

Risk Assessment Activity – Off-Site Walks

Pioneer Centre	Assessed by: James Kniffen	Assessed/Reviewed:	Next Review Date
		11/01/2023 07/01/2025 12/12/2025	12/12/2026
Reviewed by:	Assist Chief: Max Bishop		
Reviewed by:	Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy, Kieren Plant & Ronan Halpenny Lead Instructors: Rebecca Arms	Dec 2025	

Overview: Off-site walks take place around the local area of the centre. Walks can occur both during daylight and at night. A mobile phone will be carried by the lead instructor. Each group will have two instructors and a least one will have been in-house trained and assessed. For the walk there will be instructors at the front and the back of the group and reflective jackets will be worn by instructors at all times. Staff to Client ratio 1:16 (per group), Minimum 2 instructors. All instructors are first aid trained and emergency procedures are in place in case of a major accident.

Hazards	Groups of People at Risk from the Hazards Identified	Probability	Control Measures – Reduces the severity and lowers the probability to acceptable levels
		Severity	
		Risk Category	
General Injury	Instructors, staff and guest/participants	Likely	Emergency procedures are in place for contacting for help back at the centre if a group member is injured in any way where further help is required (most common would be a twisted ankle).
		Major	
		High	
Slips, trips and falls	Instructors, staff and guest/participants	Likely	Participants are briefed on correct footwear and the routes are checked bimonthly and maintained. If new hazards appear on-route instructors will adapt the route. A first aid kit is carried by instructors.
		Minor	
		Medium	
Road traffic	Instructors, staff and guest/participants	Likely	Instructors wear Hi-Viz jackets, one at the back and one at the front of the group. Time on roads is limited to crossings and quick short sections and clear instructions are given from staff to the group on how to proceed. Group crossing are supervised by instructors. Instructors to also create a barrier by position one on each side of the road cross and to put themselves where on coming traffic can see them and slow down in plenty of time. Real care is taken, and dynamic risk assessing are done on the day if conditions, crossing etc change or become more hazardous (fog, road works, etc).
		Fatal	
		High	
Livestock	Instructors, staff and guest/participants	Very unlikely	Areas that may contain livestock are noted and avoided. If there is no other option but to cross the field and it is safe to cross with care then instructors
		Major	

		Medium	brief the group on how to act around livestock and give clear instructions (move slow and steady, quietly, and not to get in between livestock and their young, and to stay as far as possible from them).
Cold	Instructors, staff and guest/participants	Likely	Instructors brief and check the group wear appropriate clothing. Instructors carry hot drink, emergency bag and first aid kit. A forecast is checked and used to choose an appropriate walk.
		Major	
		Medium	
Getting lost	Instructors, staff and guest/participants	Unlikely	Route and group details and time due back are left with reception. Emergency procedures are enacted if the group are late and have not been contactable and a map is in each bag (carried by instructor) as well as emergency contact details.
		Minor	
		Low	
Child Running off	Guest/participants	Very Unlikely	Emergency contact back at the centre can be contacted for support. One instructor to follow child with a teacher leaving other instructors/ teachers with the group and restraint can be used, if necessary, until support or backup can be provided.
		Major	
		Medium	
Low visibility & darkness increasing overall risk and hazards	Instructors, staff and guest/participants	Unlikely	Instructors to carry torches to deal with darkness and to use appropriate routes.
		Minor	
		Low	