

<b>Assessment of:</b>	Guided Walk		
<b>Location:</b>	Mount Cook	<b>Date of assessment:</b>	March 2024
<b>Completed by:</b>	Steve Turner	<b>Expiry Date:</b>	March 2025
<b>Ratio:</b>	1:12 Max and Min 1 Group Leader	<b>Staff Competencies</b>	Leader has suitable experience walking and leading groups in relevant terrain Must have suitable group management experience. Signed off & approved by activity manager.
<b>Activities covered:</b>	Guided Walk Offsite		

<b>Hazard</b> <i>(something with potential to cause harm)</i>	<b>Risk</b> <i>(How could hazard cause harm and to whom)</i>	<b>Control Measures</b> <i>(What is required to reduce risk)</i>	<b>In place</b> <i>(Y/N)</i>	<b>Action Required</b>	<b>Action Owner</b>	<b>Residual Risk</b> <i>(low / medium / high)</i>
Slip, Trips, Falls	<b>To Participants and Staff:</b> Minor Bruising, cuts, abrasions. Head and spinal injuries.	Leader experienced of walking in terrain and of leading groups. Route researched and pre-walked – significant hazards (cliffs, water hazards, quarries, etc) avoided or carefully assessed. Spotting & assistance provided as required	Y	Clear briefing from Instructor.  Monitor weather forecast.  Routes pre-planned	Activity Staff	LOW

**Low** = Slight injury or minor ill health / It is highly unlikely that the harm would occur

**Medium** = Serious Injuries or significant health effects / There is a likelihood that harm may occur;

**High** = Major death, major injury (RIDDOR) or irreversible health damage / There is a high likelihood that harm will occur.

		Weather forecast obtained and conditions monitored; route changed if necessary.				
Exposure to extreme weather – cold, wet, heat and sun.	<b>To Participants and Staff:</b> Hyperthermia, frostbite, circulation problems, heat stroke, sunburn, death.	Daily weather forecast obtained. Kit list sent to all groups in advance, so all participants have suitable footwear, clothing and equipment to match expected conditions. Activity is cancelled if conditions determined to be dangerous or degrade on session. Spare clothing (gloves, hats, coats) carried by instructor. Sun cream if necessary. Extra water, chocolates and snacks carried by instructor. Routes do not take participants up to high attitudes where exposure is greater. And remain within 1.5km from populated area Instructor to carry Group Shelter with them in case weather degrades.	Y	Instructor to ensure centre orienteering rucksack is properly stocked prior to setting off.  Instructor to fill in Offsite group information board.	Activity Staff	LOW
Inadequate supervision.	<b>To Participants:</b> Falls from height, access out of bounds	Ratio of leaders to participants controlled to effectively manage the group.	Y	Clear briefing from Instructor	Activity Staff	LOW

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	areas, safeguarding concerns. Slips, trips and falls leading to bruising, cuts, abrasions, head injuries. Potentially death.	Safety brief given to all participants taking part in the activity. Teachers/ adults to supervise the behaviour of the group				
Safeguarding concerns from general public	<b>To Participants and Staff:</b> Abduction, exposure to abuse, strong language, violent behaviour.	Safety brief given to all participants about potential dangers once leave Mt Cook Property. Instructors vigilantly monitoring during session, the location and behaviour of the general public in the area. Instructors to lead the group away from potentially dangerous individuals if needed and report suspicious behaviour immediately to the police and centre manager. Ensure group remain together at all times and any sub groups must consist of at least 3 people.	Y	Clear briefing from instructor	Activity Staff	LOW
Vehicles and other users on route (e.g. bikes,	<b>To Participants and staff:</b>	Route should attempt to not use public roads to limit interaction with cars.	Y	Clear briefing from instructors	Activity Staff	LOW

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walkers, horse-riders)	Risk of Impact injuries, bruising, cuts, head injuries and death	Participants briefed on safe road and bridleways use and warned of potential hazards. Instruct all participants to move to same side of path if sharing route with other users.				
Getting Lost	<b>To Participants:</b> Risk of hyperthermia, abduction, entering out of bounds areas. Death.	Leader has sufficient navigational skills and has experience of walking in location. Sufficient group leaders to participant ratio Safety briefing for participants, outlining emergency procedure. Instructors work phone number given to group leader in case of separation. Group to only separate if instructor deems there is sufficient navigational experience in sub-groups Group offsite information on activity notice board so centre aware of group offsite and return ETA	Y	Clear brief from Instructor	Activity Staff	LOW
Injury, illness or emergency away from	<b>To Participants and staff:</b>	One leader with each group first aid trained. Mobile first aid kit on group	Y	Instructor to have access to medical information for the group pre-session.	Activity Staff	LOW

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immediate help.	Injury made worse by lack of access for emergency services. Potentially death	Group shelter to keep injured person sheltered Information about pre-existing medical conditions and medication to be obtained prior to departure Group Leaders made aware of planned emergency procedures. Aim for routes that do not take participants more than 1.5km away from populated areas where help can be raised for extended distances. Instructor to always carry mobile phone to alert emergency services if necessary.			Activities Manger	
Poor light/visibility	<b>To Participants and Staff:</b> Increased risk of slips trips and fall. Groups becoming separated from one another.	Route altered or session ended if conditions become unsafe. Regular head counts and group monitoring, clear briefing on keeping group together. Instructor to carry torch and hi-vis jacket when potential for poor light conditions	Y	Clear briefing from Instructor	Activity Staff	

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**Risk Assessment Checked by H&S or Line manager.**

Name : Steve Turner CEO

Date : 15<sup>th</sup> March 2024



A handwritten signature in black ink, appearing to read "Steve Turner", is written on a light blue grid background.

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