

FORM-01A - OUTDOORS ACTIVITIES (2023)

GROUP LEADER RISK ASSESSMENT CHECKLIST



This includes outings, field trips and visits to places of interest. If the visit is to a recognised attraction, stately home or similar attraction run by an outside organisation check with them to see if there are any potential risks members should be aware of.

Interest Group:	
Date:	Leader:
Activity:	Signed

The following check list should be used as a guide for your risk assessment of the activity. Not all sections may apply nor may it be exhaustive.

Before the activity	Checked
Carry out reconnoitre/discuss visit with team or venue manager.	
Provision of information to prospective members:	
1. Nature of Activity	
2. Distance and duration	
3. Leader to issue mobile phone number to all	
4. Linear/Circular Route	
5. Type of Terrain eg Paths, stairs etc.	
6. Height and climbs involved	
7. Level of fitness required	
8. Appropriate footwear & clothing	
9. Toilet/refreshment facilities en route	
10. What to bring: food/water/compass/map/mobile phone	
11. Are dogs permitted?	
12. Assembly location and time	
13. Public transport options	
14. Car parking facilities	
15. Need for members to bring emergency telephone numbers for next of kin and relevant medical details	
16. Members requiring special assistance, equipment, facilities during an activity and in case of an emergency.	
On the day	
1. Check first aid kit (including emergency blanket)	
2. Briefing before starting out:	
- Route and Duration	
- Terrain, paths, stairs etc.	
- Known Hazards	
- Emergency Arrangements for: illness, exhaustion, accident, weather/terrain problems, losing contact with group	
- Be prepared to advise members if they are not adequately equipped for the activity	
3. Appoint a deputy leader and/or backmarker for walk	

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During the Activity	
1. Leader to stay at the front but make sure you can always see the backmarker/deputy.	
2. Set an appropriate pace for the level of activity	
3. Check the route frequently	
4. Periodically count the number in the group	
5. Other (please specify)	
<p>Remember: <i>Assessing risk should reflect the physical needs of the members attending.</i></p>	