Task	Done
Initial assessment		Attendance sheet signed	
Modify activity / risk plan		Discuss risks at start	
Check first-aid kit		Report any incidents asap	

Please return this sheet to the nominated person of your District Group after the activity

Working on Site (e.g. Nursery, Reserve) Risk Plan

Group:		
Activity:	Working on site	
Date:		
Activity Leader:	Name: Signature: Date:	
Hazard	Risk level (refer matrix)	Action taken to control or eliminate risk, for all hazards rated High, Med Hi, Medium
Exposure to heat and sun	Hi	<p>Activity leader should advise volunteers of risks of working in the sun and heat. All volunteers should:</p> <ul style="list-style-type: none"> • wear appropriate protection from sun – hat; long sleeved top and long trousers or sun block; sun glasses etc. • be well hydrated – either they have water with them or are advised where water is available on site. • take regular breaks on hot days, or work in the shade. • avoid working in very hot days. <p>Activity leader should be aware of any symptoms of heat stress that any volunteer is showing and take appropriate action.</p> <p>Volunteers that are feeling the effects of heat should advise Activity leader and take appropriate action to cool down.</p>
Injuries from using & handling tools and machinery (incl. noise)	Med Hi	<p>Activity leader should provide to all volunteers:</p> <ul style="list-style-type: none"> • training on how to handle sharp tools correctly e.g. secateurs, loppers, pruning saws etc. • training on how to use tools & equipment without damaging limbs, shoulders and back e.g. using pitch fork correctly when moving mulch, or are aware of hot or moving parts on chipper • gloves to protect hands, and ear plugs or ear muffs when operating chipper <p>When tools & equipment are not in use they should be stored in a safe place and sharp tools are also placed in a protective pouch.</p> <p>Any damaged tools should be reported to the Activity leader and repaired or replaced.</p>
Injuries from sharp vegetation – twigs, thorns etc., or sharp objects - glass, metal objects, needles etc.	Med Hi	<ul style="list-style-type: none"> • Activity leader should make volunteers aware of the dangers of eye or skin injuries from sharp vegetation or objects that may be on site. • Volunteers should wear eye protection, long sleeved top and long trousers when working near vegetation. • Volunteers who are injured while on site should report immediately to Activity leader for first aid treatment. <p>A first aid kit should be on site and all volunteers should be advised of the location of the first aid kit. See Page 3.</p> <p>It is preferable that the Activity leader have a current first aid certificate OR a person attending that activity.</p>

Tripping due to rough ground	Med Hi	<p>Activity leader to advise volunteer works re terrain.</p> <p>Volunteers should wear shoes/boots with a good grip, look where they are walking.</p> <p>Avoid running, especially with tools.</p>
Tripping over uneven surface	Med Hi	<p>Activity leader should advise volunteers of the uneven surfaces that they may be on site.</p> <p>Volunteers should wear shoes/boots with a good grip, look where they are walking and should not run.</p>
Lifting or manoeuvring heavy/awkward objects	Med Hi	<p>Volunteers should not pick up heavy objects that could cause an injury, in particular an arm, shoulder or back injury – they should refuse to pick up heavy objects if they know they are not capable of doing so safely. If safe, use 2 or more volunteers together to move a heavy object. The Activity leader should state the minimum number of people needed to move an object.</p> <p>Activity leader should provide a wheelbarrow or trolley for moving heavy objects.</p> <p>Volunteers should wear steel capped boots if carrying heavy objects.</p>
Dust inhalation (e.g. disturbing soil while weeding or mulching)	Hi	<p>Volunteers should not work on very windy days.</p> <p>If working in dusty areas or moving mulch, the Activity leader should provide a face mask to be worn by volunteers.</p> <p>Volunteers who suffer from asthma should avoid working in dusty areas.</p>
Animal stings and bites	Med Hi	<p>Activity leader should advise volunteers of any areas where they may come into contact with animals that may sting or bite.</p> <p>Volunteers should tell Activity leader if they are allergic to any animal bites or stings e.g. bees, before commencing work. Volunteers who require the use of an EpiPen or anti-histamines should have them with them or close to where they are working. They should advise the Activity leader where their EpiPen is located.</p> <p>Volunteers that are bitten or stung should advise the Activity leader who should provide first aid. A volunteer that suffers an allergic reaction should seek medical advice</p>
Unaccustomed physical work or working beyond physical capabilities due to working with an injury or health issue	Hi	<p>Activity leader should not allow a volunteer to do a task for which he is not capable of doing or would suffer ill harm.</p> <p>A volunteer should notify the Activity leader of any injuries or disabilities before tasks start and should not carry out a task that would cause further damage.</p>
Traffic hazards	Hi	<p>Volunteers should be aware of possible traffic in car park area and take appropriate precautions. If car park is in operation and work</p>

