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| --- | --- | --- | --- | --- | --- |
| **Name of Club** |  | **Date of risk assessment** |  | **Name of person who undertook this risk assessment** |  |

|  |  |
| --- | --- |
| Location of the walk? |  |
| Number of volunteers attending? |  |
| Number of parents booked? |  |
| Who or how are you sending pre-walk information to parents? |  |
| Who will be responsible for greet and register on the day of the walk? |  |
| Who will be responsible for signing in to track and trace on the day of the walk? |  |

Considerations on the day of the walk

|  |  |
| --- | --- |
| **Risk identified** | **Actions to take** |
| Travel to outdoor venue | * Travel in own car alone
* If stopping for any reason, wear mask and sanitise hands before getting back in to car
 |
| Entering car park and taking ticket | * Use contactless payment if available, and ensure to sanitise hands after use if need to use a machine
 |
| Walking from car park to meet up point | * Keep socially distanced at all times
 |
| Entering meet up point | * Use own hand sanitiser
 |
| Track and trace | * Ensure everyone has booked in to attend, completed the covid checklist and complete track and trace
 |
| Talking to attendees | * Wear mask if can’t socially distance, sanitise hands and ensure to always ask attendees to keep their distance between each other
 |
| If using bathroom | * Wash hands thoroughly after touching handles, locks, flushes, taps etc. and use elbows to open and close doors if possible
* Sanitise hands again on return to group
 |
| Refreshments | * Bring own refreshments or purchase if available
 |
| Leaving venue | * As for entering and ensure hand gel provided
 |

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| --- | --- | --- | --- |
| **Hazards Identified / Risks from it?** | **Who is at risk?** | **How are these risks to be controlled?What extra controls are needed?** | **What has changed that needs to be thought about and controlled?** |
| ***Hazard*** *– something that may cause harm or damage.****Risk*** *– the chance of it happening.* | *Volunteers, Parents, Babies?* | *Controls – Ways of making the activity safer by removing or reducing the risk from it.* | *Keep checking throughout the activity in case you need to change it…or even stop it! Add comments that may help for when planning a future event.* |
| *We’ve provided some examples of hazards and potential control measures to help start your thinking on developing your risk assessment and plans for starting local walk and talks. Make sure you read, and adjust to suit your particular event. You may need to add/remove hazards to the list.* |
| **Too many attendees:** not able to maintain social distancing resulting in contracting and/or spreading the virus | Volunteers, parents and children | Ensure that a booking system is in place, and only people that have booked on can attend. Send pre-walk information to parents advising them of safety measures |  |
| **Maintaining social distance during****meeting:** higher risk of infection spread if social distancing not maintained | Volunteers, parents and children | Parents are informed of need to social distancing, and volunteers to enforce this |  |
| **Food or drink is shared:** higher risk of contracting and/or spreading virus | Volunteers, parents and children | Ensure that parents are informed not to share food and drink, and volunteer to enforce this |  |
| **Toys or items associated with individuals are shared:** higher risk of contracting and/or spreading virus | Volunteers, parents and children | Ensure that parents are informed not to share toys, and volunteer to enforce this |  |
| **Children use playground equipment:** higher risk of contracting and/or spreading virus | Volunteers, parents and children | Encourage parents not to allow children to play on equipment |  |
| **Adverse weather conditions:** unable to socially distance, and slippery surfaces | Volunteers, parents and children | Consider cancelling the event |  |
| **Asymptomatic volunteer or attendee:** higher risk of contracting and/or spreading virus | Volunteers, parents and children | By maintaining social distancing, and using good hygiene, all steps are taken to try and reduce infection |  |
| **Lost child(ren) on walk:** parents are not watching where their children are | Parents and children | Ensure that parents are informed that they must watch and be responsible for their children at all times |  |
| **Uneven surfaces, or difficult walking conditions:** attendee has an injury while out walking | Volunteers, parents and children | Plan route for walking prior to meeting and ensure that is a marked and safe route. Ask all attendees to be attentive to where they are walking. |  |
| **Inappropriate venue:** children may run near roads or water, which is unsafe | Parents and children | Plan route for walking prior to meeting and ensure that is a marked and safe route. Ask all attendees to be attentive to where they are walking. |  |
| **Access issues for disabled participants or larger buggies:** attendee cannot attend or is injured in trying to attend | Parents and children | Plan route for walking prior to meeting and ensure that is easy to access for all. |  |
| *Please use the following rows to add any additional risks that may be associated with the walk and talk activity you are planning* |
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