Every event or activity is different, so complete a risk assessment for each one to help you plan and make a note of the steps you are taking to keep people safe. Be sure to update your risk assessments for new events or activities or if conditions change.

We have added some example lines to help you get started. Be sure to add your own and add rows as needed. This risk assessment is designed for group walks but you can edit to suit your activity or event.

Have a great event!

|  |  |  |  |
| --- | --- | --- | --- |
| **Who is leading the activity?** |  | **Name:** | **Group:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** (DD/MM/YY) |  | **Event:** | **Risk assessment:** | **Recce:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazards**  **Make a note of any hazards to your group, volunteers or the public** | | **Precautions**  **Tick the boxes that apply and add any others – you don’t need to tick every box.** | |  |
| **Weather**  What is the forecasted weather? Is there any danger of extreme temperatures, heavy rainfall or other severe weather events? |  | Check the weather forecast and postpone/cancel if necessary | |  |
| Advise people to bring suitable clothing and items for the conditions | |  |
| Make a note of ‘escape routes’ on the recce (if this is a walking group) | |  |
| Other/Detail: | | |
| **Traffic**  Do you need to cross or walk along a road? Are there any level crossings? |  | Check for suitable crossing places on the recce | |  |
| Communicate clearly with the group on the day | |  |
| Maintain single file on any road sections | |  |
| Other/Detail: | | |
| **Path surface and obstacles**  Are there hazards such as slippery paths, loose rocks, stiles, fallen trees, steep drops? |  | Check for hazards on the recce and adapt the route if needed | |  |
| Provide clear information to walkers beforehand | |  |
| Advise walkers to bring suitable footwear for the conditions | |  |
| Other/Detail: | | |
| **Animals**  Will you pass livestock? Is there any danger of ticks or bites/stings? |  | Let walkers know to cross fields with livestock calmly and quietly, keeping the group together. Be prepared to divert if needed | |  |
| Leave gates and property as you find them | |  |
| Advise walkers to check for ticks and remove promptly if found | |  |
| Other/Detail: | | |
| **Communications**  Is there a chance you could get lost, lose touch with walkers, lose visibility or phone signal? |  | Recce the route in advance | |  |
| Pre-register phone with 999 emergency text service | |  |
| Let somebody know your plans and the time you expect to be back | |  |
| Other/Detail: | | |
| **Other**  Add any other hazards on your walk here. |  |  |  | |
| Other/Detail: | | |