

**RISK ASSESSMENT FORM**

|                  |  |                    |                             |
|------------------|--|--------------------|-----------------------------|
| Name of Assessor | Hannah Gilmour / Kathryn Winfield/Leslie Tisdall | Date of Assessment | 27 July 2020/31 August 2020 |
| Programme        | F&M - Events                                     | Time of Assessment |                             |

|                     |                                    |
|---------------------|------------------------------------|
| Task being assessed | Surrey 5 Peaks – Walking the route |
|---------------------|------------------------------------|

Risk Ratings – L = Likelihood C = Consequence R = Rating

| Likelihood that a hazardous event will occur |               | Consequence of a hazardous event occurring |  |
|--|---------------|--|--|
| 1  | Very unlikely | 1  | Insignificant – no injury                |
| 2  | Unlikely      | 2  | Minor – minor injuries needing first aid |
| 3  | Fairly likely | 3  | Moderate – up to three days’ absence     |
| 4  | Likely        | 4  | Major – more than seven days’ absence    |
| 5  | Very likely   | 5  | Catastrophic - death                     |

| Risk Rating | Action  |
|-------------|---|
| 20 – 25     | Stop – stop activity and take immediate action  |
| 15 – 16     | Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously |
| 8 – 12      | Action – improve within specified timescale   |
| 3 – 6       | Monitor – look to improve at next review or if there is a significant change                                |
| 1 - 2       | No action – no further action but ensure controls are maintained and reviewed                               |

| What is the hazard?   | Who might be harmed?                     | How might people be harmed?  | Existing risk control measures  | Risk Rating* |   |   | Additional controls   | New risk rating (Residual) |   |   | Action / Monitored by whom? | Action /Monitored by when? |
|---|--|--|---|--------------|---|---|---|----------------------------|---|---|-----------------------------|----------------------------|
|   |  |  |   | L            | C | R |   | L                          | C | R |                             |                            |
| COVID-19 : contagion via physical touch/air borne particles | Participants, Volunteers, General public | *It is difficult to assess the severity of this risk as it will depend on individuals' health, susceptibility to the virus and the prevailing 'R' number.                                      | We are taking steps to minimise contact between people and remind participants and volunteers of this need.         |              |   |   | Participants' pack & briefing will emphasise the need to observe social distancing guidelines/ walk single file/wait for other walkers and users of spaces when they meet them.                         |                            |   |   | HG/LT                       | August 2020                |
|   |  | The areas of greatest risk are where there is the likelihood of people gathering, for instance at registration, checkpoints, lunch and when they meet other walkers or groups along the route. | Route amended to avoid more crowded areas (eg top of Box Hill) where social distancing (SD) will be more difficult. |              |   |   | Tables/gazebo to be put outside on the green space at Wotton Village Hall in order to manage social distancing by separating groups of walkers at lunchtime.  |                            |   |   | HG/KW                       | 15/8/20                    |
|   |  |  | Participants to be split into timed slots to reduce bunches of people and enable smooth registration process.       |              |   |   | Registration briefing to encourage walkers to remain within family/social bubbles where possible but in sight of other walkers and to carry a mobile phone (although the signal may be poor in places). |                            |   |   | HG/JB                       | 12/9/20                    |
|   |  |  | Number of people in Wotton Village Hall limited to 13 at one time by the trustees.                                  |              |   |   | Ensure social distancing (SD) at registration, checkpoints and lunch stop. Eat and drink outside wherever possible. Volunteers will wear visors and masks.  |                            |   |   | HG/RPL/ MG/KW               | 12/9/20                    |
|   |  |  |   |              |   |   | 'Hand-free sanitiser at village hall.   |                            |   |   |                             |                            |

