

# OUTDOOR RISK ASSESSMENT

## EVENT LEADER

Last Edited 15<sup>th</sup> January 2022

Preston and District  
**u3a**

Interest Group Name

Date

Meeting Title

Distance

Terrain Type

1	Before the Meeting: Provision of information to be circulated to prospective participants	Details
	Location.	
	Distance	
	Timing	
	Linear / Circular Route	
	Terrain	
	Climbs involved	
	Level of fitness required	
	Appropriate footwear & clothing	
	Identification of any 'break off' points (e.g. if members feel unable to continue)	
	Toilet/refreshment facilities on route	
	What to bring – food/drink/map / mobile phone	
	Meeting point	
	Car parking facilities	
	Remind Participants: Before the meeting, they should have carried out their own risk assessment.	
	Remind Participants Dogs may be brought to the meeting by prior arrangement	

## Outdoor Leader Risk Assessment Checklist

2	<b>On the day, before the meeting starts</b>	<b>Yes (✓) Done</b>
	Check first aid kit & emergency blanket. Identify any first aiders.	
	<b>Briefing Notice before starting the meeting:</b> <ul style="list-style-type: none"> <li>a. Route</li> <li>b. Duration</li> <li>c. Terrain</li> <li>d. Known Hazards e.g. <b>number plus the difficulty of stiles</b></li> <li>e. Emergency Arrangements – illness, exhaustion, accident, weather problems, terrain problems, lost contact with the group.</li> <li>f. Be prepared to advise inadequately equipped participants not to go but they must make the final decision</li> </ul>	
	Appoint a backmarker	
	Count the number of participants and advise the whole group of the number	
	Announce who the leader and backmarker are.	
	Ask participants to let him/her or the backmarker know if they are leaving the group for any reason.	

3	<b>During the Meeting</b>	<b>Yes (✓) Done</b>
	Leaders should stay at the front of the group, and make regular visual contact with the backmarker	
	Set an appropriate pace for the level of the participants	
	Check the route frequently	
	Periodically count the number in the group and encourage others to do the same.	
	The leader should be continually assessing the risks according to any changing conditions e.g. unplanned events like weather or injury/illness within the group	
	Other(specify)	

### Exceptional Circumstances

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.

**Signed by the appointed leader on the day**

**Dated**

**To be submitted to the Members Rep (Sheila Finch)**