



NEVIS HILLWALKING CLUB

HANDBOOK

ISSUE No 13 - February 2025

Contents

Synopsis of Changes	Page 2
The Constitution of the Club	Page 3
The Club Rules	Page 6
The Club Code of Practice	Page 11
Policy for Handling Complaints	Page 15
Procedure for the Election of the Committee	Page 18
Club Job Descriptions	Page 20
Privacy Notice	Page 23
Special Measures - Covid	Page 25*

Appendices

A. The Country Code	Page 26
B. Risk Assessments for Walking Activities	Page 28
C. Walk Report Form	Page 39
D. Ballot Papers	Page 40
E. Election Table	Page 42

*Chapters marked with an asterisk deal with Covid issues

This version of the Handbook replaces issue no. 12 – November 2022

Synopsis of Changes

The following changes have been made since issue 12:-

1. Clause 4.1 of the Constitution has been amended. Uplift the restriction of the number of ordinary committee members to seven and correspondingly the quorum for Committee meetings to five members.
 - to achieve a fairer balance and sharing of Club management activities that the committee members undertake;
 - to ensure a wider representation from the membership at committee meetings, not withstanding people's busy schedules and commitments in daily life.
2. Clause 4.3 of the Constitution has been amended. The 5 consecutive year restriction on the chairman's term of office has been removed as it is an anachronism, and risks becoming an impediment to the efficient management of the Club.
 - this reflects the difficulties in attracting members willing to undertake the role of Chairperson
3. Clause 5.5 of the Constitution has been amended. The quorum for Committee Meetings is 5 members.
4. In Appendix "B", the Summer and Winter Risk Assessments have been updated.

THE CONSTITUTION OF THE NEVIS HILLWALKING CLUB

(Adopted 9 November 1998, Revisions: 9th March 2002, 22nd March 2005, 3rd April 2007, 19th April 2011, 11th April 2012, 21st April 2015, 27th April 2016, 24th April 2018, 13th May 2019, 24th August 2020, 14th November 2022, 24th February 2025).

1. Name

The club is called Nevis Hillwalking Club (hereinafter referred to as ‘the Club’).

2. Objectives

The objectives of the club are to:

Promote and practise the sport of hillwalking and undertake other activities incidental or conducive to the furtherance of these objectives.

3. Membership

3.1.1. Membership of the club is open to anyone. Under 18s may join as junior members.

3.1.2. Membership commences on receipt of the membership fees.

3.2. Membership fees are agreed at each Annual General Meeting. The fees include the cost of a civil liability insurance premium. There will be a reduced fee for junior members.

3.3. The Club does not take responsibility for the safety of the participants on club meets. All members and guests must take responsibility for themselves and their own actions, and sign a membership/guest registration form. All members joining the club shall be deemed to accept the terms of this constitution and any bye-laws published from time to time by the Club.

3.4. Junior members. A person under the age of eighteen may participate in any Club activity when accompanied by his/her parent, legal guardian or an adult nominated by the parent or legal guardian. The accompanying adult is responsible at all times for the minor’s behaviour, safety and welfare.

3.5. A person who is not a member may attend Club outings as a guest once he/she has read and signed a guest registration form. The number of outings a guest may attend is limited, and defined in a Club rule. A guest who wishes to continue walking with the Club beyond this limit must become a member.

4. Management

4.1. The affairs of the Club are conducted by an Executive Committee, consisting of the Officers of the Club, plus no more than seven other members.

4.2. Executive Committee members must be members of the Club and are elected annually at the Annual General Meeting. Candidates are proposed and seconded by members of the Club. If the post of any Officer or other committee member falls vacant after such an election, the Executive Committee has the power to fill the vacancy.

4.3. The Officers of the Club are honorary, comprising a Chairperson, Treasurer and Secretary.

5. General Meetings

5.1. Annual General Meetings

The Club holds an Annual General Meeting within 15 months of the previous Annual General Meeting in order to:

- 5.1.1. Approve the minutes of the previous A.G.M.
- 5.1.2. Receive reports from the Chairperson and Secretary.
- 5.1.3. Receive a report from the Treasurer and approve the Annual Accounts.
- 5.1.4. Receive a report from an independent examiner appointed to check the accounts.
- 5.1.5. Consider changes to the Constitution.
- 5.1.6. Appoint an independent examiner to check the Club's accounts at the end of the financial year. The committee reserves the right to change that appointed independent examiner should circumstances change and will inform the members before confirming the alternative independent examiner.
- 5.1.7. Ratify any rules, formal policies or procedures published by the Committee.
- 5.1.8. Elect the Executive Committee.
- 5.1.9. Approve the banking signatories
- 5.1.10. Deal with other relevant business.

5.2. Extraordinary General Meetings

An Extraordinary General Meeting is called by an application in writing to the Secretary supported by at least six members of the Club. The Executive Committee also has the power to call an Extraordinary General Meeting by decision of a simple majority of its members.

5.3. Notices

At least 30 days' notice is given to all voting members of any General Meeting

5.4. Voting

- 5.4.1. With the exception of changes to the Constitution, decisions put to a vote are resolved by a simple majority of members participating in and voting at General Meetings.
- 5.4.2. The Chairperson of the Club has a casting vote in addition to his/her member's vote.
- 5.4.3. Only members of the Club are eligible to vote at General Meetings.
- 5.4.4. Junior members have no voting rights.

5.5. Quora

The quorum at General Meetings is 25% of the Club's membership. The quorum for Committee Meetings is 5 members.

5.6. Changes to the Constitution

- 5.6.1. Any change to the Constitution requires a two-thirds majority of those participating in and voting at a General Meeting.
- 5.6.2. Notice is given to all voting members of any General Meeting as specified in 5.3, and any proposal to change the Constitution must be submitted in writing to the Secretary at least 15 days prior to the meeting.
- 5.6.3. All proposals for changes to the Constitution must be signed by two members eligible to vote at a General Meeting

6. **Finance and Accounts**

- 6.1. The financial year runs from 1st April to 31st March.
- 6.2. The Treasurer is responsible for the preparation of the annual accounts of the club.
- 6.3. The accounts are examined by an independent person elected annually by the Annual General Meeting or alternative independent person proposed by the committee in the event of a change of circumstances.
- 6.4. All payments made by the Club are countersigned by two office bearers or committee members approved as signatories by the Club in General Meeting.
 - 6.4.1. If the payment is made by an online banking transaction, one signatory sets up the payment and another signatory authorises the payment.
 - 6.4.2. If the payment is made by cheque, it will be signed by two signatories.
- 6.5. All members of the Club shall be considered to be jointly responsible for the financial liabilities of the Club

7. **Rules**

The Executive Committee has the power to publish and enforce such rules, formal policies and procedures as its members deem necessary to govern the activities of the Club. Any rule, formal policy or procedure must be ratified by the membership at the next General Meeting following its publication.

8. **Complaints**

Any complaint by a member against the Club or against another member of the Club will be dealt with in accordance with a formal procedure published by the Executive Committee.

9. **Dissolution**

In the event of the dissolution of the Club, any assets thereof must not be distributed amongst the members of the Club in any way whatsoever. All revenues from disposal of assets of the Club will be distributed between Lochaber and Glencoe Mountain Rescue Teams.

THE RULES of the NEVIS HILLWALKING CLUB

To promote safety and the smooth running of the club, a number of rules have been published in accordance with Clause 7 of the constitution. All club members are required to abide by them.

