



## GEOCACHING LEADER RISK ASSESSMENT CHECKLIST

**u3a Name: Bracknell Forest u3a**

**Date: February 2024**

**Name of person completing risk assessment checklist: Steve Richards & Jacky Young**

**Interest Group: Geocaching**

**Description of Activity: A walk, looking for Geocaches, starting and finishing at the same place, and lasting about 1.5 – 2 hours, depending on the number of Geocaches in the area. A very gentle stroll, with plenty of stops when looking for a Geocache. A maximum of 20 people.**

This checklist is to help leaders in the planning for a Geocache event. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will need to add to this risk assessment checklist. This form can (and should) be altered to suit specific requirements. You may wish to ask dog owners to read the BMC guide to reducing risk when encountering cattle: <https://www.thebmc.co.uk/Taking-care-around-cows>

Where you identify a particular risk you should note the actions you will take to reduce the risk. It's important to carry out a risk assessment before the event takes place, and you can always add to this during the event.

	Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
Recce	Has the area you will looking for Geocaches been researched & possible hazards and/or obstacles identified?	✓			Remind participants to be careful & keep a look out for potential hazards.
Trip & Falls	Have members been given an overview of the area and the identified hazards/obstacles e.g. the number of stiles, likely boggy areas etc?	✓			Yes, in the email asking members of the group if they wish to attend.
Underfoot Ground Conditions	Depending on the conditions on the days all will be briefed on what areas of the activity site may prove to be a risk	✓			
Cuts & Scratches	Ensure participants are aware of the need to be careful of brambles etc. when searching for caches	✓			Warn participants to be careful when looking for caches in and around vegetation. If someone does get scratched remind them to check that their Tetanus is up to date.
	Do members know the length and difficulty of the terrain?	✓			Yes, members are advised in the email asking if they wish to attend how long the event will last & the likely



					terrain.
Traffic	If roads have to be crossed, are there suitable crossing places?	✓			Geocaching events will be planned to avoid, as much as possible, crossing busy roads. If it is necessary, suitable places to cross are identified. The group leader and backstop will assist with crossing roads as necessary.
	Are your attendees aware they must maintain single file on road sections?	✓			Members are reminded in the pre walk talk and as necessary during the walk.
Animals	Have you notified members of any routes through fields with livestock in?	✓			Members are advised in the email and reminded in the pre event talk if necessary.
	Are dogs kept on leads in relevant areas (such as around livestock, in urban areas)?	✓			This is the responsibility of the dog owner but leaders should remind them if not.
	Are members aware of the increased risk of attack by cattle when walking with dogs?	✓			Risk assessment will be shared with group members. Leaders to remind members who bring dogs.
	Is there any danger of ticks or bites/stings?	✓			Members will be reminded to check for ticks after the walk in the email.
Safety	Do you have the correct equipment needed for the walk (e.g., map, compass, whistle)?	✓			The area will be known to the leaders and group coordinators have map apps on mobile phones.
	Have you taken an attendance register?	✓			Members have to book a place on the Geocaching event and a register is taken before setting off.
	Do you have emergency contacts for all attendees?	✓			Stored on Beacon.
	Do you have a charged phone with emergency contact details stored on it?	✓			Group coordinators have mobile phone and access to Beacon where emergency contact numbers are available.
	Does someone know when you are expected			✓	Someone not taking part will be advised.




	back?				
	Have members been reminded to wear appropriate footwear?	✓			Yes, in the email.
	Do you have a back marker to stay in sight and communication with group?	✓			A backmarker is nominated for each walk.
	Is there any danger you will lose visibility or mobile phone signal?		✓		Unlikely to lose mobile signal where Geocaching events take place.
	Have members attendees brought refreshments (such as water) for the walk?	✓			Members are reminded to bring water with them. Regular breaks during the event to allow members to have a drink.
	Is there a first aid kit?	✓			Normally carried by group coordinator or event leader.
<b>Weather Conditions</b>					
	Have you checked the weather forecast for the day of the event in advance?	✓			
	Is there any danger of extreme temperatures, heavy rainfall, high wind or otherwise severe weather?	✓			In the event of extreme weather, the walk would be cancelled. Members are responsible for wearing suitable clothing and footwear for the walk and forecasted weather conditions Members to use sun protection if appropriate.
	Have participants brought suitable clothes and footwear, and appropriate items (such as waterproofs) for the weather?	✓			Members are advised to do so in the emails sent to them.

<b>Other identified risks:</b>	<b>What will you do to mitigate these risks?</b>
Inclines	Warnings of any significant inclines in email description of the event and pre event talk. Leaders encourage everyone to take any inclines at their own pace.
Pre-existing health conditions	Members are asked to make group leader aware of any health concerns they have and are reminded to carry any medications they need with them. Group leaders to be aware of members with health conditions and adjust the waking pace accordingly. Regular stops to ensure everyone stays together.



Insect bites Discomfort – allergic reaction	Long trousers/sleeves are advised. Leaders are responsible for any member of the group that may be susceptible to allergic reaction and the relevant medical requirements
Dual use of Paths by other people	Members are reminded to keep to one side of the path as necessary. Ask participants to help warn each other of bikes or vehicles approaching.

	<b>Walk Leader Risk Assessment Checklist</b>	The Third Age Trust	
<b>Version</b>	<b>Description of changes</b>	<b>Date of change</b>	<b>Review date</b>
1.0	Original Checklist	28/03/2024	31/03/2025