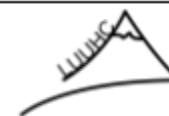




Annual Risk Assessment Form

To calculate **Risk Rating (R)**: assess the **Likelihood (L)** of an accident occurring against the most likely **Severity (S)** the accident might have, taking into account the control measures already in place. **L x S = R**

Club & Society Name:	Leeds University Union Hiking Club	<table border="1"> <tr> <th>Likelihood (L)</th> <th>X</th> <th>Severity (S)</th> </tr> <tr> <td>Unlikely</td> <td>1</td> <td>Minor harm caused</td> </tr> <tr> <td>Possible</td> <td>2</td> <td>Moderate harm caused</td> </tr> <tr> <td>Certain</td> <td>3</td> <td>Major harm caused</td> </tr> </table>			Likelihood (L)	X	Severity (S)	Unlikely	1	Minor harm caused	Possible	2	Moderate harm caused	Certain	3	Major harm caused
Likelihood (L)	X				Severity (S)											
Unlikely	1	Minor harm caused														
Possible	2	Moderate harm caused														
Certain	3	Major harm caused														
Category:	Outdoor															
Group Description:	"Summer" (spring/summer/autumn) hillwalking and hiking, winter hiking and mountaineering, scrambling, social events, leader training, navigation training, first aid training, skills briefings etc. Our hikes take the form of day hikes on Sundays(to the Peak District, Yorkshire Dales, etc) weekend trips (to places like Snowdonia, the Lake District, Cairngorms, etc) and longer summer trips to both UK and international locations.															
Completed by (name and committee position):	Oliver Wilson (President) 11/09/2023	<table border="1"> <tr> <td>Low (Acceptable) = 1 - 2</td> <td>Moderate (Tolerable) = 3 - 6</td> <td>High (Intolerable) = 7 - 9</td> </tr> </table>			Low (Acceptable) = 1 - 2	Moderate (Tolerable) = 3 - 6	High (Intolerable) = 7 - 9									
Low (Acceptable) = 1 - 2	Moderate (Tolerable) = 3 - 6				High (Intolerable) = 7 - 9											
Club & Society Signature:																
(Staff Only) Checked by:																
(Staff Only) Final Sign Off:																



Hiking provides many benefits to the individual that takes part in it, both in physical and mental terms. There is a great sense of achievement in climbing to the top of a summit. Hill walking gets people out of urban areas and gives them an opportunity to explore wild and natural landscapes. Walking is an easily accessible, healthy, and sociable leisure time activity. Many students find the experience calming and beneficial as a hobby alongside their academic pursuits. It can also encourage responsibility and teamwork. Leeds University Union Hiking Club aims to allow students to experience the benefits that come with hiking, hillwalking, and mountaineering, in a safe and organised way.

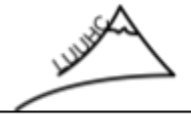


For every session there will be a dynamic risk assessment on arrival and will be on going throughout the activity session. Events will be led by a pair of suitably experienced group leaders as per the Leader Roles and Responsibilities section (Pages 3 & 4). Events are split into 1 of 4 categories.

- **Sunday Hikes:** Hikes that occur once a week and include no overnight stays, participants return to Leeds after the hike. Usually easy-going and not too technical. Routes generally range between 5km and 15km, although this is not a set limit. Groups must be led by a Sunday 1st, and must have another leader (at least a Sunday 1st or 2nd) to accompany them.
- **Weekend Hikes:** Hikes that occur during weekend trips, where participants are accommodated away from Leeds each night. Distances and technicality can be the same as Sunday hikes but are often slightly greater. Groups must be led by a Summer 1st and must have another leader (at least a Summer 1st or 2nd) to accompany them.
- **Scrambles:** Routes that take place during a Weekend hike where climbing over rocky and craggy terrain is part of the route. Ropes, helmets, and climbing equipment are sometimes required, and are always taken. Groups must be led by a Scramble 1st and must have another leader (at least a Scramble 1st or 2nd) to accompany them.
- **Winter Mountaineering:** Hikes that occur during winter trips with the express purpose of mountaineering. Winter equipment such as helmets, crampons and ice axes are taken. Groups must be led by a Winter 1st and must have another leader (at least a Winter 1st or 2nd) to accompany them.

