

**Buckinghamshire Archaeological Society  
Risk Assessment checklist and guidelines**

**Activity assessed:** outings and excursions, guided walks

This document is intended to support the avoidance and prevention of risks which may reasonably be seen as the responsibility of the Society or of excursion leaders on behalf of the Society and assumes in addition a common-sense approach by leaders and individuals.

Leader/s:	Assessment Dates:	Date of walk:
Brief Description of route:		

Activity	Hazard	Who is at risk?	Control Measures	
			In place	Whose responsibility?
Ensure all participants are picked up at meeting points	Participants left behind en route	All	<ul style="list-style-type: none"> <li>• Booking lists with full contact details carried on outing</li> <li>• Carry mobile phone</li> <li>• Count participants onto shared transport throughout the day</li> <li>• Distribute an outline timetable of meeting points to all</li> </ul>	Leader/s
Walking on uneven ground or encountering unusual hazards	Slips/trips/falls	All	<ul style="list-style-type: none"> <li>• Survey route in advance</li> <li>• Identify hazards - avoid, repair or ensure adequate assistance available</li> <li>• Warn participants of hazards in advance</li> <li>• Wear suitable footwear</li> </ul>	Leader/ Individual

Activity	Hazard	Who is at risk?	Control Measures	
			In place	Whose responsibility?
Walking in a guided group near roads and car parks	Vehicle hitting a participant	All	<ul style="list-style-type: none"> <li>Plan a route which enables all to stick to pavements or areas safe from traffic</li> <li>Have safe waiting location when people arrive</li> </ul>	Leader/s
Walking in a guided group in the countryside	Animals	All	<ul style="list-style-type: none"> <li>Warn participants at start if walking through fields with farm animals</li> </ul>	Leader/ Individual
	Inclement weather or thorny/stinging vegetation	All	<ul style="list-style-type: none"> <li>Check forecast – be prepared to cancel</li> <li>Advise appropriate clothing if muddy/wet ground or thorny/ stinging vegetation expected</li> <li>Wear suitable clothing</li> </ul>	Leader/s  Individual
Participant	Participant is unwell/injured	All	<ul style="list-style-type: none"> <li>Be aware of participants with health problems</li> <li>Carry first aid kit and mobile phone</li> <li>Have back marker/assistant who can lead if group has to split up</li> <li>Take reasonable measures for own health</li> <li>Make sure any national health guidelines are complied with</li> </ul>	Leader/ Individual
Leader/s	Leader is unwell/injured	All	<ul style="list-style-type: none"> <li>Have a back-up leader who knows the route and how to deal with emergencies</li> </ul>	Leader/ Individual

### ADDITIONAL INFORMATION:

<b>Signed (leader/s)</b>	<b>Date</b>
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