



U3A Name: Halesworth and District u3a RISK ASSESSMENT	Date: September 2026 Review annually
Name of person completing risk assessment checklist Walk leader for each month Name: __Kate Tomlinson	
Interest Group - Bird Watching Guidance for all monthly walks. Details shared in group email and at car park briefing prior to the walk	
Date Location/Postcode 4th Thursday of month Date: _____ Location: _____ Various venues	
Nature and Description of Activity 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 RL of any specific risk so it can be included in the group email.

	Checklist	Yes	No	N/A	What actions will you take to mitigate the risk?
Recce 1	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
2	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
3	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	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
1					
2	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
1					
2	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
1					
2	Have you taken an attendance register?				Response to email and head count at start of walk
3	Do you have emergency contacts for all attendees?				Members asked to submit details which will be added to email contact details
4	Do you have a charged phone?				Use another members phone in case of emergency
5	Have members been reminded to wear appropriate clothing and footwear?				Advice in email as appropriate, members own responsibility
6	Is there a first aid kit?				
7	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?				Advised by email and at car park briefing
1					
2	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	2026-09-27	2027-09-27
2	Changes to Safety		