

## **RISK MANAGEMENT FOR SEANA CAMPS**

Risks are the adverse situations ('hazards') that **may** arise that need to be prepared for and, wherever possible, avoided by good planning. Where insurance claims may result, the key principle behind having risk management policies/procedures is to be able to demonstrate that all appropriate preventative actions have been taken and that emergency procedures have been in place.

*These guidelines have been prepared mainly for clubs which do not have their own club Risk/Safety Management Policy but will also be a useful summary of issues specific to SEANA camps for clubs that have an overall Risk/Safety Management club policy. SEANA camps involve larger groups than clubs may normally cater for, especially indoors, so this needs to be factored into safety arrangements, particularly in relation to health emergencies such as COVID-19. Consideration also needs to be given to the typically older age demographic at SEANA camps.*

### **Safety at Indoor Venues**

SEANA camps may require indoor venues for registration, dinners, evening talks, and SEANA AGM, GM and Committee meetings. Basic safety points to be checked beforehand and, where appropriate, communicated to participants include:

#### **Venue safety**

*The camp committee will:*

- Ensure that an accurate record of all members, guests and speakers attending meetings is kept and that this list is available in the case of an emergency.
- Ensure all power leads, microphone cables and equipment are properly secured and covered in order to protect against the possibility of an accident.
- Ensure adequate provision is made for support and safety for members or guests with disabilities.
- Ensure such items that may cause a tripping hazard are moved to avoid potential accidents.

*Members will:*

- Need to be aware of the potential tripping hazards and avoid leaving handbags, briefcases, walking sticks and other personal items on the floor.
- Take extra care in the kitchen or meeting room during the preparation and serving of supper.
- Ensure they keep current relevant personal medical information and contact telephone numbers readily accessible on their person or in handbags (see the Personal Information form). In the event of an emergency, valuable time will be saved by using such information. (This information is also required to be carried during excursions.) The responsibility for keeping the data current rests with the individual member. Personal emergency contact numbers should also be listed in a member's mobile phone address book under the acronym ICE – In Case of Emergency, although phones may be locked and need a password.

### **Emergency Action during the course of an indoor gathering**

*The camp committee will nominate in advance an appropriate person to:*

- Have immediate access to a mobile or landline telephone.
- Identify the location of a defibrillator if one is provided by the venue.
- Identify an appropriate assembly point for use in case of a need to evacuate the building.
- Ensure an orderly evacuation of the venue in case of fire or other incident to the assembly point.
- Ensure all members and guests are accounted for at the evacuation point using the official attendance list.
- Place a call to the appropriate Emergency Service, providing the precise nature of the emergency and the location of the meeting.
- Liaise with Emergency Services personnel should they attend the venue.
- Ensure that an incident report is completed and lodged with the camp committee and the SEANA Secretary so that information will be available for insurers if needed.

### **Where a member or guest has an accident, becomes ill or collapses during the course of a gathering:**

*The camp committee will nominate in advance an appropriate person to:*

- Have identified beforehand if a defibrillator is available and its location.
- Seek immediate assistance from members qualified in the administration of First Aid (including CPR if required).

- Place a call to Emergency Services providing the precise nature of the emergency and the location of the meeting/excursion, and the state of health of the patient should their condition require such action.
- Ensure that the patient has ample space and that other members not involved in assisting the patient are moved away.
- Ensure that all available information concerning the patient is available to the Emergency Service.
- Ensure that the patient's nominated contact person is notified at the earliest possible opportunity.
- Ensure that an incident report is completed and lodged with the SEANA Secretary.

## Safety during Excursions

SEANA camps involve a large number of excursions being planned simultaneously, with many people involved. The accompanying forms and guidelines are available to assist in planning and in ensuring that all involved, including participants during the camp, are aware of their responsibilities and that 'things do not fall through the cracks'!

- *Site and travel risk assessment*
- *Safety briefing*
- *Convoy Guidelines*
- *Excursion Facilitator Guidelines*
- *Excursion Leader Guidelines*
- *Personal Record Form*

*Clubs should follow their own policies for hazardous weather conditions during the camp, e.g. extreme heat, bushfires, smoke, and high winds and likelihood of falling branches.*

## Environmental Risks

Excursions often involve groups of people walking through fragile environments and visiting sites that may contain rare, threatened or endangered species. Sensitive and fragile environments can include rock platforms, salt marshes and breeding locations for rare, threatened or endangered species. Guidelines from Parks Victoria on minimal impact for marine areas are available.

The following guidelines should be observed when planning excursions and briefing participants.

*Organisers will:*

- **Not** include excursion sites where professional advice requests limited access.
- Design excursions to avoid minimal disturbance to species, particularly if breeding.
- Limit excursion participant numbers at sensitive sites.
- Provide guidance to participants on sensitivity of sites as appropriate.

*Participants will:*

- Avoid damage to the environment at all times.
- Observe all restrictions on removing plant, animal or rock specimens in National Parks or other designated areas.
- Keep to marked tracks where these are available.
- Observe all instructions from excursion leaders/facilitators about access in sensitive areas.
- Observe all instructions from camp organisers/excursion leaders about restrictions on divulging site details for rare/endangered plants or animals (particularly if breeding).
- Use 'obscured' locations when posting photographs from sensitive sites for rare or endangered species on databases such as iNaturalist.

