

General Outdoor Activity Risk Assessment Checklist

(Changes to version 1 are highlighted in red)

U3A Name	
BRACKNELL FOREST U3A	
Interest Group	
WALKING GROUP	
Date Location/Postcode	
1 st Tuesday and 3 rd Monday of each month. Venues vary according to walk planned	
Nature and Description of Activity	
<p>Walks vary in length and difficulty; short walks are typically between 4 ½ and 6 miles and long walks between 7 and 9 miles in length. Walks are generally easy to moderate grade and may contain some hills. A brief description of each walk is provided and sent to help members judge whether any particular walk will be suitable for them. Short walks include a break at about half-way to enable walkers to have an opportunity to rest and take on refreshment. Long walks have two such breaks.</p> <p>The walk leaders decide on the number of walkers for their walks (maximum 30 during Covid 19 restrictions) and may decide to split walkers into smaller groups taking account of the nature of the walks. Smaller groups start a few minutes apart.</p>	

<p>Part 1: Before the activity Group Organiser Check list: Check lists* are available to walk leaders to help assess risks and risk assessments shall be carried out and documented before every walk. During the Covid 19 pandemic, relevant Government requirements and guidance shall be followed at all times.</p> <p>*1.This document, 2.U3A Walk leader risk assessment checklist, 3. BFU3A Group walk leader's Covid 19 risk assessment. These are available on our U3A website at http://www.bracknellu3a.org.uk/RiskAssessments/RA%20Walking%20Group.pdf</p>	<p>Yes (<input type="checkbox"/>)</p>
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<p>A) <i>Consider the current Government and Public Health advice in relation to your location and the feasibility of carrying out this activity safely adhering to present social distancing requirements and permissible out-door activities. (for example currently outdoor activities are still restricted to work, shopping and exercise but this is changing and will need to be checked)</i></p> <p>B) <i>Consider whether your activity involves the sharing of any equipment or shared spaces and make suitable arrangements to have antiviral cleaning products available.</i></p> <p>C) <i>Where necessary inspect area prior to starting activity to ensure adequate social distancing can be maintained throughout and to remove/isolate any hazards.</i></p> <p>D) <i>Ensure travel arrangements also meet the necessary requirements</i></p> <p>E) <i>Consider the general hazards related to this type of activity, the impact accommodating Covid19 requirements may have on the way it is organised. These may relate to the numbers permitted to take part at any one time, location and potential congestion areas, obstacles, fitness levels required, appropriate dress, weather conditions etc</i></p> <p>F) <i>Record outcome of these considerations in writing prior to the activity and share with participants so they can complete their personal checklist in line with the information in your checklist.</i></p>	
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Before Activity Personal Checklist:	Yes (☐)
<p>A) All participants shall review their own personal health and circumstances and refer to current Government guidance for different risk categories in Covid19 and what measures are recommended for people over 70 and/or with various medical conditions.</p> <p>B) <i>i) All participants shall consider the health risk category of anyone else isolating with in their household.</i></p> <p style="color: red;"><i>ii) All participants shall consider the health risk of other walkers and not attend a walk if having cold or flu symptoms. On no account attend a walk if you or any other member of your household or bubble has any Covid 19 symptoms or are self-isolating.</i></p> <p style="color: red;"><i>iii) All participants shall make the walk leader aware of any relevant pre-existing health conditions so that the leader can adjust the pace of the walk as necessary and allow for regular stops to allow people to catch up and rest.</i></p> <p>E) All participants shall review the walk description completed by the walk leader and consider if they can take part without adverse risk to themselves or their household.</p>	

Part 1. Activity Checklist outcomes:		Yes (☐)
	Walk Leader/ Group Co-ordinator Checklist Outcomes	
A	A register of members participating on each walk shall be taken by the walk leader in the event it is required for track and trace purposes and this list shall be destroyed after 21 days.	
B	Walk leaders shall carry with them: hand sanitiser; a face covering, gloves	
C	A risk assessment* shall be completed before every walk to identify areas where members could be put at risk and to plan to minimise each risk. Such risks include stiles, gates and other pinch points where members might touch surfaces or get close to each other. The risk assessments shall be shared with all members and the leader shall remind members about such risks before the start of each walk and during each walk, when appropriate. Emphasis shall be given to minimising risks regarding Covid 19. * BFU3A group walk leader's Covid 19 risk assessment. Available on our U3A website at http://www.bracknellu3a.org.uk/RiskAssessments/RA%20Walking%20Group.pdf	
D	Appropriate , joining instructions about each walk shall be given in the monthly walks programme.	
E	The walk leader shall complete a risk assessment for general hazards* for each walk and share appropriate information with members. The walk leader shall decide when the walk needs to be cancelled or the walk route modified depending on the weather forecast and/or other conditions at the time. *Walk leader risk assessment checklist. Available on our U3A website at http://www.bracknellu3a.org.uk/RiskAssessments/RA%20Walking%20Group.pdf	
F	Members receive a brief description of each walk in the monthly programme to help them decide if a particular walk is suitable for them. [Text deleted]. Relevant information from risk assessments associated with each walk is shared with members by the walk leader.	

