

## Overview

As an individual you have a responsibility to keep yourself safe. This includes planning your expedition (route, weather, land access) and ensuring you have the fitness and skills required, including communicating with other group members. As a club we provide a range of trips to allow you to develop your skills and get to a level of competency required for different trip levels (consider coming along to freshers or bush craft for an informal learning experience). Trip leaders are not guides or instructors, they only facilitate the basic organisation of the trip. Leaders will normally be responsible for tasks such as submitting intentions and turning away people who are not fit/experienced/have inappropriate gear for the trip; however ultimately everyone is responsible for insuring a safe trip and it is thus important to raise any concerns early.

To help clarify the risks involved with club activities, there is a general CUTC Risk Register outlining common hazards in the back country that you may come across on day to day trips. On most trips, the controls specified will be implemented to ensure a safe expedition. To ensure that appropriate controls are implemented the Codes of practice (below) have to be followed by all.

## Code of practice

### Leader

- Forms a clear plan of the route, escape routes and considers alternative options.
- Advertises trip and all that is required for it.
- Makes sure to carry a map and navigational equipment that will/could be required.
- Evaluates the competence of participants where practicable:
  - Makes sure participants know what gear to bring (that is not already subject to common sense)
    - Has the right to perform a gear check if they feel this is necessary.
  - Have required experience/skill level for trip intended.
    - Evaluation will mainly be through discussion with participants: Typically the trip leader may ask questions like (but not limited to): “what is a similar trip you’ve done recently”
  - Have required fitness for trip.
- Is responsible for submitting a BASE form (the recommendation is to use the club website to include emergency contact details) and a RAMs form/other safety details if motioned by committee.
- Ensures leader to participant ratio is acceptable.
- Has the risk register on hand or is able to get hold of it at the outset of a trip (i.e. when everyone is in car park), either in hard copy or digitally

### Driver

- Is driving a vehicle within the conditions their current, valid driver’s licence.
- Has adequate insurance for their vehicle (third party minimum).
- Makes sure vehicle is suitable :
  - Registered, has current WOF and road user miles if appropriate
  - For terrain and current road conditions
  - Has enough fuel

## Participants

- Are responsible for their own safety and are advised to take a look at the general risk register. Additionally they should consider anything extra that is trip specific and ensure they:
  - Understand the risks and their consequences.
  - Check that they and the people around them (including the leader) implement the controls listed in the risk register.
- Understand the difficulty level of the trip, and ensure they have both the fitness and skills required.
  - Discuss with other group members and trip leader any concerns or questions they may have.
  - Are aware of the intended route/s and potential options for alternative routes.
- Bring appropriate gear for the trip.
- Ensure their personal details are up to date of the website.
- Ensure that the trip leader is aware of any allergies. Participants should ensure that there all required controls are in place and suggest additional controls otherwise.
- Are responsible for staying with the group.
- Are responsible for their own food and/or food preparation arrangements unless otherwise explicitly arranged (i.e. shared evening meal).
- Pay for fuel or any other expenses involved in any trip (such as hut fees).
- Are aware of the club refund policy (as specified on webpage) and club gear locker policy if hiring gear.

## Document Control

Date	Author	Change
04 07 2017	R. Phillips, K. Clapham	Created
13 05 2019	K. Clapham	Added leader question, vehicle insurance, document control.