		needs to be carried out on garden beds surrounding the car park, a high-vis jacket should be worn.
Injuries from falling branches	Med	Activity leader to: <ul style="list-style-type: none"> • Cancel or modify event if conditions too windy • Advise people to stay away from tall trees or those with dead branches
General health issues or personal limits	Hi	Volunteers and participants should notify the activity leader of any pre-existing injury or disability before commencing the activities or work and not attempt tasks that would exacerbate that condition. People should avoid competing with each other.
Health issues resulting from kitchen and food preparation	Med Hi	Follow procedures for the safe handling of food, eg. wash hands beforehand, keep kitchen surfaces clean, refrigerate food adequately, do not re-freeze.
Burns	Med Hi	Take care with boiling water and tap water, which may be unexpectedly hot.
Covid-19 safety and hygiene	Med	Hold planning meetings by Zoom as much as possible Adopt social distancing as much as possible when travelling to test conference facilities and tours Exclude people who are unwell from participating Use hand sanitiser and masks as per government guidelines Latest Covid-19 government information and guidelines regularly checked and any amendments made to conference and tour plans Identify closest hospital or medical services and how to best access if required Identify a place for people to be isolated if required

Checklist

Task	Done	Task	Done
Initial assessment		Attendance sheet signed	
Modify activity / risk plan		Discuss risks at start	
Check first-aid kit		Report any incidents asap	

Please return this sheet to the nominated person of your District Group after the activity

Bushwalks, garden visits and outings risk plan

Group:		
Activity:	Bushwalks, garden visits and outings	
Date:		
Activity Leader:	Name: Signature: Date:	
Hazard	Risk level (refer matrix)	Action taken to control or eliminate risk, for all hazards rated High, Med Hi, Medium
Exposure to heat and sun and exhaustion	Hi	<p>Activity leader should advise participants (members and public) of risks of walking in the sun and heat. All participants should:</p> <ul style="list-style-type: none"> • wear appropriate protection from sun – hat; long sleeved top and long trousers or sun block; sun glasses etc. • be well hydrated – either they have water with them or are advised where water is available on site. • take regular breaks on hot days, or work in the shade. <p>Activity leader should be aware of any symptoms of heat stress that any person is showing and take appropriate action. Participants that are feeling the effects of heat should advise Activity leader and take appropriate action to cool down.</p> <p>Bushwalks are best not scheduled in the hottest months – leader to cancel the walk if weather conditions on the day are unsuitable.</p>
Tripping due to rough ground	Med Hi	<p>Activity leader to advise people re terrain.</p> <p>Participants should wear closed-in shoes/boots with a good grip and look where they are walking.</p> <p>Activity leader should follow bush tracks</p>
Animal stings and bites	Med Hi	<p>Activity leader should advise participants of any areas where they may come into contact with animals that may sting or bite.</p> <p>Participants should tell Activity leader if they are allergic to any animal bites or stings e.g. bees, before commencing work. Participants who require the use of an EpiPen or anti-histamines should have them with them or close to where they are working. They should advise the Activity leader where their EpiPen is located.</p> <p>Participants that are bitten or stung should advise the Activity leader who should provide first aid. A participant that suffers an allergic reaction should seek medical advice</p>
Injuries from falling branches	Med	<p>Activity leader to:</p> <ul style="list-style-type: none"> • Cancel or modify event if conditions too windy • Advise participants to stay away from tall trees or those with dead branches

General health issues or personal limits	Hi	<p>Participants should notify the activity leader of any pre-existing injury or disability before commencing the activities or work and not attempt tasks that would exacerbate that condition.</p> <p>Participants should avoid competing with each other.</p> <p>On walks, leader should walk at a pace suited to the slowest walker.</p> <p>Walk leader to carry:</p> <ul style="list-style-type: none"> • First aid kit (properly maintained) • Mobile phone, fully charged with emergency numbers recorded
Health issues resulting from food preparation	Med Hi	Follow procedures for the safe handling of food, eg. wash hands beforehand, keep kitchen surfaces clean, refrigerate food adequately, do not re-freeze.
Walker gets lost	Hi	<p>Activity leader to:</p> <ul style="list-style-type: none"> • Carry a map of the area showing the walk • Advise a contact not participating of estimated finish time and advise them when the walk is completed • Keep the attendance sheet and ensure signing off • Nominate an 'end-person' to walk at the end of the line, carry a walk map and mobile phone
Bush fires	Hi	Activity leader should not plan a walk during a high fire risk period and should cancel the walk if a bush fire has been reported nearby, or back-burning is underway
Seasonal or specific hazards of the site or walk	Hi	If a site or bush walk has a specific hazard e.g. creek crossing after rain, risks of that hazard should be noted and managed and recorded here:
Injury to activity/walk leader	Hi	If the walk leader is injuring, the emergency contact should be contacted, and another member takes over the leading of the activity.
Covid-19 safety and hygiene	Med	<p>Hold planning meetings by Zoom as much as possible</p> <p>Adopt social distancing as much as possible when travelling to test conference facilities and tours</p> <p>Exclude people who are unwell from participating</p> <p>Use hand sanitiser and masks as per government guidelines</p> <p>Latest Covid-19 government information and guidelines regularly checked and any amendments made to conference and tour plans</p> <p>Identify closest hospital or medical services and how to best access if required</p> <p>Identify a place for people to be isolated if required</p>

Checklist

Task	Done	Task	Done
Initial assessment		Attendance sheet signed	
Modify activity / risk plan		Discuss risks at start	
Check first-aid kit		Report any incidents asap	

Please return this sheet to the nominated person of your District Group after the activity

Bushwalks, garden visits and outings risk plan

Group:		
Activity:	Bushwalks, garden visits and outings	
Date:		
Activity Leader:	Name: Signature: Date:	
Hazard	Risk level (refer matrix)	Action taken to control or eliminate risk, for all hazards rated High, Med Hi, Medium
Covid-19 safety and hygiene	High	<ul style="list-style-type: none"> • Bus if used <ul style="list-style-type: none"> ○ Communicate to bus company that driver must be up to date vaccinated and if unwell, will need to be replaced ○ Ask bus company to ensure bus driver maintains good hand, respiratory and personal hygiene ○ Ensure bus drivers are first aid trained and first aid kits on board ○ Ensure tour leaders/botanists are first aid trained • Participants <ul style="list-style-type: none"> ○ Exclude participants who are unwell ○ Have spare RATs and masks to test people who are unwell ○ Take reasonable steps to ensure that all participants attending are up-to-date in their vaccinations ○ Include safety and hygiene signage in the material provided, on website and communicated by tour leaders to participants ○ Include Covid-19 safety and other safety messages in training and briefing sessions ○ Facilitate medical advice to participants who become unwell during the tour. Empower tour leaders to make the necessary calls if required ○ Encourage participants to wear masks when difficult to socially distance and maintain hand hygiene ○ Encourage participants to bring their own sanitiser and spare masks • Food and hygiene <ul style="list-style-type: none"> ○ Adopt safe food handling practices at all times, including gloves, tongs, no touching of food before taking ○ Maintain bus cleaning and sanitising ie frequent wiping down of bus surfaces with sanitiser, spraying with antivirals ○ Have hand sanitiser available on the bus and at hotels • Ventilation <ul style="list-style-type: none"> ○ Encourage people to open windows as much as possible for ventilation • Hotels <ul style="list-style-type: none"> ○ At hotels, check ahead of time their Covid safety practices, including food handling, if food handlers are

		<p>up to date in vaccination, rooms are clean and have been sanitised</p> <ul style="list-style-type: none"> • Reporting <ul style="list-style-type: none"> ○ Collect names and contact details of all people on the tour ○ Collect medical information and hold securely ○ Keep this risk plan as part of the material on the tour <p>Report any issues or perceived issues regarding anyone unwell to the tour operator</p>
General health issues or personal limits	Low	<ul style="list-style-type: none"> • Volunteers and participants should notify the Tour leader of any pre-existing injury or disability before commencing the activities or work and not attempt tasks that would exacerbate that condition.
Severe existing or new illness or heart condition or other	Low Medium	<ul style="list-style-type: none"> • Gather medical history info prior to tour so can be aware of risks • Know emergency numbers and locations • Have first aiders on the bus or know where they are located
Roads become flooded or too dangerous to traverse	Medium	<ul style="list-style-type: none"> • Determine alternate routes and plan for the tour in consultation with tour organiser and bus driver • Communicate what is happening to participants
Bus involved in an accident	Low	<ul style="list-style-type: none"> • Check that everyone is safe and unharmed • If not, seek urgent medical attention • Work with bus driver and tour organiser to develop a plan for what to do • Keep participants up to date with what is happening • Record the incident
Tripping due to rough ground, rock ledges, slippery terrain	Low Medium	<ul style="list-style-type: none"> • Tour leader to advise participants re terrain. • Participants to be informed to bring appropriate footwear • Wear closed in shoes with good grip and take care on steps and rough ground. Avoid running.
Animal bites or stings causing minor irritation to severe anaphylactic reaction especially to bees	Low Medium	<ul style="list-style-type: none"> • Tour leader to advise participants of possible contact with snakes and insects and advise on appropriate closed footwear/garters • In addition to the general first-aid guidelines, if a person has an allergic reaction to a bite or sting, he/she should notify the tour leader asap – people with known reactions should carry an EpiPen or appropriate medication. • Participants need to complete a medical information form prior to participating in the tour. • First aid/leaders need to be up to date in latest snake and insect bite procedures
Extreme weather or exposure to heat and sun	Low	<ul style="list-style-type: none"> • Consider cancelling or modifying the event • Tour leader should advise volunteers and participants of being in the sun and heat. Everyone should: <ul style="list-style-type: none"> • wear appropriate protection from sun – hat; long sleeved top and long trousers or sun block; sun glasses etc. • be well hydrated – either they have water with them or are advised where water is available on site.

