

## Group walks – risk assessment

Use this risk assessment to help you understand the risks and any steps you need to take to stay safe before leading a group walk.

Please complete a copy for every walk, give it to one of the group leaders at least 1 week before the walk and it will be kept for 1 year after the date of the walk.

<b>Walk Leader</b>	Gill, Helen, Val	<b>Date of walk</b>	17/05/21
<b>Meeting Point and directions</b>	At Wood Street Village Park around the Green. From Ash proceed along the A323 in the Guildford direction. Turn right at sign for Wood Street Village. Continue for approx 1 mile and the green is on your right. <i>GU3 3DZ</i>	<b>Date of risk assessment</b>	09/05/21
		<b>Date of recce</b>	04/05/21

Possible hazards	Who might be harmed and how?	Ways to control the risk	Action taken? (click on the box to tick)
Transmission of COVID-19 through close contact / meeting other people	Walkers, members of the public – risk of spreading COVID-19	Group leaders to complete attendance record at start of walk for contact tracing	<input type="checkbox"/>
		Group leaders to give clear information on website about limiting group size as per government guidance.	<input checked="" type="checkbox"/>
		Group leaders to give clear information on website about the guidelines, including on travel & transport	<input checked="" type="checkbox"/>
		Group leaders to give clear information on website about the need for personal risk assessments	<input checked="" type="checkbox"/>
		Advise walkers at the start of the walk to maintain physical distancing, and what to do at any pinch points or road crossings – this is everyone's responsibility.	<input checked="" type="checkbox"/>

		Carry a face covering in case of incidents.	<input checked="" type="checkbox"/>
		Avoid particularly busy or narrow routes where physical distancing is not possible	<input checked="" type="checkbox"/>
Transmission of COVID-19 through touching gates, stiles, fences or equipment	Walkers, members of the public – risk of spreading COVID-19	Avoid touching gates and path furniture, where possible. Walk leader will open gate and tail end will close.	<input checked="" type="checkbox"/>
		Hi-vis jackets to each be kept and used by one individual or disinfected /washed between walks.	<input checked="" type="checkbox"/>
		Suggest walkers bring hand sanitiser.	<input checked="" type="checkbox"/>
		Advise walkers not to share food, drink or equipment such as walking poles.	<input checked="" type="checkbox"/>
<b>Possible hazards</b>	<b>Who might be harmed and how?</b>	<b>Ways to control the risk</b>	<b>Action taken?</b> (click on the box to tick)
Bad weather (including extreme temperatures)	Walkers – risk of illness and injury.	Check the weather forecast and postpone/cancel if necessary.	<input type="checkbox"/>
Busy roads	Walkers – risk of vehicle collisions	Avoid routes along busy roads and/or check for suitable crossing places on the recce.	<input checked="" type="checkbox"/>
Steep, slippery or muddy sections.	Walkers – risk of trips/slips	Check for muddy/slippery sections on the recce and adapt the route if necessary.	<input checked="" type="checkbox"/>
Livestock	Walkers – risk of injury	Cross fields with livestock calmly and quietly, keeping the group together. Be prepared to divert around livestock if necessary.	<input type="checkbox"/>
	Risk of property damage if livestock escape	Follow the Countryside Code (England & Wales) and Access Code (Scotland). Leave gates and property as you find them.	<input checked="" type="checkbox"/>
Stiles	Walkers – risk of falls	Check paths are suitable for a group to use safely and inform group leaders of number and safety of stiles.	<input checked="" type="checkbox"/>

<i>Overhanging Branches</i>	Risk of collision	There are several areas of overhanging branches early in the walk. Walkers to be warned at outset of walk and again at relevant sections of the walk.	
<i>Narrow Paths</i>	Social Distance	Most of the walk is on wide tracks but there are some areas of narrow paths where Walkers will need to be reminded to walk in single file.	
<i>Muddy Areas</i>	Slip Hazard	There are a couple of slightly muddy areas on the walk, Walkers to be reminded prior to the event that suitable footwear will be required.	

## How to carry out a risk assessment

This template is a tool to help you plan and lead group walks safely. You must do a risk assessment for each walk.

- Use the template to assess whether your group walk is safe to go ahead.
- We've included suggestions for the ways to control the risks – **you do not need to tick every box**. The important thing is to identify the potential hazards and note the actions you will take to reduce the risk.
- It's important to carry out a risk assessment **before** the walk takes place. You should start filling it out when planning your walk, and update it with any extra hazards that you notice on your recce.
- Think about the different types of hazards and risks. We've included some common examples, but think carefully about your own walk in case anything needs adding.

Examples of other risks might include:

- Flooded paths, after heavy rain
- Unexploded ordnance (if walking on a right of way across a military site)

**This isn't an exhaustive list, so think carefully about any specific risks you may encounter on your walk.**

- Next, consider the steps you can take to minimise the risk. Remember that this may sometimes mean changing your original plan. For example:
  - I will recce the route again to check whether the paths are flooded, and plan an alternative if necessary
  - I will read the local warning signs on my recce and advise walkers about the risks in my welcome briefing