



WALK LEADER /MEMBER RISK ASSESSMENT CHECKLIST

u3a Name: Coquetdale	Date: 20/02/2026
Name of person completing risk assessment checklist: Stephen Hall / Josie Keilty / Walk Leader	
Interest Group: Walking Groups V11	
Description of Activity: Pre-arranged walks for group members. Checklists for; Checklist for ALL Members (P) and that for the Walking Activity Leader (L) and Co-ordinator (C) (Josie Keilty).	

	Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
1) Member Checklist (P)	Prior to starting any activity ensure you have not had recent contact with an infectious disease such as flu or Covid 19.				
	Make an informed decision whether you can take part in the activity without adverse risk to yourself or to others. Please let the Walk Leader be aware of any physical impairment you may have that may need added consideration				
	Are you self reliant on the walk, taking your own food and drink, appropriate clothing including gloves, a hat, waterproofs and suitable footwear?				If appropriate, the Walk Leader can question the attendance of an individual on the proposed excursion if they consider the excursion is beyond the capability of that attendee or if they are inadequately equipped for the conditions
	Have you provided the Walk Leader an emergency contact name and number? In addition ensure you bring along any medical aids or personal medication. that you may require?				





2) Walk Leader Checklist (L)		Yes	No	N/A	If no, what actions will you take to mitigate this risk?
GROUP WALKS RISK ASSESSMENT					
Reconnaissance	Have you researched the route you will be taking to identify any hazards and/or obstacles? Has there been an assessment of any possible escape routes in the event of any difficulties?				
	Have you given members an overview of the walk to include distance, difficulty and any identified hazards/obstacles e.g. the number of stiles, likely boggy areas? Provide in advance of the day?				
Traffic	Are there suitable crossing places on any busy sections of road? Communicate clearly with the group on the day.				
	Are your attendees aware they must maintain single file on road sections?				
Animals	Have you notified members of any routes through fields with livestock in? If so advise members to walk calmly and quietly, keeping the group together and be prepared to divert, if necessary.				
	Are members aware that dogs are not allowed on our u3a walks?				
	Is there any danger of ticks or bites/stings? Advise walkers to check for ticks and remove if possible.				
	Leave gates and property as you find them.				





2) Contd. Walk Leader Checklist (L) GROUP WALKS RISK ASSESSMENT	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
Safety	Do you have the correct equipment needed for the walk (e.g., map, compass, whistle)?				
	Have you taken an attendance register, and do members know the name and contacts of the walk leader?				
	Do you have emergency contacts for all attendees?				
	Do you have a charged phone with emergency contact details stored on it? Check for phone signals during the recce of the walk. Is there any danger you will lose visibility or mobile phone signal?				
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	Does someone know when you are expected back? In the event of any incident it is important to inform a member of U3A committee.				
	Do you have a back marker to stay in sight and communication with group?				
	Is there a first aid kit?				
	Have members attendees brought refreshments (such as water) for the walk?				
	Is there a first aid kit?				
2) Contd. Walk Leader	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?





Checklist (L) GROUP WALKS RISK ASSESSMENT					
Weather	Have you checked the weather forecast for the day of the walk in advance?				
	Is there any danger of extreme temperatures, heavy rainfall, high wind or otherwise severe weather?				Warn walkers as appropriate and cancel if conditions are likely to be too hazardous
	Have walkers brought suitable clothes and footwear, and appropriate items (such as waterproofs) for the weather?				

Additional identified risks: (for both L and C)	What will you do to mitigate these risks?





u3a Walk Leader Risk Assessment Checklist		The Third Age Trust	
Version	Description of changes	Date of change	Review date
1.0	Original Checklist	19.10.2022	19.10.2023
10.0	Co-ordinator Role/ Walk Leader 'L' role clarification, after JR retirement 'C'	04/02/2026	04/02/2027
11.0	Reformatting of V10 using latest U3A online document	20/02/2026	20/02/2027

