

Generic Activity/Operation (Task) Risk Assessment

This risk assessment should be read in conjunction with the appropriate Site Risk Assessment, the Daily Volunteer Sign in Sheet with dynamic risk assessment, covid risk assessment .

Activity or operation: Guided walk		
Date of latest revision 23/03/2022		
Typical groups at risk Groups- adults and children, volunteers, staff		
Hazards	Risk	Risk control measures
Remote Working	Injury, illness or incident	- A working mobile phone must be carried by member of staff leading the group. Check coverage. - There must be a qualified first aider and a first aid kit available at all times. - Designated access and alternative access points to be known by staff leader. - Serious Incident Procedure in place - Daily RA completed and signed.
Water	Drowning/hypothermia	- Health and safety briefing to highlight areas of deep, fast flowing or tidal water. - Route taken should be appropriate for age and ability of group and should be checked before group arrives. - Ensure group behaviour and supervision is acceptable and appropriate. - Each group must be accompanied by an adult trained in the use of a throw line and a throw line must be carried. - Paths should be checked for trip hazards; check edges and surfaces are in good condition. - Follow H and S policy guidelines on working by water
Falling branches/Trees	Death or major injury	- Routes/ locations for activities to be carefully checked before group arrives - Activities to be cancelled in high winds / thunder and lighting. - Any sites with ash trees to be checked prior to activity for evidence of ash dieback disease (see https://www.woodlandtrust.org.uk/visiting-woods/tree-diseases-and-pests/key-threats/ash-dieback/ for symptoms). Any evidence to be reported to Reserves Officer for site monitoring.
Contact with micro-organisms (E. Coli, Weil's disease, Toxicara)	Minor/serious illness	- Verbal warning of risk - Hand cleaning to take place before eating and drinking. - Any open wounds to be protected before activities handling water or soil. Hand cleaning facilities to be available or access to hand wipes and antibacterial gel. - Careful working practices to be demonstrated and reinforced. - Check ahead for dog mess or other faeces if possible and remove or move sites as appropriate. - Avoid using areas with evidence of regular anti-social behaviour.
Rough, uneven or slippery ground	Slips, trips or falls	- Verbal warning of risk - Suitable footwear to be worn. - Ensure terrain is suitable for activity and ability of group. - Brief group to only walk on wire covered area of boardwalks, not on edges and to walk slowly - Do not use boardwalk/other surfaces if too slippery due to rain/frost

Traffic	Death or major injury	• Verbal warning of risk • Supervise road/car park crossings by groups, making sure group are close together • High visibility vests to be worn by group leaders when crossing highways • 'Wave crossing' to be used on road crossings, with larger groups. (Participants supervised into lines running parallel to the road with an appropriate number of people in each line for the size of the crossing point. Crossing is undertaken in these rows under supervision of a member of staff).
Low branches/ bramble/scrub etc. along footpath.	Minor Injury	• Verbal warning of risk • Path edges kept clear of vegetation • Appropriate clothing advised to be worn (long sleeves / long trousers / closed toed shoes or boots). Details of appropriate clothing included in walk information/on booking.
Livestock	Minor/ major injury, death	• Verbal warning of risk and how to behave when walking past livestock/being in the same area as livestock • Guided walks should not enter livestock enclosures if situation is deemed to be unsafe • Knowledge of where livestock are on the route/on site and of all exit points where they are present • If participants have dogs with them make sure they are on a lead or under close control
Poisonous/ harmful animals	Minor/ major injury/ death	• Verbal warning of risks as appropriate • Exercise caution when approaching known sites for adders • Advise the wearing of closed toed shoes, long sleeves and trousers • Avoid walking in areas where there are known bee/ wasp nests where possible • Lyme Disease Action (or similar) tick information leaflet (https://www.lymediseaseaction.org.uk/wp-content/uploads/2018/04/LDA002-8-web.pdf) and information on other tick born diseases e.g. Tick Born Encephalitis https://www.lymediseaseaction.org.uk/latest-news/tbe-has-arrived-in-the-uk/ and Babesiosis https://www.lymediseaseaction.org.uk/latest-news/babesiosis-in-the-uk/ will be shared with school/ group leaders prior to visit. Participants will be advised to wear long sleeved tops, long trousers and closed toed shoes or boots and also advised to apply insect repellent ahead of the visit in areas of high tick incidence. Staff, volunteers, group leaders and participants will be instructed to be vigilant for ticks and to brush themselves off during and at end of the session. Current Public Health England's advice is for immediate removal of the tick, or as soon as is possible. Trust 'welfare kits' include tick removers which will be made available for the removal of ticks found during the session. If removal is not possible then the group Lead Staff member will be informed & the participant sent home with the tick advice information.
Poisonous plants/ fungi	Minor/ major illness, death	• Verbal warning of risks. • Appropriate clothing to be worn (long sleeves / long trousers / closed toed shoes or boots). • Details of appropriate clothing included in walk information

Contact with dogs	Minor/ major injury/ death	• Health and safety briefing to include importance of not approaching dogs • Advise to stand still and quiet if dogs approach
Extreme weather conditions	Sunstroke/ sunburn/ dehydration	• Ensure group have access to fluids and drink breaks • Avoid prolonged exposure to sun • Ensure walk information includes importance of wearing hats, long sleeves, long trousers and sunscreen and promote the application of it during the day. • Check weather forecast, have back-up plan and modify/shorten walk as necessary
Extreme weather conditions	Hypothermia	• Ensure walk information includes information about importance of warm layers of clothing, waterproof clothing and appropriate footwear. • Check weather forecast, have back-up plan and modify/shorten walk as necessary. Cancel in bad weather or if participants are not appropriately equipped for the conditions. • Provide extra clothing as necessary
General public	Physical/ verbal abuse/ abduction of children	• Regular headcounts • 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 • Follow safeguarding policy
Separation of group member from group	Getting lost	• Regular headcounts • Ensure participants let leader know if they are leaving the group early • Ensure leader is at front and there is a back marker and wearing HIWWT high vis vests • Limit numbers to appropriate amount for the length and route of walk • Follow Lost Person procedure
Pre-existing medical conditions / physical impairments / learning difficulties	Serious illness or death	• Verbal reminder for participants to carry necessary medication (inhaler, EpiPen, etc.) during the activity and request that they advise the activity leader of any conditions, physical impairments or learning difficulties which might affect them during the activity, including information on how to support them to participate in the activity, communicate instructions and the location of medication (and how to respond in the eventuality of a medical condition occurring) as appropriate / relevant. • Leader to ensure appropriate activities and sites are used and adapt activities as necessary. • If extra support is required ensure appropriate ratios are discussed and agreed at a pre-visit. • Ensure appropriate health and safety information is communicated in a way that can be understood by the participants.
Is lone working expected? Yes	Are any special groups at risk? Older people, young children & vulnerable adults. Anyone classed as vulnerable to COVID-19.	
Is heavy or repetitive manual handling involved? No	Outdoor First aid cover: Lead officer / volunteer	

PPE needed - COVID-19 mask	
Form completed by: Jess Parsons	Approved by (if appropriate)
Position: Assistant Education Officer	Position

Nearest hospital with accident & emergency department:

Queen Alexandra Hospital
Southwick Hill Road
Portsmouth
PO6 3LY