Part 2. Personal Checklist Outcomes:		Ye s
A	<p>Personal Checklist Outcomes</p> <p>Government and Public health advice suitable for outdoor activities shall be followed at all times. [Text deleted] This document outlines health and safety responsibilities specific to Walking Group activities and includes social distancing requirements and relevant sanitising requirement.</p> <p>Members shall indicate by email or phone whether they intend to join walks so that numbers can be restricted to the maximum allowed according to the latest Government rules or a lesser number decided by the walk leader.</p>	
B	<p>[Text deleted] Members shall not to touch other peoples' equipment, e.g. walking poles and back packs, and shall bring [Text deleted] hand sanitiser where contact with stiles, gates, etc is possible. Members shall not share food or drinks with people outside of their household/bubble.</p>	
C	<p>Members shall maintain 2m minimum distances from each other wherever and whenever possible.</p> <p>Members shall bring a face covering on walks in the event that 2m minimum separation is not always possible.</p>	
D	<p>Members are responsible for travel to the start point of each walk following current Government requirements. (As of 7 August 2020 car sharing is only possible for members of the same household or bubble.)</p>	
E	<p>General hazards associated with walking and requirements specifically for Covid 19 have been sent to all Walking Group members*. Members are responsible for wearing clothing appropriate for the forecasted weather conditions. There is a standing instruction to members in the monthly walks programme to contact the walk leader before the walk to check if the walk will proceed when the weather forecast is unfavourable.</p> <p>*1.Walk leader risk assessment checklist, 2. BFU3A group walk leader's Covid 19 risk assessment. These are available on our U3A website at http://www.bracknellu3a.org.uk/RiskAssessments/RA%20Walking%20Group.pdf</p> <p>INFORM THE WALK LEADER/GROUP CO-ORDINATOR IF YOU BECOME UNWELL WITH COVID 19 SYMPTOMS AFTER THE WALK</p>	
Signed Group Organiser:		
Roger Jones BFU3A Walking Group Co-ordinator 03 October 2020		

BFU3A Group Walks Leader's Covid 19 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.

Complete a copy for every walk and keep for at least one year after the date of the walk.

Walk Leader		Date of Walk	
Walk Name		Date of risk assessment	
Start point		Date(s) of recce	

Possible hazards	Who might be harmed and how?	Ways to control the risk	Action taken (tick if appropriate)	Not applicable (NA if not applicable)
Transmission of Covid 19 through close contact/ meeting other people	Walkers, members of the public – risk of spreading Covid 19	Plan the walk for a less busy time.	Walks start at 10:00am or 10:30am	
		Avoid particularly busy or narrow routes where physical distancing is not possible.		
		Give clear information about limiting the group size in line with Government guidance.	Walkers register to avoid exceeding limit	
		Remind walkers beforehand about the guidelines, including on travel & transport	Covered by standing guidance issued to members	
		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.	Covered by standing guidance issued to members and specific guidance at start of walk	
		Carry a face covering in case of incidents		
		Ensure you have a record of who attended the walk for contact tracing.		
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.		
		Ask walkers to bring hand sanitiser	Covered by standing guidance issued to members	
		Advise walkers not to share food, drink or equipment such as walking poles	Covered by standing guidance issued to members and mention at start of walk	

WALK LEADER CHECKLIST

U3A Name:		
U3A Interest Group:		
Walk Name:		
Distance:		
Terrain Type:		
Date:		
BEFORE WALK		
1	Provision of information to prospective walkers: <ul style="list-style-type: none"> a) Location b) Distance c) Timing d) Linear / Circular Route e) Terrain f) Height and climbs involved g) Level of fitness required h) Appropriate Footwear & Clothing i) Toilet / refreshment facilities en route j) What to bring - Food / Drink / Compass / Map / Mobile Phone k) Dogs permitted? l) Meeting point m) Public transport options n) Car parking facilities o) Need of walkers to bring an emergency telephone number and relevant Medical details 	Yes
ON THE DAY		
1	Check first aid kit & emergency blanket	
2	Briefing before starting out: <ul style="list-style-type: none"> a. Route b. Duration c. Terrain d. Known Hazards e. Emergency Arrangements - illness, exhaustion, accident, weather problems, terrain problems, lost contact with group f. Be prepared to advise inadequately equipped walkers not to go 	
3	Appoint a backmarker	
DURING THE WALK		
1	Stay at the front but make sure you can always see the backmarker	
2	Set an appropriate pace for the level of walk	
3	Check the route frequently	
10	Periodically count the number in the group	
11	Other(specify)	