



## WALK LEADER RISK ASSESSMENT CHECKLIST

<b>u3a Name:</b> Bracknell Forest u3a	<b>Date:</b> May 2023
<b>Name of person completing risk assessment checklist:</b> Carol Clark & Dave Lenton	
<b>Interest Group:</b> Pub Walks	
<b>Description of Activity:</b> A circular walk of 4 -5 miles starting and finishing at a Pub or restaurant followed by a meal at the pub/restaurant. Up to 25 members per walk. Walks are lead either by the group coordinators or members of the group.	

This checklist is to help walk leaders in the planning for a walk. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will need to add to this risk assessment checklist. This form can (and should) be altered to suit specific walk requirements. You may wish to ask dog owner to read the BMC guide to reducing risk when encountering cattle: <https://www.thebmc.co.uk/Taking-care-around-cows>

Where you identify a particular risk you should note the actions you will take to reduce the risk. It's important to carry out a risk assessment before the walk takes place, and you can always add to this during the walk.

	Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
Recce	Have you researched the route you will be taking to identify any hazards and/or obstacles? ?	✓			Either the group coordinator or the person planning and leading the walk will have researched the route and carried out a pre-walk
	Have you given members an overview of the walk and the identified hazards/obstacles e.g. the number of stiles, likely boggy areas etc?	✓			Yes, in the email asking members of the group if they wish to attend
	Do members know the length and difficulty of the walk?	✓			Yes, in the email asking members of the group if they wish to attend. The walks are all about 4-5 miles taking 2 hours to complete
Traffic	Are there suitable crossing places on the road?	✓			Walks are planned to avoid, as much as possible, crossing busy roads.





					Suitable places to cross are identified in the pre walk. Walk leader and backstop to assist with crossing road as necessary
	Are your attendees aware they must maintain single file on road sections?	✓			Members are reminded in the pre walk talk and as necessary during the walk – a pre walk talk checklist is provided to walk leaders
Animals	Have you notified members of any routes through fields with livestock in?	✓			Members are advised in the email and reminded in the pre walk talk if necessary
	Are dogs kept on leads in relevant areas (such as around livestock, in urban areas)?	✓			Any member bringing a dog will be reminded
	Are members aware of the increased risk of attack by cattle when walking with dogs?	✓			Members who bring dogs will be Informed
	Is there any danger of ticks or bites/stings?	✓			Members are reminded to check for ticks in the pre walk talk
Safety	Do you have the correct equipment needed for the walk (e.g., map, compass, whistle)?	✓			Routes are known to the walk leaders and group coordinators have map apps on mobile phones
	Have you taken an attendance register?	✓			
	Do you have emergency contacts for all attendees?	✓			Stored on Beacon
	Do you have a charged phone with emergency contact details stored on it?	✓			Group coordinators have mobile phone and access to Beacon where emergency contact numbers are available
	Does someone know when you are expected back?			✓	The pub is aware of the time we are expected.
	Have members been reminded to wear appropriate footwear?	✓			Yes, in the email





	Do you have a back marker to stay in sight and communication with group?	✓			A backmarker is nominated and introduced to the group in the pre walk talk
	Is there any danger you will lose visibility or mobile phone signal?		✓		Unlikely to lose mobile signal where we walk.
	Have members attendees brought refreshments (such as water) for the walk?	✓			Members are reminded to bring water with them. Regular breaks during the walk to allow members to have a drink
	Is there a first aid kit?	✓			Carried by group coordinator or walk leader
<b>Weather</b>					
Weather	Have you checked the weather forecast for the day of the walk-in advance?	✓			
	Is there any danger of extreme temperatures, heavy rainfall, high wind or otherwise severe weather?	✓			In the event of extreme weather, the walk would be cancelled and just the meal would go ahead. Members are responsible for wearing suitable clothing and footwear for the walk and forecasted weather conditions Members to use sun protection if appropriate
	Have walkers brought suitable clothes and footwear, and appropriate items (such as waterproofs) for the weather?	✓			Members are advised to do so in the emails sent to them

Other identified risks:	What will you do to mitigate these risks?
Inclines	Warnings of any significant inclines in email description of the walk and pre walk talk Allow and encourage everyone to take inclines at their own pace
Pre-existing health conditions	Members are asked to make group leader aware of any health concerns they have Members are reminded to carry any medications they need with them Group leaders to be aware of members with health conditions and adjust the speed of the walk as necessary. Regular stops to allow people to catch up and rest





Dual use of Paths by other people	Members are reminded to keep one side of the path as necessary. Ask walkers to help warn each other of bikes approaching in pre walk talk
Meal at the Pub/Restaurant	The pub/restaurant is responsible for ensuring the correct health and safety measures are in place.
Food allergies	Members of the group choose their own meals from the Pubs/Restaurants menu so are responsible for this.

<b>u3a</b>	<b>Walk Leader Risk Assessment Checklist</b>	The Third Age Trust	
Version	Description of changes	Date of change	Review date
1.0	Original Checklist	19.10.2022	19.10.2023