## Cinnamon Fungus (*Phytophthora cinnamomi*)

If excursions are planned in or near areas where Cinnamon Fungus is known to exist, then reducing the risk of transmission is important.

*Camp organisers will*

- Include reference to areas susceptible to Cinnamon Fungus in their briefings to participants.
- Include spray bottles of cleaning solution and brushes in the kit for all relevant excursions. A solution of 70% methylated spirits and 30% water can be used.
- Have supplies available for camp participants to use in mornings and evenings.

*Excursion leaders/facilitators will*

- Include Cinnamon Fungus in the site assessment risks for their excursion if relevant.
- Include Cinnamon Fungus in their site risk briefings if relevant.
- Ensure that all participant boots are sprayed and brushed at the start of the walk **at each location**.

### *Participants will*

- Clean their own boots in preparation for each day's excursions if Cinnamon Fungus is known to be in the area.
- Clean their own boots on their return home from the camp before going out into other areas.

## **Health Policy**

### **Health Emergencies**

Camp organisers should follow all State and Federal rules and guidelines currently in place for any health emergencies such as COVID-19. Arrangements with indoor venues should ensure that the venues are following all appropriate policies and guidelines.

Best practice guidelines that should be followed, even if restrictions are not currently in place include:

- Participants should be required to bring masks, use them if agreed on by the other passengers in cars, and be encouraged to wear them where appropriate in indoor venues.
- Where practicable, suitable personal spacing should be recommended, both indoors and on excursions.
- Camp organisers should ensure sanitiser is available at appropriate locations.

### **Smoke Free**

This policy applies to all members, officials and visitors of the camp:

- All meetings at the camp, either indoors or outdoors will be 100% smoke free.
- Smoking on excursions is to be discouraged.
- Cigarette butts are to be disposed of responsibly.

### **First Aid**

#### *SEANA will:*

- Ensure that camp host clubs are supported to provide sufficient portable first aid kits with current contents for their camp and that transfer between host clubs is organised.
- Reimburse host clubs for updating of kit contents and preparation of new kits if needed.
- Ensure that snake bandages are provided in the first aid kits.
- If requested, provide some financial support to clubs to help them increase the number of qualified first aiders in their clubs.

#### *Host clubs will*

- Ensure that they have sufficient kits for their camp and that contents of kits are updated and that kits are passed on to the next host club.

#### *It is recommended that the host club organising committee should:*

- Prepare a list of members qualified as First Aiders.
- Prepare a list of members trained in CPR.
- Identify any qualified members attending, leading or facilitating each excursion.
- Consider sponsoring members to attend initial or refresher courses.

*Camp participants* are required to complete a health form listing the following and carry the form at all times.

- Their local medical officer name and phone number
- Family contact, next of kin
- Health Insurance details
- Ambulance details
- Any allergies
- Any medication they are unable to take
- Their blood group.

### **Sun Smart and Insect protection**

- The camp organisers should promote healthy attitudes that will encourage a sensible approach to the prevention of skin cancer.
- The camp requires members to provide adequate hat and sunscreen during outdoor activities. Sunscreens should be water soluble. Hats should be well vented.
- Members should be made aware of the need to wear protective sunscreen, suitable clothing and a hat and to apply insect repellent in mosquito prone areas.
- It is recommended that the host club should have sunscreen and insect repellent available for excursions.

## Privacy Policy

In accordance with the *Guidelines for Host Clubs organising SEANA Camps* and *Guidelines for SEANA Camp Treasurers*, financial records of individual payments and contact details of camp participants will need to be maintained.

These records and registers should be made available only to other members of the camp organising committee if needed. At the end of the camp, updated contact details of participants should be sent to The Secretary SEANA in readiness for the next camp but should not be made available to other individuals or organisations.

## Equal Opportunity Policy

Most clubs will have the required sections on discrimination and harassment in their club Rules. During camps, camp organisers should be alert to any situations involving discrimination or harassment and talk to those individuals whose behaviour is considered unacceptable. If deemed necessary, camp organisers should remind camp participants that as members of their own clubs and of SEANA they should not discriminate against a person on the basis of:

- Age
- Disability
- Industrial activity
- Lawful sexual activity/sexual orientation
- Marital, parental or carer status
- Physical features
- Political beliefs or activity
- Pregnancy
- Race
- Religious belief or activity
- Sex
- Personal association with a person who is identified by reference to any of the above attributes.

## Insurance Policy

SEANA has an insurance policy that covers registered participants at SEANA camps. All participants must either be a member of a SEANA-affiliated club or have registered as an individual member.

Excursion leaders and evening speakers who are not SEANA club members are also covered by the policy. **Need to check this. Do we need extra cover?**

Cover is provided for ...**public liability, accident/injury ...**

**A copy of the policy may be obtained from the SEANA Treasurer.**

Details regarding any claims resulting from the camp should be sent to the SEANA Secretary as soon as possible after the camp.