

# Walk Leader Risk Assessment Checklist

<b>U3A Name</b>	
Interest Group	
Date	Walk Name
Distance	Terrain Type

<b>Before the walk</b>		<b>Yes (✓)</b>
1	Provision of information to prospective walkers: <ol style="list-style-type: none"> <li>a) Location</li> <li>b) Distance</li> <li>c) Timing</li> <li>d) Linear / Circular Route</li> <li>e) Terrain</li> <li>f) Height and climbs involved</li> <li>g) Level of fitness required</li> <li>h) Identification of any 'break off' points (e.g. if members feel unable to continue)</li> <li>i) Appropriate footwear &amp; clothing</li> <li>j) Toilet / refreshment facilities en route</li> <li>k) What to bring – food / drink / compass / map / mobile phone</li> <li>l) Dogs permitted?</li> <li>m) Meeting point</li> <li>n) Public transport options</li> <li>o) Car parking facilities</li> <li>p) Need of walkers to bring emergency telephone numbers for next of kin and relevant medical details</li> </ol>	

<b>On the day</b>		<b>Yes (✓)</b>
1	Check first aid kit & emergency blanket. Identify any first aiders.	
2	Briefing before starting out: <ol style="list-style-type: none"> <li>a. Route</li> <li>b. Duration</li> <li>c. Terrain</li> <li>d. Known Hazards</li> <li>e. Emergency Arrangements – illness, exhaustion, accident, weather problems, terrain problems, lost contact with group</li> <li>f. Be prepared to advise inadequately equipped walkers not to go but they must make the final decision</li> </ol>	
3	Appoint a backmarker	

<b>During the walk</b>		<b>Yes (✓)</b>
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	
4	Periodically count the number in the group	
5	Other(specify)	

**Exceptional Circumstances**

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There may be reasons why additional conditions may have to be taken into consideration when completing this risk assessment.

When completing a risk assessment in exceptional circumstances you need to consider how this will impact on the activity, what additional measures or changes you will need to make for each identified hazard in order to reduce risks involved in running the activity. These changes will need to be incorporated into the assessment of how hazards can be reduced or avoided to respond appropriately to the exceptional circumstances you are facing.

Notes for exceptional circumstances:

**Signed**

**Dated**

**FURTHER NOTES**