

Standard Operating Procedure for

GUIDED WALKS (ADULTS) up to 20 participants



Herefordshire
Wildlife Trust

What it is being used for/why is activity needed	Mitigate for risks associated with this activity
What are the hazards	<ul style="list-style-type: none"> • Sickness, tiredness, sunburn • People moving off from group and getting lost • Trip and slips along route • Moving vehicles/ walking in the road • Dangerous / irresponsible people
What is the process you have to follow to complete the job safely	<ul style="list-style-type: none"> • Route walked in advance and any particular hazards identified and announced at start of walk and on approach including roads, trip hazards, muddy and slippery paths, steep drops or steps. • Two responsible leaders to attend from start to finish (for groups of 5 to 20 people. Only 1 required for a group of 5 people or less). One to lead walk at the front, one to bring up the rear. • At least one qualified First Aider present. • First Aid kit to be carried at all times. • Walk leaders to both carry fully charged mobile phones. • Walk leaders to wear hi-vis if route takes in a busy road. • Ensure all participants have suitable clothing, footwear, sunscreen and water/refreshments with them. • Walk at pace of slowest in group. • Identify if any participants require medication with them e.g. inhaler/ epi pen and that they have these with them
What training and supervision is required	First Aid (one day training course completed and certificate in date)
What PPE is required	High viz jackets if using a roadway
What other equipment is needed	Mobile phone and first aid.
What do you do if something goes wrong	Phone 999 if required. If no phone signal, one leader to leave group to fetch assistance, one to stay with group.
Where can you get more information	Generic Risk Assessment . T:\Health & Safety\Risk Assessments\Generic Risk Assessment NEW\Draft Generic RA - Event.docx
Name of person completing this form	Frances Weeks
Date form completed/updated	Draft 08/04/2025