



**WALK LEADER RISK ASSESSMENT CHECKLIST**

<b>u3a Name:</b> Bracknell Forest u3a	<b>Date:</b> Jan 2024
<b>Name of person completing risk assessment checklist:</b> Roger Jones	
<b>Interest Group:</b> Walking Group	
<b>Description of Activity:</b> Short walks on average 5 miles long taking approximately 2.5 hours, including a break at halfway. Long walks of up to 9 miles taking approximately 4.5 hours including a break and a picnic stop. Walks are led either by the group co-ordinator or by members of the group.	

This checklist is to help walk leaders in the planning for a walk. 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 walk requirements.

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 walk takes place, and you can always add to this during the walk.

	Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
Recce	Have you researched the route you will be taking to identify any hazards and/or obstacles? ?				There are many walks that are repeated and are well known to the group co-ordinator and those members who lead.
	Have you given members an overview of the walk and the identified hazards/obstacles e.g. the number of stiles, likely boggy areas, tripping hazards such as tree roots, busy roads etc?				A brief description of each walk, including the type of terrain is given in the walks programme sent to members. Hazards are also mentioned at the start of each walk.
	Do members know the length and difficulty of the walk?				The length of the walk is included in the brief description of each walk is given in the walks programme sent to members.
	Are there toilet/refreshment facilities?				The leader will inform members of suitable toilet and refreshment facilities on route at the start of the walk.





Traffic	Are there suitable crossing places on the road?				Walks are planned to avoid, as much as possible, walking along and crossing busy roads. The walk leader and back marker assist where these hazards are identified.
	Are your attendees aware they must maintain single file on road sections?				Members are reminded by the leader whenever single file walking is important.
Animals	Have you notified members of any routes through fields with livestock in?				Members are advised if the route includes farmland in the brief description of the walk given in the walks programme sent to members.
	Are dogs kept on leads in relevant areas (such as around livestock, in urban areas)?				It is the responsibility of the dog owners to put dogs on leads. Leaders should remind them if not.
	Are members aware of the increased risk of attack by cattle when walking with dogs?				Dog owners are requested to read the BMC guide to reducing risk when encountering cattle: <a href="https://www.thebmc.co.uk/Taking-care-around-cows">https://www.thebmc.co.uk/Taking-care-around-cows</a>
	Is there any danger of ticks or bites/stings?				Members are asked by the walk leader to check for ticks during and immediately after the walk if the route goes through known tick risk areas.
Safety	Do you have the correct equipment needed for the walk, e.g., map (paper or a map app on a mobile phone), gps, compass, whistle?				The walk leader has the required equipment in case the walk has to deviate from the planned route.
	Do you have emergency contacts for all attendees?				Emergency contacts are stored on Beacon and are available via the Walking Group co-ordinator
	Have members been reminded to wear appropriate footwear and clothing for the terrain and weather?				It is the responsibility of members to wear suitable footwear and clothing. The leader should refuse to allow anybody to participate on the walk with inappropriate/unsafe footwear and/or clothing.
	Do you have a back marker to stay in sight and communication with group?				A back marker is appointed by the walk leader and announced at the start of each walk.
	Have members brought refreshments (such as water) for the walk?				Members are expected to bring water or other suitable drink with them. There are Breaks during the





					walk to allow members to have a drink (plus a picnic on the long walks).
	Is there a first aid kit?				A first aid kit is carried by the group co-ordinator and/or walk leader.
Weather	Have you checked the weather forecast for the day of the walk in advance?				Members are provided with the leader's contact telephone number in the brief description of the walk given in the walks programme sent to members. In this, members are requested to contact the walk leader in the event of bad weather on the day.
	Is there any danger of extreme temperatures, heavy rainfall, high wind or otherwise severe weather?				In the event of bad weather the walk leader will cancel the walk.
	Have walkers brought suitable clothes and footwear, and appropriate items (such as waterproofs) for the weather?				It is the responsibility of members to wear suitable footwear and clothing. The leader should refuse to allow anybody to participate on the walk with inappropriate/unsafe footwear and/or clothing.

Other identified risks:	What will you do to mitigate these risks?
Hills	Any significant hills will be mentioned in the walk description provided in the walks programme sent to members. Lesser hills will be mentioned by the walk leader at the start of the walk. The leaders encourage members to tackle inclines at their own pace and to take breaks when necessary. Leaders allow sufficient time at the top of inclines to allow all members to recover before moving the group on.
Pre-existing health conditions	Members are responsible to make walk leaders aware of any health concerns and are reminded to carry any medications they need with them. The leader shall stop whenever members need to catch up and rest.
Accidents and incidents	If there are any accidents or incidents during the walk these shall be reported as soon as possible to the Walking Group co-ordinator. NB this is important to fulfil insurance requirements.

<b>u3a</b>	<b>Walk Leader Risk Assessment Checklist</b>	The Third Age Trust	
Version	Description of changes	Date of change	Review date
1.0	Original Checklist		04-01-2023



