

Walkabout Flintshire Volunteer Led Walks – Guidance Notes, Insurance Update & Risk Assessment Form

These guidance notes will be provided to All Walk Leaders and published on the Walkabout Flintshire website

These guidance notes are supplementary to current Walkabout Flintshire risk assessment processes and will only be valid for the duration of the Covid-19 pandemic. Below you will find the Risk Assessment Guidance issued by the Ramblers Association which they have given their approval for Walkabout Flintshire to use.

Extra measures have been added to ensure the safety of Walk Leaders and Walkers. The information provided below are in line with current Welsh Government guidelines, any changes will be notified to Walk Leaders.

All walks **MUST** adhere to social distancing practice as per the Welsh Government

WALK LEADERS

1. Walks will be limited to a maximum of 30 walkers including leaders. Once the safe limit has been reached late comers will not be permitted to join the walk.
2. Walk leaders must be confident that their walks can be carried out in a safe manner.
3. Walk leaders will not be obliged to lead walks if they feel that this is not safe for them personally.
4. Walk registers must be completed with the contact telephone so that contact tracing may be carried out.
5. Registers are to be kept for 21 days only then destroyed.
6. Walk routes should avoid touching gates, stiles etc where possible.

WALK LEADERS AND WALKERS

Walkers must listen to pre-walk briefing including emphasis on safety and personal responsibility. Ensure they are told that personal information will not be kept beyond the recommended timeframe.

- a. Walkers will be requested to carry their own hand sanitiser. Gloves and facemasks are at own discretion.
- b. Remind walkers to walk responsibly – remembering to stand back and give way to other walkers
- c. Walkers will be told not to share equipment, food or drinks with fellow walkers.
- d. Anyone falling ill with Coronavirus must advise the walk leader who can then contact Public Health Wales.
- e. Walk leaders are not responsible for social interactions at end of walk e.g. café visits

IMPORTANT

ADDITIONAL INFORMATION FOR WALK LEADERS PROVIDED BY ZURICH INSURANCE

We do not have any specific guidelines or recommendations for the re-opening of facilities or the restarting of services. This is because the Government guidelines take precedent.

Volunteers are covered under Walkabout Flintshire Public Liability Insurance. It protects against legal liabilities resulting from injury or disease suffered by the volunteers in the course of duties. This includes contracting Coronavirus.

Public Liability Insurance will also extend to cover legal liabilities resulting in injury or disease suffered by a member of the public where it is deemed to be your fault. This also includes contracting Coronavirus.

For a claim against you to success, you would have to be found responsible for the individual contracting Coronavirus. The claimant would need to show that you had failed in your duty to take reasonable steps to keep them safe and that this was the cause of them contracting the disease.

As you reopen/restart services and activities you will need to conduct a fresh risk assessment for them, ensuring that the latest Government guidelines are factored into them. You will need to document these assessment and then take appropriate actions to ensure the safety of volunteers and service users. You should be able to demonstrate that you have adhered to the advice and recommendations provided by the Government during each phase of the pandemic's evolution.

So this means you will need to re-do your risk assessment each time the Government guidelines that affect you are changed.

Use this risk assessment to help you understand the risks and any steps you need to take to stay safe before leading a group walk.
Please complete and keep a copy for every walk. Copies should be kept for 21 days after the date of the walk.

Walk Leader		Date of walk	<i>DD/MM/YY</i>
		Date of risk assessment	<i>DD/MM/YY</i>
		Date of recce	<i>DD/MM/YY</i>

Possible hazards	Who might be harmed and how?	Ways to control the risk	Action taken? (click on the box to tick)
Transmission of COVID-19 through close contact / meeting other people	Walkers, members of the public – risk of spreading COVID-19		<input type="checkbox"/>
		Avoid particularly busy or narrow routes where physical distancing is not possible.	<input type="checkbox"/>
			<input type="checkbox"/>
		Remind walkers beforehand about the guidelines	<input type="checkbox"/>
		Advise walkers at the start of the walk to maintain physical distancing from others – this is everyone’s responsibility.	<input type="checkbox"/>
		Advise walkers what to do at any pinch points or road crossings to maintain physical distancing.	<input type="checkbox"/>
		Carry a face covering in case of incidents.	<input type="checkbox"/>
		Ensure you have a record of who attended the walk.	<input type="checkbox"/>
Transmission of COVID-19 through touching gates, stiles, fences or equipment	Walkers, members of the public – risk of spreading COVID-19	Avoid touching gates and path furniture where possible.	<input type="checkbox"/>
		Suggest walkers bring hand sanitiser and/or wear gloves.	<input type="checkbox"/>
		Advise walkers not to share food, drink or equipment such as walking poles.	<input type="checkbox"/>

Your volunteering & COVID-19

Due to COVID-19, there are extra steps we need to take to organise and lead group walks safely. Please visit the Walkabout Flintshire's website for the latest updates and guidance.

It's **essential** for all volunteers to consider the following questions, when deciding whether to take part in leading activities:

Do you (or does someone else from your household) have COVID-19 symptoms?	<p><i>If so, you should self-isolate for 7 days. If another person in your household has symptoms, you should self-isolate for 14 days.</i></p> <p><i>You must not take part in Ramblers activities during this time.</i></p> <p><i>Symptoms include a high temperature, a new continuous cough and the loss, or a change to your sense of smell or taste. Find out more about COVID-19, and what you should do if you have symptoms on the NHS website.</i></p>
Are you 'clinically vulnerable'?	<p><i>If you (or someone you live with) are at higher risk of getting seriously ill from coronavirus, you should take extra care to minimise contact with others from outside your household.</i></p> <p><i>Taking part in a Ramblers activity may put you and those around you at higher risk. It may not be the right decision at this time.</i></p> <p><i>Remember – everyone over 70, and those with certain underlying health conditions are considered to be 'clinically vulnerable'. You can find more information on the NHS website.</i></p>
Do you want to volunteer, and do you feel safe and comfortable doing so?	<p><i>Volunteering is a personal choice. There will never be any obligation or pressure to volunteer or take part if you don't want to, or are not able to at this time.</i></p>