



WALK LEADER RISK ASSESSMENT CHECKLIST

u3a Name: Bracknell Forest u3a	Date: May 2023
Name of person completing risk assessment checklist: Carol Clark	
Interest Group: Short Walks	
Description of Activity: A short walk approximately 2 – 2 1/5 miles long taking approximately 1 to 1 ¼ hours. Up to 30 members per walk usually split into two groups. 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? ?	✓			We have a list of approximately 20 walks that are repeated and are well known to the group coordinators and members who cover in our absence
	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, as the walks are approximately all the same length members are aware of the type of walk and are advised in the email asking if they wish to attend of any difficulties with the walk.





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.
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)?	✓			This is the responsibility of the dog owner but walk leaders should remind them if not.
	Are members aware of the increased risk of attack by cattle when walking with dogs?	✓			Risk assessment will be shared with group members. Walk Leaders to remind members who bring dogs.
	Is there any danger of ticks or bites/stings?	✓			Members will be reminded to check for ticks after the walk in the email.
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 in the event that we need to deviate from the route.
	Have you taken an attendance register?	✓			Members have to book a place on the walk and a register is taken at the start of the walk
	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?			✓	As there are normally two groups the other group would be aware.





	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 for each walk
	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?	✓			Normally carried by group coordinator or walk leader
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. 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. Walk leaders 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 and 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. We normally have two groups – one of which is a slower pace. Regular stops to allow people to catch up and rest.





Dual use of Paths by other people	Members are reminded to keep to one side of the path as necessary. Ask walkers to help warn each other of bikes approaching.

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

