

Risk Identification & Management Plan: Walking

EXAMPLE ONLY: Plan alters depending upon the walk and the group!

Walk group: _____

Person responsible: _____

Date: _____

TYPE OF RISK (What is the situation and what is the potential result?)	Risk potential 1= low risk of happening 5 = high risk of happening	Severity of risk 1= low severity 5 = high severity	Overall Risk (Potential x severity)	Risk avoidance plan (What to do to try to avoid it happening)	Action (If it does happen, what you need to do)
A: People and Organisational					
Poor activity preparation or planning – participants confused, frustrated, lost or injured	2	4	8	Leader familiar with walk and group ability. Leaders skilled and experienced at planning and preparation.	Depending upon severity of situation: e.g. apologise to group or put First Aid/search procedures in place.
Poor activity delivery or organisation - participants confused, frustrated, lost or injured	2	4	8	Leaders skilled and experienced at organising and delivery. Leader and Tailender communicate well, are familiar with Safety Guidelines, the walk, the group ability and carry necessary equipment.	Depending upon severity of situation: e.g. apologise to group or put First Aid/search procedures in place.
Lack of appropriate First Aid equipment/experience – injured/unwell participants condition more severe	2	4	8	Kit regularly checked and maintained; at least one qualified and other capable First Aiders in group.	Depending upon severity of situation: seek additional help (call 111 if appropriate).

Medical conditions of participants – participants suffer medical episode	3	5	15	Participants encouraged to inform Leaders of medical conditions and where medication is carried. Participants carry personal medical/contact forms.	Depending upon severity of situation: Administer medication as necessary and/or seek additional help (call 111 if appropriate).
Poor safety awareness of participants – participants lost or injured	2	4	8	All participants have a copy of Safety Guidelines. Group well briefed in safety information prior to walk; buddy system; Leader and Tailender familiar with the group	Depending upon severity of situation: Participant is spoken to by leader or put First Aid/search procedures in place
Lack of cooperation within the group - participants lost or injured	2	4	8	Group well briefed in safety information prior to walk; buddy system; Leader and Tailender familiar with the group.	Depending upon severity of situation: Participants are spoken to by leader or put First Aid/search procedures in place
Differing skills levels within group – participants frustrated, worried or lost	2	4	8	Group organised into several ability levels with a Leader and Tailender for each level.	Depending upon severity of situation: Participants are spoken to by leader or put search procedures in place
Low level of physical fitness of participants – participants exhausted	2	4	8	Tailender; Buddy system; participants well informed of distance and terrain; Participants encouraged to be active and fit.	Depending upon severity of situation: Participants are spoken to by leader or put First Aid procedures in place

TYPE OF RISK (What is the situation and what is the potential result?)	Risk potential 1= low risk of happening 5 = high risk of happening	Severity of risk 1= low severity 5 = high severity	Overall Risk (Potential x severity)	Risk avoidance plan (What to do to try to avoid it happening)	Action (If it does happen, what you need to do)
B: Environmental					
Traffic - walker injured when hit by vehicle	1	5	1	Leaders choose safe crossing places. Group well briefed on safety information prior to walk.	First Aider with well-equipped kit in group. Put First Aid procedures in place. Call 111.

Rocky/Uneven ground – slip/trip/fall	4	4	16	Avoid/re-route where practical. Leaders choose a walk suitable to the participant's ability. Suggest participants to use walking poles as appropriate.	First Aider with well-equipped kit in group. Put First Aid procedures in place. If severe, call 111.
Muddy/slippery ground – slip/trip/fall	4	4	16	Leaders choose a walk suitable to the participant's ability. Avoid/re-route where practical. Leaders take weather conditions into consideration when planning the walk and have another option available. Suggest participants to use walking poles as appropriate.	First Aider with well-equipped kit in group. Put First Aid procedures in place. If severe, call 111.
Icy ground - slip/trip/fall	4	4	16	Avoid/re-route where practical. Leaders take weather conditions into consideration when planning the walk and have another option available.	First Aider with well-equipped kit in group. Put First Aid procedures in place. If severe, call 111.
Steps or steep slopes – slip/trip/fall	4	4	16	Leaders choose a walk suitable to the participant's ability. Suggest participants to use walking poles as appropriate.	First Aider with well-equipped kit in group. Put First Aid procedures in place. If severe, call 111.
Vegetation (e.g flax/long grass) – slip/trip/fall	4	4	16	Leaders choose a walk suitable to the participant's ability. Avoid/re-route where practical.	First Aider with well-equipped kit in group. Put First Aid procedures in place. If severe, call 111.
Hot weather – heat exhaustion/heat stroke	4	5	20	Leaders take weather conditions into consideration when planning the walk and cancel, postpone or have another option available. Group well briefed on safety information prior to walk and have sunhats and water.	First Aider with well-equipped kit in group. Put First Aid procedures in place. If severe, call 111.
Sunny/High UV levels - sunburn	5	1	5	Leaders take weather conditions into consideration when planning the walk and have another option available e.g. shady park walk. Group well briefed on safety information prior to walk and have sunhats and sun-block.	Put First Aid procedures in place.

Cold and/or wet weather - hypothermia	4	5	20	Leaders take weather conditions into consideration when planning the walk and cancel, postpone or have another option available e.g. aqua-jog at an indoor pool. Group well briefed on safety information prior to walk and have appropriate clothing and food.	First Aider with well-equipped kit in group. Put First Aid procedures in place. If severe, call 111.

TYPE OF RISK (What is the situation and what is the potential result?)	Risk potential 1= low risk of happening 5 = high risk of happening	Severity of risk 1= low severity 5 = high severity	Overall Risk (Potential x severity)	Risk avoidance plan (What to do to try to avoid it happening)	Action (If it does happen, what you need to do)
C: Other hazards including Equipment					
Car accident travelling to or from the walk – walkers injured	1	5	5	Advise drivers to take care and follow the Road Code. Choose only competent drivers for car pooling.	Leaders to travel in separate vehicles and each have a copy of the group names and next-of-kin contacts. Put First Aid procedures in place. If severe, call 111. Contact next of kin as necessary.
Participants footwear inappropriate for walk – slip/trip/fall	2	4	8	Participants well briefed on appropriate footwear prior to walk.	Alter walk route as necessary. Speak to the participant about recommended footwear for future walks.