**NEWPORT OUTDOOR GROUP – RISK ASSESSMENT FORM**

Event ………………………………………………. Date ……………….. Organiser / Leader ……………………….

Event is suitable for **Adults / Child (10 + years) / Child (less than 10) / Dogs**. (Circle those applicable)

Has walk route been checked in advance ? **Yes / No ?**

Is the walk / event leader an experienced leader and / or map reader ? **Yes / No ?**

Is the walk low risk eg Not mountainous/mainly urban/well waymarked ? **Yes/No ?**

Risk assessment carried out by ………………………………………………..Date ……………………….

|  |  |  |
| --- | --- | --- |
| **Hazard** | **Risk of Hazard Taking Place** | **Risk Reduction Measures**(Describe any extra measures overleaf) |
| **Low** | **Medium** | **High** | **N/a** |
| Road Traffic |  |  |  |  | Minimise walking on major roads. Change route if risk is high. Bright clothing front and rear. Walk on safe side of road. Use lookouts front and rear. Follow Highway Code. |
| Railways |  |  |  |  | Only cross at approved crossing points. |
| Incident in isolated place |  |  |  |  | Call Mountain Rescue if incident is serious. Inform participants if activity is in particularly remote locations. Amend route if necessary |
| Farm animals. |  |  |  |  | Dogs are on a lead. Dogs well away from animals with their young. Follow the Country Code. Avoid cornering farm animals. Amend route if necessary. |
| Other users of the area |  |  |  |  | Give space to cyclists and motorcycle scramblers. Amend route if necessary. |
| Slips, trips and falls – snow, ice, wet rock, scree or steep or rough ground, etc. |  |  |  |  | Advise walkers of special risks in advance. Supportive footwear with good grip. Non-confident walkers not to attend walk or to be helped en-route. Amend route if necessary. |
| Falls from height. |  |  |  |  | Advise walkers of significant drops in advance. Do not indulge in scrambling. Amend route if necessary. |
| Exposure |  |  |  |  | Advise walkers of suitable clothing needed. Walkers not to participate if they are ill equipped. Check weather forecast. Amend route if necessary. |
| Sunburn, heat exhaustion, dehydration. |  |  |  |  | Advise of suitable clothing and need for liquids in advance. Check weather forecast. Reduce pace of walk. Frequent breaks. Amend route if necessary. |
| Extreme weather eg snow, ice, exceptionally heavy rain, strong wind. |  |  |  |  | Advise of suitable clothing. ‘Weak’ walkers or the ill-equipped must not take part. Check weather forecast. Amend route, cancel or curtail event if necessary. |
| Falling rocks |  |  |  |  | Advise of particular hazards. Amend route if considered necessary. |
| River / canal / sea. |  |  |  |  | Advise if there is a significant risk of falling into water. Amend route if considered necessary |
| Tides. |  |  |  |  | Check tide times. Identify escape routes if there is a risk of being stranded. |
| Health , fitness or disabilities. |  |  |  |  | Advise members of the nature of activities. In extreme cases individuals not to participate. |
| Differing abilities within the group. |  |  |  |  | Describe the activity to members. Wait for the slower walkers. Instruct faster ones to wait. Appoint a back marker. Consider splitting the group (2 leaders then needed). |
| **Hazard** | **Risk of hazard taking place** | **Risk Reduction Measures**(Describe any extra measures overleaf) |
| **Low** | **Medium** | **High** | **N/a** |
| Getting lost. |  |  |  |  | Appoint a competent leader. Walkers to notify leader if leaving the group. Appoint a back marker where necessary. |
| Dogs |  |  |  |  | Instruct owners. Dog to be on a lead at all times, unless no hazard to other animals or walkers. Follow the Country Code. No aggressive dogs allowed on walks. |
| Damage or injury to third party or their property. |  |  |  |  | Avoid damage / injury to third parties / their property. Use stiles, gates. Don’t climb fences, walls. Follow NOG rules and the Country Code.  |
| Hazardous ground (e.g. bog, sand, old mine workings |  |  |  |  | Advise walkers of hazardous ground. Amend route if necessary. |
| Plants, trees, etc. |  |  |  |  | Advise of hazard. eg brambles, etc. |
| Darkness  |  |  |  |  | Advise walkers if activity is known or likely to be after sun-set. Torches to be carried by everyone. Advise of that need in advance.  |
| Electric fences  |  |  |  |  | Advise of presence of electric fences. Use the insulated handles. Amend route if necessary.  |
| Children.  |  |  |  |  | Only with a parent present. Discuss hazards with the parent. Is child’s safety ensured ? |
| Burns |  |  |  |  | Limit numbers in kitchens |
| Fire  |  |  |  |  | Comply with building’s fire rules.  |
| Food Poisoning  |  |  |  |  | Follow separately advised hygiene rules. |
| Disagreement amongst individuals  |  |  |  |  | The organiser/leader’s word is final. Individuals departing from the route are deemed to be no longer participating in a Group event. |

Corona virus controls and precautions followed during the walk/event ? **Yes / No ?** (If “No” state why not )

……………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………..

If any other hazards exist, describe the **hazard** and the **risk reduction measures** taken here.

………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………...

………………………………………………………………………………………………………………………………...

………………………………………………………………………………………………………………………………...

………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………..

**If a significant injury takes place, RECORD THE DETAILS (who what, where, when and how) at the time and inform a committee member asap.** (NOG Risk Assessment Form – V8. Website. August 2020).