Rule 1: Accounting Standards. (Adopted April 2004, ratified April 2004, revised 16.11.10. ratified 19th April 2011, revised and ratified 24th April 2018, 24th August 2020)

- (1) To ensure continuity, the club will adopt an agreed set of accounting categories which will be used in the Balance Sheet and in presenting the accounts to the members.
- (2) Access to online banking must be kept up to date by the treasurer. All changes to the access must be applied for within a month of the A.G.M. Any new signatory must agree to the bank rules and a credit check by the bank. All outgoing signatories will have their access removed. Under no circumstances should passwords and logins be shared.
- (3) Copies of all grant applications must be lodged with the Treasurer, with a clear indication of how any money obtained from the grant is to be spent.
- (4) Any major cost event must be approved at a committee meeting before any financial commitments or requests for money are made. All finances associated with the event will be routed through the Treasurer.
- (5) No club member may request gifts or money for the club without prior agreement from the committee.
- (6) No cash will be paid to any person from the club accounts without adequate documentation.
- (7) The club's accounts will be examined every year. The independent examiner must not be a member of the club, and must be an appropriate, competent person.
- (8) The Treasurer will have sole responsibility for recording all financial transactions relating to the club.
- (9) Any club member has the right to inspect the accounts at any time during the year.
- (10) Members may claim expenses for stationery used in club business e.g. newsletter, printing, secretarial duties. A member attending relevant events at the request of the club, such as Mountaineering Scotland meetings or training courses may claim reasonable travelling expenses. A member holding meetings in his/her home may claim reasonable expenses incurred for tea, coffee and biscuits.

Rule 2: Dogs (Adopted Dec 2004, Ratified 22 March 2005).

Dogs are not permitted on any walks.

Rule 3: Limitations on the Participation of Guests. (Adopted January 2005, ratified 22nd March 2005, amended 5th December 2008, ratified 17th March 2009, revised 16th November 2010, ratified 19th April 2011, revised 19th March 2018, ratified 24th April 2018, revised 17th October 2022, ratified 14th November 2020).

- (1) A guest may walk with the Club no more than four times.
- (2) Guests may not attend Club events taking place over more than one day when overnight accommodation is used. Non-members wishing to attend must join the Club.

Rule 4: Payments for Club Events. (Adopted 24th April 2006; Ratified 3rd April 2007, April 27th 2016, revised and ratified 24th April 2018. Revised 20th March 2020 and ratified 17th August 2020).

When the Club organises events (courses, social events, trips and holidays) for members, those attending may be required to pay a contribution to the cost of that event. Where a contribution is required, the scale of that contribution and any initial deposit will be set by the Club Committee and notified to all members. Any member who agrees to attend a Club sponsored event does so on the understanding that notifying the authorised individual organising or co-ordinating the event constitutes an agreement between the member and the Club regarding attendance at the event and the member will be liable for the cost of that place as follows:-

- (1) Each individual attending the event will pay in advance the deposit set for that event in order to secure their place. An individual's deposit is not transferable between events.
- (2) If a member subsequently cannot attend an event, where a booking has been made by the Club on their behalf, they must notify the authorised individual organising or co-ordinating the event as soon as possible so that the vacancy can be offered to another member.
- (3) If the vacancy is taken by another member, the original attendee will be refunded any monies paid. The replacement attendee will be liable immediately for any deposit and for all further individual payments, contributions, etc associated with this vacancy.
- (4) If the vacancy is not taken by another member, the following will apply:-
 - (a) The original member will be liable for the *full cost* of the place on the event. This is to ensure that:-
 - i. Club funds are not expended unnecessarily.
 - ii. The other members attending are not subject to an additional charge.
 - (b) Paragraph 4(a) above will apply unless the member applies to the Committee for some or all of the costs to be waived. The member must give reason(s) why he/she was unable to take up the place. Depending on the reason(s) given, the Committee may agree to waive some or all of the costs associated with the place. Any deposit paid is non-refundable. Where the reasons are of a personal or delicate nature, the member should advise the Committee and *one* Committee member will engage with the member regarding the matter. That member will make a recommendation to the Committee based on the information given *in confidence* to that Committee member by the Club member. (The Committee will judge each case sympathetically on its individual merits and no precedent regarding others should be taken or inferred from a decision made regarding any particular case).

(5) In all cases, the Committee's decision is final.

Rule 5: Election of Officers. (Adopted 11th December 2006; Ratified 3rd April 2007, revised 28th October 2009, ratified 9th March 2010, revised March 2013, ratified 26th April 2013. **Superseded by the adoption of a formal procedure for the election of the committee, ratified 17th May 2017).**

Rule 6: Club Website, Associated Social Media Platforms and Their Use. (Adopted and ratified 27th April 2016, amended and ratified 17th May 2017).

(1) The Club shall maintain a Website.

- (a) The Club shall appoint a Webmaster. The Webmaster shall be responsible for the day-to-day maintenance and up-dating of the Website
- (b) The Webmaster shall ensure that the Website is managed in such a way so as to further the Aims of the Club and not bring the Club into disrepute.
- (c) The Club shall be liable for all reasonable costs incurred in maintaining the Website, such as hosting fees, technical support, etc.

(2) The Club shall maintain a presence on other Social Media Platforms as agreed by the Committee.

- (a) The Committee shall appoint a Responsible Person for the management of each Social Media Platform where the Club maintains an agreed presence. That nominated Responsible Person shall manage the Platform in such a way so as to further the Aims of the Club and not bring the Club into disrepute.
- (b) Any costs incurred in maintaining a presence on any agreed Social Media Platform may be met by the Club as decided by the Committee on a case-by-case basis.

(3) A written record shall exist of any password, etc used by the Club or members to maintain any agreed Website, Social Media Platform, e-mail account or other electronic communications format. This written record shall be lodged with the following:-

- (a) The owner/maintainer of that website, platform, account or format.
- (b) The Webmaster.
- (c) The Honorary Secretary.

(4) Any material (documents, spreadsheets, imagery, etc) supplied to the Webmaster for inclusion on the Website shall be subject to the following:-

- (a) There is no expectation that any material submitted will be used. The use (or not) of any material is at the discretion of the Webmaster in accordance with the terms of paragraph (1)(b) above. (Any material submitted for use on other Platforms is submitted on the understanding that it may also be used on the Club Website, unless otherwise stated by the owner).

- (b) Although the owner retains copyright, any item is submitted to the Club and for the Club's use is on a 'free of charge' basis. The owner is responsible for making clear the attribution of the material.
- (c) Where an item is submitted to further any debate or discussion of a subject relevant to the Club's Aims or activities, it will be accepted on the understanding that submissions may be subject to editing on the grounds of brevity, language or reference to Third Parties.

(5) Additional rules for images submitted for use on the Website or other Social Media:-

- (a) Images shall be presumed to be available for use on the public area of all those platforms and other media used to promote the interests of the Club – e.g. posters and newspaper articles.
- (b) No image shall be posted in such a manner as to allow the unique identification of an individual (e.g. by tagging or similar technique).
- (c) Members or Guests who object to appearing in photographs, which may be used on social media are responsible for informing others and for ensuring that they do not appear in any photograph.
- (d) Any parent/guardian/responsible adult accompanying a minor must either:-
 - i. Agree that the minor's image may be used or,
 - ii. Make their objections known and ensure that the minor is not included in any imagery taken.

Rule 7: Accident Reporting. (Adopted 7th March 2008; Ratified 18th March 2008)

It is the responsibility of the Chairperson to record any reportable accident, using the Club's Accident Book. In the absence of the Chairperson the responsibility falls to an Officer of the Club or a member designated by an Officer of the Club. The Secretary holds the Club's Accident Book.

Rule 8: Car Sharing (Adopted and ratified 17th May 2017, revised 25th April 2022, ratified 14th November 2022)

Members are expected to contribute 25 pence per mile, shared equally by the occupants including the driver.

FORMAL POLICIES and PROCEDURES

In accordance with clause 7 of the Constitution, the following policy documents and formal procedures have been published by the Executive Committee and ratified by the membership at a General Meeting:

1. “The Club Code of Practice” (published 2002, revised January 2005, June 2009, April 2015, ratified April 2016).
2. “Policy for Handling Complaints” (published 16th November 2010, ratified 19th April 2011)
3. “Procedure for the Election of the Committee by a Simple Majority in a Secret Ballot.” (Published 15th March 2017. Ratified 17th May 2017).
4. “Nevis Hillwalking Club – Job Descriptions (Published June 2017, ratified 24th April 2018)
5. “Nevis Hillwalking Club - Privacy Notice” (Adopted and ratified 24th April 2018.)

THE NEVIS HILLWALKING CLUB CODE OF PRACTICE (Adopted 2002) (Revised: January 2005; June 2009; April 2015; Ratified April 2016)

This Code of Practice describes how the Club expects its members and others to conduct themselves whilst participating in Club activities. The Club's Constitution refers to the Code, and highlights its importance. The Code explains in more detail certain aspects of safety and conduct covered by the Constitution. Refer also to The Country Code and Risk Assessments for Winter/Summer Activities, found in appendices A and B respectively.

1. Responsibility for Safety

As stated in the Constitution, the Club does not take responsibility for the safety of the participants during Club activities; all members must take responsibility for themselves and their own actions. Participants must conduct themselves in such a way as to avoid becoming a liability to the Club or members of the Club. The Constitution makes provision for non-members to participate in Club walks as guests, once they have signed the Guest Registration form which is downloadable from the Club's web-site. Guests are expected to follow the Club's Code of Practice.

Hillwalking is a potentially hazardous activity. It is important that people participating in the outings organised by the Club are aware of this. The Club is a collection of individuals who have chosen to get together with others who share a love for the mountains and a love for walking in this environment. Membership is voluntary. Decisions to participate in the Club's activities are voluntary.

The Club has a membership with a wide and varied experience of hillwalking. Individuals are able to enhance their own experience by participating in the group activity. However, it is not reasonable for relatively more experienced people, or the Club's elected officials, to be held responsible for the safety of Club Members who are voluntarily participating in a potentially hazardous activity. Whilst the Club will endeavour to ensure the safety of all who participate in Club activities, it is the responsibility of everybody to look to their own safety and best interests. Making the decision to depend on the skill of somebody else is a matter of individual responsibility and does not imply any special or enhanced duty of care on the part of the person upon whom one decides to depend. However, the interests of safety are best served by good communication between walkers on the hill, shared decision making, and taking into account the wishes and views of the less experienced members.

None of this, of course, absolves members from the common law duty of care that every member of society has to every other. Each person is responsible for themselves and should ensure that their actions do not put others at risk. This duty of care is not diminished because the activity is potentially hazardous. Rather the nature of the activity and the environment in which it takes place increases the duty of care.

2. Individual Responsibility

(1) Fitness: You are the most important factor in providing for your safety on the hill

Hillwalking is a physically demanding activity, and hill walkers should have a good general level of fitness, strength and stamina. Ensure that you are fit enough on the day to participate in the activity planned, under the prevailing weather conditions. Sometimes, a less strenuous walk is proposed as well as, or instead of, the programmed activity. Ask the walks coordinator, or other members at the meeting point at the start of the day.

(2) Local Conditions

It is essential to check the conditions you can expect on the day. Consult the Mountain Weather Forecast (www.mwis.org.uk), and in winter, the Avalanche Information Service (www.sais.gov.uk). Check your proposed route and consider the possibility of rivers in spate, adverse snow conditions and exposure to lightning strikes. In summer, check for ticks, know how to remove them and be aware of the possible repercussions.

(3) Clothing

Wind, rain, snow and sub-zero temperatures can occur in the Scottish hills at any time of year. Whatever the forecast, local conditions can change very quickly. Remember that whatever the conditions at the start of the walk, it will get colder, windier and maybe wetter the higher you go. Even on a very warm day, the wind chill may be severe at relatively low altitudes. **BE PREPARED.**

Always take a **windproof and waterproof jacket with hood**, and **windproof and waterproof trousers** or over-trousers. Pack **gloves**, and a **warm hat** that covers your ears. You can lose a third of your body heat from your head. Take a **spare fleece or pullover**, one more than you normally wear. You can fine-tune your body temperature as your rate of exertion changes if you wear several thin layers, rather than one thick one. Avoid cotton; when wet it saps your body warmth and takes a long time to dry. Soft wicking materials are preferable. Do not wear jeans. Clothing need not be expensive, but there is a wide price range from which to choose. A variety of opinion on clothing is available from Club members to help you make up your mind.

(4) Footwear

Footwear should have good ankle support and have a firm sole with good grip. Proper **hillwalking boots** are strongly recommended but are essential for high level walks. If crampons are to be used on steep ground, stiff soled winter grade boots should be worn. The crampons must be compatible with the boots.

(5) Supplies and Equipment

As with clothing, the essential items of equipment are simple and inexpensive to acquire. Again, there is a wide range to choose from, and a variety of opinion is available from Club members. Some optional extras are listed below after the essentials:-

- (a) **Liquid.** It is most important to take plenty to drink in a stout leak-proof bottle. As water is heavy stuff, it is tempting to skimp on your supply. Dehydration is one of the biggest causes of fatigue on the hills, may seriously impair your performance, and lead to an incident. Drinking from streams or eating snow is not a good substitute for safe potable water, or better still, a soft drink with some energy content. A hot drink can be a very welcome extra.
- (b) **Food** is equally important; the fuel for your journey. Ensure it is nutritious, and in a form that can be readily consumed in atrocious weather conditions. To arrive at a calm, idyllic picnic spot around lunchtime cannot be guaranteed. In addition, take reserve supplies of high-energy foods which can be eaten without stopping, such as chocolate, sweets, dried foods, cheese and biscuits.
- (c) **A torch** and spare batteries (for each person!) will ensure you can read your map, assist you to stay in contact with the rest of the group, and find your way safely off the hill, if overtaken by nightfall. This is particularly important for short winter

days, and could make the difference between a warm comfortable bed and a life-threatening night in the open.

- (d) **A whistle** is the basic means of signalling and attracting attention in the hills, and everyone should carry one. (The emergency signal is six blasts, repeated at one-minute intervals. The reply is three blasts).
- (e) **A survival bag** may mean exactly that if you are benighted or injured. It takes up little space and weight, and costs a few pounds.
- (f) **A compass, and a map of area** to be traversed on the day, should be carried by each walker. Maps at a scale between 1:50,000 and 1:25,000 are recommended. If you lack confidence in your navigation skills, other members will be delighted to assist you, and the Club arranges navigation courses from time to time (see below).
- (g) **A basic first aid kit** should be carried, comprising plasters, dressings, bandages and disposable gloves etc. The kit can be supplemented with items you may need personally, such as joint support bandages, lip salve, insect repellent, etc.
- (h) **In winter conditions**, which can prevail at any time between September and May, the Scottish hills can be truly Arctic. Some additional skills and equipment are essential for the safe enjoyment of the hills in these conditions. **For high-level routes in winter, crampons and ice axe should be carried.**
- (i) Finally, a proper **rucksack** is essential, in which to carry all your equipment.

(6) **Optional Items**

The clothing and equipment described above are the basic and ESSENTIAL items for a day in the hills. A list of optional items would be endless. Whatever extra weight you wish to carry, remember it will demand of you more effort and energy every step of the way. However, some optional items can be particularly useful:-

- (a) **Gaiters** will keep mud and snow out of your boots, can protect expensive over-trousers from being ripped on obstructions or by your crampon points, and generally keep your feet drier.
- (b) **Poles** will enable you to walk more efficiently by making better use of upper body muscles, save wear and tear on your knees and ankles on the descent, help you across streams and bogs, and generally keep you more stable on rough ground.
- (c) A **waterproof map case** will ensure that your map is readily available for use, and not left stuffed in your rucksack until after you realise you are lost.
- (d) **Ski goggles** will enable you to make better progress against the wind in driving snow, hail or spindrift.
- (e) **An altimeter** is an excellent navigation aid in the mountains, provided you set it at the start, and reset it at known points throughout the day.

- (f) A **GPS receiver** is not an essential tool if you are navigating correctly. However, if you really foul up, it can give you an accurate position, and the opportunity to start again, paying more attention. Make sure you have firmly grasped the basics of navigation before you attempt to use GPS.

