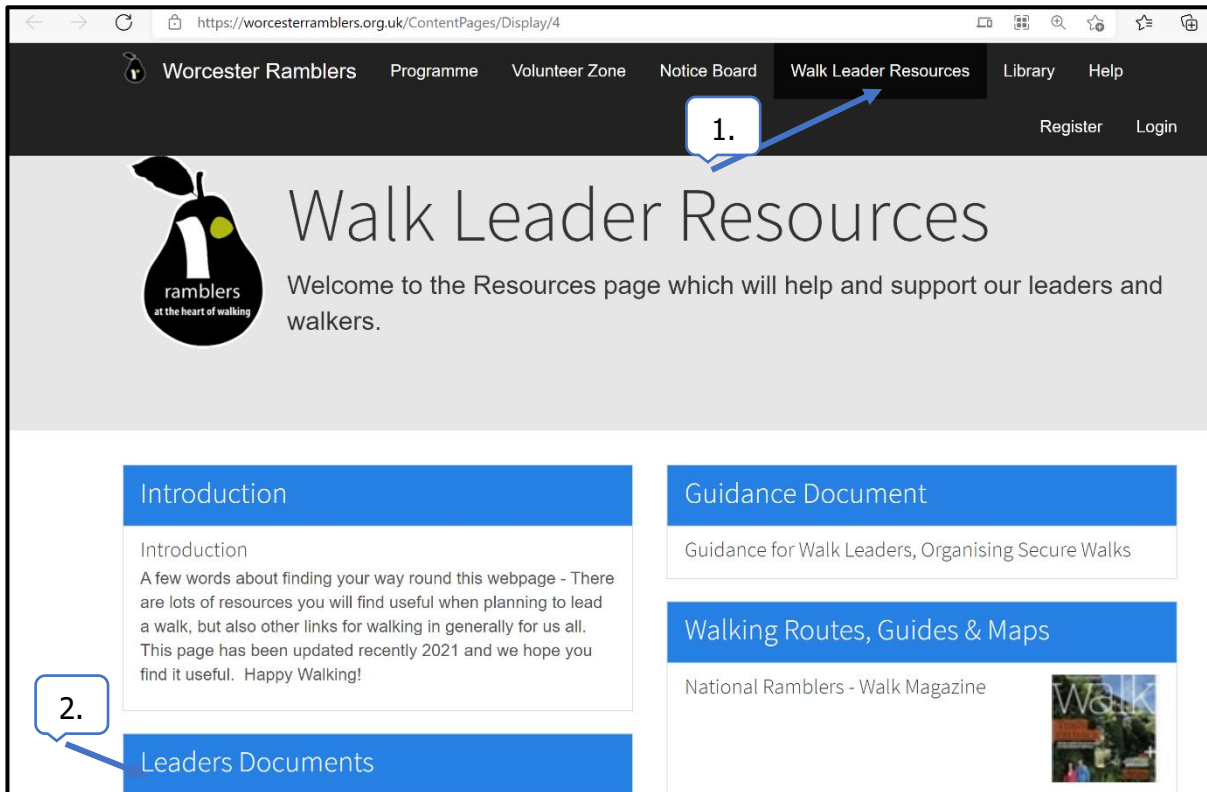