Although there is no firm limit on group numbers, the leaders must be comfortable with the group they are assigned and will not set off with a group that they consider is too large for them to manage safely. Winter and Scramble groups are expected to have less participants per leader, due to their technical nature.

Clear briefings & supervision is given throughout the activity. All participants are asked and required to share relevant previous & existing medical issues prior to being able to register for the activity. All accidents and incidents are recorded, and appropriate action undertaken as required.

**Sunday 2nd:**

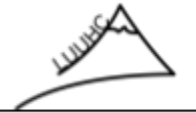
- Assists in leading routes on weekly Sunday hikes.
- Checks the navigation of the Sunday 1st and helps with looking after the group.
- Usually less experienced members that are keen and looking to gain experience but are not yet confident to lead a hike as a 1st.

Sunday 1st:

- Takes responsibility for leading and planning a route on a weekly Sunday hike.
- Primary navigator and group leader.
- Takes time to coach and bring on the navigation skills of the Sunday 2nd and other interested group members.
- Responsible for group wellbeing and safety.

Summer 2nd:

- Assists in leading and planning of routes on weekend trips in summer.
- Checks the navigation of the Summer 1st and helps with looking after the group.
- Are usually members with a good amount of experience but are not yet confident to lead the longer weekend hikes as a 1st.
- Many students that are Sunday 1sts take the role of Summer 2nds to gain experience in tougher terrain and on longer routes.

**Scramble 2nd:**

- Assists in leading scramble routes on appropriate weekend hikes.
- Fulfils all the roles associated with a Summer 2nd. alongside scramble-specific tasks.
- Assists the scramble 1st with safely navigating a scramble route.
- Competently uses ropes and scramble equipment when required.
- Encourages and reassures group members.

Scramble 1st:

- Takes primary responsibility for leading scramble routes on appropriate weekend hikes.
- Fulfils all the roles associated with a Summer 1st alongside scramble-specific tasks.
- Researches the route beforehand, plans backup routes, and safely navigates a scramble route.
- Competently uses ropes and scramble equipment when required.
- Encourages and reassures group members.
- Must be of a sufficient skill level where the leader can focus on their group rather than themselves.

Winter 2nd:

- Fulfils all the roles associated with a Summer 2nd alongside winter-specific tasks.
- Assists in leading Winter routes on winter mountaineering trips.
- Assists the Winter 1st with safely navigating challenging winters routes.
- Competently uses ropes and scramble equipment when required.
- Encourages and reassures group members.

Society Activity Hazards

Any hazards that apply specifically to your club or society. E.g. sports, performances, cooking, animal care, staying away, etc.

What are the significant, foreseeable, hazards? (the dangers that can cause harm)	Who is at risk and how?	Control measures (Already in place)	Risk Rating			Additional control measures needed (Staff ONLY)
			L	S	R	
Slips, trips, falls and tumbles	Members of the society - breaking a bone, twisted ankles, flesh wounds, concussion, etc... Due to external factors such as slippery ground, uneven and technical terrain, spillages in accommodation, objects in gangways, etc	<p>Group members are made aware of the importance of suitable footwear/kit and only allowed to attend club hikes when wearing hiking boots with ankle support.</p> <p>Members will be informed of specific hazards by leaders before signing up to individual routes. Members unsuitably prepared will be prevented from taking part.</p> <p>Leaders will encourage members to support each other when ascending and descending on challenging terrain. And leaders will teach members appropriate techniques for walking on such terrain.</p> <p>Where possible, group leaders will have first aid training. And each hiking group always has access to a first aid kit on a hike. If a problem persists members may have to be taken to see a doctor or hospital. 1st and 2nd leader on the hike would contact the emergency services if required.</p> <p>If spillages occur in accommodation they should be cleaned up immediately. And committee ensure bags will be stored in a safe manner out of the way of walkways.</p>	2	2	4	
Falls from height	Members of the society - Injury or death from falling	Members to be made aware of specific dangers of the route when they sign up. Group members will be made aware of the inherent dangers of hiking/scrambling/mountaineering at height. They will be informed about specific needs for wearing a safety helmet as per LUUHC safety policy. Group leader will carry a rope on scrambles and winter mountaineering routes.	2	2	4	