3. Skills and Training

Simply going hillwalking with others regularly will gain you experience and enhance your outdoor skills. However, this is no substitute for formal training. From time to time, the Club arranges courses and encourages its members to participate. Even seasoned hillwalkers are able to learn new skills and sharpen up their knowledge by attending a course. Subjects covered include navigation, first aid, winter skills, use of ropes etc. Club members are also encouraged to attend seminars run by organisations such as the Mountaineering Council of Scotland, and presentations at local venues on mountain safety and avalanche awareness.

NEVIS HILLWALKING CLUB

Policy for Handling Complaints

(Published 16th November 2010, ratified 19th April 2011)

From time to time issues may arise between members and the Club, or between members of the Club. It is essential that all parties are aware of how to handle them properly.

Complaints against the Club

Members who have a grievance about the organisation or management of the Club, its activities, or the actions of its Executive Committee should be aware of their right to call an Extraordinary General Meeting, in accordance with section 5.2 of the Club's Constitution. Initially, however, a member may wish to adopt a low-key approach as follows:-

- You should submit your complaint in writing to the Club Secretary.
- The Executive Committee will consider it and the Secretary will then respond to you in writing.
- If you are not happy with the response and wish to take the matter further, you should write to the Secretary again, detailing your reasons.
- The Executive Committee will investigate the complaint. It may appoint a sub-committee to do this. The sub-committee will report to the Executive Committee.
- The Executive Committee will consider any reports and review its decision.
- The Secretary will write to you again.
- If you continue to be unhappy with the outcome, you have the right to request an Extraordinary General Meeting of the Club in accordance with section 5.2 of the Club's Constitution.

Complaints by a Member against another Member

At every stage, it is important that all parties respect confidentiality, Club members and Executive Committee alike. A member or group of members with any form of grievance against another member which has no relevance to the Club or its business, activities, reputation or membership, will be asked to resolve their differences outside the Club.

1. Personal Conduct and Action

The Club expects members to take responsibility for their own actions and behaviour, and to treat other members with respect.

- You should try to resolve your complaint speedily, in a low-key manner, with the individual(s) concerned.

2. Informal Process

If the member making the complaint fails to resolve the issue or feels unable to speak to the person who is causing concern, an office bearer or other member of the Executive Committee can be asked to take informal action.

- You should speak in confidence to the Chairman, or another committee member.

- The Chairman or committee member will advise you and, if necessary, speak to the person who is causing you concern and try to resolve the issue on your behalf. It may be necessary to reveal your identity to the person causing concern.

It is anticipated that an informal process will be satisfactory in the majority of cases.

3. Formal Process

If the informal process does not resolve the issue and it is regarded as sufficiently serious to continue with the complaint, the aggrieved member should initiate promptly the formal process as follows.

- You should write to the Chairman, explaining the matter in detail.
- The Chairman will raise the matter with the member you are complaining about, giving that person a copy of your letter.
- If that person accepts the complaint and takes action willingly to resolve the issues with you, the matter will be considered closed.

4. Investigation

If the complaint is not accepted or the matter persists, the Executive Committee will undertake an investigation. All issues will be uncovered and reported accurately and objectively, and the process will be carried out speedily and fairly.

- The Chairman will write to the person you are complaining about asking for a written explanation within 14 days.
- To facilitate its investigation, the Executive Committee may appoint an Investigating Sub-committee of three members.
- If the investigation is likely to lead to a request for the resignation or expulsion of a member from the Club, the Investigating Sub-committee must consist of members who have not been involved in the matter.
- The Executive Committee or Investigating Sub-committee will interview both you and the person against whom you have complained.
- In the interests of a thorough investigation it may also be necessary to interview or call for written evidence from other individuals.
- At the conclusion of the investigation, a detailed report will be prepared for consideration by the Executive Committee.

5. Resolution

Within 14 days of receiving the report, the Executive Committee will meet to decide what action to take. If a member of the Executive Committee made the complaint or was the subject of the complaint, that person will take no part in the judgment of the matter and must not be present.

- Within 14 days of the Executive Committee's decision, the Secretary will write to you and to the person against whom you made the complaint.
- The letters will detail the outcome of the investigation and the decision of the Executive Committee.
- The decision will be one of the following:-
 - o To dismiss the complaint.
 - o To issue a written warning to the person against whom the complaint has been made.
 - o To expel that person from the Club.

6. Appeal

A member who receives a written warning or who is expelled from the Club has the right to appeal.

- You should write to the Secretary within 14 days stating the grounds for your appeal.
- The Executive Committee will call an Extraordinary General Meeting, to be held as soon as possible after the mandatory notice period of 30 days.
- Your appeal hearing will be the sole business of the meeting.
- Members of the Investigating Sub-committee or Executive Committee who investigated the complaint or decided the outcome, should be present to answer questions from you or other members, but will abstain from voting, as will you and the complainant.
- The Chairman or another officer of the Club will give a report to the members detailing the complaint against you and the outcome of the investigation.
- You will be able to state your position to the members, ask and respond to questions, and participate in a debate.
- A vote will be taken to determine the outcome of your appeal.
- You may scrutinise any written ballot papers.

For further information and guidance, members should refer to the Mountaineering Council of Scotland's Information Sheet "Natural Justice within Clubs - Dealing with Unacceptable Behaviour", January 1998

NEVIS HILLWALKING CLUB

Procedure for the Election of the Committee by a Simple Majority in a Secret Ballot

This is a formal procedure within the terms of clause 7 of the constitution, intended to govern the conduct of committee elections taking place at general meetings under clause 5.4.1.

1. Appointment of Tellers

Two members are appointed as tellers, who then count all members participating. The tellers are responsible for numbering, distributing, collecting and counting the votes on ballot papers (Appendix D) and recording the results on the election table (Appendix E). The names of the tellers will be recorded in the minutes.

2. Ballot Papers

A separate set of ballot papers will be used for each officer post. The candidate(s) for the post of Chairman will be listed on the first set, candidate(s) for Honorary Secretary on the second set and those for treasurer on the third set. All the candidates for the up-to-five other committee posts should be included on a fourth set of ballot papers. The tellers will number the reverse side of each ballot paper, consecutively in each set. Tellers will distribute only one set of ballot papers at a time, face up, immediately before each vote is taken.

3. Nominations

The names of candidates nominated in writing up to 24 hours prior to the start of the AGM will have been printed on the respective ballot papers. The names of candidates nominated from the floor should be written on the ballot paper by the voter in the spaces provided. If no nomination is received for any officer post, it will remain vacant.

4. Election of the Officers

The Chairman will be elected first. The voter must choose one of three options for each of the candidates: to vote in favour, to vote against, or to abstain from voting, marking the ballot paper accordingly with a cross. The voter should fold the ballot paper so that neither its number nor his/her vote is visible. The tellers will collect the ballot papers, count them and enter the voting totals on the election table. The chairman of the meeting will announce the result.

This procedure will be repeated for the post of Honorary Secretary, and again for the post of Treasurer.

(1) Single Candidates

If there is only one candidate nominated for a position, a vote will still be taken. The candidate is elected only if the vote in favour is greater than the vote against. If the votes in favour are less than the votes against, the position will not be filled. If the number of votes for and against is equal, the chairman of the meeting will exercise his casting vote. In the case of a position remaining vacant, further nominations may be sought from the floor.

(2) Multiple Candidates

Where two or more candidates are nominated for a single post, they may be invited to say a few words in support of their candidature before the vote takes place. The position will be filled by the candidate polling the highest net vote, i.e. the votes in favour minus the votes against. If there is a tie, the chairman of the meeting will exercise his casting vote. If the number of votes against exceeds the number of votes in favour for all the candidates, the position will remain vacant, unless further nominations are received from the floor.

5. Election of the Committee Members

On completion of the election of the officers, the fourth and final set of ballot papers will be distributed for the election of the remaining members of the committee. They will already bear the names of the candidates who were nominated up to 24 hours before the start of the meeting. Voters should add the names of any further candidates nominated from the floor and delete the names of any candidates who have already been elected to an officer post.