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|---|---|---|---|--------------|---|---|---|----------------------------|--|--|---|---|
|   |   |   |   | L            | C | R |   |                            |  |  |   |   |
| COVID-19 contagion via virus on hard surfaces | Participants<br>Volunteers<br>Gen. public | Really difficult to assess the level of risk as it will depend on individuals' health, susceptibility to the virus and the prevailing 'R' number. | <p>We will take steps to minimise contact between people and with hard surfaces. Encourage hand washing – display notices.</p> <p>Purchase hand sanitiser for use by volunteers and participants</p> <p>Clean hall and toilets thoroughly before registration and lunch stops.</p> <p>Purchase sufficient PPE (gloves, cloths and cleaner to ensure this.</p> <p>Check with village halls about cleaning regime.</p> <p>Use of gloves for serving water &amp; refreshments.</p> |              |   |   | <p>Investigate installation of 'hands free' dispensers at Wotton and Headley village halls.</p> <p>Consider the option of making up lunches in advance to minimise risk of touching.</p> <p>Sanitiser and wipes available at each checkpoint.</p> <p>Participants encouraged to avoid touching styles/fences etc (eg using stick to climb them) in participants' pack</p> |                            |  |  | <p>HG/KW</p> <p>HG – see vols' briefing</p> <p>HG</p> <p>Participant s' pack &amp; briefing</p> | <p>12/9/20</p> <p>4/9/20</p> <p>12/9/20</p> <p>Aug 2020</p> |

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|---|-------------------------|--|--|--------------|---|---|---|----------------------------|---|---|---|--|
|   |                         |  |  | L            | C | R |   |                            |   |   |   |  |
| Participants get lost on the walk, either due to not following directions/unforeseen diversion or walking after dark. | Participants / Rescuers | <p><b>Participants</b><br/>Stress<br/>Dehydration<br/>Attack<br/>Panic attack</p> <p><b>Rescuers</b><br/>Stress<br/>Attack</p> | <p>The walk is planned and mapped out in advance.</p> <p>Each participant is issued with an outline of the route following registration. On the day, they are given a detailed instruction booklet with photos, including the phone number of the organiser.</p> <p>All participants wear a number throughout the event for easy identification</p> <p>Each checkpoint is signposted with balloons and banners and is staffed throughout the day. All walkers checked off on arrival</p> <p>Participants encouraged to stay in their groups or at least walk with one other person.</p> <p>Any participant arriving at final checkpoint after 7pm will not be permitted to continue to the end of the route.</p> | 2            | 3 | 6 | <p>Volunteers who know route well on standby to find any lost participants.</p> <p>Participants asked to declare approximate finish time in advance so registration times can be organised accordingly.</p> <p>All mobile phone numbers are checked at registration to ensure we have accurate numbers for all participants.</p> <p>Recommend participants download the 'What3words' app (<a href="https://what3words.com">https://what3words.com</a>) as an additional precaution; add to participants' pack.</p> <p>Participants encouraged to carry torch and carry an item of high visibility clothing to wear should they still be walking when it becomes dusk.</p> | 2                          | 2 | 4 | <p>Checkpoint vols/HG</p> <p>HG</p> <p>HG/JB</p> <p>HG – done</p> <p>In checklist in participant pack</p> | <p>12/9/20</p> <p>When place booked</p> <p>12/9/20</p> <p>Aug 2020</p> <p>Aug 2020</p> |

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|--|-----------------------------|---|--|--------------|---|----|--|----------------------------|---|---|--|---|
|  |                             |   |  | L            | C | R  |  |                            |   |   |  |   |
| Walking on roads without pavements and crossing main roads (eg A24 at Mickleham, or small but potentially fast roads, eg Headley Common Road and Lodgebottom Road) | Participants                | <p>Participants</p> <ul style="list-style-type: none"> <li>•Hit by vehicles</li> <li>•Falls into roadside dips and ditches</li> <li>•Sprains &amp; broken bones.</li> </ul> | <p>Points of risk, eg: crossing dangerous/fast roads, lack of pavements and narrow paths are highlighted in comprehensive user guide.</p> <p>Participants encouraged to walk in single file through more hazardous or busier parts of the trail. Participants advised to wear suitable clothing.</p> | 2            | 4 | 8  | <p>Participants to have mobile phone available for cases of emergency (although signal may be poor in some areas of the walk).</p> <p>List of first aiders available at each checkpoint.</p> <p>Encourage participants to carry plasters and wear appropriate walking shoes and socks, to reduce chance of blisters/sprained ankles. Participants also able to carry torch and high visibility clothing.</p> | 1                          | 4 | 4 | <p>Route setters/ registration</p> <p>HG</p> <p>HG – noted in participants' pack</p> | LT/HG/JB  |
| Crossing busy roads  | Participants, route setters | Impact from vehicle at speed / cuts / broken bones / major injury   | Busy and/or fast road crossing points are detailed in the route guide  | 2            | 5 | 10 | <p>Increased prominence to related text in the route guide and in registration briefing.</p> <p>Route setters aim to avoid roads with higher speed limits wherever.</p> <p>Participants encouraged to wear high visibility clothing, especially from dusk.</p>   | 2                          | 4 | 6 | <p>Route setters</p> <p>HG</p>   | During route planning phase and for future events |

