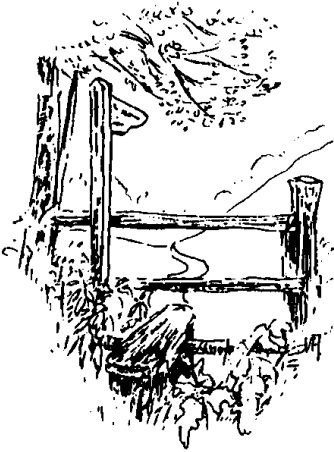


THE EDWARD THOMAS FELLOWSHIP



Health and Safety Procedure for Country Walks

1. Aim and Scope

The aim of the Health and Safety Policy is to prevent accidents and provide adequate control of Health and Safety risks arising from the walks.

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

- Birthday Walk (takes place in March or April each year). This usually consists of two walks: a more strenuous morning walk (5-6 miles) and an easy going afternoon walk (less than 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 ETF who participate in the walk and any non members who may join the walk on the day.

3. Responsibility of individual walkers to assess their health and fitness

It is the responsibility of individual walkers (both members and non members) to assess their health and fitness and their capability to walk the proposed route. None of the routes should be attempted by members who are unfit and incapable of completing the walk route.

Birthday Walk routes (in pdf format) are published in advance and available for download from the Edward Thomas Fellowship website. Members should study these in detail before attempting the walk to assess if they have the necessary fitness to complete the route.

4. 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
Trip hazards caused by dogs accompanying walkers	Dogs accompanying walkers should be kept under control at all times so as not to cause a tripping hazard.

5. 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	Take particular care when descending steep hillsides, particularly after rain. Wear appropriate footwear with good grip and ankle support (walking boots). Use walking poles to assist and maintain balance. Wear appropriate clothing to suit the weather conditions in winter, e.g. wind proof and water proof jacket, hat and gloves.
Climbing stiles which might result in arm or foot injuries	Take care when climbing or descending stiles. Use walking poles to maintain balance when stepping down off stile. Wear appropriate footwear (walking boots with ankle support) to reduce injury if you stumble. Don't be afraid to ask for assistance if you need it.
Injuries caused by aggressive cattle or farm animals	Routes across fields with animals will be avoided if possible.
Walkers getting lost	A back marker will ensure that no walker is left behind or deviates from the route.
Illness during a walk	The walk leader and backmarker will have mobile phones so that the walker can either be picked up by car (if unable to continue) or emergency services called, if necessary.
Exposure to the elements in wintry conditions	Wear appropriate winter clothing which is wind proof and waterproof. Wear layers of clothing (e.g. fleece underneath a waterproof) Wear a hat and gloves. Carry an umbrella in rucksack.
Exposure to sun or UV light	Apply sunscreen before and during walk. Wear a sun hat
Dehydration leading to fatigue or exhaustion	Bring a water bottle with sufficient water for the duration of the walk

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

Risk	Steps taken to mitigate risk
General fatigue resulting in detachment from group	Notify the walk leader or responsible persons if you are having problems keeping up with the group. Someone will be assigned to accompany the tired walker.
First Aid	A First Aid kit (with plasters) and an emergency blanket will be carried by the walk leader or delegate.
Severe weather (i.e. snow, flooding, etc.)	The walk will be cancelled by the walk leader if the weather forecast is extreme and the risk to walkers is deemed unacceptable.

6. Risk Assessment

A risk assessment will be compiled by the walk leader before any walk takes place (see Appendix 1 for hazard and risk assessment form). If the combined risks (i.e. the total category score) associated with the walk are deemed unacceptable (e.g. high or extreme, due to extreme weather, for example), then the walk will be cancelled.

7. 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 (see Appendix 2 for accident report form).

N.B. Both the walk leader and back marker should carry mobile phones in case of accidents.

8. 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 5 yearly basis.

9. 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.

10. 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.

11. Approvals

Author: Mike Cope

Signature:

Mike Cope

Date: 20/7/2020

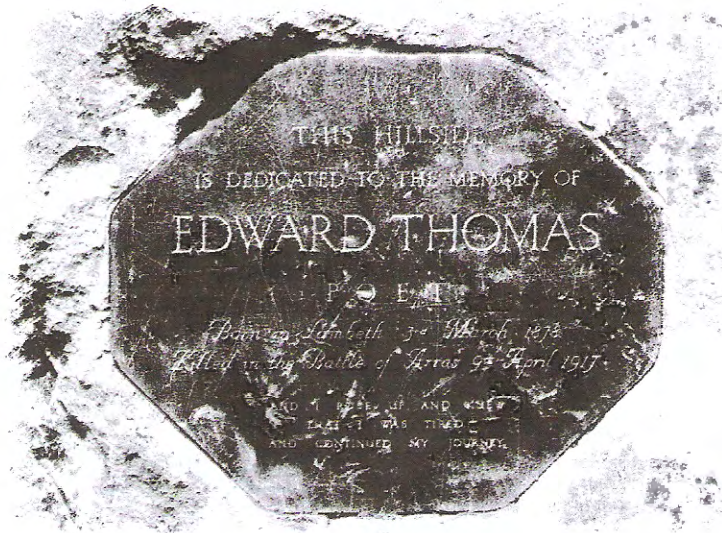
Reviewed by: Jeremy Mitchell

Signature:

Mitchell

Date:

24/7/2020



Appendix 1

Hazard and Risk Assessment Form (see next page)

THE EDWARD THOMAS FELLOWSHIP
HAZARD AND RISK ASSESSMENT FORM

Severity of hazard: 1= Minor injury 2= Serious injury 3= Major injury or fatality	Likelihood: 0 = Never 1= Unlikely 2= Likely 3= Very likely or inevitable	Population (no. of persons who could be affected): 1= 1-5 persons 2= 6-20 persons 3= 21+ persons	Total Risk Category Score Not applicable (N/A) Low (L) : 1-3 Medium (M): 4-10 High (H) : 10-18 Severe (S): 18-27
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Location: Steep, Hampshire, UK **Activity/Equipment:** Birthday Walk **Date of assessment:**

Nature of hazard	Slips, trips or falls	Road vehicles	Severe weather (Snow, flooding)	Other	Other	Total Risk Category Score
Severity						
Likelihood						
Population						
Category total						

Control methods and timescale: In accordance with Health and Safety Procedure

<u>Assessor</u>	Sign name	Print name:
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Control methods and timescale

- All attendees to be advised of any hazards that are identified during reconnoitre of activity area.
- Where necessary scrub clearing and removal of hazards to be carried out prior to commencing activity.
- All attendees to be reminded of necessity to wear appropriate protective clothing and waterproof clothes and footwear as necessary
- Attendees to be made aware of their responsibilities for their own and others health and safety
- All gates to be kept closed and warnings of any farm animals.
- All dogs to be kept on short leads when road walking or when animals are in fields.
- When activity is in a building, fire exits to be identified and procedure for evacuation in event of fire and other emergencies.

Appendix 2

Accident/Incident Report Form (see next page)

THE EDWARD THOMAS FELLOWSHIP

ACCIDENT / INCIDENT REPORT FORM

Injured Person Name	
Incident Time	
Incident Location	
Person's Phone Number	
Person's Gender	
Witness Name	
Reported to Whom	
Date	

Incident Description

Does the injured person require hospitalisation / doctor? Yes / No

Hospital Details

Follow Up Action

Prepared byApproved by

SignatureDate.....

(Approver)