



RISK ASSESSMENT

Trip Leader (Name):	
Contact Telephone:	
Type of trip:	
Date From:	to:
Details of Trip (Location from to etc):	
<p>Trip Rating: GREEN Circle • All wheel drive, high range and standard road tyres.</p> <p>BLUE Square ■ Mainly high range but low range required and standard road tyres.</p> <p>BLACK Diamond ♦ Mainly low range and standard 4WD ground clearance. All terrain tyres. Driver training or assistance is a benefit.</p> <p>Double BLACK Diamond ♦♦ Low range and high ground clearance. Mud terrain tyres. Appropriate recovery equipment and experience required.</p>	

<p>Organisation (Club) Name: Ipswich Low Rangers 4WD Club Inc.</p>		
<p>Contact Address: Po Box 2135 NORTH IPSWICH Q 4305 ipswichlowrangers@gmail.com</p>		
<p>Organisation Contact Person / Position: Jay Basford – Trips Coordinator Kate Sullivan – Socials Coordinator</p>		
<p>Telephone:</p>		
<p>Emergency Contact Details (person not on trip): Any of management committee (contact details with trip leader)</p>		
<table border="1" style="width: 100%;"> <tr> <td>Assistant Trip Leader (Name):</td> </tr> <tr> <td>First aid officer for trip (Name):</td> </tr> </table>	Assistant Trip Leader (Name):	First aid officer for trip (Name):
Assistant Trip Leader (Name):		
First aid officer for trip (Name):		
<p>Does the organisation have a current Public Liability insurance policy? YES (Arthur J Gallagher – Supplied)</p>		
<p>Has the trip leader identified qualified First Aid person on the trip? YES</p>		
<p>Is there a suitable First Aid kit/s on the trip being provided? YES</p>		



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Please Note: The table below needs to be compiled prior to and during each trip and include all relevant conditions to that specific situation (not a copy and paste)

Note:- This Risk Assessment Form is a **guide only** and should be used in conjunction with other references such as:-

- The Risk Assessment for 4 Wheel Drive Clubs – general 4 wheel drive activities;
- The Australian Standard for Risk Management AS 4360;2004

Specific Aspects Relating to the Trip <i>(What is unique about this activity that could present risks during the trip)</i>	Details of perceived Hazards and Consequences <i>(what specifically could happen during the trip)</i>	Class of Risk <i>(High, Med, Low)</i>	Control Measures <i>(What can you or others do prior to or during the trip to prevent the hazards or reduce the consequences)</i>	Revised Risk <i>(after control measures in place.)</i>	FOR ONGOING MANAGEMENT PURPOSES – Review after trip.		
					Are Control measure in place? Y/N	Org Rep pre-prior Are control measurers adequate for activity planed? Y/N	Trip Leader Use on Trip Additional action taken to control if changes occur or measures are not in place
Drive to camp site, then to four wheel drive location/s	Traffic incidents		Normal driving procedure, following road rules				
			Reduce speed on unsealed road surfaces and if wet weather				
			Engage centre diff on unsealed road surfaces				
	Animal strike		Reduce speed in areas of high vegetation, particularly at night.				
Camping	Falling tree limbs		Camp away from trees, especially eucalyptus				
	Fire		Observe fire restrictions				
			Extinguish fires with water before leaving				
Other	Snake bite		Avoid long grass. Consider appropriate footwear, long trousers (long trousers are not preferred in summer conditions) First aid.				



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					Are Control measure in place? Y/N	Org Rep pre-prior Are control measurers adequate for activity planed? Y/N	Trip Leader Use on Trip Additional action taken to control if changes occur or measures are not in place
Members pets	Attack by pet		Pet owners to be reminded to keep their pets appropriately restrained. And be particularly mindful of the risks to children who approach pets				
Four wheel driving	Track Conditions: Tracks with many steep inclines and declines, Rating Blue and Black, Ruts on many unmaintained tracks, Single vehicle accidents, Potential for recoveries		Drivers/ members to be fully briefed prior to departure by trip leader on the road conditions that may be expected to be encountered. All drivers to be encouraged to adjust driving to the road conditions encountered at the time. All drivers to be advised to only drive tracks they are comfortable with, and to always seek assistance if required. Regular breaks from driving taken during trip. Maintain radio contact, trip leader and tail end Charlie to advise of presence of other vehicles. Four wheel driver training, and / or coaching by experienced drivers.				
Track clearing using machetes, hand saws , chain saws, axes.	Cuts from tool blades, thorns, sharp sticks. Eye injuries from lantana, tree branches, saw dust. Hearing loss from noise.		Wear gloves, eye protection, hearing protection when appropriate. Use safe methods, particularly when using chain saws (e.g. use brake when saw not being used for cutting, keep head out of line of saw bar & chain). Bystanders to keep a safe distance.				



RISK ASSESSMENT

Attachment A

RISK MATRIX

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	M	H	H	E	E
Likely	M	M	H	H	E
Possible	L	M	M	H	E
Unlikely	L	M	M	M	H
Rare	L	L	M	M	H

Risk Level:

E Extreme risk
 H High risk
 M Moderate risk
 L Low risk

Likelihood:

Almost certain Expected in most circumstances
 Likely Will probably occur in most circumstances
 Possible Could occur in most circumstances
 Unlikely Not expected to occur
 Rare Exceptional circumstances only



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Trip Leader	
Signature:	Date:

List of drivers on trip (or refer separate trip sign on sheet).

Each driver /Participant – hereby certifies that they have read and understood the Risk Assessment, and will comply with the control measures as detailed above.

Name	Signature	Date



RISK ASSESSMENT

Trip Leader Final Report – Report by Trip Leader after trip – review and ongoing recommendations.

Any Incidents reported during trip: YES / NO

If Yes:- Incident Details/ actions:-

How appropriate was this Risk Assessment:

Trip Leader's suggestions on what could be included/ excluded in the future:

Signature:

Date: