

RISK ASSESSMENT	Guided Walk
LOCATION	Basingstoke Parks




Assessment of hazards associated with running a public guided walk in open space. To be used in conjunction with site risk assessment.

HAZARD	POTENTIAL HARM	PERSON(S) AT RISK	PRECAUTIONS & CONTROL MEASURES	LIKELIHOOD OF OCCURRENCE	HAZARD SEVERITY	RISK FACTOR	PERSON(S) RESPONSIBLE
General emergency	Injury	Supervisor Participant Public	Supervisors to be aware of nearest Accident and Emergency hospital; A first aid kit must be on site at all times; A mobile phone should be available at all times (if no/poor signal, all supervisors should know the location of the nearest landline); A safety plan should be completed for all sessions; All incidents and near misses to be recorded in an accident book and reported to BDBC	1	4	4	Supervisor
Unfamiliar location	Getting lost/ separated from group	Participant (including children)	Event supervisors and volunteers to be introduced at the beginning of the walk and to wear high vis; Designated front and back marker to be in position at all times; Supervisor to do a head count at the beginning and end of walk; Children to be accompanied by a responsible adult; Participants advised to remain with group; Muster point communicated.	1	3	3	Supervisor Participant

HAZARD	POTENTIAL HARM	PERSON(S) AT RISK	PRECAUTIONS & CONTROL MEASURES	LIKELIHOOD OF OCCURRENCE	HAZARD SEVERITY	RISK FACTOR	PERSON(S) RESPONSIBLE
Trip hazards/obstructions along route	Slips trips and falls Scratches Eye injury	Supervisor Participant (including children)	Route to be reced several days in advance of walk to ensure no overhanging branches or major trip hazards; Any obstructions that cannot be cleared to be marked on the day.	2	3	6	Supervisor
Inclement weather	Hypothermia Hyperthermia Fainting Sunburn Sunstroke Discomfort	Supervisor Participant (including children)	Appropriate clothing to be worn for the weather (layers of warm, waterproof clothing in winter, or thin, light clothing, preferably with sleeves and a sunhat, in summer); Suncream available; Drink plenty of fluids and take regular breaks; Stop walk if heavy rain/strong wind or participants experience discomfort.	2	3	6	Supervisor Participants
Traffic	Collision Death	Supervisor Participant (including children)	Plan walk route so it is largely or entirely off road; Ensure there are stewards either side of crossings and acting as front and back markers; Event supervisors to wear high vis; Children to be accompanied by an adult.	1	5	5	Supervisor Participant
Water courses	Drowning Hypothermia	Supervisor Participant (including children)	If walking alongside watercourses, ensure participants are briefed about safety by water; Participants to buddy up; Children accompanied by a responsible adult; Use a front and back marker at all times; Bring a throw line in case of emergency.	1	4	4	Supervisor Participant
Suspicious characters	Personal attack	Supervisor Participant (including children)	Participants advised to remain with the group at all times; Supervisors to be vigilant about possible anti-social activity and to divert route if a situation has the potential to escalate; High vis to be worn by supervisors and volunteers to alert the public to an organised activity; Supervisor to have a charged mobile phone at all times; If there is any concern about behaviour, call 999.	1	4	4	Supervisor Participant
Humans	Injury/death to wildlife	Wildlife	Brief participants about the importance of the welfare of the animals they are handling; Release back to same habitat.	No risk to the participant, but the risk of death to wildlife is high, so control measures must be followed			Supervisor Participant

RISK ASSESSMENT FOR: Basingstoke & Deane Borough Council Civic Offices, London Road, Basingstoke, RG21 4AH	ASSESSMENT UNDERTAKEN BY:	LAST UPDATED ON:
	NAME: Charlie Cutt	DATE:
	SIGNED: CC	DATE:
	DATE: 24/4/20	DATE:

RISK MATRIX				Hazard Severity				
				1	2	3	4	5
				Low	Slight	Moderate	High	Severe
Doing this activity every day:				Minor injury not requiring First Aid	Moderate injury resulting in First Aid	Injury or disease resulting in >7 days off work	Death or major injury to one individual	Multiple death
Likelihood of occurrence	1	Unlikely	Injury may occur less than once in a lifetime	1	2	3	4	5
	2	Possible	Injury may occur less than once a year	2	4	6	8	10
	3	Occasional	Injury may occur two-three times per year	3	6	9	12	15
	4	Likely	Injury will occur more than three times per year	4	8	12	16	20
	5	Very likely	Injury is probably going to occur	5	10	15	20	25

	If control measures are followed as described, risk factor is low enough to continue
	Hazard carries a moderate level of risk. Attempt to eliminate or isolate hazard; if this can't be done, decide whether task is essential and who is competent to ensure it is carried out safely. Additional control measures may be necessary
	Hazard is very high risk. Unless it can be isolated/eliminated, do not carry out task. Find alternative solution.