As above, members must vote for, against or abstain for each candidate on the ballot paper. The up-to-five candidates with the highest net votes are deemed elected. Any candidate polling less votes for than against will not be elected.

6. Counting and Recording of Votes

If a voter fails to register a vote for any candidate, or fails to write on his/her ballot paper the name of a candidate nominated from the floor, it will be counted as an abstention. If a voter fails to delete the name of a candidate who has already been elected, the vote will be considered void. A teller will show the ballot paper to the other and mark it with the action taken, confirming it with his/her initials.

Ballot papers and election tables will be retained by the Honorary Secretary for inspection by any member having reasonable cause until after the next following Annual General Meeting has taken place.

(Published 15th March 2017. Ratified 17th May 2017, revised 17th October 2022, ratified 14th November 2022).

THE NEVIS HILLWALKING CLUB – JOB DESCRIPTIONS

(Published June 2017, amended and ratified 24th April 2018)

1. Chairman

Aim - To co-ordinate the management of the Club for the benefit of its members.

Responsibilities:-

- To chair committee meetings and general meetings and keep those present at meetings focused on what they should be discussing.
- Is available to consult on issues relating to the Club.
- Ensures that the aims of the Club are being promoted.
- Gives everyone present at meetings a chance to speak.
- Is one of the main points of contact for the Club.
- Gives an annual report about the Club at general meetings

2. Honorary Secretary

Aim - To support the chairman in ensuring the smooth functioning of the committee and keeping members well informed about Club matters.

Responsibilities:-

- Prepares for committee meetings and general meetings.
- Prepares agendas for Club meetings.
- Sends out relevant documents for Club meetings.
- Takes minutes and distributes these minutes to members.
- Deals with enquiries from members and potential guest walkers via email or the telephone.
- Is one of the main points of contact for the Club.
- Seeks nominations for Office Bearers at least 15 days before a general meeting.
- Gives an annual report about the Club at a general meeting.
- Updates the Club's handbook.

3. Treasurer

Aim - To ensure good practice for the Club's financial affairs.

Responsibilities:-

- Pays bills as approved by the committee.
- Ensures Club cheques are countersigned.
- Reconciles bank statements.
- Acts as the main contact with the bank.
- Ensures that online banking logins are correct and updated according to the wishes of the committee.
- Ensures that all payments are approved by two members with online banking authority.
- Works with the incoming treasurer to ensure bank details are correct.
- Informs the Club of its financial strengths and weaknesses.
- Keeps accurate Club accounts.
- Ensures the annual accounts are examined by an independent examiner.
- Recommends the Club fee per person rate on an annual basis.
- Gives a quarterly financial statement.
- Gives an annual statement/report at general meetings.

- Notifies the committee of any unusual transactions or situations.

4. Social Secretary. *(Amended 200824).*

Aim - *To ensure that the Club has a full diary of events other than hillwalking*

Responsibilities:-

- Organises and delegates for social events.
- Organises weekends away.
- Organises training courses

5. Webmaster and Social Media Editors *(Published 201007).*

Aim - *To use website and social media platforms to promote the activities of the Club and to stimulate interest and awareness amongst potential members.*

Note: The Club currently operates one website and two Facebook accounts, one public-facing and the other for Club members only. A Club member is responsible for each platform.

Responsibilities:-

- Is responsible for the day-to-day maintenance of the website/platform in accordance with Club Rule 6.
- Receives photos and any associated commentary from participants and the coordinator of each Club event and, as soon as possible, posts a considered selection and edited text on their platform.
- Receives the walk report compiled by the coordinator and posts extracts, edited as they think fit to suit their platform, preferably before the next scheduled Club event.
- Responds timeously to requests from committee or other members to post, alter, amend or update information on their platform.
- Encourages members of the closed Facebook group to post their own content.

6. Co-ordinator *(Published 170607, amended 180424, amended 200921)*

Aim - *Main point of contact for a Club walk before, during and after the event.*

Note: The co-ordinator is not a walk leader.

Responsibilities:-

- Sends an email to all members in good time before a Club walk reminding them about the walk and her/his contact details. Receives communications from people who wish to attend and gives them any further information they may need about the event.
- Co-ordinates transport for the walk.
- Attends the walk. If unable to do so, asks another member to step in and informs the programme convenor.
- Ensures that every guest walker has completed a guest registration form.
- Ensures that guests who wish to attend a Club walk know what to expect in advance, have appropriate clothing and equipment for the day before leaving the pick-up point, and are accompanied off the hill if unable to complete the walk
- Ensures that all walkers are safely off the hill at the end of the day.
- Compiles a walk report and forwards it to the media editors and the programme convenor, preferably before the next scheduled Club event.

- Has the authority to cancel or re-arrange a walk. Informs members and guests by email, text or telephone of the change and the reason for it.

7. *Covid Officer. (Published 200921)

Aim:- *To be the Club's main point of contact for all things related to Covid-19. To oversee the implementation of the public health and safety measures required by the Scottish government and advised by the Club's governing body of sport, Mountaineering Scotland.*

Responsibilities:-

- Ensures that the Club has published appropriate risk assessments and that all mitigations are put in place before any activity is undertaken.
- Ensures that the Club has efficient processes in place to record the details of attendees at all its events, as required by Scottish Government Test & Protect.
- Keeps up to date with ongoing Scottish Government and Mountaineering Scotland advice and guidance relating to Covid-19. Ensures that all processes are being followed and reviewed regularly
- Attends committee meetings and ensures an update is provided to the committee.
- Ensures that all members are aware of the Club's Covid-19 protocols and encourages all participants in its activities to take individual responsibility.
- Ensures that all members know who the Covid Officer is and how s/he should be contacted.
- Communicates regularly with members about Covid -19 issues affecting the Club.
- Passes on contact details of all participants in an activity if asked to do so by a member of the NHS Scotland Test & Protect team.

Notes

- All personal data should be held and disposed of in a safe and secure manner
- Contact details should be held for no more than 3 weeks (21 days) after an event.
- It is not the responsibility of the club to inform members if someone at the club has tested positive for Coronavirus (COVID-19). This will be done by the NHS Scotland Test & Protect Team. An individual's right to privacy must be observed.

*Covid specific document

NEVIS HILLWALKING CLUB - PRIVACY NOTICE

(Adopted and ratified 24th April 2018)

This notice is based on the model provided by Mountaineering Scotland for affiliated clubs.

What we need from you.

When you register as a member of Nevis Hillwalking Club or renew your membership (including if you are registering or renewing on behalf of a young person aged 16 or under), we will ask you for some or all of the following personal information:

- Contact details – name, address, email address and phone number.
- Participation details – existing Mountaineering Scotland membership number.
- Safety and emergency details – next of kin.

If you do not provide us with all of the personal information that we need this may affect our ability to offer you our membership services and benefits.

Why we need your personal information – contractual purposes.

We need to collect our members' and customers' personal information so that we can manage your relationship with us. We may use our members' personal information to:

- Provide you with core member services, including confirmation of membership, membership card, end of year renewal.
- Organise club activities and manage risk and safety if you attend a meet on the hill or at a climbing wall.
- Register your membership with the representative body, Mountaineering Scotland, to provide you with insurance cover, magazine subscription and other benefits it offers to members of clubs, including access to courses and competitions.

Why we need your personal information – legitimate purposes.

We also process our members' personal information in pursuit of our legitimate interests to:

- Provide you with news and updates about the activity of the club, opportunities to get involved in club meets, training, general meetings or other events.
- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.

Other uses of your personal information.

We may ask you if we can process your personal information for other purposes. If we do so, we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

With whom do we share your personal information?

When we register your membership with Mountaineering Scotland, we pass on your personal data and Mountaineering Scotland becomes a controller of your personal data. Mountaineering Scotland provides full details of how it uses your personal data in its own privacy notice (www.mountaineering.scot/privacy-notice) and does not use it for any other purpose.

