



<b>U3A Name :Halesworth and District u3a</b>	<b>Date: April 2022</b>
<b>RISK ASSESSMENT</b>	<b>Review annually</b>
<b>Name of person completing risk assessment checklist</b>	
Walk leader for each month	Name: _____
<b>Interest Group - Bird Watching</b>	
Guidance for all monthly walks. Details shared in group email and at car park briefing prior to the walk	
<b>Date Location/Postcode</b>	
1 <sup>st</sup> Wednesday of month	Date: _____ Location: _____
Various venues	
<b>Nature and Description of Activity</b>	
To walk 1-2 miles walk with stops for bird watching locally in Suffolk at various venues over lowland and low risk terrain– Outside venues various.	
Walk leaders to be mindful of this guidance and inform the co-ordinator so it can be added to the advice sent by email to all members and again verbally at the start of the walk.	
It is assumed that members will exercise reasonable personal responsibility to mitigate any advised or unexpected risks to themselves or fellow members.	

**Walk leader Risk Assessment Checklist:**

The checklist is to help leaders in the planning of their walk. It isn't an exhaustive list, so add any specific risks that may be encountered to the risk assessment checklist.

It is important to carry out a risk assessment before the walk and notify CG of any specific risk so it can be included in the group email.

	Checklist	Yes	No	N/A	If no, what actions will you take to mitigate the risk?
Recce	Have you researched the route you will be taking to identify any hazard and/or obstacles?				Walk leaders to advise CG after recce as appropriate
	Have you given members an overview of the walk and the identified hazards/obstacles - ground surface/boggy areas?				By email and on the day at the car park briefing
	Do members know the length and difficulty of the walk?				Advised by email and on the day at the car park briefing

	Checklist	Yes	No	N/A	If no, what actions will you take to mitigate the risk?
Traffic	Are there suitable crossing places on the road?				Advice at car park briefing and where appropriate during the walk
	Are your attendees aware they must maintain single file on road sections?				Members advised / reminded as appropriate
Animals	Have you notified members of any routes through fields with livestock in?				At car park briefing
	Is there a danger of ticks or bites / stings?				Advised as appropriate where specific local information is available
Safety	Do you have the correct equipment needed for the walk?				Lowland and reserve walking only – maps and apps carried
	Have you taken an attendance register?				
	Do you have emergency contacts for all attendees?				Members asked to submit details which will be added to email contact details
	Do you have a charged phone?				Yes
	Have members been reminded to wear appropriate clothing and footwear?				Advice in email as appropriate, members own responsibility
	Is there a first aid kit?				
	Identify position for emergency services				Walk leaders and others who wish to install and use 'what 3 words' app
Weather	Have you checked the forecast in advance?				Yes - advised by email and at car park briefing
	Is there a danger of extreme weather conditions?				Cancelled or curtailed as necessary

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### Walk leader risk assessment checklist

Version	Description of changes	Date of change	Review date
1	Original checklist	2023-04-27	2024-04-27