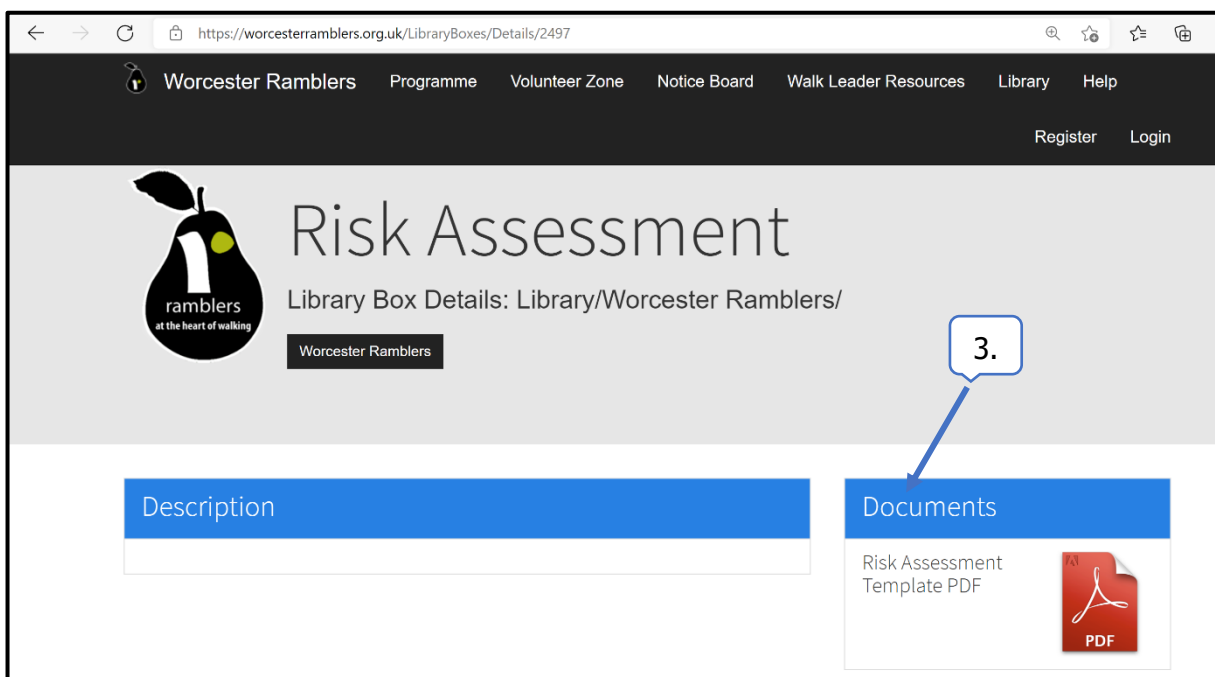


