

# **NORTH CRAVEN HERITAGE TRUST RISK ASSESSMENT FORM**

## **Activity: Walks and Outdoor Events**

### **Instructions to leaders**

- Walk the route before the day of the event, no more than 14 days before the walk/event. Note down any hazards, who is exposed to them, the level of risk, how they will be controlled, if any extra action is needed, who by and when. An example has been provided to follow.
- Complete both parts of this form, generic risks (applicable to all walks) and specific risks (your walk only).
- The leader should make sure that someone has a mobile telephone and that a first aid kit and fresh water are available to him or her and carried on the walk.

### **Generic risks**

- Most walks carry similar risks (e.g. adverse weather conditions, vehicles on route). These have been listed in *italics* on the Generic Risks form.
- Check each line and make any amendments you need to for your route.

### **Specific risks**

- When you walk the route prior to the event, note down any specific hazards on your route (e.g. busy road crossing at 7km).
- If these hazards are likely to constitute a medium level risk or above, you should amend the route.

### **Risk Assessment: Event details**

**Event:** \_\_\_\_\_

**Start (location and time):** \_\_\_\_\_

**Leader:**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Date completed \_\_\_\_\_

Signed \_\_\_\_\_

## Generic risks

These risks are applicable to all our walks. Check each line and make any amendments to fit your event. If you come across any other risks then add them to the list as well.

<b>Hazard</b>	<b>Who is exposed?</b>	<b>Risk level</b>	<b>How is it controlled?</b>	<b>Actions needed</b>	<b>Who by?</b>	<b>When?</b>	<b>Completed (date)</b>
<i>Traffic (accident with vehicle)</i>	<i>Walkers</i>	<i>Low</i>	<i>Walk route before event. Avoid busy roads where possible. Note any major crossings/roads on specific risk form.</i>	<i>Brief Walkers</i>	<i>Leader</i>	<i>Pre walk briefing</i>	
<i>Theft/assault</i>	<i>Walkers</i>	<i>Trivial</i>	<i>Stick together as a group. Daytime event.</i>	<i>Brief Walkers</i>	<i>Leader</i>	<i>Pre walk briefing</i>	
<i>Trip, slip, fall (e.g. steps, slippery surfaces, potholes)</i>	<i>Walkers</i>	<i>Low</i>	<i>Walk route before event. Record anything of note on specific risk form.</i>	<i>Brief Walkers</i>	<i>Leader</i>	<i>Pre walk briefing</i>	
<i>Electric shock (e.g. electric fence)</i>	<i>Walkers</i>	<i>Low</i>	<i>Brief walkers before event. Note location on specific risk form.</i>	<i>Brief Walkers</i>	<i>Leader</i>	<i>Pre walk briefing</i>	
<i>Adverse weather conditions (e.g. rain, wind, flood)</i>	<i>Walkers</i>	<i>Low</i>	<i>Decide on the day whether the walk should go ahead</i>	<i>Contact participants if known or tell them on arrival at meeting point</i>	<i>Leader</i>	<i>Pre walk briefing</i>	
<i>Sunstroke</i>	<i>Walkers</i>		<i>Advise walkers to have water and appropriate headgear</i>	<i>Brief Walkers</i>	<i>Leader</i>	<i>Pre walk briefing</i>	
<i>Fire</i>	<i>Walkers</i>	<i>Low</i>	<i>Brief walkers before event if appropriate.</i>	<i>Brief Walkers</i>	<i>Leader</i>	<i>Pre walk briefing</i>	
<i>Lightning strike</i>	<i>Walkers</i>	<i>Low</i>	<i>Check weather forecast before walk.</i>	<i>Brief Walkers</i>	<i>Leader</i>	<i>Pre walk briefing</i>	
<i>Physical fatigue</i>	<i>Walkers</i>	<i>Low</i>	<i>Advise walkers to carry food and water prior to event. Plan a refreshment stop on route. Brief walkers to tell the group leader if they or a fellow walker is in difficulty.</i>	<i>Brief Walkers</i>	<i>Leader</i>	<i>Pre walk briefing</i>	
<i>Water (e.g. falling into ponds and rivers)</i>	<i>Walkers</i>	<i>Low</i>	<i>Walk route before event. Record water risks on specific risk form.</i>	<i>Brief Walkers</i>	<i>Leader</i>	<i>Pre walk briefing</i>	
<i>Children</i>	<i>Walkers</i>	<i>Low</i>	<i>Children under the age of 16 must be accompanied by an adult.</i>	<i>Brief Walkers</i>	<i>Leader</i>	<i>Pre walk briefing</i>	
<i>Attacks by dogs, farm animals etc.</i>	<i>Walkers</i>	<i>Low</i>	<i>Check fields before entering them. Avoid farm buildings</i>	<i>Brief Walkers</i>	<i>Leader</i>	<i>Pre walk briefing</i>	

## Specific risks

This part of the form covers risks specific to your event. When you walk the route prior to the day, you should note down any specific hazards (e.g. busy road crossing) and the distance into the walk they occur. If any risk is rated as medium, high or extremely high an alternative route should be found.

Once any major risks have been removed, each group leader should be provided a copy of this list so they can ensure the group they are leading is safe as each hazard is passed. The group leader should brief the walkers of any hazards before they are reached.

Distance	Hazard	Risk level	How controlled?	Actions need	Who by?	When?	Completed
<i>Example: 4km</i>	<i>Electric fence</i>	<i>low</i>	<i>Leader informs walkers when approaching the fence</i>	<i>Leader to inform walkers when nearby.</i>	<i>Leader</i>		
<i>Example: 7km</i>	<i>Cross busy A-road</i>	<i>low</i>	<i>Change route and use bridge 500m to the south.</i>	<i>Change route to remove risk. Then amend on this form.</i>	<i>Leader</i>	<i>ASAP</i>	

### Note:

The North Craven Heritage Trust cannot accept any liability for any loss, damage or injury from your walk. Our insurance does not cover your property, or the property of your helpers or participants. It does not cover personal liability for any injury you suffer, or anyone else's as a result of taking part in the walk.