

This Standard Risk Assessment form should be available to group members.

u3a in Kennet. Risk Assessment
for Bird Watching and Flora & Fauna Groups

This checklist is to help in the planning for a group session. It is possible that you will need to add to this risk assessment checklist. Where you identify a particular risk, you should note the actions you will take to reduce the risk. It's important to carry out a risk assessment before the session takes place and you can add to this during it.

Hazard	Control Measures
<p>Risks to the well-being and safety of the participants</p> <p>Risk Accidents or illness during a session.</p> <p>Risk Level Low</p>	<p>The Group Leader's Responsibilities</p> <p>In the previous few weeks before a session, the venue for the session should be visited by the Leader, (Ideally with another person) and all possible hazards to a safe and easy route confirmed. The group should be informed in adequate time before the day to enable appropriate preparations including clothing and footwear to be made. The Leader should complete a weather check beforehand for its suitability for the session, any adverse weather conditions be considered and the group informed before the event.</p> <p>An adequate parking site should be found and any permission to use it obtained and passed to the group members.</p> <p>On the day of the session a register of the participants should be completed at the venue and then checked off at the end. An appropriate First Aid kit and at least one mobile phone should be carried and be available. If it is necessary to cross or walk on roads, appropriate safety lookouts should be positioned. Hi- Vis clothing would add to safety.</p> <p>Should an accident occur, the accompanying u3a In Kennet Accident Report Form should be completed and sent to chair@u3ainkennet.org.uk. a.s.a.p.'</p>
	<p>Participants' Responsibilities</p>
	<p>Each person is responsible for their own safety and should not take risks. Each should be aware for the safety of others and have their own emergency contact details to be available in case of an accident e.g. on a card or mobile phone. All should feel well enough to attend the event. If a participant feels unwell during the session, he/she must seek help before a crisis arises. Those leaving the walk because they feel unwell must be accompanied.</p>