

Risk Assessment



Project Title/ Event:	Guided Bat Walk
Summary of Event (number attending, location, activities):	Guided Bat Walk around Tocil Lakes at the University of Warwick. Led by a Friends of Canley Green Space and WV Student Leaders and attended by approx. 35 student volunteers.
Date(s):	Bat Walk – Tuesday 6 October 26 (Subject to change due to weather)
	Inform Outdoor events/Community Safety about the activity

Form completed by:	Jenny Watson
Form approved by (Warwick Volunteers Staff):	
Date form completed:	24/09/2026

Mandatory requirements	Events/Circumstances that could increase risk
First-aid provision by Michael Wileman	<i>Extreme weather conditions</i>
2 activity leaders needed for guided walks. One to lead from front and one to be the back marker.	what3words location: radar.desire.class

Degree of Risk Calculation					
		Likelihood			
		Unlikely	Possible	Likely	Very Likely
Consequence / Severity	Minor Injury	Minor Injury - Unlikely	Minor Injury - Possible	Minor Injury - Likely	Minor Injury - Very Likely
	Major Injury	Major Injury - Unlikely	Major Injury - Possible	Major Injury - Likely	Major Injury - Very Likely
	Death/Paralysis	Death/Paralysis - Unlikely	Death/Paralysis - Possible	Death/Paralysis - Likely	Death/Paralysis - Very Likely

Prioritisation of risk factors

Definitions - Severity	
No injury	Participants finish the activity with no negative impact to their health or wellbeing
Minor injury	Might include bruising, minor cuts or light abrasions. Health effects might include mild irritation of the skin or eyes, headaches or ill-health leading to temporary discomfort
Major injury	Might include loss of consciousness, lacerations, concussion, serious sprains, broken bones, deafness, asthma, burns. Health effects might include permanent disability or life-shortening diseases
Definitions - Likelihood	
Unlikely	Under normal circumstances, no injury will occur
Possible	It is probable that no injury will occur, but there is a chance that it could
Likely	It is probable that an injury will occur
Very likely	An injury is likely to occur unless action is taken to prevent it
Minor risk	No action required
Moderate risk	If possible action must be taken to reduce risks to a minor risk
Substantial risk	Action MUST be taken to reduce risks or activity MUST be suspended

Potential hazard	Who is at risk?	Control measures	Risk rating after controls	
			Severity	Likelihood
Slips, trips, falls – uneven ground	Participants	- Activity leader selects suitable terrain and checks the route prior to the walk. Prior pilot activity conducted and route checked on the day. - Groups advised to wear appropriate footwear in advance. - Footwear checked before activity and if unsuitable, wellies provided from WV storage. - Group to stick to main pathways. - Torches provided to share amongst participants. - Activity leaders to supervise participants throughout session and advise of hazards accordingly.	Minor injury	Unlikely
Injuries from collision - Other users on pathway e.g. other walkers, cyclists, dogs	Participants	- Instruct group to keep to one side of the path to allow other users to pass. - Leader and back marker to warn of bikes or dog walkers passing.	Major injury	Unlikely

Individuals becoming lost	Participants	• Activity Leader to lead from the front and allocate one to act as back marker. • Participants advised not to become separated from the main group. Activity Leader to keep group together. • Walks limited to specific, risk assessed routes. • All participants sign a register at the start of the walk and head counts taken during the walk. • We ask participants to tell walk leaders if they are going to leave the walk early.	Minor injury	Unlikely
Exposure to cold, wet or sun - Hypothermia; Heat stroke; Heat exhaustion; Sunburn, dehydration	Participants	• Activity leader takes into account the forecast weather conditions before deciding if the walk can go ahead. • Select appropriate route according to weather conditions. • Appropriate clothing must be worn if the weather forecast is for poor weather conditions, the same would apply for hot conditions.	Major injury	Unlikely
Change of weather - cold/wet	Participants	• Activity Leaders to ensure everyone has suitable clothing. • Check weather forecast - do not go if extreme weather/foggy.	Major injury	Unlikely
Falling objects (tree branches, signs)	Participants	• Check weather forecast - do not go if high winds.	Major injury	Unlikely
Drowning or hypothermia from falling into water	Participants	• Ensure participants are made aware of the position of banks etc. Try to route walk away from any particularly narrow or hazardous areas. • Participants advised not to go in the area between pathway and the lakes to prevent falling in. • Activity leaders to supervise participants throughout session and advise of hazards accordingly.	Major injury	Unlikely
Walking home late at night	participation	• Check volunteers are okay getting back to their accommodation. • Anyone who feels unsafe or is walking alone can book a taxi/uber and WV will reimburse the journey.	Major injury	Unlikely