		Route choice to be selected based on group experience, avoidance of exposure with novices on routes, briefing prior route choice. Alternative routes will be available for people deemed too inexperienced			
Injury caused by equipment	Members - Crampons, ropes and ice axes can pose injury risk including but not limited to flesh wounds from sharp edges, rope burn, etc	Members will be advised on safe practices of using the equipment by group leaders and have risks explained. Equipment should be used sensibly and for the purpose it is intended. In case of wounds occurring, where possible leaders will have first aid training (see above "Slips, trips, falls and tumbles")	2	2	4
Over-exertion, tiredness, cramp, dehydration	Members - Over-exertion caused by routes being beyond a members capabilities, or due to lack of breaks, unsuitable group pace	Members advised to bring sufficient food and water for hikes. Leaders check prior to leaving that all members have sufficient food and water before commencing a hike. Leaders to remind members to eat and drink regularly on the hike. Leaders regularly check on the condition of each participant during the hike and set a suitable pace for all members. Regular breaks must be allowed where needed. Leaders to look out for tiredness amongst members.	1	3	3
Adverse weather	Members - Risk varies dependent on type of adverse weather: Hot - Harm and/or potential death from sunburn, heatstroke, dehydration in hot conditions Cold/Wet Conditions - Harm and/or potential death from exposure and/or hypothermia in cold/wet conditions Thunderstorms/Lightning - Electrocutation by direct hit and from falling rocks hit by lightning strikes.	Weather forecast checked when considering route/group objective. Members advised to carry sufficient water and advised about the benefits of sun protection. Advised to take rehydration sachets in extreme heat. Rehydration sachets in Leaders' first aid kit. Group leader to check current forecast in consideration of route/group objective and to advise members on correct kit and suitability of kit for intended route. Each hiking group will carry group shelter (leader responsible for organising) for activities conducted in areas where inclement weather could occur. Unsuitably prepared group	1	3	3

		<p>members will not be allowed on trips and advised what is suitable for next time.</p> <p>If lightning is forecast, groups will avoid ridges. If caught on exposed ground leader will guide group to safety.</p> <p>At Intro meeting kit requirements will be made clear. On each trip members' kit will be checked.</p> <p>In situations where inclement weather poses a greater risk leaders will have alternative "escape" routes on hikes and will use them to guide the group to safety where necessary.</p>				
Water hazards	Members - River crossings on routes and drowning whilst swimming, and death by hypothermia after submersion in water.	<p>Group members wishing to swim in open water must consult leaders beforehand and can only be done so with leader supervision by a leader who is first aid trained.</p> <p>Group leader will avoid river crossings where possible by using bridges etc and will identify any required river crossings during planning. River crossings to be conducted carefully and under close supervision of the leader. Leaders to be at front and rear of group.</p>	1	3	3	
Navigational Errors/Being unable to reach "base"	Members - Exposure to elements, dehydration, over-exertion, falls from height	<p>Group leaders to be competent at navigation and carry appropriate navigation equipment. GPS taken if available.</p> <p>All members carry charged mobile phones and phone mountain rescue for assistance in an emergency. A route plan should be available at base/accommodation and an emergency call out time decided.</p> <p>If a group is delayed contact should be made with other LUUHC leaders/committee if possible. All leaders carry emergency contact information of other groups on each trip for contact.</p> <p>Group must have adequate head torches for unexpected night navigation.</p>	2	2	4	