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|---|---------------------------------|--|--|--------------|---|---|---|----------------------------|---|---|-----------------------------|----------------------------------|
|   |                                 |  |  | L            | C | R |   |                            |   |   |                             |                                  |
| Walking over uneven surfaces, including hills, woodland and unmade roads. | Participants –                  | falls, sprains, broken bones, head injury.                               | Participants advised to wear suitable footwear & clothing in participants' pack.<br><br>Points of risk (eg roots, slippery/muddy areas/very narrow paths) are highlighted in comprehensive user guide. Route is re-walked during prior to the event.   | 2            | 3 | 6 | Participants advised of any additional hazards at registration.   | 1                          | 3 | 3 | HG/JB/LT                    | Aug 2020 when user guide printed |
| Vehicle/pedestrian collisions at registration point (small parking area)  | Volunteers, staff, participants | Minor injuries<br><br>Stress/aggression<br><br>Reduced social distancing | Parking marshal on hand at to help direct traffic at Headley Village Hall.<br><br>Pub (The Cock Inn) is adjacent to the hall and has agreed to allow parking in its large car park, which is unlikely to be busy at registration times.<br><br>Guidance in Participant pack about available parking and capacities | 2            | 4 | 8 | Participants and volunteers to be reminded in advance of the need to observe social distancing when parking/getting out of their cars.<br><br>Include details of other places to park locally for participants and volunteers leaving cars all day.<br><br>There are relatively few numbers of walkers in 2020 and registration is being phased in 15 minute time slots to reduce congestion. | 1                          | 3 | 3 | HG/ participant pack        | Aug 2020 and 12/9/20             |

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|---|----------------------------------|---|--|--------------|---|----|--|----------------------------|---|---|--|-----------------------------|
|   |                                  |   |  | L            | C | R  |  |                            |   |   |  |                             |
| Allergic reactions  | Volunteers, staff, participants  | Reactions to stings (plant/insect), pollen.<br><br>Allergic reaction to food served at lunch eg. anaphylactic shock /breathing difficulties/skin reactions. | Participants reminded to carry pain relief/allergy creams or tablets of their own wherever possible.<br><br>All foods labelled so participants are able to choose food if they have known allergies.                                   | 2            | 5 | 10 | Participants to declare any allergies on health information sheet in advance of the event and check for ingredients when shopping.<br><br>Check participants have any medication with them. Anti-histamines available in first aid kits for emergency use.<br><br>All food purchased is free from high risk items (eg nuts).   | 1                          | 5 | 5 | HG<br><br>JB/HG<br><br>HG                        | 12/9/20                     |
| Lack of physical fitness leading to a greater risk of accidents | Participants                     | Slips/muscle strain/blisters/dehydration  | Training guide is issued one week post registration to advise of appropriate training to be undertaken.  | 3            | 4 | 12 | Participants' health declaration to be drawn up and included with registration documents.<br><br>Checkpoints marshals will monitor concerns and discuss participants' ability to continue with them.<br><br>Minibus available to pick up participants in case of being unable to continue.   | 2                          | 3 | 6 | HG<br><br>JA/HL/RE/JBr/KJ//JB/RS/HG/RPL<br>HG/KW | Sept 2020                   |
| Minor injuries  | Volunteers, staff, participants: | blisters, slips, trips  | First aid kit available at each checkpoint.<br><br>Participants encouraged to carry small first aid kit/plasters.<br><br>Participants encouraged to walk with at least one other person wherever possible and to carry a mobile phone. | 2            | 2 | 4  | Volunteers at checkpoints will have first aid kit should participants need to tend to minor injuries. Gloves and hand sanitiser will be available at each checkpoint.<br><br>Aim to have a first aider available at checkpoints/lunch stop/finish wherever possible. Ensure checkpoints have a list of first aiders on duty at any point during the day.<br>Add a statement to sign up form to commit to undertaking sufficient training and advising of the risks | 1                          | 2 | 2 | HG<br><br>HG<br><br>HG                           | 11/9/20<br><br>12/9/20      |