We may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children. We may also share personal information with professional and legal advisors for the purpose of obtaining advice.

Third party suppliers with access to members' personal data.

The Nevis Hillwalking Club may use third party suppliers to provide services. These suppliers may process personal data on our behalf as “processors” and are subject to contractual conditions to process that personal information only under our instructions and protect it. In the event that we share personal information with external third parties, we share only such information strictly required for the specific purposes and take reasonable steps to ensure recipients shall process the disclosed personal information only in accordance with those purposes.

- Instructors, coaches and event organisers receive details of participants.

How we protect your personal information.

Your personal information is accessed by our committee and members only for the purposes set out above. It is stored by our club in password protected documents. Your personal data is e-mailed to all members via a password-protected spreadsheet. It is transferred to Mountaineering Scotland by inputting it directly into a password-protected database or emailed via a password protected spreadsheet.

For how long do we keep your personal information?

We keep your personal information only for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and delete your personal information where you have not renewed your membership with us for 2 years. **You have a right to:**

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Request that we delete your personal information.
- Access the personal data that we hold about you through a “subject access request”.

All queries to be addressed to the Membership Secretary. See website for current contact details. If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk

To All Members – Nevis Hillwalking Club

***Special Measures Required to Ensure Compliance with Current Covid Phase 3 Restrictions**

(Procedure issued in accordance with our constitution clause 7: Published 2009/25)

This document, initially published on 16th July 2020, and its associated risk assessment have been completely withdrawn following the easing of Covid restrictions. However, Covid has not gone away and up-to-date advice on the precautions to take whilst participating in Club activities are included in the Programme, issued quarterly.

*Covid specific article

Appendix A

THE COUNTRY CODE (Revised 2015)

Relevant parts of the Country Code, which is published by Scottish Natural Heritage, are reproduced below. This code has been updated following the legal changes in rights of access. All members are expected to observe this code.

Exercising access rights responsibly: at a glance

You must exercise access rights responsibly and this part of the Code explains how you can do this. A summary of your main responsibilities is provided below.

1. Take personal responsibility for your own actions. You can do this by:-

- Caring for your own safety by recognizing that the outdoors is a working environment and by taking account of natural hazards.
- Taking special care if you are responsible for children as a parent, teacher or guide to ensure that they enjoy the outdoors responsibly and safely.

2. Respect people's privacy and peace of mind. You can do this by:-

- Using a path or track, if there is one, when you are close to a house or garden.
- If there is no path or track, by keeping a sensible distance from houses and avoiding ground that overlooks them from close by.
- Taking care not to act in ways which might annoy or alarm people living in a house; and at night, taking extra care by keeping away from buildings where people might not be expecting to see anyone, and by following paths and tracks.

3 Help land managers and others to work safely and effectively. You can do this by:-

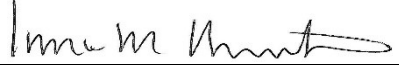
- Not hindering a land management operation, by keeping a safe distance and following any reasonable advice from the land manager.
- Following any precautions taken or reasonable recommendations made by the land manager, such as to avoid an area or route when hazardous operations, such as tree felling and crop spraying, are underway.
- Checking to see what alternatives there are, such as neighbouring land, before entering a field of animals.
- Never feeding farm animals.
- Avoiding causing damage to crops by using paths or tracks, by going round the margins of the field, by going on any unsown ground or by considering alternative routes on neighbouring ground, and by leaving all gates as you find them.

Appendix A (continued)**4. *Care for your environment.*** You can do this by:-

- Not intentionally or recklessly disturbing or destroying plants, birds and other animals, or geological features.
- Following any voluntary agreements between land managers and recreation bodies.
- Not damaging or disturbing cultural heritage sites.
- Not causing any pollution and by taking all your litter away with you.
- Guarding against all risk of fire.



NHWC Summer Hillwalking Risk Assessment

Organisation:	Nevis Hillwalking Club	Location/Activity:	Summer hillwalking, scrambling, mountaineering			
Assessor name:	Jane Ollerenshaw	Signature:				
Date completed:	20/10/2025	Date of last review:				
Review:	This assessment should be reviewed annually & more frequently if there are significant changes, such as: • Occurrence of an accident, near miss, or incident. • Updates to safety regulations or Club policies. • Emergence of new hazards or concerns from participants. Regular reviews ensure the assessment remains relevant, effective & compliant, allowing for necessary adjustments to safety controls.					
Scope of assessment:	This assessment is intended to mitigate hill walking related risks to club members, guests & members of the public whilst the Club is undertaking summer hill walking, scrambling & mountaineering activities.					
Hazard description & evaluation of risk measurement:	Hillwalking inherently involves hazards such as severe weather, difficult terrain, fallible technology & wildlife. Participants must be aware of & accept these dangers while remaining responsible for their own safety. Three levels are used to rate likelihood & severity. These combine to give three levels of Risk. See page 5. <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> Likelihood of Harm 1 - LOW – Unlikely to occur 2 - MODERATE – Could possibly occur 3 - HIGH – Highly likely to occur </td> <td style="vertical-align: top;"> Severity of Impact 1 - LOW – Little or no impact or harm 2 - MODERATE – Significant impact or harm 3 - HIGH – Serious impact or harm </td> <td style="vertical-align: top;"> Risk Rating 1 - LOW 2 - MODERATE 3 - HIGH </td> </tr> </table>			Likelihood of Harm 1 - LOW – Unlikely to occur 2 - MODERATE – Could possibly occur 3 - HIGH – Highly likely to occur	Severity of Impact 1 - LOW – Little or no impact or harm 2 - MODERATE – Significant impact or harm 3 - HIGH – Serious impact or harm	Risk Rating 1 - LOW 2 - MODERATE 3 - HIGH
Likelihood of Harm 1 - LOW – Unlikely to occur 2 - MODERATE – Could possibly occur 3 - HIGH – Highly likely to occur	Severity of Impact 1 - LOW – Little or no impact or harm 2 - MODERATE – Significant impact or harm 3 - HIGH – Serious impact or harm	Risk Rating 1 - LOW 2 - MODERATE 3 - HIGH				
Details of who may be affected:	Club members Guests Members of the public					
Transparency of risk	By attending a NHWC walk you are aware that hillwalking & mountaineering are activities with a danger of personal injury or death. Participants in these activities should be aware of & accept these risks & be responsible for their own actions & involvement.					

Risk Identification							Risk Assessment & Management	
Hazard		Persons at Risk	Potential Consequences & Harms	Pre Management			Risk Control Measures	Post Management
				Likelihood	Severity	Risk Rating		
1.	Lack of Communication	Club members Guests Members of public	Delay in response to an Emergency.	L	M	L	- Participants leaving the Group for any reason (comfort stop, rest, diversion) should inform the Group - The group should always be aware of those at the back. - Ensure that all club members carry a mobile phone & have pre-registered their phone with the emergency SMS texting service. - Carry power bank to guard against flat battery. - When planning club trips in remote areas where mobile reception is poor/non-existent consider carrying a Personal Locator Beacon or SPOT device. - Use of route card as a detailed plan of the walk (published programme route)	L
	a) Network failures							
	b) Between participants		Losing touch with people & the group fragmenting. Time spent searching for someone.	L	H	M		L
2.	Severe Weather	Club members Guests	Hypothermia, particularly if delayed or lost due to adverse weather, including poor visibility & strong winds.	L	M	L	- Specialist mountain weather forecasts consulted where available. - Local weather reports obtained where available. - PPE appropriate to weather conditions carried by all participants. - Footwear appropriate to ground conditions. - Sufficient fluids carried by all members - Awareness of appropriate action if caught in a lightning storm - Emergency equipment such as first aid kit, bivi bag, group shelter & duvet jackets carried within the group.	L
			Heat exhaustion; sunstroke; sunburn in warm conditions.	L	M	L		L
			Injury due to lightning strike.	L	H	M		L
			Injury due to slips/falls occasioned by wet rocks/grass.	H	M	H		M