Blisters, muscle and joint pain. Illness, bites, allergies	Members - Minor injuries and discomfort caused by the listed. Risk of Lyme disease from tick bites.	Members advised to change socks and wash and dry feet after hiking. Leaders must carry first aid kits and any appropriate action be taken. If problems persist members may have to be taken to see a doctor or hospital. Leaders give advice and give appropriate first aid. Any allergies outlined at time of ticket purchase so appropriate steps can be made to mitigate exposure to allergen. All first aid kits contain tick remover to allow for safe removal of ticks, and members are encouraged to use bug spray to mitigate risk of exposure and bites.	2	2	4	
Night-time training/hiking	Members - Exposure, hypothermia from cold conditions, being benighted. Slips, trips and falls from lack of visibility in darkness.	Safety of route and effective planning of route will be assessed by leaders. Appropriate kit to be worn and further clothing layer to be carried. Head torches to be carried by all leaders and members, where possible, to be prepared for any unexpected night-time navigation. Group briefed on emergency contact details and procedure.	1	3	3	
Vehicle collisions with pedestrian	Members - Death or injury caused by collision with a motor vehicle	Members to be made aware of dangers of walking along and crossing country roads. Leaders to be at front and rear of group when on country roads.	1	3	3	
Unruly/aggressive animals	Members - Animal-related injuries, including but not limited to stampede, kicks, bites, etc	Respect wild/farm animals and follow guidance on signs when passing through open access land and public footpaths. Take due care and attention if passing animals, allowing a suitable distance and avoiding young animals. Assess situation accordingly and try to find route diversions if necessary.	1	2	2	
Via Ferrata	Members - Injury or death from falling, inadequate equipment or rock fall	Members partaking in via ferrata activity must be competent scramblers with experience of exposure, and have prior knowledge and instruction of how to do Via Ferrata safely. Will use Via Ferrata sets designed with KISA in conjunction with climbing harnesses and helmets. And the group leader will carry a safety rope. Via Ferrata will be led by scramble leaders only.	1	3	3	

		Route choice will be selected based on how suitable it is to the experience/skills level of members, choose appropriate grade/difficulty. Ratio of leaders to competent and incompetent/inexperienced members must be carefully managed.			
Scrambling	Members - Injury or death from falling, or rock fall.	<p>Only scramble leaders will lead groups on such routes. Members will be made aware of the inherent risks.</p> <p>Members must use required equipment as outlined by LUUHC safety policy. Members must know how to use appropriate equipment and techniques.</p> <p>Harnesses must be worn by all participants when undertaking a grade 3 scramble, and the club's scrambling rack must also be taken on any grade 3 route along with appropriate rope. Only scramble leaders with experience of rock climbing or with previous experience will lead grade 3 scrambles and above. Ensuring only competent members allowed. (Members on grade 3 scrambles must have Grade 2 scrambling experience and ideally rock climbing experience).</p>	1	3	3
Rock Climbing (Summer)	Members - Injury or death from falls, or rock fall.	<p>Only leaders with extensive climbing will lead groups in the conditions appropriate to their experience. Members will be made aware of the inherent risks. Members must use required equipment as outlined by LUUHC safety policy. Members must know how to use appropriate equipment and techniques.</p> <p>Venue/location of crags and route choice should be appropriately selected based on difficulty of climbs and experience/skill of members. Ratio of experienced to inexperienced climbers should be carefully managed. Annual inspection of club equipment for integrity checks.</p>	1	3	3
Camping and Wild Camping	Members - Injury caused by poor location choice and fire risk posed by improper use of stoves.	Appropriate camping grounds should be sought following the countryside code and Leave no Trace. Sites should avoid trees, close proximity to rivers and steep ground with potential rock fall. Tents	1	2	2

