**GUIDED WALKS RISK ASSESSMENT**

**Leading a Guided Walk for Milton Keynes Natural History Society (MKNHS) Risk Assessment**

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| Activity | Leading a Guided Walk with MKNHS |  |  |  |
| Originator | Gordon Redford |  | Date Completed | 03/12/2012 |
| MKNHS Role | Society Member |  | Reviewed | Annually |
| Checked By | Joe Clinch |  | Next Review | 04/2021 |
| MKNHS Role | Committee member |  |  |  |

**L**=Likelihood **S**=Severity **DR**=Degree of Risk (Risk before any controls in place) **RR**=Residual Risk (Risk remaining after controls in place)

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| **ACTIVITY** | **PERSON AT**  **RISK** | **SIGNIFICANT**  **HAZARDS** | **RISK** | | | **RISK CONTROL MEASURES** | **RESIDUAL RISK** | | |
|  | **L** | **S** | **DR** | **L** | **S** | **RR** |
| Leading a guided walk with MKNHS | Members of MKNHS, visitors, members, other site users, walk leaders | Route conditions including surfaces, stiles, presence of water, grazing animals, other site users, road crossings with traffic may lead to trips, falls, accidents and injuries. | 3 | 3 | 9 | * Walk route beforehand and plan walk to avoid extreme uneven surfaces, stiles and known hazards. * Ensure participants are adequately clothed and have suitable footwear. * Inform of any known hazards including surfaces at pre-walk briefing. * Leader to be aware of short cuts and emergency accesses and be equipped with mobile telephone. | 1 | 3 | 3 |
| As above | As above | Losing participant(s) leading to exposure to unknown hazards | 3 | 3 | 9 | * Leader to be familiar with route, short cuts and emergency accesses and be equipped with mobile telephone. * Re-group, if necessary, to ensure everyone is present. | 1 | 3 | 3 |
| As above | As above | Adverse weather conditions could lead to hypothermia or heat exhaustion | 3 | 3 | 9 | * Check weather forecast if conditions demand. * Give consideration to weather conditions, ensuring that appropriate clothing and footwear are worn. * Abort activity in severe weather. | 1 | 3 | 3 |
| As above | As above | The activities of other users (dog walkers, equestrians, anglers), may present hazards that could lead to injury. | 3 | 3 | 9 | * Pre-visit planning walk completed and any hazardous activities identified and avoided. * Group fully briefed and aware of other users and their potential for conflict. | 1 | 3 | 3 |
| As above | As above | Inappropriate or inadequate first aid attention could result in injuries being wrongly treated and made worse | 3 | 4 | 12 | * Ensure there is a working mobile telephone and a stocked first aid kit with each group. * Ensure there is a bottle of clean cold water available. * Identify vulnerable individuals and provide additional support if necessary. | 1 | 4 | 4 |
| As above | As above | Accumulation of a large number of people in a small car park may lead to accidents resulting in injuries. | 2 | 3 | 6 | * Prepare for adequate parking and provision of marshals if necessary. * Arrange for group to congregate off car park. | 1 | 3 | 3 |
| As above | As above | Plants (nettles, brambles, fallen trees) and, animals ( cattle, wasp nests) may cause injuries in the form of stings, scratches, bites etc. | 2 | 3 | 6 | * Plan route so as to avoid contacts with sources of injury. * Ensure there is a working mobile telephone and a stocked first aid kit. * Ensure participants are adequately clothed and have suitable footwear. | 1 | 3 | 3 |
| As above | As above | Inadequate planning in the case of an emergency may lead to delay and condition / injuries made worse | 2 | 5 | 10 | * Leader to be aware of short cuts and emergency accesses and be equipped with mobile telephone. * Walk route beforehand and be mindful of possibility of an emergency. | 1 | 5 | 5 |
| As above | As above | Site-specific hazards that may result in serious injury or death (e.g. quarry, riverside) | 3 | 5 | 15 | * Leader to know site and potential hazard areas and to plan routes to avoid these if possible | 1 | 5 | 5 |

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|  |  | LIKELIHOOD |  |  | SEVERITY |
| 5 | Almost Certain/  Frequent | Absence of any management controls. Almost 100% certainty that an accident will happen. (e.g. live electrical conductor, faulty equipment, untrained staff). | 5 | Major | Death to one or more people. Loss or damage is such that it could cause serious business disruption (major fire, structural damage). |
| 4 | High/  Probable | Serious failures in management controls. Effects of human behaviour or other factors could cause an accident but is unlikely without this additional factor (e.g. equipment not used properly, oil spill on floor, poorly trained staff) | 4 | High | Causing permanent disability (e.g. loss of limb, sight or hearing). |
| 3 | Medium/  Occasional | Insufficient or substandard controls. Loss is unlikely during normal operation but may occur in emergencies or non-routine conditions (e.g. keys left in vehicle, obstructed gangways, refresher training required) | 3 | Medium | Causing temporary disability (e.g. fractures). |
| 2 | Low/  Improbable | Situation generally well-managed but occasional lapses could occur. Also applies to situations where people are required to behave in order to protect themselves but are well trained. | 2 | Low | Causing significant injuries (e.g. sprains, bruises, lacerations). |
| 1 | Unlikely/  Remote | Loss, accident or illness could only occur under exceptional conditions. Situation is well-managed and all reasonable precautions have been taken. | 1 | Minor | Causing minor injuries (e.g. cuts, scratches). No lost time likely other than for first aid treatment. |

**RISK RATING =LIKELIHOOD x SEVERITY**

**1-9 LOW 10-15 MEDIUM 16-25 HIGH**

Safety Guidance Notes for Leaders of Outdoor Events and Walks

Responsibility for safety belongs to those attending Society events. It is clearly stated on Society programmes that those attending Society events do so at their own risk. However, it is possible that an emergency may occur during your event so it would be prudent to be prepared by arranging to:

* Carry a charged mobile telephone or arrange for a member of the group to do so.
* Ascertain who among the group (if any) holds a current first aid certificate.
* Ascertain who is carrying the first aid kit.
* Be familiar with the route by walking beforehand and be aware of emergency access points and short cuts.
* Inform of any known hazards (steep inclines, stiles, flooded or muddy ground, water bodies, brambles, road crossings, other user activities) at pre-event briefing.
* Be mindful that if an accident/emergency occurs, the services will require details of location and access.
* Should an accident or debilitating illness occur, keep the patient as comfortable as possible and move the group away whilst help is being summoned.