3.	Over reliance of modern technology for navigation purposes	Club members Guests	Malfunction in modern technology Inability to navigate & getting lost	M	M	M	- Ensure that all club members understand that GPS/Phones/altimeters are useful tools for navigation; but should always be underpinned with traditional map & compass & the skill to use them. - Batteries are particularly susceptible to failure in cold weather – carry a power bank	L
4.	Steep, broken terrain, slippery rock or grass, muddy or loose paths	Club members Guests Members of public	Possibility of injury due to slips, stumbles or falls in ascent/descent. Injury due to stone fall, either natural or caused by club members or members of the public	H L	H H	H M	- Ensure that route chosen is appropriate to members' abilities, equipment & prevailing conditions. - Members should carry a basic first aid kit to deal with any minor injuries. - Footwear should be appropriate for the terrain. - Consider the use of walking poles. - The element of risk should be understood & accepted by all.	M L
5.	Water hazards such as burns, rivers, snow bridges & marshy ground	Club members Guests	Burns/rivers in spate may occasion lengthy detours leading to exhaustion & hypothermia. Possibility of slipping or falling into water resulting in immersion hypothermia. Drowning Physical trauma	M L L L	H H H M	H M M L	- Specialist mountain weather forecasts consulted where available. - Local weather reports obtained where available. - Club members should take into account implications of burns/rivers in spate during route planning & take appropriate avoiding action. - Consider the use of walking poles & wearing gaiters if necessary to negotiate minor unavoidable water courses.	M L L L

6.	Ticks & other insects.	Club members Guests	Contracting Lyme's Disease from a tick bite.	L	M	L	- Ensure that all club members are aware of the signs & symptoms of Lyme's Disease. - Advise on suitable clothing in tick habitat. - Advise on checking for ticks & appropriate removal techniques if one found. - Carry a 'tick removing hook' in first aid kits	L
			Particular individual reaction to other insects etc.	M	L	L		L
7.	Wildlife & livestock	Club members Guests Members of the Public	Injury from livestock & wildlife	L	M	L	- Cross fields with livestock calmly & quietly, keeping the group together - Follow Scottish Outdoor Access Code (Scotland) - Leave gates & property as you find them - Re-route if necessary - Adders may be encountered on heathland but do not attack except in self defence & are easily avoided. - Seek urgent medical attention if bitten by any snake.	L
			Property is damaged	L	M	L		L
			Public can be injured by escaped livestock	L	M	L		L
8.	Accident or medical emergency	Club members Guests	Walkers require first aid or medical attention	M	M	M	- Walk coordinator has access to emergency contact details - Recommend members carry an In Case of Emergency (ICE) card - Know how to contact the emergency services - Ensure mobile phone is fully charged, & recommend carrying a power bank - Carry a first aid kit - Share supplies/layers if required to keep people comfortable while waiting for help to arrive - If possible ensure appropriate first aid awareness & skills amongst the group	L

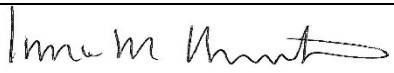
RISK RATING & ASSESSMENT

Likelihood of Harm Occurrence		
LOW (Unlikely to occur)	MODERATE (Could possibly occur)	HIGH (Highly likely to occur)
1	2	3
Severity of Impact		
LOW (Little to no impact or harm)	MODERATE (Significant impact or harm)	HIGH (Serious impact or harm)
1	2	3

		SEVERITY		
				
LIKELIHOOD		LOW 1	LOW 2	MEDIUM 3
		LOW 2	MEDIUM 4	HIGH 6
		MEDIUM 3	HIGH 4	HIGH 9



NHWC Winter Hillwalking Risk Assessment

Organisation:	Nevis Hillwalking Club	Location/Activity:	Winter hillwalking, scrambling, mountaineering												
Assessor name:	Jane Ollerenshaw	Signature:													
Date completed:	20/10/2025	Date of last review:													
Review:	This assessment should be reviewed annually & more frequently if there are significant changes, such as: • Occurrence of an accident, near miss, or incident. • Updates to safety regulations or Club policies. • Emergence of new hazards or concerns from participants. Regular reviews ensure the assessment remains relevant, effective & compliant, allowing for necessary adjustments to safety controls.														
Scope of assessment:	This assessment is intended to mitigate hill walking related risks to club members, guests & members of the public whilst the Club is undertaking winter hill walking, scrambling & mountaineering activities.														
Hazard description & evaluation of risk measurement:	Hillwalking inherently involves hazards such as severe weather, difficult terrain, fallible technology & wildlife. Participants must be aware of & accept these dangers while remaining responsible for their own safety. Three levels are used to rate likelihood & severity. These combine to give three levels of Risk. See page 6. <table border="0"> <thead> <tr> <th>Likelihood of Harm</th> <th>Severity of Impact</th> <th>Risk Rating</th> </tr> </thead> <tbody> <tr> <td>1 - LOW – Unlikely to occur</td> <td>1 - LOW – Little or no impact or harm</td> <td>1 - LOW</td> </tr> <tr> <td>2 - MODERATE – Could possibly occur</td> <td>2 - MODERATE – Significant impact or harm</td> <td>2 - MODERATE</td> </tr> <tr> <td>3 - HIGH – Highly likely to occur</td> <td>3 - HIGH – Serious impact or harm</td> <td>3 - HIGH</td> </tr> </tbody> </table>			Likelihood of Harm	Severity of Impact	Risk Rating	1 - LOW – Unlikely to occur	1 - LOW – Little or no impact or harm	1 - LOW	2 - MODERATE – Could possibly occur	2 - MODERATE – Significant impact or harm	2 - MODERATE	3 - HIGH – Highly likely to occur	3 - HIGH – Serious impact or harm	3 - HIGH
Likelihood of Harm	Severity of Impact	Risk Rating													
1 - LOW – Unlikely to occur	1 - LOW – Little or no impact or harm	1 - LOW													
2 - MODERATE – Could possibly occur	2 - MODERATE – Significant impact or harm	2 - MODERATE													
3 - HIGH – Highly likely to occur	3 - HIGH – Serious impact or harm	3 - HIGH													
Details of who may be affected:	Club members Guests Members of the public														
Transparency of risk	By attending a NHWC walk you are aware that hillwalking & mountaineering are activities with a danger of personal injury or death. Participants in these activities should be aware of & accept these risks & be responsible for their own actions & involvement.														

Risk Identification							Risk Assessment & Management	
Hazard		Persons at Risk	Potential Consequences & Harms	Pre Management			Risk Control Measures	Post Management
				Likelihood	Severity	Risk Rating		
1.	Severe Weather	Club members Guests	Hypothermia, particularly if delayed or lost due to adverse weather, including poor visibility & strong winds.	L	H	M	- Specialist mountain weather forecasts consulted where available. - Local weather reports obtained where available. - PPE appropriate to weather conditions carried by all participants. - Sufficient food & fluids carried by all members, particularly a hot drink - Footwear appropriate to ground conditions. - Encouraging all party members to be receptive to changes in the weather throughout the day on the hill - Refer to other sections throughout this assessment for specific hazards which are affected by weather e.g. avalanche - Awareness of appropriate action if caught in a lightning storm - Emergency equipment such as first aid kit, bivi bag & group shelter carried within the group. - Head torches & eye protection to be carried - Carrying of crampons should use be necessary - Safe stowage of ice axe & the ability to use it	L
			Cold injuries (frost nip, frostbite) in bad weather.	L	M	L		L
			Injury due to lightning strike.	L	H	M		L
			Sun burn, snow blindness.	M	M	M		M
			Unexpected change in weather leading to a change in avalanche hazard or snow/ice conditions. See sections below	H	H	H		M
2.	Over reliance of modern technology for navigation purposes	Club members Guests	Malfunction in modern technology	M	M	M	- Ensure that all club members understand that GPS/Phones/altimeters are useful tools for navigation; but should always be underpinned with traditional map & compass & the skill to use them. - Batteries are particularly susceptible to failure in cold weather – carry a power bank	L
			Inability to navigate & risk of getting lost	M	M	M		L