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|--|---------------------------------|---|---|--------------|---|---|---|----------------------------|---|---|-----------------------------|--|
|  |                                 |   |   | L            | C | R |   | 1                          | 2 | 3 |                             |  |
| Injury from rubbish and debris along the route   | Route setters and participants  | Cuts, bruises, slips, trips and falls         | Route setters cover the route in weeks preceding the event to check for any additional hazards<br><br>Hazards of 'permanent' debris are highlighted in the comprehensive route guide  | 2            | 3 | 6 | Reminder at pre-event briefing.<br><br>As for minor injuries  | 1                          | 2 | 2 | Route setters<br><br>Hannah | During pre-event route check<br><br>By event and for future events |
| Glassware breakages  | Participants, volunteers, staff | Cuts  | No remote checkpoint has crockery or glass<br><br>Crockery and glass not being used in halls in 2020.   | 2            | 3 | 6 | Reusable non-breakable cups / glasses to be used  | 1                          | 3 | 3 | Hannah                      | By next event  |
| Walking at night time – easier to get lost / increased risk of attacks – human or animal | Participants, volunteers, staff | Minor or major physical injury, panic attacks | Timings set to ensure as far as possible that a walker travelling at 'normal' speed will be able to complete the route by dusk<br><br>All walkers advised to carry a torch<br><br>Any participants arriving at final checkpoint after 7:00pm will not be permitted to continue. | 2            | 4 | 8 | Participants to predict their walking time so an appropriate start time can be allocated to them<br><br>Spare torches/batteries at checkpoints (for volunteers & walkers).<br>Sunset/twilight due to be @ 19.21, dark by 19.51<br>[ <a href="https://www.thetimeandplace.info/uk/postcode/kt186ld/2020-09-12#.X0zUqe-SmUk">https://www.thetimeandplace.info/uk/postcode/kt186ld/2020-09-12#.X0zUqe-SmUk</a> ] | 1                          | 4 | 4 | Hannah                      | Next event   |



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|--|---------------------------------|--|---|--------------|---|---|---|----------------------------|---|---|-----------------------------------|-----------------------------|
|  |                                 |  |   | L            | C | R |   | 1                          | 2 | 2 |                                   |                             |
| Participants wearing unsuitable footwear / clothing                              | Participants                    | Blisters / Sprains / Skin abrasions  | Advice given to all participants about suitable clothing and footwear in participant guide<br><br>First Aid kits with plasters etc.<br><br>Checkpoint volunteers instructed to withdraw any injured participant | 1            | 3 | 2 | List of first aiders available at every checkpoint  | 1                          | 2 | 2 | Hannah<br><br>Checkpoint marshals | Pre event<br><br>On the day |
| Extreme weather conditions (intense heat or heavy rain, thunder, lightning etc.) | Participants, volunteers, staff | Dehydration / sunstroke/ sun burn / struck by lightning / extreme cold / hypothermia | Event manager monitors the expected conditions in the run up to the event and issues additional information to participants where required  | 2            | 3 | 6 | Sun lotion available at checkpoints<br><br>Rain covers available at checkpoints<br><br>Foil blankets available at checkpoints | 2                          | 2 | 4 | Hannah                            | Pre event and on the day    |

|                       |                                 |             |                       |
|-----------------------|---------------------------------|-------------|-----------------------|
| Assessor signature    | Hannah Gilmour/Kathryn Winfield | Comments    |                       |
| Signature date        |                                 | Review date | October/November 2020 |
| Agreed by (signature) |                                 | Date        |                       |