		should be at least 3m apart to reduce fire hazard. Stoves should be used away from tents.			
Fitness training and Parkrun	Members - Tiredness, physical fatigue, slips and trips	<p>During fitness sessions members will be monitored by leaders for signs of tiredness due to physical activity and will not exert member capability. All fitness events organised directly by the club will take place on campus and in the event of adverse weather conditions will be cancelled or undertaken in a dry area to avoid slipping.</p> <p>During parkrun events all orders from the parkrun officials will be followed and members will be made aware of uneven ground and areas likely to slip. The parkrun risk assessment will also be followed and viewed regularly for updates.</p>	1	2	2
Separation from group/losing contact	Members - Harm by over-exposure and lack of experience in the elements, getting into difficult terrain, heading in the wrong direction.	<p>Group leader to regularly check group numbers and count members to ensure everyone is present. Manage group to minimise group separation. Group leaders should be at the front and rear of the group if numbers permit and weather requires it. Pace should be set to suit all member abilities so no one is left behind.</p> <p>Brief group on the procedure to be taken in the event of separation e.g. agreed meeting point, contacting committee, contacting the emergency services if necessary</p>	1	2	2
Winter Mountaineering Specific Hazards (eg. avalanches, cornice collapse, rock and ice fall, etc)		<i>Please see separate Winter Mountaineering Risk Assessment uploaded to LUU engage</i>			
Accommodation hazards	Members - Members could become stuck in building in the event of an emergency, leading to risk of harm from fire/smoke. Injury from broken facilities, eg. burns, electrocution. Potential for harm from break-ins and trespassers.	<p>Members to be made aware of emergency procedures on arrival. Being made aware of fire exits and required steps if a problem arises. Any member feeling unwell should speak to a member of committee and will be dealt with accordingly (eg. providing medication, sent home, taken to doctors).</p> <p>Committee members to check/inspect facilities on arrival and report any issues to owners immediately.</p>	1	3	3

		Ensure members know the correct protocol for reporting any issues or concerns to the committee they have about security and/or people on site. Committee responsible for ensuring doors are secure overnight and when leaving the accommodation throughout the day.			
Cooking and food preparation	Members - Burns, cuts, scalds and allergic reactions.	At least 1 member on the trip must have a food hygiene certificate. First aid will be given to any injuries as appropriate. Members inform the committee of any dietary requirements in advance of the trip at ticket sign up.	2	1	2
Incompetent leaders	Members - Leaders attempting activities beyond competency/skill-set may put other members in danger of harm, injury	Leaders are internally trained and assessed on ability/competency at specific club leader training events and throughout trips. Discussion amongst approved leaders and the committee to determine a leader's ability. This is to be continually reviewed and skill progression to be encouraged. Leaders not to lead activity above their level of perceived expertise. Conditions on the day of hike to be taken into consideration on all occasions. A log will be kept of individual leaders' competence§. Continuous training of leaders to be subsidised by the club. Includes first aid training.	1	2	2
Differing skill levels not accounted for within group	Members - Panic and/or potential harm if a member finds themselves on terrain/in a situation that is beyond their capabilities.	Every trip has routes that cater to all abilities of hiking. Members are briefed on hiking options and difficulty of route. Route choice is at the discretion of leaders. Members will not be put into a group that is beyond their capabilities.	1	1	1
Unsafe behaviour or attitude (eg. member not performing activity correctly, member starts a fight)	Members - Injuries from physical aggression, unsafe/irresponsible behaviour, etc	Code of Conduct indicates what we expect from our members: We also expect our members to behave appropriately and to maintain the highest levels of safety on all trips and socials. We do not organise any socials at which drinking in excess is enforced or even encouraged. We expect all members to follow the instructions and guidance of the committee and leaders when on trips. We want all of our members to enjoy our events safely and responsibly. We will remove any person who does not adhere to the code of conduct, including anti-social,	1	2	2

		disrespectful behaviour. The Constitution explains process for dealing with unreasonable behaviour.			
Equipment	Members - Injury or death due to unsafe set up of equipment, or damaged/faulty equipment.. Injury due to lack of appropriate equipment due to loss. Injury or death caused by lack of protective equipment for activity.	<p>Leaders are aware of how to use equipment correctly and will guide members in how to also. Prior to a club event gear secretary to organise and sort equipment required for the trip.</p> <p>Club equipment/kit undergoes an annual audit/inspection from an external consultant. Removal of damaged equipment from use, fixing of equipment procedure. Checks and replacements where necessary, to ensure that equipment meets required standards. Members advised how to care for equipment. Gear secretary to undertake gear inspection before trips and to carry out a twice-yearly gear store inventory. Lost equipment to be replaced once loss is noted.</p> <p>All safety equipment necessary for hiking is taken depending on the nature of activity e.g. helmets, rope, crampons, first aid kit, ice axe, group shelter. Members must use safety equipment outlined by LUUHC safety policy. Members must use required equipment as outlined by LUUHC safety policy. Members must know how to use appropriate equipment and techniques.</p>	1	3	3
Lack of communication of emergency procedures to members	Members - Causes a person injury/death (due to not knowing fire evacuation procedure, points of contact, etc)	Committee/Leader in charge on trip/event to verbally brief all members/groups at the start of a trip/event.	1	3	3
Lack of communication of risk assessment to members	Members - Causes a person injury/death	Risk assessment is available on our hiking website (luuhc.com), as well as on the LUU engage club page.	1	3	3
Lack of awareness of overall health and wellbeing`	Members - Causes a person injury	When buying membership members provide medical details. Committee and relevant leaders are made aware of this. Members are asked for any specific health needs/dietary requirements on trip sign ups to identify any new needs. First aid kit is to	1	3	3

		be carried by leaders on all trips. Alternative meals to be provided where possible. Note: not all disabilities can be catered for due to the nature of activity. This will be on our website so students understand what we do if they wish to discuss their accessibility needs with a member of the committee.			
Overcrowding or oversubscribed activity	Members - Panic, claustrophobia, injury due to too many people in one area	<p>Set a number of tickets for Sunday hikes so only a certain number of people can attend, usually dependent on leader and coach capacity. Hikes occur within smaller groups to limit overcrowding. Leaders are trained within group management.</p> <p>Weekend trip numbers are limited by accommodation capacity.</p> <p>Limit on tickets set for event socials that are suitable for the venue capacity.</p>	1	1	1

Socials, Meetings and Transport Hazards

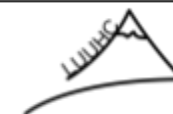
What are the significant, foreseeable, hazards? (the dangers that can cause harm)	Who is at risk and how?	Control measures (Already in place)	Risk Rating			Additional control measures needed (Staff ONLY)
			L	S	R	
Unsuitable transport to and from activity	Members - Road traffic accidents, breakdown leaving members stranded. Both can be caused by transport being in bad condition/unsafe/not roadworthy.	<p>Transport arranged by the club through LUU using either hired vehicles or pre booked coaches. Under certain circumstances we may use members own cars when on trips (eg. leader training) however these will all be approved by LUU prior to their use.</p> <p>When travelling to club trips members are encouraged to bring a "daybag" on the vehicle with</p>	1	3	3	

