

Date of Risk Assessment10th April 2019.....
 [Revise 5]

Undertaken byThe Committee..... To be reviewed no later than1st March 2020..... (or earlier if deemed necessary)
 Signed*[Signatures]*.....

1. Hill Walking

Including regular Saturday walks listed on the Walks Programme, 'challenge' walks, 'social' walks, outdoor training sessions & walks organised as part of residential weekends (e.g. from bunk barns, youth hostels). These hazards are listed in three inter-linked categories -

Environment
Timing
Human

Control measures - Green - Planning, research & training / Orange - Ongoing & en-route / Red - incidents, accidents & emergencies

(Guidance taken from 'Hillwalking' The official handbook of the Mountain Training walking schemes - Third edition)



Hazard	Risk	Severity			Who is at risk Members Guests Public Livestock	Control measures in place	Action required & by when	Responsibility	
		Minor injury	Serious injury	Death					
1	Terrain/ landscape (e.g. steep slopes, slippery/loose surfaces, mud, rocks, scree, snow & ice, etc.)	Various injuries	●	●	●	M G P L	<ul style="list-style-type: none"> Planned routes are reviewed by the committee, calling on past experience in those areas Walk routes are passed around coach en route to walk (including distance & ascent). Maps show terrain. Members & guests advised that they take part at their own risk Members & guests are advised to wear suitable footwear Walk leaders are chosen by the experience and ability Members & guests advised on following Country Code and preserving the environment Group safety equipment (includes a first aid kit, 4-person shelter & CAS-STRAPS) is distributed to walk leaders prior to each walk (first aid kits include a 'Rescue Message Form' for reporting casualty details) Ongoing risk assessment undertaken by walk leader depending on terrain, adverse weather conditions, distance to destination, group, etc. (including consulting other members within the group) - a contingency plan may be required (e.g. alternative route) In the event of an accident the group should first try to contact other St Edwards groups or the coach before calling emergency services (extreme circumstances may override this). A central contact at the coach (Club Accident Co-ordinator) may be appointed to direct communications & actions. In the event of an accident a minimum of two members shall remain with the casualty and a minimum of two should go for help The walk leader's decision must prevail and will dictate action of the party Walk leaders and/or members should apply first aid where required Walk leader should contact other members and/or coach to notify of lateness (especially if not expected back by 5:00 PM) 	Check contents of first aid kits (Apr 2019)	Committee
2	Slips, trips & falls	Various injuries	●	●	●	M G	<ul style="list-style-type: none"> Group safety equipment (includes a first aid kit, 4-person shelter & CAS-STRAPS) is distributed to walk leaders prior to each walk Members & guests are advised to wear suitable footwear Although walk leader carries a group first aid kit, members are encouraged to carry their own first aid kit In the event of an accident the group should first try to contact other St Edwards groups or the coach before calling emergency services (extreme circumstances may override this). A central contact at the coach (Club Accident Co-ordinator) may be appointed to direct communications & actions. In the event of an accident a minimum of two members shall remain with the casualty and a minimum of two should go for help The walk leader's decision must prevail and will dictate action of the party Walk leaders and/or members should apply first aid where required 	Organise First Aid Training Courses (2019)	Committee