Newly identified hazards – *once the activity is underway, if you spot a new hazard, record it here*

Potential hazard	Who is at risk?	Control measures	Risk rating after controls	
			Severity	Likelihood

Volunteer Briefing for Activity Leaders

Activity Leaders:

- Ensure Community Safety are made aware of event and that their number is accessible in case of first aid or incidents.
- Ensure they have charged mobile phone with them at all times.
- Meet volunteers - sign them in, provide briefing and safety information/demonstrations.
- Handout torches
- Ensure volunteers are wearing appropriate clothing and footwear.
- Supervise group, monitor weather conditions and hazards throughout the activity.
- Ensure debris and litter is not left behind.
- Provide debrief and ensure no unreported injuries have been sustained.
- Record and report any accidents or near misses.

Volunteer Briefing notes:

- Welcome and introduce Activity Leaders.
- Run through schedule
- Highlight and run through hazards and dangers.
- Remind volunteers there are no toilets on the walk.
- Identify first aider and emergency procedures.
- Exam time – mindful of noise and volume on bat detectors.

Key points:

- Stay within group during walk.
- Hazards:
 - uneven ground - stay on pathways

- mindful of passers-by, dogs - move to side to let them pass
- lakes - stay on pathways and don't go on grassy area between banks and paths.
- visibility when moving - use torches when it gets dark.
- Inform Activity Leaders of any concerns, accidents or near misses.
- Inform Activity Leaders if you need to leave.

Emergency Procedures

On-Campus Emergencies

Life-Threatening Situations or Crimes in Progress

If you are the only person present:

1. Call **999** immediately and request the appropriate emergency service (Ambulance, Fire Service, or Police).
2. If it is safe and practical to do so, contact the [Community Safety Team](#) via the [SafeZone app](#) or by calling:
 - a. Extension: **22222**
 - b. External: **024 7652 2222**

If other people are available to assist:

1. Ask one person to call **999**.
2. Ask another person to contact the **Community Safety Team** via SafeZone or the numbers above.

Non-Life-Threatening Incidents

For situations that do not require an immediate emergency response:

1. Contact the **Community Safety Team** via the SafeZone app or on **024 7652 2222 (Ext. 22222)**.
2. Follow their advice regarding any further action, including whether emergency services should be contacted.

Defibrillators (AEDs)

Defibrillators are available at the following locations:

- Community Safety Team
- Students' Union Building (South)
- Warwick Arts Centre

For a full list of defibrillator locations, visit:

https://warwick.ac.uk/services/healthsafetywellbeing/guidance/first_aid/defibrilators/

Bleed Control Kits

Bleed control kits are available at:

- Community Safety Team
- The Piazza

For a full list of bleed kit locations, visit:

https://warwick.ac.uk/services/healthsafetywellbeing/guidance/first_aid/bleedkits/

Off-Campus Emergency Procedures

If an incident occurs while volunteering with another organisation, school, or community group, and first aid or emergency services are required:

1. Notify the appointed first aider immediately.
2. If necessary, contact the appropriate emergency service by calling **999**.
3. Inform the relevant project leader, community partner representative, or Warwick Volunteers staff member as soon as possible.

If you feel unsafe while volunteering and the situation is not an emergency, you may contact the **Police non-emergency number (101)** for advice and support.

Reporting Accidents, Incidents, and Near Misses

All accidents, incidents, and near misses must be reported.

Following any accident, incident, or near miss:

1. Inform a **Warwick Volunteers staff member** as soon as possible (and the **community partner representative**, where applicable).
2. Complete an [Incident Report Form](#) within **24 hours** of the incident, or as soon as reasonably possible upon returning from the project.

Prompt reporting enables appropriate action to be taken to protect volunteers, participants, and members of the public, and helps prevent similar incidents occurring in the future.