

## Blue Mountains Conservation Society Bushwalking Group

### Leaders Guidelines and checklist

#### **BEFORE THE WALK.**

1. Pre-walk the proposed walk in the week proceeding the activity and note any additional hazards than those expected.
2. Check expected weather conditions and in summer, fire conditions
3. Have an alternative plan in case of unforeseen circumstances
4. Only choose walks which are within your capabilities as a leader
5. Bring walks sign-on sheet, activity report, temporary members forms, child risk waiver form.
6. Leave comprehensive details of the walk with a reliable person including instructions as to what to do if you do not return near to the expected time.

#### **PRIOR TO THE START and DURING THE WALK.**

1. Introduce yourself to participants and clearly describe any potential hazards to all intending participants.
2. Exclude any participant who in the leader's judgement, may have difficulty in completing the activity.
3. For safety reasons a minimum of four persons to be on a Club activity in order for it to be considered an official Club activity.
4. Conduct a starting head count.
5. Ensure a map, compass, torches and first aid kit, plus any other appropriate equipment are brought to the activity.
6. Ensure all participants complete sign-on sheet, temporary members form and/or Child Risk waiver form if appropriate.
7. Ask whether any walker has a medical problem which may impact on his/her ability to complete the walk in the expected time and advise they can tell you in confidence.
8. Ask all participants to report any incidents no matter how minor they seem at the time.