3	Water hazards (e.g. rivers, streams, tides)	Various injuries - Drowning	●	●	●	M G	<ul style="list-style-type: none"> Planned routes are reviewed by the committee Tide times are taken into account where necessary Ongoing risk assessment undertaken by walk leader, specifically hazardous river/stream crossings In the event of an accident the group should first try to contact other St Edwards groups or the coach before calling emergency services (extreme circumstances may override this). A central contact at the coach (Club Accident Co-ordinator) may be appointed to direct communications & actions. In the event of an accident a minimum of two members shall remain with the casualty and a minimum of two should go for help The walk leader's decision must prevail and will dictate action of the party Walk leaders and/or members should apply first aid where required 		
4	Traffic	Hit by moving vehicles/ trains - Causing road accidents	-	●	●	M G P	<ul style="list-style-type: none"> Members & guests are advised to walk on right hand side of road (facing traffic), in single file, and to follow instructions from walk leader Walking along and/or crossing busy roads should be avoided whenever possible Torches and high visibility clothing/reflective material recommended if walking on roads after dark Members & guests are advised to follow site-specific instructions, and walk leader, if crossing railways In the event of an accident the group should first try to contact other St Edwards groups before calling emergency services (extreme circumstances may override this). A central contact at the coach (Club Accident Co-ordinator) may be appointed to direct communications & actions. In the event of an accident a minimum of two members shall remain with the casualty and a minimum of two should go for help The walk leader's decision must prevail and will dictate action of the party Walk leaders and/or members should apply first aid where required 		
5	Animals/insects	Injury from livestock - Injury to/loss of livestock - Insect bites	●	●	●	M G L	<ul style="list-style-type: none"> Members & guests advised to take care when entering fields with livestock, especially those with young Members & guests advised to carry their own first aid kits on a walk Details of medical conditions are held by the club membership secretary Members & guests requested to advise Membership secretary/other members of medical conditions Members & guests are advised to carry any necessary medication with them Member contact details, medical conditions & next of kin are kept on the coach on Saturday walks - FOR EMERGENCY USE ONLY (subject to GDPR) Ongoing risk assessment undertaken by walk leader and routes that pass through livestock In the event of an accident the group should first try to contact other St Edwards groups or the coach before calling emergency services (extreme circumstances may override this). A central contact at the coach (Club Accident Co-ordinator) may be appointed to direct communications & actions. In the event of an accident a minimum of two members shall remain with the casualty and a minimum of two should go for help The walk leader's decision must prevail and will dictate action of the party Walk leaders and/or members should apply first aid for treatment of effects of insect bites 	Member contact details to be updated	Committee

6	Transport	Various injuries	●	●	●	M G	<ul style="list-style-type: none"> • Reputable coach company used for club-organised events • Morning & evening pick-up & drop-off points are at designated bus stops (re-assessed July 2017) • Drop off points for Saturday walks are assessed for safety, utilising designated bus-stops & laybys where possible & also taking advice from the coach driver • Members & guests are advised to wear seatbelts when on coach • Movement in coach aisle during travel is to be kept to an absolute minimum • If applicable, take care when accessing/egressing on-board toilet or using/passing the access foot-well • Members & guests are advised that rucksacks and change of clothing bags should either be placed in the coach lockers, in overhead storage or under seats, in order to keep aisles and exits clear • Members & guests advised to take care when exiting coach at beginning of walk (especially on busy roads) • Emergency services will be contacted in the event of an accident • Members should apply first aid where required 		
7	Extreme weather	<p>Cold Hypo-thermia</p> <p>-</p> <p>Hot Sun burn</p> <p>Heat exhaustion</p> <p>Sun stroke</p> <p>-</p> <p>Low visibility</p> <p>-</p> <p>Wind</p>	●	●	●	M G	<ul style="list-style-type: none"> • Members & guests advised on clothing, equipment and food & drink to take with them on a walk • Group safety equipment (includes a first aid kit, 4-person shelter & CAS-STRAPS) is distributed to walk leaders prior to each walk • Members & guests are advised to take their own survival (bivvy) bags • Weather forecast obtained for the day, specific for the walk area, if deemed necessary (e.g. winter walks) • Members & guests are advised to take sun screen/adequate protection against sun & dehydration on summer walks • A contingency plan may be introduced, if required, due to extreme weather (e.g. alternative routes) • Ongoing risk assessment undertaken by walk leader, which may require alternative route or cutting walk short in extreme weather conditions • Walk leaders are encouraged to regularly monitor condition of members, especially in extreme conditions • Members & guests advised to keep together and within sight during poor visibility conditions • Walk leaders and members should apply first aid for treatment of effects of cold & heat • In the event of an accident the group should first try to contact other St Edwards groups or the coach before calling emergency services (extreme circumstances may override this). A central contact at the coach (Club Accident Co-ordinator) may be appointed to direct communications & actions. • In the event of an accident a minimum of two members shall remain with the casualty and a minimum of two should go for help • The walk leader's decision must prevail and will dictate action of the party 		
8	Darkness/ nightfall	Getting lost - Late return	●	●	-	M G	<ul style="list-style-type: none"> • Members & guests advised that each should take a torch and spare batteries. Walk leaders are encouraged to carry out periodic checks • Walk leader given a list of mobile phone numbers (including coach driver) to contact if late return is expected • Walk routes & list of walkers kept on bus for reference in event of a group becoming lost or late back • Ongoing risk assessment undertaken by walk leader, specifically in winter months, taking into consideration daylight hours available and walk distance (e.g. cutting route short) • Walk leader should contact other members and/or coach to notify of lateness (especially if not expected back by 5:00 PM) 	Mobile phone numbers to be updated	Committee
9	Inadequate clothing/equipt.	Cold injury	●	●	●	M G	<ul style="list-style-type: none"> • Members & guests advised on what clothing and equipment to take on a walk & a change of clothing after the walk • Deteriorating weather conditions may require route to be changed and/or shortened • Walk leaders and members should apply treat for effects of hypothermia where required 		

