



Risk Management Procedures for Outdoor Courses (excluding Cycling, Bushwalking and Garden groups)

General risks for any U3A activity	Likelihood: Possible/Probable (P) Unlikely (U) Rare (R)	Impact: Severe (S) Moderate (M) Negligible (N)	Possible causes	Management Practices	Responsibility of....
Risk to privacy					
Potential misuse of personal details: email address, phone number, residential address	P	M-S	Personal details are inappropriately revealed to other U3A members or outside people. Written material that contains personal details is disposed of in a careless manner.	Office volunteers are instructed in methods to avoid revealing personal details. All out-of-date written material in the office must be shredded before disposal if it contains personal details of U3A members. Tutors/Class Convenors are instructed to keep printed lists of class members' personal details in a private place when conducting the class and to dispose of responsibly at the conclusion of the course.	Office Manager Office Manager Class Coordinator Tutor/Class Convenor

				When communicating via bulk email, Tutors/Class Convenors are instructed to either use the Member Wizard emailing function or to blind copy (Bcc) the email address of all recipients. Tutor/Class Convenor to seek permission of a class member before revealing phone number or email address to another member.	Class Coordinator Tutor/Class Convenor Tutor/Class Convenor
Potential misuse of personal image in the form of a photograph or video footage	P	M-S	Image appearing in hard copy form or digital form without the member's permission	All members to be advised when a photograph or video is to be recorded	Camera/video recorder Tutor/Class Convenor
Health and Safety Risks					
Danger caused by poor outdoor environment: smoke, fog, heavy rain, very high/low temperatures	P	M-S	Inclement weather Industrial fire	Regular review of environments and modifications made where necessary	Tutor/Class Convenor
Potential danger on declared bushfire days	P	M-S	High temperature High winds, particularly north wind Local bushfire in any season	Tutor must cancel the activity on extreme or catastrophic fire danger days. Tutor will consider cancelling the activity on days with high temperature predicted. Class members advised of cancellation no later than the night before.	Tutor/Class Convenor Tutor/Class Convenor Tutor/Class Convenor

Falls	P	M-S	Slippery or uneven roads/tracks, potholes Obstructions and trip hazards Unsafe entrances, exits, steps, stairs and ramps at meeting points or destination	Warn members of potential hazards If possible, remove or modify identified hazards Have access to first aid kit, including cold pack for sprains Warm-up stretches Appropriate footwear Level 2 First Aid Certificate offered as a subsidised course for one leader of each outdoor group. However in case of need, any member may assist under the Good Samaritan act.	Activity Leader Activity Leader Tutor/Class Convenor, Activity Leader Activity Leader All participants Committee of Management
Suspected heart attack	U	M-S	Pre-existing condition New illness Over-exertion	Call 000 Take first-aid measures in line with laminated emergency response cards. Use defibrillator if available and appropriate Regular training in use of defibrillator Contact The member's listed emergency number. First Aid training (as above)	Anyone Anyone Anyone Committee of Management Tutor/Class Convenor Committee of Management

Suspected stroke	U	M-S	Pre-existing condition	Call 000	Anyone
			New illness	Take first-aid measures in line with laminated emergency response cards. Contact The members listed emergency numbers.	Anyone Tutor/Class Convenor
Hypothermia	U-R	M-S	Weather extreme	Pre-planning for activity	Activity Leader
			Accidental fall into a body of cold water	Prior assessment of the proposed route	Activity Leader
				Thermal blanket to be carried in the First Aid kit	Committee of Management
				First Aid training (as above)	Committee of Management
Dehydration	P-U	M-S	Drinking water not readily accessible	All members of the activity must carry water sufficient for the duration of the activity	All participants
Traffic accidents	P-U	M-S	Inattention on the part of the driver/rider	All drivers/riders to follow road rules	All participants
			Failure to follow traffic rules – driver/rider or driver of another vehicle	If in doubt as to the severity of any resulting injuries, call an ambulance and the police.	Tutor/Class Convenor
Getting lost	U-R	N-S	Failure to follow directions of the Leader	All participants to carry a fully-charged and switched on mobile phone with the Leader's number in the contact list.	All participants
			Failure to follow instructions to stay between the Leader and the whip.	All participants to stay between the Leader and the whip.	All participants

Bee, ant or wasp sting	U-R	M-S		First Aid to be administered in line with printed document 'Managing insect stings/bites' Members with known sensitivity or allergy to alert the Tutor and to carry an EpiPen. If severe reaction is suspected an ambulance must be called.	Tutor/Class Convenor Relevant participants Tutor/Class Convenor
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2026 Risk Management Review Team:

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