		<ul style="list-style-type: none"> • take regular breaks on hot days, or work in the shade. • avoid walking on very hot days. • Tour leader should be aware of any symptoms of heat stress that any volunteer or member of the public is showing and take appropriate action. • Participants who are feeling the effects of heat should advise tour leader and take appropriate action to cool down.
Injuries from sharp vegetation – twigs, thorns etc., or sharp objects - glass, metal objects, needles etc or falling branches	Low Medium	<ul style="list-style-type: none"> • Tour leader should make participants aware of the dangers of eye or skin injuries from sharp vegetation or objects that may be on site. • Participants who are injured should report immediately to the tour leader for first aid treatment. • A first aid kit should be on the bus and all participants be advised of the location of the first aid kit. • It is preferable that the tour leader have a current first aid certificate OR a person attending that activity • Tour leader to cancel or modify event if conditions too windy, hot or dangerous
Participant gets lost	Low	<ul style="list-style-type: none"> • Tour leader to: <ul style="list-style-type: none"> • Carry a map of the area showing the location and walks • Ideally tour leader has visited all the places on the itinerary • Track that everyone returns to the bus/designated location • Count people when they get on the bus, to ensure everyone is there

Checklist

Task	Done	Task	Done
Initial assessment		Attendance sheet signed	
Modify activity / risk plan		Discuss risks at start	
Check first-aid kit		Report any incidents asap	

Please return this sheet to the nominated person of your District Group after the activity

Office work risk plan

Group:		
Activity:	Office work	
Date:		
Activity Leader:	Name: Signature: Date:	
Hazard	Risk level (refer matrix)	Action taken to control or eliminate risk, for all hazards rated High, Med Hi, Medium
Lifting or manoeuvring heavy or awkward objects eg. tables and chairs	Med Hi	<ul style="list-style-type: none"> Do not pick up objects that are too heavy for you. If safe, use other volunteers to help move a heavy object together.
Tripping over obstacles eg. power cords	Med Hi	<ul style="list-style-type: none"> Arrange chairs to provide clear access. Prevent access to floor area where power cords lie, or securely tape them down with gaffer tape. For public events, ensure signage is clear for traffic flow.
Aching in arms or neck from long term computer use	Med Hi	<ul style="list-style-type: none"> Ensure computer and work desk setup is ergonomically sound. Take regular breaks Do arm, neck and back stretches Inform the President of the District Group or APS NSW of any recurrent injuries that might be exacerbated by computer or other office work.
Covid-19 safety and hygiene	Med	<ul style="list-style-type: none"> Hold planning meetings by Zoom as much as possible Adopt social distancing as much as possible when travelling to test conference facilities and tours Exclude people who are unwell from participating Use hand sanitiser and masks as per government guidelines Latest Covid-19 government information and guidelines regularly checked and any amendments made to conference and tour plans Identify closest hospital or medical services and how to best access if required Identify a place for people to be isolated if required

Checklist

Task	Done	Task	Done
Initial assessment		Attendance sheet signed	
Modify activity / risk plan		Discuss risks at start	
Check first-aid kit		Report any incidents asap	

Please return this sheet to the nominated person of your District Group after the activity

Attendance Sheet, page ____ of ____

In participating in the activities of APS NSW, I am aware that I am risking injury, illness and death. To minimise the risk, I understand the risks and that the activity is within my capabilities. I carry appropriate food, water, medication and have the appropriate clothing and equipment. I will notify the leader of any limitation or concerns I have and will listen to the leader’s advice and instructions. By signing this form, I waive any claim for damages arising from this activity against APS NSW, the district group, the leader or any other participants.

Event: Date: Leader (print)

	Time signed on	Print your name	Your signature	Member or Visitor (M or V)	Car Rego	Name and phone no of Emergency Contact	Sign off & Time
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
14							

Number going on walk:

Number returned from walk:

