

WYMONDHAM U3A RISK ASSESSMENT FORM (APPENDIX A.5.)

Event /Venue: Generic Walks	Date of Issue/Review:				
Interest Group:					
Description of Activity and date(s):					
Name of compiler/Role					
TOPIC	RISK	YES	NO	N/A	MITIGATION
Organising the walk	Has the route been walked, and the length and difficulty been recorded, hazards and/or obstacles identified, and this information given to the members?				This pre walk is a must do to provide necessary information
	Have all participants been made aware of the emergency procedures (such as what to do if someone becomes lost)?				Mobile phone number of leader
	Is there a register of all attendees with their contact details, along with any emergency contact details?				Attendance lists with appropriate contact numbers
	The walk leader should have a charged phone with emergency contact details stored on it. Is there any danger you will lose visibility or mobile phone signal?				In case of losing phone signal, retain hard copy register.
	Is there a first aid kit?				Walk leader to ensure basic First aid kit is available on walks.
	Has the weather forecast been checked for the day of the walk-in advance?				Consider re-dating if chance of inclement weather
	Have members been reminded to wear appropriate clothing?				Member's risk having been advised
	Have members attendees brought refreshments (such as water) for the walk?				Member's risk having been advised
Mobility	Do any members have mobility issues with walking at a reasonable pace as part of a group, including wet or rough ground. (N.B. This is to ensure that the main group of walkers stay safe with an identifiable backmarker).				Members must declare their ability to maintain reasonable pace in all weather conditions. (N.B. If necessary they must organise their own buddy and accept that they may have to make their own way to the meet or home should they get separated from the main group).
Member's Safety	Are your attendees aware they must maintain single file on road sections?				Brief members prior to walk
	Have you notified members of any routes through fields with livestock in?				DO NOT enter field with potentially dangerous livestock. Decide on mitigation at the time.
	Do you have a backmarker to stay in sight and communication with group?				If a large group consider a middle marker as well. Clear identification of markers required, by the wearing of High-Vis vests.
Other(s)	Identify unique risk(s)				