



HEALTH AND SAFETY

RISK ASSESSMENT

Advice on undertaking a Risk Assessment.

Please use the following table and notes below. Further information and a Risk Assessment template can be found here
<https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>

	RISK ASSESSMENT MATRIX	1	2	3	4
	LEVEL OF DANGER	No great danger	Give warnings	Give warnings, advise caution, consider the age and agility of visitors	Group should only be led by a qualified person
A	Activity	Coach Sightseeing Visit Beware exit from right hand side of coach	Coach and short walk, steps Foreign cyclists (right hand drive) on British roadways.	Extended Walk using marked footpaths, Hill, Mountain Coastal Path or Seashore Mountain bikes on rough terrain	Watersports in open water, Snorkeling or surfing, River Rafting Rock climbing or abseiling, Skiing
	OTHER CONSIDERATIONS		BE AWARE	BE VIGILANT	AVOID
B	Terrain	Flat pathways	Uneven pathways or slippery grass	Loose stones or muddy puddles slippery rocks, sand dunes,	Unfenced Steep cliffs or hillside, Unstable cliffs Boggy/marshy land
C	Weather	Dry and Sunny	Hot and very Sunny	Raining Boggy underfoot, Tides Patchy mist Cool	Strong wind, Fog Heavy rain Darkness Very Cold
D	Visitors wearing suitable clothing and footwear	All	Generally prepared	Some without protection	Totally unsuitable for the weather and terrain
E	Mobile Phone coverage on route	Full	Generally covered	Areas of no coverage	No coverage
F	Ease of access for Emergency services	Easy	Short route	May take the emergency services some time to reach you	Remote
G	Risk of biting insects, ticks or snakes?	Town	Public Gardens Parkland Golf Course	Moorland Long grass Scrubland	Known snake areas Disturbed swarm or nest of wasps or bees
H	Old industrial/mine workings in the area?	Fenced off and well marked	Warnings in place	Old equipment still lying about	Unmarked and unprotected old shafts
I	How many children in the group?	5-10	10-25	25-40	More than 40
j	How many Seniors or people with mobility problems?	1-5	5-15	25-30	More than 30

BASIC EMERGENCY PROCEDURES

Telephone 999, even if you have a medical emergency you should ask for:-

THE COASTGUARD - On the coast, cliffs, beach or at sea

THE POLICE - On land, inland water or rivers

Information you should be ready to provide

1. Your location – if possible, an Ordnance Survey grid reference
2. The number of casualties, the age and sex of the casualty
3. The nature of the incident eg fall, broken leg, hypothermia
4. Number in the party
5. If possible, a photograph showing the location of the casualty

Do not put yourself at risk even if the casualty has fallen down a cliff, or fallen in a river, always phone for assistance.

If the casualty is unconscious do not attempt to move them but keep them as warm as possible.

If the casualty is bleeding seriously attempt to staunch the flow by pressure. Do not remove any protruding object.

If you are lost and it is getting dark, take a photograph of the location as quickly as possible.

MAKING A RISK ASSESSMENT FOR A COASTAL WALK, HILL TRECK OR LONG DISTANCE WALK

It is important that Tourist Guides apply common sense to each job they are asked to do.

- If possible, do a recce of the route
- Get appropriate advice from the coastguard, mountain rescue, police, national trust, national park staff etc
- Study the Ordnance Survey map and identify alternative routes, plus the fastest route for emergency assistance
- Study the weather forecast
- Consider the time available to undertake the tour – do you have sufficient hours of daylight?
- ALWAYS ENSURE SOMEBODY KNOWS, A) WHERE YOU ARE GOING, B) WHAT TIME YOU ARE DUE BACK C) AND CONFIRM RETURN

Be prepared to refuse the job or postpone the walk if the weather conditions are poor.

THINGS TO THINK ABOUT – USING YOUR RISK ASSESSMENT CHART

B) TERRAIN – Adjust your pace according to ensure the group keep together. Be prepared to change course if the party are wearing the wrong footwear.

C) WEATHER – Ensure the group are properly protected – sunhats, sun cream, and water in hot weather, warm and waterproof clothing for other times. Remember that the group may not be able to hear your instructions if it is very windy.

D) VISITORS WEARING UNSUITABLE CLOTHING – this can be a serious problem, and apart from stating what visitors should be wearing there is little you can do. Be prepared to change course if the party are wearing the wrong clothes, or suggest an alternative route if people have unsuitable shoes. If there is a chance of heavy rain or snow and visitors do not have suitable clothing you may need to refuse to undertake the tour. Advise cyclists to wear helmets.

E) MOBILE PHONE COVERAGE – There are parts of the country and coastline where there is no mobile phone coverage. Try to find out if this applies to the area you are visiting in advance.

It an emergency occurs when you are

on a coastal path you should tell the group to remain calm and stay together. You should then proceed to the highest point on the path and attempt to get a signal. If this fails make for the nearest farmhouse or village and seek help (you should have an Ordnance Survey map with you).

on the mountains or hills and visibility is clear, tell the group to stay together and proceed (with a colleague) to an open area and attempt to get a signal. If this fails, retrace your route and seek help. **If it is foggy, wet, or dark** remain with the group and periodically blow a whistle. You will have arranged with somebody at base to raise an alarm if you have not returned by a specific time. Try to keep the group calm and seek any natural shelter available.

Prepare and send a 999 or 112 text message immediately, as there may be spasmodic or weak coverage.

Be aware that the Coastguard and Mountain Rescue are using drones more frequently to locate casualties and lost people.

F) EASE OF ACCESS FOR EMERGENCY SERVICES – this should be a consideration when planning your route.

G) RISK OF BITING INSECTS, TICKS OR SNAKES – be prepared to give advice on covering up arms and legs if it is known there are horse flies or ticks in the area. Anybody who is bitten by an adder (the only poisonous snake in Britain) **MUST** receive medical attention as soon as possible. Bee and wasp stings are unpleasant but do not need immediate hospital treatment.

H) OLD INDUSTRIAL OR MINE WORKINGS IN THE AREA – Try to find out as much as you can beforehand. Stick to well established paths. If you guiding children be particularly vigilant and do not allow children to climb on old machinery (they will be tempted).

I) CHILDREN – Ensure there is the correct ratio of children to leaders. Warn leaders or parents of the dangers and remind them that you are not responsible for the actions of the children. Be aware that children may rush ahead, or veer off a path if they see something that interests them.

J) SENIORS – Be aware that Seniors often do not disclose medical conditions. They have decided to join the tour without considering the consequences. When faced with the reality they may decide they can't or don't want to continue with the walking tour. Be prepared to offer less taxing alternatives. Consult with any tour leader or cruise ship representatives if you are suggesting visitors retrace their steps independently.

Advice provided by the Coastguard - The cliffs along the UK coastline are continually eroding. It's impossible to predict when the next bit might go – and it could be a few small rocks or several thousand tonnes.

Some basic tips to remember:

- stay well back from the edge
- keep an eye on children and dogs to make sure they do the same
- make sure you are properly equipped for walking along coastal paths
- wear sturdy shoes or boots
- obey any warning signs and don't climb fences to get to the edge of the cliff
- don't attempt to climb up or down cliffs unless you are properly equipped and trained to do so
- don't attempt to climb cliffs as a short cut back to the top
- be responsible and don't take unnecessary risks and warn other people in your group not to do so