10	Getting lost/ navigational problems	Late return	-	-	-	M G	<ul style="list-style-type: none"> • Walk leaders are chosen by the experience and ability, and are competent in navigation skills • Walk leaders appointed taking into account experience of map reading & use of compass • Walk leaders (& members) advised to ensure their map(s) & compass are 'fit for purpose' • Members & guests are encouraged to use a GPS, or a smart phone with apps such as OS Locate, Postcode Finder and/or online mapping software - ensuring they have sufficient battery capacity (and, at worst, carry a map & compass, and know how to use them) • Walk leaders are encouraged, when possible, to identify other map-readers within group, as a back-up • Walk leader given a list of mobile phone numbers (including coach drivers) to contact if lost • A list of member's mobile phone numbers is kept on the coach on Saturday walks - FOR EMERGENCY USE ONLY (subject to GDPR) • Walk routes & list of walkers are kept on bus for reference in event of a group becoming lost or late back • Mentoring can be provided by experienced walk leaders to those members that wish to gain experience to become walk leader's themselves • Walk leaders to identify public payphones or dwelling if no mobile signal available • Walk leader should contact other members and/or coach to notify of lateness (especially if not expected back by 5:00 PM) 		
11	Getting separated from group	Inability of member to locate group & vice versa	-	-	-	M G	<ul style="list-style-type: none"> • The minimum number in a group is advised at 5 walkers (smaller groups shall only be allowed by agreement of at least three committee members) • Members & guests are advised to carry a whistle & know the distress signal (6 blasts every minute) • Back markers ('sweepers') appointed by walk leader to prevent walkers being separated • Walk leaders encouraged to take regular head-counts • Members or guests wishing to have a short stop (e.g. change clothing, comfort stop) should advise other members • Members & guests are advised not to walk too far ahead of the main group • Walk leaders are advised to 'split' larger groups, when necessary, to prevent getting too spread out. • Members or guests who become separated from the group are advised to 'stay put' until main group return for them • Group should retrace route to locate separated members 		
12	Lack of communications	Inability to report incident	-	-	-	M G	<ul style="list-style-type: none"> • Walk leader given a list of mobile phone numbers (including coach) to contact if lost • List of walkers and selected mobile phone numbers are kept on the coach for reference in event of a group becoming lost or late back • A list of member's mobile phone numbers is kept on the coach on Saturday walks - FOR EMERGENCY USE ONLY (subject to GDPR) • Walk leaders advised to identify public payphones or dwelling if no mobile signal available • Walk leader should attempt to contact other groups and/or coach if required by public payphone or calling at other dwellings 		

13	Health problems/ Medical conditions/ Special needs	Various reactions	●	●	●	M G	<ul style="list-style-type: none"> • Details of medical conditions & allergies held by club (subject to GDPR) • Members details & next of kin contact details kept on coach for reference • Members & guests requested to advise Membership secretary/other members of medical conditions • Members & guests are advised to carry any necessary medication with them • Member contact details, medical conditions & next of kin are kept on the coach on Saturday walks - FOR EMERGENCY USE ONLY (subject to GDPR) • Walk leaders are encouraged to regularly monitor physical condition of members • Deteriorating condition or exhaustion of member(s) may require route to be changed and/or shortened • Members & guests are advised to take medication if required • Walk leaders and/or members should apply first aid where required For more serious instances, the group should first try to contact other St Edwards groups or the coach before calling emergency services (extreme circumstances may override this). A central contact at the coach (Club Accident Co-ordinator) may be appointed to direct communications & actions. • If required, a minimum of two members shall remain with the casualty and a minimum of two should go for help • The walk leader's decision must prevail and will dictate action of the party 		
14	Lack of fitness	Exhaustion	●	-	-	M G	<ul style="list-style-type: none"> • Members & guests advised to choose their walk carefully based on level of fitness, health, etc. • New members & guests are advised not to attempt the more strenuous walks on their first time out • Walk leaders to check list of people on their walks prior to commencing walk • Deteriorating condition or exhaustion of member(s) may require route to be changed and/or shortened • Walk leader to contact other groups and/or coach to notify of situation, if required • Walk leader should contact other members and/or coach to notify of lateness (especially if not expected back by 5:00 PM) 		