Worcester Ramblers – Access and Save a Risk Assessment

1. Click on Walk Leaders Resources tab on Worcester Ramblers Website, picture below!
(Where to find the Risk Assessment before you post a walk)



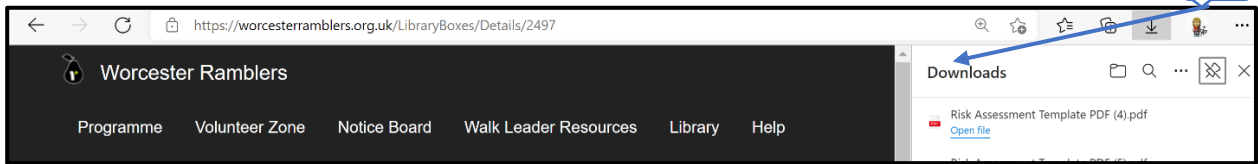
2. Under the heading Leaders Documents, scroll down, select Risk Assessment Form listed, click on it and this window below opens.
3. Under the Documents heading you will see a PDF called Risk Assessment Template PDF, click on it.



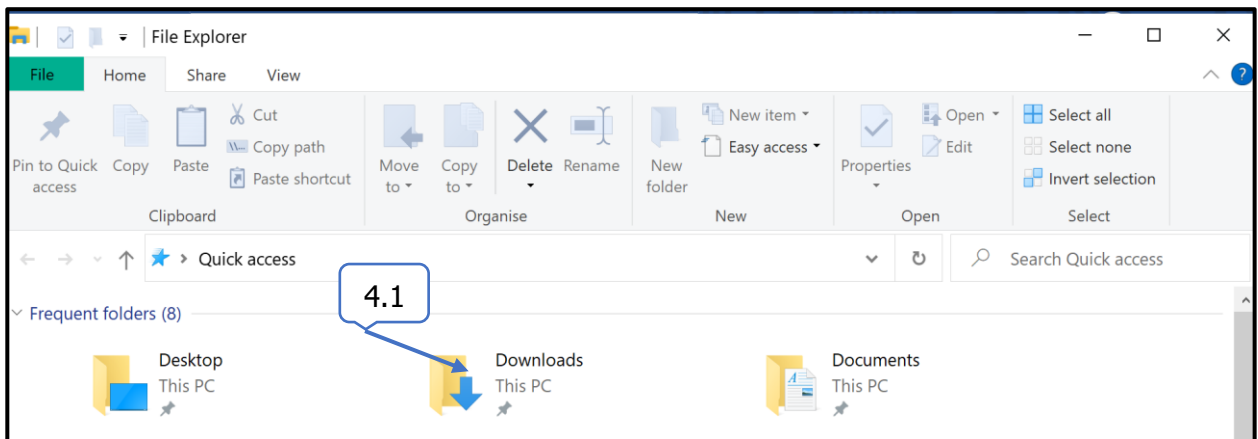
Worcester Ramblers – Access and Save a Risk Assessment

4. A window will either open in the top right of your screen as seen in the picture below, or bottom left of your screen

4.



4.1 The Risk Assessment document has been saved in your downloads folder



5. Open the PDF Document.

- 5.1 If you have Adobe Acrobat Reader DC installed on your computer it should open in this software. Fill all the boxes in by clicking in them and typing relevant info. When all the boxes are filled in click on File, select save as from the drop down menu.

5.1

Group Walks | Risk Assessment

Every walk is different, so complete a risk assessment for each one you lead to help you plan and make a note of the steps you are taking to keep walkers safe. After a walk, risk assessments should be stored for three years. Each walk leader can keep their own risk assessments, or groups can choose someone to look after them.

Have a great walk!

Who is leading the walk?	Name: <input style="width: 90%;" type="text"/>	Group: <input style="width: 90%;" type="text"/>
Dates (DD/MM/YY)	Walk: <input style="width: 90%;" type="text"/>	Risk assessment: <input style="width: 90%;" type="text"/>
	Recce: <input style="width: 90%;" type="text"/>	

Hazards Make a note of any hazards to walkers or others on your route	Precautions Tick the boxes that apply and add any others – you don't need to tick every box.	
Weather What is the forecasted weather? Is there any danger of extreme temperatures, heavy rainfall or other severe weather events?	Check the weather forecast and postpone/cancel if necessary	<input type="checkbox"/>
	Advise walkers to bring suitable clothing and items for the conditions	<input type="checkbox"/>
	Make a note of 'escape routes' on the recce	<input type="checkbox"/>
	Other/Detail: <input style="width: 90%;" type="text"/>	

Worcester Ramblers – Access and Save a Risk Assessment

5.2 If not it will automatically open in Microsoft Edge. Fill all the boxes in by clicking in them and typing relevant info. When all the boxes are filled in click on the save icon

1 of 3

File | C:/Users/JaneV/Downloads/Risk%20Assessment%20Template%20PDF..pdf

Page view | Read aloud | Draw | Highlight | Erase

5.2

ramblers
at the heart of walking

Group Walks | Risk Assessment

Every walk is different, so complete a risk assessment for each one you lead to help you plan and make a note of the steps you are taking to keep walkers safe. After a walk, risk assessments should be stored for three years. Each walk leader can keep their own risk assessments, or groups can choose someone to look after them.

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Weather What is the forecasted weather? Is there any danger of extreme temperatures, heavy rainfall or other severe weather events?	Check the weather forecast and postpone/cancel if necessary	<input type="checkbox"/>
	Advise walkers to bring suitable clothing and items for the conditions	<input type="checkbox"/>
	Make a note of 'escape routes' on the recce	<input type="checkbox"/>
	Other/Detail:	

Take notice of where the computer saves your document so you can retrieve it when required.

This **How to do** document assumes you are running Windows 10 on your Computer.