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| **Safety Risk Assessment Form** |

**This form must be distributed to all persons named in the Owner column, where possible both as a hard copy and electronically**

| **Project/Event:** | **Breeze Walking Festival - Discover Papanui** | | | | | | | | | | |
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| **Date:** | **23/05/2019** | **Assessor(s):** | **Helen Miles** | | | | **Department/Area:** | | | **Community Recreation** | |
| **Activity**  *Describe the activity and the ways in which it could pose a risk* | **Hazards**  *e.g. personal injury, electric shock, people or objects falling from height, crushing* | **Persons at risk** | **Risk before control measures** | | | **Controls**  *Describe controls used to reduce risk to a tolerable or preferably acceptable rating* | **Residual Risk after control measures** | | | **Additional controls?** *e.g. monitor and review, suggestions for future activities* | **Owner** *Person responsible for the controls* |
| Severity | Likeli-hood | S x L | Severity | Likeli-hood | S x L |
|  | Bad Weather conditions – | Leaders and Walkers | 5 | 4 | 20 | If weather is considered too wet, cold, windy the walk may be cancelled or postponed Walkers are responsible for wearing suitable clothing and footwear... For longer walks, walk leader may carry emergency supplies (e.g. sunscreen, high energy snacks, extra water, warm clothing and walking stick) | 1 | 3 | 3 |  | Walk Leaders |
|  | Track, route conditions | Leaders and Walkers | 4 | 2 | 8 | Plan route according to track status and any road works taking place.  Advertise clearly what kind of route terrain for participants and required fitness  Check route before the walk on any hazards and remove or isolate or find another route  Walkers are responsible for wearing suitable footwear. | 3 | 2 | 6 |  | Walk Leaders |
|  | Group size – | Leaders and Walkers | 2 | 1 | 2 | All participants sign in at start of walk.  If groups is large get additional personnel to assist with group management as required.  Staggered start times  Ratios of walk leaders: participants is managed according to individual walk requirements. | 2 | 1 | 2 |  | Walk Leaders |
|  | Lost person | Leaders and Walkers | 3 | 1 | 3 | Clear instructions at start of walk regards staying with the group. Anyone wishing to leave the group during the walk to let a walk leader know. Assigned walk leaders at front, end and middle. Walk leader: participant ratio to be determined by walk leader e.g. 1:10, 1:20 depending on the grade of difficulty ability and age group levels.  All children must be supervised by parent/caregiver.  Regular head counts by walk leaders.  Leader and tail ender both carry a cell phone and whistle.  Inform Police if someone goes missing. | 3 | 1 | 3 |  | Walk Leaders |
|  | Sprain  Soft tissue injury | Leaders and Walkers | 2 | 1 | 2 | Walkers are responsible for wearing suitable footwear.  Leader and tail ender to carry First Aid Kit and cell phone. Walking stick useful for longer walks.  Administer First Aid. | 2 | 1 | 2 |  | Walk Leaders |
|  | Fall | Leaders and Walkers | 4 | 1 | 4 | All walks are graded in promotional booklet. Assess route and lead as required according to weather and environmental hazards.  Walkers made aware where they need to be careful  Leader and tail ender to carry First Aid Kit and cell phone.  Administer First Aid  Call for Ambulance, 111 if necessary. | 4 | 1 | 4 |  | Walk Leaders |
|  | Medical emergencies – heart attack, diabetic emergency, angina, allergies etc. | Leaders and Walkers | 4 | 1 | 4 | All walks are graded and participants advised in promotional booklet to take personal responsibility for any medical conditions requiring medication etc.  Leader and tail ender to carry First Aid Kit and cell phone. Carry aspirin for early signs of heart attack.  Call for Ambulance 111  Administer First Aid. | 4 | 1 | 4 |  | Walk Leaders |
|  | Accidents involving pedestrians and vehicles | Leaders and Walkers | 5 | 3 | 15 | Remind walkers to keep to footpaths and follow road code for crossing roads. If required, have extra assistance to ensure pedestrian safety on walks with large numbers.  Leader and tail ender to carry First Aid Kit and cell phone.  Call for Police and / or Ambulance 111.  Administer First Aid. | 5 | 1 | 5 |  | Walk Leaders |
|  | Dehydration, sunburn, hypothermia | Leaders and Walkers | 2 | 2 | 4 | All walkers are advised in promotional booklet to wear suitable clothing and footwear and to bring a pack with: water, snack, lunch on longer walks, sunscreen and rain coat.  Find out where drinking sources are located.  Leader and tail ender to carry First Aid Kit and cell phone.  For longer walks, walk leader carries emergency supplies (e.g. sunscreen, high energy snacks, extra water, warm clothing and walking stick). Leader and tail ender to carry First Aid Kit and cell phone.  Administer First Aid. Call for Ambulance if necessary 111 | 2 | 1 | 2 |  | Walk Leaders |
|  | Dogs and other Livestock | Leaders and Walkers | 2 | 2 | 4 | Some walks are suitable for dogs. Dogs must be under effective control and on a lead at all times. Dangerous breed dogs must be muzzled. Dog poo to be picked up.  Leader to contact landowner and find out about any stock before event  Leader and tail ender to carry First Aid Kit and cell phone.  Administer First Aid.  Call for Ambulance 111 if necessary | 2 | 1 | 3 |  | Walk Leaders |

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| **Risk Scoring Key** | **Severity** | | **Likelihood** | |
|  | Fatality | 5 | Certain or imminent | 5 |
|  | Major injury, disabling illness, major damage | 4 | Very likely | 4 |
|  | Lost time injury, illness, damage | 3 | May happen | 3 |
|  | Minor injury, minor damage | 2 | Unlikely | 2 |
|  | Delay only | 1 | Very unlikely | 1 |

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| **Risk Rating Categories** | 10 to 25 | Unacceptable | Do not proceed; seek immediate guidance from the safety team |
|  | 6 to 9 | Tolerable | Proceed with caution but seek to reduce risk further if possible |
|  | 1 to 5 | Acceptable | Proceed |

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| **Order of Control Measures** | **Most effective** | **Eliminate** | Ask yourself if the activity needs to be carried out |
|  |  | **Substitute** | Ask yourself if the same effect can be achieved with something less risky |
|  | **Reduce** | Ask yourself if you can use less of something, or limit the time etc |
|  | **Isolate** | Make sure that the risk is contained to the smallest possible area |
|  | **Enclose** | Make sure that no-one can get to the hazard |
|  | **Other Engineering Controls** | Emergency stop buttons, automated controls etc |
|  | **Safe System of Work** | Carry out the work according to a specific step by step programme with training |
|  | **Training/Communication** | Safety team can advise |
|  | **PPE** | Use of ear defenders, hard hat, toe protectors etc. |
|  | **Least effective** | **Discipline and Enforcement** | Telling people to be careful |