2. Social Activities

Including Committee Meetings, Annual General Meeting, Christmas party, training sessions, bunk barn or youth hostel weekends, camping weekends, theatre nights, other social occasions, etc. Additional hazards in Section 1. (above) may also be applicable to social activities.

Control measures - Green - Preparation / Orange - Ongoing / Red - Emergency

Hazard	Risk	Severity			Who is at risk Members Guests	Control measures in place	Action required & by when	Responsibility	
		Minor injury	Serious injury	Death					
1	Slips, trips & falls	Various injuries	●	●	●	M G	<ul style="list-style-type: none"> • Venues selected and assessed based on activity versus risk • Members & guests should make themselves aware of any hazards, where appropriate • Ongoing risk assessment undertaken whilst at venue – any hazards communicated to members & guests • First aid should be applied where required • Emergency services should be contacted where required 		

2	Fire	Burns - Scalds	●	●	●	M G	<ul style="list-style-type: none"> • Venues selected and assessed based on activity versus risk • Members & guests should make themselves aware of emergency procedures, exit routes & assembly points, where appropriate • Ongoing risk assessment undertaken whilst at venue – any hazards communicated to members & guests • First aid should be applied where required • Emergency services should be contacted where required 		
3	Electrical	Electro- cution	●	●	●	M G	<ul style="list-style-type: none"> • Venues selected and assessed based on activity versus risk • Ongoing risk assessment undertaken whilst at venue – any hazards communicated to members & guests • First aid should be applied where required • Emergency services should be contacted where required 		
4	Transport (coach, mini-bus, service bus)	Various injuries	●	●	●	M G	<ul style="list-style-type: none"> • Reputable coach/hire company used for club-organised events • Members are advised to wear seatbelts when on coach • Movement in coach aisle during travel is to be kept to an absolute minimum • If applicable, take care when accessing/egressing on-board toilet or using/passing the access foot-well • Members & guests are advised that rucksacks and change of clothing bags should either be placed in the coach boot, in overhead storage or under seats, in order to keep aisles and exits clear • Members and guests using public transport do so at their own risk • Emergency services will be contacted in the event of an accident • First aid should be applied where required 		
5	Transport (private cars)	Various injuries	●	●	●	M G	<ul style="list-style-type: none"> • Allocated drivers to be fit to drive • Vehicles used to transport members should be in suitable condition • Members & guests advised to drive with due care & attention, and observe Highway Code • Seat belts to be worn driver & passengers • Emergency services will be contacted in the event of an accident • First aid should be applied where required 		
6	Health problems/ Medical conditions/ Special needs	Various reactions	●	●	●	M G	<ul style="list-style-type: none"> • Details of medical conditions & allergies held by club • Members & guests requested to advise Membership secretary/other members of medical conditions • Members & guests are advised to carry any necessary medication with them • Deteriorating condition of member(s) or guests may require immediate action to be taken • Members & guests are advised to take medication if required • First aid should be applied where required • For more serious instances, emergency services may need to be called 		
7	Lack of hygiene	Illness - Reaction	●	-	-	M G	<ul style="list-style-type: none"> • Due care taken in food preparation and provision • Deteriorating condition of member(s) or guests may require immediate action to be taken • First aid should be applied where required • For more serious instances, emergency services may need to be called 		
8	Excess of alcohol	Intoxication	●	●	-	M G	<ul style="list-style-type: none"> • Members & guests are advised to 'know their limits' • Ongoing monitoring of behaviour • First aid should be applied where required 		