		them containing food, water and warmth which can be used in the event of a breakdown.				
Road traffic accidents	Members - Death or injury in a RTA	All drivers/vehicles registered with LUU. MiDAS tests a requirement for driving minibuses and MPVs. First aid kits to be carried. Drivers to make regular stops and for longer journeys no less than 2 drivers per vehicle. Seat belts must be worn and no driver or passengers to consume alcohol. Driving to match the conditions. Drivers to be aware of breakdown and emergency procedure. Members to be encouraged to speak up if the driver of a vehicle is driving irresponsibly. Committee to take appropriate action as required, such as replacing drivers or moving passengers to other vehicles.	1	3	3	
Public transport	Members - Possibility of group separation when in busy public transport terminals.	Public transport may be used where necessary. Using appropriate transport and checking timetables. Ensure all members have a way of contacting committee members or leaders. Have an agreed meeting point and time.	1	1	1	
Transporting equipment	Members - Equipment can become damaged due to poor handling (and can lead to subsequent injury or death). Injuries can arise due to inappropriate manual handling of heavy equipment.	Equipment packed, stored and transported safely. When unloading heavy equipment from the gear van, it is done in pairs and only carried out by those capable.	2	2	4	
Risks associated with excessive alcohol consumption at socials	Members - Alcohol-related injuries, hospitalisation	Responsible drinking encouraged, no peer pressured drinking or initiations. Members are not allowed to consume alcohol during a hike activity. Clear communication and access for all members to code of conduct on our website (luuhc.com) and LUU engage.	1	2	2	
Slips, trips and falls (at social events, external venues)	Members - Eg. slipping on a wet floor and falling, tripping over objects in the way	Routinely checking floors for slippery surfaces, uneven surfaces, and cables/wires. Make the external venue aware of any risk so it can be dealt with accordingly.	2	2	4	

Abuse/violence (verbal, physical, sexual)	Members - Injuries related to abuse/violence	Maintain good management of group at socials to prevent separation from the group. Limit engagement in confrontations and don't cause offence to others.	1	1	1
Lack of safety measures in place for vulnerable groups (disabilities/medical conditions)	Members (specifically vulnerable members) - Injuries related to lack of safety measures in place for vulnerable groups	Not being separated from the group, have access arrangements in place where possible. On membership sign up committee will be aware of medical conditions so arrangements can be set up where possible.	1	1	1
Inappropriate behaviour/offence caused to others	Members/The Public - Offence and injury related to inappropriate behaviour.	Effective planning and delivery of activity, removal of members from social, de-escalation techniques. Clear communication and access for all members to code of conduct on our website (luuhc.com) and LUU engage.	1	1	1
"Night out" related risks	Members - Strobe lighting (can trigger fits/epilepsy), excessive noise/loud music (can cause discomfort for members suffering from adversity to excessive noise). Drink spiking (injury, assault, loss of inhibitions)	Awareness of member sensitivity should be identified in the membership sign up process. Effective planning and delivery of social, emergency contact details and procedure. Being aware of surrounding people, staying in organised social group/keeping an eye on members. not letting drinks out of sight, and buying own drinks.	1	2	2
Unsuitable room for activities planned/a large number of people	Members - Panic due to overcrowding, tripping on equipment/objects leading to injury. Over-heating, too cold, lack of ventilation.	Ensure the capacity of the room/venue is large enough for the number of people. Ensure walkways are clear, remove trip hazards, minimise uneven surfaces. Ensure the temperature, lighting and ventilation of the room is adequate. Identify the nearest toilet facilities to members.	1	1	1



Important notes on Risk Assessment



The Risk Assessments above provide an overview of how risks are assessed on our activities. However, there are many situations which may arise which cannot be included in the Risk Assessments; and it is not possible to produce a complete list of every combination of activity and location. When on any activity, a leader may decide that certain factors dictate against continuing the course of action or activity – a change in the weather or condition of the group for example.

In these circumstances the leader will need to change the plan of action and may decide to change route, location etc. The leader then undertakes a 'dynamic risk assessment' – i.e. assesses the relative hazards and merits of the new plan of action.

All group leaders will plan backup routes for all outdoor activities and all group members will be encouraged to speak up if they are