3.	Lack of Communication	Club members Guests Members of public	Delay in response to an emergency	L	H	M	- Ensure that all club members carry a mobile phone & have pre-registered their phone with the emergency SMS texting service. - Carry power bank to guard against flat battery. - When planning club trips in remote areas where mobile reception is poor/non-existent consider carrying a Personal Locator Beacon or SPOT device. - Use of route card as a detailed plan of the walk (published programme route) Participants leaving the Group for any reason (comfort stop, rest, diversion) should inform the Group - The group should always be aware of those at the back. - Ensure members are aware how to call Mountain Rescue.	L
	a) Network failures b) Between participants		Losing touch with people & the group fragmenting & time spent searching for someone.	L	M	L		L
4.	Accident or medical emergency	Club members Guests	Walkers require first aid or medical attention	M	M	M	- Walk coordinator has access to emergency contact details. - Recommend members carry an In Case of Emergency (ICE) card - Know how to contact the emergency services - Ensure mobile phone is fully charged, & recommend carrying a power bank - Carry a first aid kit - Share supplies/layers if required to keep people comfortable while waiting for help to arrive - If possible ensure appropriate first aid awareness & skills amongst the group	L
5.	Wildlife & livestock	Club members Guests Members of public	Injury from livestock	L	M	L	- Cross fields with livestock calmly & quietly, keeping the group together - Follow Scottish Outdoor Access Code (Scotland) - Leave gates & property as you find them - Re-route if necessary	L
			Property is damaged	L	M	L		L
			Public is at risk of injury from escaped livestock.	L	M	L		L

6.	Steep, broken terrain, slippery rock (inc verglas), snow on grass, icy, muddy or loose paths. Steep snow & ice slopes. Cornices	Club members Guests Members of public	Possibility of injury due to slips, stumbles or falls in ascent/descent. (inc tripping over crampons).	H	H	H	- Ensure that route chosen is appropriate to members' abilities & prevailing conditions. - Members should be encouraged to attend an MSCot Winter Skills course &/or in house training from more experienced club members - Members should carry a basic first aid kit to deal with any minor injuries. - Consider the changing water hazards that may be encountered due to effect of weather conditions. - Ensure that the element of risk is understood & accepted by all - Self-arrest must be taught before venturing into ground where it may be necessary to make safe progress - Refer to the weather & avalanche sections. - Footwear should be adequate for the terrain & suitable for the affixing of crampons. - Consider the use of walking poles.	M
			Injury due to stone fall &/or icefall, either natural or caused by club members or other mountain users. Avalanche risk (see section below).	L	H	M		L
7.	Water hazards such as burns, rivers, snow bridges & marshy ground	Club members Guests	Burns/rivers in spate may occasion lengthy detours leading to exhaustion & hypothermia.	M	H	H	- Specialist mountain weather forecasts consulted where available. - Local weather reports obtained where available. - Club members should take into account implications of burns/rivers in spate during route planning & take appropriate avoiding action. - Consider use of walking poles & wearing gaiters if necessary to negotiate minor unavoidable water courses. - Club members should be encouraged to attend a MScot Winter Mountain Safety lecture.	M
			Possibility of slipping or falling into water resulting in immersion hypothermia & cold injuries.	L	H	M		L
			Drowning	L	H	M		L
			Physical trauma	L	M	L		L

8.	Avalanches All types	Club members Guests	Burial/trauma injuries; being swept over broken ground & resulting injuries.	L	M	L	- Specialist mountain weather & avalanche forecasts consulted as appropriate. - Local weather forecasts obtained where available - Consult SAIS website during the days leading up to an event so as to be aware of changing snow conditions & avalanche risks. Be prepared to make changes to the route plan to avoid potentially unstable aspects & terrain traps/ - Club members encouraged to attend an MScot Avalanche Awareness Course & seek advice from experienced members. - Download the “Be Avalanche Aware” App onto mobile devices.	L
			Avalanches being triggered by other walkers/climbers or environmental influences.	M	H	H		M
			‘Terrain traps’	M	H	H		M

RISK RATING & ASSESSMENT

Likelihood of Risk Occurrence		
LOW (Unlikely to occur)	MODERATE (Could possibly occur)	HIGH (Highly likely to occur)
1	2	3
Severity of Impact		
LOW (Little to no impact/harm)	MODERATE (Significant impact or harm)	HIGH (Serious impact/harm)
1	2	3

	SEVERITY			
				
LIKELIHOOD		LOW 1	LOW 2	MEDIUM 3
		LOW 2	MEDIUM 4	HIGH 6
		MEDIUM 3	HIGH 4	HIGH 9

Appendix C

This is an image for illustration only. Coordinators should obtain the latest version from the Programme Convenor which is a table in a word processing format. Using a standard form for walk reports makes it simpler to transfer content to the website, thus easing the workload for the members who carry out this task following every Club event.

Nevis Hillwalking Club				
Title of Walk:				
Date:			Walk Report No: 222222	
Weather and Ground Conditions:				
Coordinator:		Walkers <i>(Use first names or initials of members and guests(G) participating):</i>		
Attendance:				
Start Time:	End Time:	Distance:	Ascent:	Duration:
Description of Walk <i>(Give reasons if route in programme was not followed) :</i>				
Coordinator's Comments :				
Members' Comments:				
Hostelry :				
How did the guest(s) initially hear about the Club? :				

Intended for completion using word processing software. Commence typing after colons. Each box expands to take any amount of text. Add new rows if required.

Send as email attachment to webmaster, programme convenor and social media editor, along with photographs, GPS track/waypoint files, map files or any other useful material.

Appendix D

**Nevis Hillwalking Club
Ballot Paper**

Date of election.....

Chairman			
Candidate	FOR	AGAINST	ABSTAIN
A. Black			
B. Brown			

**Nevis Hillwalking Club
Ballot Paper**

Date of election.....

Hon. Secretary			
Candidate	FOR	AGAINST	ABSTAIN
C. White			
D. Green			
E. Grey			

Nevis Hillwalking Club Ballot Paper

Date of election.....

Treasurer			
Candidate	FOR	AGAINST	ABSTAIN
F. Rose			

Nevis Hillwalking Club Ballot Paper

Date of election.....

Committee Members			
Candidate	FOR	AGAINST	ABSTAIN
G. Elm			
H. Beech			
I. Rowan			
J. Ash			
K. Smart			
L. Lemon			

Appendix E

Nevis Hillwalking Club – Election Table

Number of Members Present = 40

Date of Election.....

Position	Candidate	Proposed by	Seconded by	Votes in favour A	Votes against B	Abstent- ions C	Total A+B+C	Net Votes A-B	Elected
Chairman	A. Black	Smith	White	10	20	10	40	-10	✗
	B. Brown	Gates	Fox	16	15	9	40	1	✓
Hon. Secretary	C. White	Jones	Black	20	10	10	40	10	✗
	D. Green	Brown	Smith	19	8	13	40	11	✓
	E. Grey	Gates	Lemon	11	2	27	40	9	✗
Treasurer	F. Rose	Pink	Fox	2	0	38	40	2	✓

Position	Candidate	Proposed by	Seconded by	Votes in favour A	Votes against B	Abstent- ions C	Total A+B+C	Net Votes A-B	Elected
Committee Member	G. Elm	Miller	Smith	20	15	5	40	5	✓
Committee Member	H. Beech	Wilson	Brown	18	22	0	40	-4	✗
Committee Member	I. Rowan	Lemon	Green	30	0	10	40	30	✓
Committee Member	J. Ash	Jones	Beech	12	1	27	40	11	✓
Committee Member	K. Smart	Smith	Grey	15+1	15	10	40+1	1	✓
Committee Member	L. Lemon	White	Wilson	10	12	18	40	-2	✗
Committee Member									
Committee Member									
Committee Member									
Committee Member									
Committee Member									