



Risk Assessment

Project Title/ Event:	Guided Wilderness Walks with Friends of Canley Green Spaces
Summary of Event (number attending, location, activities):	We will explore the woodlands and countryside surrounding Longwood Place and the Oaks, on a guided walk that visits ancient woodlands, lakes, ponds and streams. The route is easy to walk and should take about 2 hours to complete. Approx. 40 students attending.
Date(s):	Sunday 25 October

Form completed by:	Jenny Watson
Form approved by (Warwick Volunteers Staff):	
Date form completed:	25/09/2026

Mandatory requirements	Events/Circumstances that could increase risk
First-aid box provided and nominated first-aider always on site	<i>Extreme weather conditions</i>
2 activity leaders needed for guided walks. One to lead from front and one to be the back marker.	
<i>What3Words to be downloaded onto leaders phones https://what3words.com/</i>	

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

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
Prioritisation of risk factors	
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
Traffic –crossing roads	participants	- Stop and warn of danger. Keep group together. - Activity Leader to watch for traffic and instruct group to cross when safe. - Walk planned so crossing main roads is minimised.	Major injury	Unlikely

		• Walkers to cross at pedestrian crossing points where they are available. • Activity Leaders to where Hi-Vis		
Slips, trips, falls – uneven ground	participants	• Activity leader selects suitable terrain and checks the route prior to the walk. • Groups advised to wear appropriate footwear in advance. • Footwear checked before activity and if unsuitable, wellies provided from WV storage. • Activity leader should have basic First Aid knowledge in case of emergency. • A First Aid box to be taken on each walk.	Minor injury	Unlikely
Livestock including sheep, cattle & horses- Trampling	participants	• Keep group together. • Instruct group not to approach or touch livestock. • Keep everyone quiet. • Avoid leading group too close. • Take extra care at lambing time and when cattle are with calves.	Major Injury	Unlikely
Injuries from collision - Other users on bridleways e.g. cyclists, horse riders	Participants	• Instruct group to keep to one side (left) of the path to allow other users to pass. Leader and back marker to warn of bikes or horses passing.	Major injury	Unlikely
Individuals becoming lost	participants	• Activity Leader to lead from the front and allocate one to act as back marker. • Walks limited to specific, risk assessed routes. • All participants sign a register at the start of the walk. Head counts taken during the walk. • Map of route given to participants with WV mobile number. • Participants advised to use what3words to track location and inform WV in case they get lost from the group. • We ask participants to tell walk leaders if they are going to leave the walk early.	Minor injury	Unlikely
Exposure to	participants	• Activity leader considers the forecast weather	Major injury	Unlikely

cold, wet or sun - Hypothermia; Heat stroke; Heat exhaustion; Sunburn, dehydration		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. • First aid kit carried by activity leader. • In hot conditions choose shaded areas for stopping. • In cold conditions keep groups moving and avoid standing around. • Participants advised to bring a bottle of water and refreshments. • Spare bottle of water carried by activity leader		
Unauthorised / illegal motorbike use in woodland- participants may be struck by a motorbike or be forced off paths, resulting in injury. (Occasional illegal activity reported by Canley Stakeholders)	Participants	• Use established footpaths and remain vigilant for other woodland users. • Walk leaders brief participants before the activity about the possibility of encountering motorbikes. • Listen for approaching vehicles and move to a safe position off the path where necessary. • Group remains together and supervised throughout the walk. • Avoid known areas or times where illegal motorbike activity has previously been reported. • Mobile phone carried for emergency contact. • Any sightings of illegal motorbike activity are reported to the police. • Activity postponed or route changed if motorbike activity presents a significant immediate risk.	Major injury	Unlikely
Damage to Environment	environment	• No litter should be discarded and all litter taken back to university to be recycled/binned.	Minor injury	Unlikely

		• No flora or fauna should be removed.		
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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 notes:

Activity Leaders:

- Ensure a trained first aider (Michael Wileman) and first aid box is on site at all times.
- Ensure you have charged mobile phone with you at all times. You can take the Warwick Volunteers Project Phone 07876 217836
- Meet volunteers - sign them in, provide briefing and safety information.
- Ensure volunteers are wearing appropriate clothing and footwear.
- Monitor weather conditions and hazards throughout the day.
- 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.
- Handout route maps.
- One leader at the front of the group and 2nd at the back. Hi-vis available to wear for leaders.

Volunteer Briefing notes:

- As volunteers sign in remind them where the nearest toilet is (Rootes building) and ask if they have a drink and lunch on them.
- Hand out route map.
- Welcome and introduce Activity Leaders.
- Run through schedule.
- Highlight and run through hazards and dangers:

- Identify first aider and emergency procedures.
 - Volunteers must stay within group at all times. If lost call WV mobile. Use What3Words to track location.
 - Let us know if leaving early.
 - Crossing roads in smaller groups.
 - Uneven and muddy ground.
 - If other pedestrians/ runners/ bikes on route please move to the left.
 - Let the first aider know if you have any injuries or medical conditions, we need to be aware of
 - Photos let us know if you don't want to be in them
- Remind volunteers there are no toilets on the walk.
 - Taking breaks.
 - 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.

