

Date of Risk Assessment ... 22nd March 2018
[Revison 4]

Undertaken by ... The Committee ... To be reviewed no later than ... 1st March 2019 ... (or earlier if deemed necessary)
Signed ... *[Signatures]* ...

1. Hill Walking

Including regular Saturday walks listed on the Walks Programme, 'challenge' 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
People

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

(Guidance taken from 'hillwalking' The official handbook of the Mountain Leader and Walking Group Leader schemes)



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 New routes are pre-walked whenever practicable Walk routes are passed around coach en route to walk (including distance & ascent). Maps show terrain. Members advised that they take part at their own risk Members are advised to wear suitable footwear Walk leaders are chosen by the experience and ability Members advised on following Country Code and preserving the environment Group safety equipment (which includes a first aid kit, 4-person shelter, CAS-STRAPS & GPS) 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, weather, group, etc. (including consulting other members within the group) 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) 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 2018)	Committee
2	Slips, trips & falls	Various injuries	●	●	●	M G	<ul style="list-style-type: none"> Group safety equipment (which includes a first aid kit, 4-person shelter, CAS-STRAPS & GPS) is distributed to walk leaders prior to each walk 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 before calling emergency services (extreme circumstances may override this) 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 		

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 before calling emergency services (extreme circumstances may override this) • 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 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 recommended if walking on roads after dark • Members 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) • 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 advised to take care when entering fields with livestock, especially those with young • Members advised to carry their own first aid kits on a walk • Details of medical conditions are held by the club membership secretary • Members requested to advise Membership secretary/other members of medical conditions • Members 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 • 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 before calling emergency services (extreme circumstances may override this) • 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 insect bites 		

6	Transport	Various injuries	●	●	●	M G	<ul style="list-style-type: none"> • Reputable coach company used • 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 are advised to wear seatbelts when on coach • Movement in coach aisle during travel is to be kept to an absolute minimum • Members 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 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><i>Cold</i></p> <p>Hypo-thermia</p> <p>-</p> <p><i>Hot</i></p> <p>Sun burn</p> <p>Heat exhaustion</p> <p>Sun stroke</p> <p>-</p> <p><i>Low visibility</i></p> <p>-</p> <p><i>Wind</i></p>	●	●	●	M G	<ul style="list-style-type: none"> • Members advised on clothing, equipment and food & drink to take with them on a walk • Group safety equipment (which includes a first aid kit, 4-person shelter, CAS-STRAPS & GPS) is distributed to walk leaders prior to each walk • Members 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 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 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 before calling emergency services (extreme circumstances may override this) • 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 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) 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) 		
9	Inadequate clothing/equipt.	Cold injury	●	●	●	M G	<ul style="list-style-type: none"> • Members 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' • Club GPS given to walk leaders prior to walk, including simple instructions for finding location • 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) to contact if lost • A list of member's mobile phone numbers is kept on the coach on Saturday walks - FOR EMERGENCY USE ONLY • Walk routes & list of walkers are kept on bus for reference in event of a group becoming lost or late back • 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) • GPS should be used to locate group's position 		
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 two committee members) • Members 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 wishing to have a short stop (e.g. change clothing, comfort stop) should advise other members • Members 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 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 • 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 • Members details & next of kin contact details kept on coach for reference • Members requested to advise Membership secretary/other members of medical conditions • Members 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 • 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 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 before calling emergency services (extreme circumstances may override this) • 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 advised to choose their walk carefully based on level of fitness, health, etc. • 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, 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 advised on emergency procedures • Ongoing risk assessment undertaken whilst at venue – any hazards communicated to members • 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 advised on emergency procedures, exit routes & assembly points • Ongoing risk assessment undertaken whilst at venue – any hazards communicated to members • 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 • First aid should be applied where required • Emergency services should be contacted where required 		
4	Transport (coach, mini-bus)	Various injuries	●	●	●	M G	<ul style="list-style-type: none"> • Reputable coach/hire company used • 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 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 • 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 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 requested to advise Membership secretary/other members of medical conditions • Members are advised to carry any necessary medication with them • Deteriorating condition of member(s) may require immediate action to be taken • Members 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) 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 are advised to 'know their limits' • Ongoing monitoring of behaviour • First aid should be applied where required 		