

Title: Guided walks

Purpose: To reduce and manage risk associate with this activity

I confirm that the control measures have been put in place.

Signed: *AJ Hodgson*

Position: Chief Executive

Assessment Ref. No							Activity Assessed		Guided walk – Winchester's Hidden Gems		
Assessment Date		01/09/26					Department		Students' Union / Freshers		
Assessor		Andrew Hodgson					Assessor contact:		07748966006		
Version No.		1					Additional individuals involved in developing the R.A				
Risk Score Matrix							Risk Score and Description				
Severity							Risk Score	Risk Level	Category	Description	
Likelihood		Insignificant	Minor	Moderate	Major	Fatal					
	Very Unlikely	1 Green	2 Green	3 Green	4 Green	5 Amber	1 - 4	Low	Acceptable	No further action needed	
	Unlikely	2 Green	4 Green	6 Amber	8 Amber	10 Red	5 - 9	Medium	Tolerable/ Adequate	Should be reviewed to ensure that there is nothing else which could be done	
	Possible	3 Green	6 Amber	9 Amber	12 Red	15 Red	10 - 15	High	Undesirable	Immediately review current control measures, and where appropriate decide on further actions	
	Likely	4 Green	8 Amber	12 Red	16 Red	20 Red	16 - 25	Very High	Unacceptable	Stop activity and make immediate improvements	
	Almost Certain	5 Amber	10 Red	15 Red	20 Red	25 Red	Likelihood (L) x Severity (S) = Risk Score (RS)				

What is/are the hazard(s) involved with the activity being undertaken	Who might be harmed	Risk	Risk Score			Controls/Further Action Required	Target Risk Score		
			L	S	RS		L	S	RS
R1 – Road crossing	Staff, volunteers, participants	Vehicle collision with pedestrian	3	5	15	- Route planned in advance using pavements and designated pedestrian crossings wherever practicable; road crossings avoided where practicable - Group leader identifies crossings and ensures the group crosses together safely. - Group leader clearly identifiable in Hi-Vis - Participants instructed to use crossings and follow the leader's directions. - Group does not cross until safe to do so. - Leader positions themselves appropriately to maintain control of the group. - One group leader per 10 participants.	1	5	5
R2 - Trips, slips and falls	Staff, volunteers, participants	Uneven pavements, kerbs, steps, surfaces or other obstacles Inappropriate attire	3	3	9	- Participants advised to wear suitable footwear and take care on uneven surfaces. - Leader(s) to highlight any visible hazards. - Leader(s) maintain a sensible walking pace. - Alternative route considered if a section is or becomes particularly hazardous.	2	2	4
R3 – Participant becoming separated from the group/lost	Participants (particularly new students)	Distress, exposure to further hazards or inability to reach destination/return point	2	3	6	Headcount undertaken before departure and at appropriate points during the walk.	1	3	3

What is/are the hazard(s) involved with the activity being undertaken	Who might be harmed	Risk	Risk Score			Controls/Further Action Required	Target Risk Score		
			L	S	RS		L	S	RS
						- Group remains together and follows designated route. - Leader and rear/mid-group marshal used for larger groups where appropriate; no more than 10 participants per leader - Contact details for group leader or university provided to participants. - Procedure established for anyone who becomes separated or who wish to voluntarily leave the group.			
R4 - Large group obstructing pavements / interaction with other pedestrians	Participants and members of the public	Collisions, trips or falls; forced into road	2	5	10	- Group kept together but spread appropriately to avoid blocking pavements. - Participants instructed to keep to one side of the pavement, particularly near roads - Leader(s) manages the group at busy locations. - Group stops in suitable areas away from pedestrian routes.	2	3	6
R5 - Participant becomes unwell, injured or unable to continue	Staff, volunteers, Participants	Illness, injury or distress	2	3	6	- Leader carries/has access to a charged mobile phone, first aid kit and drinking water - Participants encouraged to inform the leader if they feel unwell or cannot continue. - Route allows access to roads/transport where practicable. - Emergency services contacted where necessary.	2	2	4

What is/are the hazard(s) involved with the activity being undertaken	Who might be harmed	Risk	Risk Score			Controls/Further Action Required	Target Risk Score		
			L	S	RS		L	S	RS
						Leader has access to what three words app for pinpointing location			
R6 - Adverse weather/environmental conditions	Staff, volunteers, Participants	Rain, heat, cold, high winds or poor visibility; darkness	2	4	8	- Weather forecast checked before departure. - Participants advised to wear/bring appropriate clothing, footwear and water. - Walk delayed, shortened or cancelled where conditions make it unsafe. - Additional care taken in wet/slippery conditions or if approaching nightfall; all leaders to be issued working torches. - Group leader(s) monitors participants, weather and other conditions throughout the walk. Leader(s) empowered to curtail activities where conditions deteriorate.	2	2	4