

NORTH CRAVEN HERITAGE TRUST RISK ASSESSMENT FORM - Walks

Instructions to walk leaders

- Walk the route before the day of the event, no more than 14 days before the walk. 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).
- Participants should be advised in advance of the precise assembly point and parking; the length of the walk and terrain; clothing and footwear required; whether dogs are allowed; and cancellation arrangements
- The walk leader should make sure that someone has a mobile telephone and that the first aid rucksack (with fresh water) is 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 walk.

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

Walk: _____

Start (location and time): _____

Walk 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 walk. If you come across any other risks then add them to the list as well.

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

