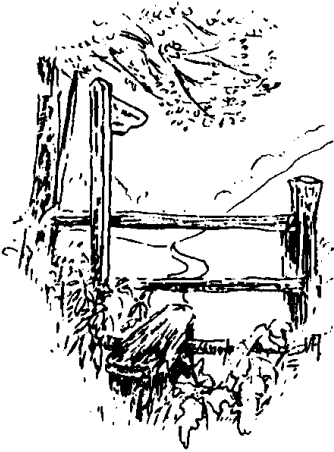


THE EDWARD THOMAS FELLOWSHIP



Health and Safety Procedure for Country Walks

1. Scope

This procedure covers all walks undertaken by the Edward Thomas Fellowship (ETF) in the UK. These include:

- Birthday Walk (takes place on nearest Sunday to 3rd March each year). This usually consists of two walks: a morning walk (5 miles) and an afternoon walk (< 3 miles) around the village of Steep in Hampshire
- Autumn Walk (located in the UK)
- Miscellaneous walks (located in the UK)

2. Personnel

The personnel covered by this assessment are the walk leaders, members of the Fellowship who participate in the walk and any non members who may join the walk on the day.

3. Risks Associated with Road Walking

See Table 1. For an overview of the main risks and the steps taken to mitigate them.

Table 1. Risks associated with road walking

Risk	Steps taken to mitigate risk
Walkers being struck by oncoming traffic when walking on road without a footpath	Always walk on the right, facing any oncoming traffic, unless it is safer to do otherwise (e.g. round a right hand bend) Walkers should listen out for approaching traffic and warn others of its approach Walk in single file The walk leader should wear a high vis jacket or smock
Walkers being struck by traffic from behind when walking on road without a footpath	Walkers should listen out for approaching traffic and warn others of its approach The back marker (if available) should wear a high vis jacket or smock
Dogs being struck by traffic	All dogs should be kept on leads and not allowed to wander into the road

4. Risks Associated with Off-Road Walking

See table 2. For an overview of the main risks and the steps taken to mitigate them.

Table 2. Risks associated with off-road walking (footpaths and hillsides)

Risk	Steps taken to mitigate risk
Descending hillsides in muddy conditions or after rain , which may cause walkers to slip or fall	<p>Take particular care when descending steep hillsides, particularly after rain.</p> <p>Wear appropriate footwear with good grip and ankle support (walking boots).</p> <p>Use walking poles to assist and maintain balance.</p> <p>Wear appropriate clothing to suit the weather conditions in winter, e.g. wind proof and water proof jacket, hat and gloves.</p>
Climbing stiles which might result in arm or foot injuries	<p>Take care when climbing or descending stiles.</p> <p>Use walking poles to maintain balance when stepping down off stile.</p> <p>Wear appropriate footwear (walking boots with ankle support) to reduce injury if you stumble.</p> <p>Don't be afraid to ask for assistance if you need it.</p>
Exposure to the elements in wintry conditions	<p>Wear appropriate winter clothing which is wind proof and waterproof.</p> <p>Wear layers of clothing (e.g. fleece underneath a waterproof)</p> <p>Wear a hat and gloves.</p> <p>Carry an umbrella in rucksack.</p>
Exposure to sun or UV light	<p>Apply sunscreen before and during walk.</p> <p>Wear a sun hat</p>
Dehydration leading to fatigue or exhaustion	<p>Bring a water bottle with sufficient water for the duration of the walk</p>
General fatigue resulting in detachment from group	<p>Notify the walk leader or responsible persons if you are having problems keeping up with the group. Assign someone to accompany the walker.</p>
First Aid	<p>A small First Aid kit (with plasters) should be carried by walk leader or delegate.</p>

5. Accidents and accident reporting

Despite the care taken to mitigate the risk of injury, accidents may sometimes happen. The walk leader or responsible persons should assess the injury and decide if the walker is able to continue on the walk or not. In extreme cases, the emergency services may need to be called. In the meantime the walker should be kept warm and someone should stay with them until they arrive.

After an incident, an accident report should be filled out, detailing what happened, when it happened, where it happened and how it happened, with statements from witnesses who were present at the time of the accident.

N.B. Both the walk leader and back marker should carry mobile phones.

6. Health and Safety Procedure and training

This Health and Safety procedure will be written, approved and uploaded to the Edward Thomas Fellowship website for training purposes. Members will be made aware of the procedure and asked to read it before coming on walks. The procedure will be reviewed on a 3 yearly basis.

7. Health and Safety briefing before commencement of walk

Before any walk is undertaken, the walk leader will perform a Health and Safety briefing, where he/she will outline any risks involved in the walk (as discussed in this procedure). **All walkers will be made aware that they are participating in the walk at their own risk** and that the Edward Thomas Fellowship is not liable for any injury that may occur during the walk.

8. Health and Safety – an agenda item at ETF committee meetings

Before a walk is undertaken, Health and Safety should be an agenda item discussed at the committee meeting prior to the walk. The committee members should ensure the following is in place before the walk goes ahead: a risk assessment form has been filled out; the Health and Safety procedure is still current and within review date; members have been recently notified and encouraged to read the Health and Safety Procedure on the website; a safety briefing is planned by the walk leader before the walk commences.

9. Approvals

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Signature:

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Date: 16 Sept 2017

Reviewed by: Ian Morton

Signature:

Ian Morton

Date: 17th September 2017.

