

EXPLORERS SCOUT TROOP

HIKE PLANNING

The object of this exercise is to get you, the Scouts that will be participating in this activity, thinking about how you go about planning for a hike, and what you need to do to prepare for an overnight hiking activity.

WHAT KIND OF HIKE?: WALK, CYCLE, CANOE, SAIL ETC

WHEN

Things to consider are:

- When will the patrol members be available?
- How long will the hike take (including traveling time)?
- What the weather conditions may be like?

WHO

Who do you want to invite?

Do you want to open the invitation to anyone who is interested and is able to do the hike?

Do any of the patrol members have special needs? (Dietary, not able to attend all of the hike due to other commitments, etc).

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Any parent who accompanies you must have a WWC Card and be registered with Scouts Australia as a Rostered Adult Helper (which doesn't mean they will be on any roster!)

WHERE DO YOU WANT TO DO THE HIKE?

What national Park?

How many days do you have available?

Find a trail map and trail notes (parksweb is a good place to start) and consider the available route options, campsites available and kilometres in between the sites.

Day One: From Scout Hall departure time:
To (campsite):
Driving Time from Hall to starting location:
Hike Kilometres (if hiking first day):

Day Two: From:
To (campsite):
Hike Kilometres:

Day Three: From:
To (campsite):
Or/to Hike End Point
Hike Kilometres:
Driving time from end point to hall

Day Four: From:
(3 day hike) To Hike End Point:
Hike Kilometres:
Driving time from end point to hall

Campsite #1 Maximum people:

Costs:

Toilets? Y/N Water? Y/N

Campsite #2 Maximum people:

Costs:

Toilets? Y/N Water? Y/N

Campsite #3 Maximum people:

Costs:

Toilets? Y/N Water? Y/N

Things to consider are:

- Can we get to the location?
- Will we be allowed to do our hike at the location? (Sometimes trails are closed at certain times of the year, some places are closed to the public, etc)
- Will the location be suitable for our hike? (For example, some rivers may not be suitable for a canoe hike because the water is too low)
- Do we have the skill/physical ability to do our hike in this location?

SKILLS/EQUIPMENT

1. What kind of skills/knowledge will your patrol need to do this hike? And what skills/knowledge do we have already?

2. Do we know anyone that has the skill and knowledge that can teach us?

3. What kind of special equipment will your patrol need to do this hike? And what equipment do we have already?

4. Do we know anywhere where we can borrow the equipment to do the hike?

Will we need to rent equipment? If so, where can we get it from?

WHAT ARE SOME PARTICULAR ISSUES YOU MAY FACE? (WEATHER, WATER, HEALTH, FOOD, WILDLIFE)

TRANSPORT PLAN

1. How are we going to get to our chosen location?
2. How many seats in cars do we need?
3. How much space for luggage will you need?
4. Who is going to drive you there how many seats do they have?
5. Who is going to drive you home and how many seats do they have?
6. How long is the drive and which route should you take? (use Google maps to find out)
7. Will you need to do a car shuttle to get the cars to the end of the hike?

FOOD

Will the hike be self catering or will you be doing the menu for everyone?

What allergies and food issues will you have in your group?

Will people bring their own snacks?

MENU

DAY ONE BREAKFAST

This is often a chance to eat some heavier things you won't want to carry

DAY TWO BREAKFAST

SNACKS

DAY ONE LUNCH

DAY TWO LUNCH

DAY THREE BREAKFAST

DAY ONE DINNER

DAY TWO DINNER

DAY THREE LUNCH

BUDGET FORM

Item	Guideline Cost per Scout	Cost per Scout	Or Total Cost
Food	\$20		
Accommodation	\$0-30		
Transport (Petrol allowance)	\$5-25		
Hiring gear	\$0-30		
Quartermaster Levy	\$3		
Buffer (for unexpected expenses)	\$3-5		
Total Cost:			
Total Per person:			

HIKE NOTICE

Hike Title:

Where:

Dates:

Depart:

Return:

Cost: \$ Including or excluding food? Extra for food \$

What food do they need to provide?

Deposit: \$ Due by:

Send these details to a leader to email out.

Checklist

Find a leader able to help you with and attend your hike and liase with them	8 weeks before	
Get sign off from troop council	For green Cord	
Work through the sheets in this planner	4 weeks before	
Create a hike notice to send	4 weeks before	
Book the equipment you need through the Quartermaster	4 weeks before	
Book accommodation or hike space	4 weeks before	
Arrange any other equipment you need from outside sources	4 weeks before	
Collect deposits	2 weeks before	
Arrange tent and cooking groups if they are self catering	2 weeks before	
Create final list of attendees and check payments	1 week before	
Do the grocery shopping	3 days before	
Confirm transport arrangements, menu etc with leader.	3 days before	
Final risk assessment and notice of intention to send to Group Leader	3 days before	

NOTICE OF INTENTION

Name of activity:

Date of departure:

Date of return:

Location of activity:

Proposed Route:

Where are vehicles being left?

Name and address of accommodation Friday night:

Name and address of accommodation Saturday night:

Leaders attending, mobile phone numbers, and vehicle registration numbers:

Other adults attending, mobile phone numbers, and vehicle registration numbers:

List of Scouts attending activity:

RISK ASSESSMENT

Activity:

Date:

Risk	Likelihood	Consequence	Result? Low/med/high	Avoid? Treat (how)? Accept?

Risk assessment completed by:

Risk assessment checked by (leader):

TO HELP YOU WITH THE RISK ASSESSMENT:

Likelihood		Consequence	Personal Injury
A - Almost certain	Action will probably occur numerous times or in many circumstances	4 – Major Consequence	Death, permanent or extensive injury requiring hospitalisation to one or more people.
B - Likely	Action may occur occasionally or in some circumstances	3 – Moderate Consequence	Serious injury requiring hospitalisation; broken limbs or stand down for duration of event
C - Possible	Action may occur in exceptional circumstances and has been known to occur elsewhere	2 – Minor Consequence	Medical attention on-site or ongoing attention to injury may be required
D - Unlikely	Whist theoretically possible is not known to have occurred	1 – Insignificant Consequence	Minor first aid, if at all. No ongoing medical attention

RISK MATRIX Likelihood	Consequence			
	1 Insignificant	2 Minor	3 Moderate	4 Major
A - Almost Certain	High	High	Extreme	Extreme
B - Likely	Medium	High	High	Extreme
C - Possible	Low	Medium	High	Extreme
D – Unlikely	Low	Low	Medium	High

What can cause injury ?
<ul style="list-style-type: none"> ▪ slips/trips ▪ Collapse of structures ▪ Dangerous or flammable Materials ▪ Electrical cables ▪ Heavy equipment ▪ Public access / egress / behaviour ▪ Weather (e.g. Rain / Hail / Wind / Thunderstorms) ▪ Projectiles

Four Risk Treatments
<ul style="list-style-type: none"> ▪ Avoid: Don't do the activity ▪ Treat: Reduce by use of controls ▪ Accept: If low or if consequences can be tolerated. ▪ Transfer: Eg. Transfer Risk to another entity, such as insurance. Use caution here as you cannot transfer duty of care as an event organiser. Duty of care meaning you have a responsibility to ensure a safe and low risk activity.