



## Risk Assessment Guided Walks 2012

### Before the walk:

1. All guests to sign the register which clearly states that they undertake this guided walk at their own risk and that Fleetville Diaries cannot accept responsibility for their safety.
2. Guests will be given a verbal reminder that every possible precaution has been taken in structuring the walk and that they must adhere to instructions with regard to following the guide, crossing the road, stopping to listen to information and walking from one point to another.

Activity	Hazard	Level of Risk L/M/H	Level of Impact L/M/H	Contingency <small>(Training, verbal instructions, notices, protective clothing, equipment)</small>	Who is responsible?
Walkers stop to listen to commentary.	<ul style="list-style-type: none"> <li>• Not enough room for group on pavement forcing group to stray onto road.</li> <li>• Other pedestrians forced onto the road.</li> <li>• Assembly of group on pavement (especially at road junctions) blocks view of drivers.</li> </ul>	H	H	<ul style="list-style-type: none"> <li>• Number of guests in group limited to 25.</li> <li>• Roll call of guests taken at start to ensure no 'extras'.</li> <li>• Selection of sufficient area for whole group to stand comfortably.</li> <li>• Verbal reminder to all group members to keep a clear pathway for members of the public to pass safely.</li> <li>• Guests instructed to stay on the inside of pavement to allow clear visibility for drivers.</li> <li>• Commentary given at a safe place, prior to reaching road junction.</li> </ul>	Liz Bloom Mike Neighbour
Walking on uneven pavements.	Danger of tripping up	L	M/H	<ul style="list-style-type: none"> <li>• Verbal caution given at start of walk.</li> <li>• No commentary given unless all guests are standing still.</li> </ul>	Liz Bloom Mike Neighbour
Group crossing the road.	Danger of pedestrians in group being run over by car.	M	H	<ul style="list-style-type: none"> <li>• Verbal warning to guests.</li> <li>• Decide beforehand where road crossings will take place. Good visibility necessary.</li> <li>• Choose pedestrian crossings where available.</li> </ul>	Liz Bloom Mike Neighbour
First Aid	Anyone falling ill during the walk could be in danger if there is slow and inadequate first aid support	L	H	<ul style="list-style-type: none"> <li>• Identify possible First Aid/medical person at start of walk.</li> <li>• Both group leaders to have charged mobile phone on them.</li> <li>• Leaders to carry First Aid pack.</li> </ul>	Liz Bloom Mike Neighbour
Progress from one stopping point to another.	Some guests in danger of being left behind and missing safety instructions.	L	L	<ul style="list-style-type: none"> <li>• At least one appointed Fleetville Diaries member to stay at the back of the group to keep everyone together.</li> <li>• Group leaders to wear high visibility jackets.</li> </ul>	Fleetville Diaries members