

Generic Risk Assessment – General easy walking Review date: 01/01/2016
Location: Various locations and trails. All easily accessible for emergency services.

Hazard	Severity	Likelihood	Control Measures	Residual Risk Rating
General			Suitably qualified and experienced staff (activity award and current First Aid) Clear briefings and supervision. Phone and first aid kit carried Session planning in place All accidents, incidents and near misses reported and recorded appropriately and reviewed. Any review recommendations implemented.	L
Getting lost	Medium	Low	Area familiarisation by staff. Staff provided with map of route. Staff hold a basic walk leader award or have undergone in house navigation assessment.	L
Presence of water	High	Low	Extra vigilance by leaders near water. Discussion of hazards and safe behaviour if necessary. Approaching waters edge done with caution in controlled manner. Any poor behaviour should not be tolerated. If activities on water edge are planned then a throw rope is carried and the leader trained in how to use this. The length of this rope should be appropriate for the venue.	L
Falls / trips	Low	Medium to low	Walking in a group can be problematic if the group clump together – this prevents them seeing the ground in front of them and can also trip over each others feet. Insist on calm behaviour and spacing out.	L
Planned activity IN water (for field studies etc)	Medium	low	Each location must be individually risk assessed by leader with advice from LEA Outdoor Education Adviser before visit. Use sites where: - easy access and exit from water	L

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			<ul style="list-style-type: none"> - no significant hazards on banks e.g. (water flowing onto overhanging trees) - no immediate significant down stream hazards (waterfalls etc) - pupils can stand easily in water to be entered - pupils can be seen and supervised by Staff <p>Ongoing assessment by leader at start and during Activity</p> <p>Weather forecast obtained and leader makes decision whether or not to proceed or adapt activity on basis of weather forecast, strength of water and conditions on day.</p>	
Weil's disease pollution	Medium to severe	low	<p>Do not use obviously contaminated sites</p> <p>Obtain and follow LEA guidelines re Weil's Disease</p> <p>Take sensible hygiene precautions: cover wounds grazes etc, do not drink river water, wash hands before eating,</p>	L
Informal swimming	medium	low	<p>Never allow impromptu swimming or paddling – always risk assess the proposed venue in advance for currents, rocks, weeds, nature of bottom and sides, Also assess ability of pupils and staff and activities proposed. You must arrange:</p> <ul style="list-style-type: none"> • Safe area • Signals for distress and recall • Lifesaver and observers (adults to stay out of water) • Head counts 	L

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			<ul style="list-style-type: none"> Briefing of pupils and staff Staff must hold relevant Open Water Lifesaving Award Written specific risk assessment required.	
Collisions with cars	High	low	On public roads instructors will wear bright jackets or fluorescent waistcoats. Group walks in single file with fluorescent jacket at back. Crossing the road all group crosses together in a slow controlled manner. Adults remain on road to stop cars. Road walking kept to a minimum in route planning. On public roads footpaths used where available	L
Hypothermia	Medium to high	Low	Instructions on what to wear and what to bring is provided in the Joining information. This is to include food and drink Instructor checks group clothing and food and drink before setting off. Cagoules and trousers issued if necessary or participants turned away. Participants sent to shop for food and drink Drink plenty of fluids before and during session to remain hydrated (major cause of hypothermia) Emergency food brought by instructor. Flask of hot fluids in Winter temperatures (wet and windy days too) if going to remote situations. Not necessary if within 20 minutes of a shop. Weather forecasts to be checked prior to session to allow for appropriate measures Instructor to monitor mood of group members	L
Heat exhaustion	Med to high	low	Instructor monitoring group, group should be hydrated prior to session, water bottle to be carried Heat exhaustion is caused by long rides, on warm days with poor hydration. Rides kept shorter	L
Sun Burn	Low – only face or arms exposed	Med	Suntan lotion to be brought and applied regularly, instructors to ensure children have applied lotion. Parents, carers to apply if possible.	L

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Aggressive cattle	Med	Extremely low	Avoid grazing cattle in fields and on tow path side, especially when in calf or calving	L
Dog attack	Low to med	Low to med	Slow down whilst approaching dogs to allow walker to gain control of dog before group draws near.	L
Medical conditions and allergies	Low to high	Low to high (asthma)	Instructed to beware of any medical conditions and allergies, and to ensure individual has appropriate medication Instructor checks booking forms with medical details Instructor asks group to disclose and changes to medical conditions since the form was written. Only conditions relevant to the activity need be disclosed. Be clear to explain what types of conditions are relevant and set participants expectations for the day (strenuous, get wet, no toilets etc)	L
General public - Physical/ verbal abuse/ abduction of children/	Low	low	<ul style="list-style-type: none"> • Staff/ volunteers to be recognisable by logos on clothing • Regular headcounts • Staff to be vigilant - politely ask members of the public to leave work area if necessary • Front and back markers to be designated with each group • Attempt to de-escalate any potentially confrontational situation if safe to do so • Be prepared to remove group to alternative area if necessary • Follow serious incident procedures and notify police if appropriate 	L
Separation of group member from group	Medium to high	Low	<ul style="list-style-type: none"> • Regular headcounts • Guidelines given to children about what to do if separated • Ensure participants let leader know if they are 	

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			leaving the group early <ul style="list-style-type: none"> • Clear boundaries for activities • Ensure good behaviour • In the event of unacceptable behaviour, consider shortening sessions • Leader at front plus back marker when moving between activities • Follow lost child procedure 	

Notes

- All leaders should be aware of Venture Out emergency procedures prior to delivering any sessions.
- All coaches to carry first aid kit and repair kit and appropriate equipment for weather conditions
- It is the responsibility of the coach to ensure equipment is safe and appropriate for use prior to each session.
- It is the responsibility of the coach to alert the Director (Ian Sheldrake) of broken or damaged equipment, or injury or near miss and to record this information in the Accident and Emergency book. If unclear how to complete this then contact Ian immediately for support.
- If the coach is unsure of any relevant safety-related matters the problem should be resolved prior to coaching session
- This is an adventurous sport and some risk is assumed by participants. Removal of all risk is not only impossible but detrimental to the development of participants. However risk versus benefits have to be considered