

Winchester Area Tourist Guides Association Risk Assessment for Regular Tours

WATGA members should carry the WATGA Incident Form to be completed in the event of an incident/accident and returned to the Chair

| Activity / process / occupation | What hazards to health and/or safety exist? | What risks do they pose to employees and other persons? | Precautions already taken? | Risk level achieved (H, M or L) | Are additional measures necessary? |
|---|---|--|--|---------------------------------|--|
| Risk 1 Guided walking tour which includes: roads, pavements, various paths, grass | <ul style="list-style-type: none"> - Trip hazards: uneven ground – part tarmac/part rough ground. - Risks associated with crossing roads, public and private. Foreign visitors used to cars driving on right - Slip hazards associated with slippery ground when wet or icy - Narrow pavements | <ul style="list-style-type: none"> - Members of the public may trip on uneven ground - Risks associated with crossing roads. Foreign visitors more at risk - Slippery conditions may cause members of the public to fall - Emergency incidents - People may walk in the road where pavements are narrow | WATGA training will make guides aware of their Duty of Care in respect of all tours. | L | <ul style="list-style-type: none"> - The routes are assessed prior to the tour. - WATGA members will make customers aware of uneven ground which might be unexpected. - They will cross roads where it is safe to do so. They will be especially careful with children and overseas customers. - They will make customers aware of unusually slippery ground and narrow pavements - They will assess the number of people on the tour and their ability and modify the walk accordingly. - For emergency communication, WATGA members are recommended to carry a mobile phone. |
| Risk 2 Guided tour which includes admission to buildings | Trip hazards due to uneven floors, stairs, steps and poor lighting. | Members of the public may fall due to features specific to old buildings | WATGA training will make guides aware of their Duty of Care in respect of all tours. | L | <ul style="list-style-type: none"> - WATGA members assume that an appropriate risk assessment has been carried out by any building open to the public. A separate assessment will be carried out for non-public buildings. - They will draw attention to any unusually difficult steps or uneven ground. |
| Risk 3 Evening walks | Additional trip hazards in poor light conditions | Members of public may trip in poor light | WATGA training will make guides aware of their Duty of Care in respect of all tours. | L | <ul style="list-style-type: none"> - WATGA members will carry a torch/phone and will suggest that customers also use their phones if necessary |
| Risk 4 Weather related | <ul style="list-style-type: none"> - Wet or icy weather - Hot weather | <ul style="list-style-type: none"> - Slips and falls (see above) - Route blocked by puddles - Visitors getting sun burn or sun stroke | WATGA training will make guides aware of their Duty of Care in respect of all tours. | L | <ul style="list-style-type: none"> - See above. In extreme weather WATGA members will alter the tour route as necessary - it is up to visitors to wear appropriate clothing but WATGA members will keep in the shade where possible and be aware of any difficulties visitors are experiencing |
| Risk 5 Other WATGA walking tours Guided tours which include coach travel | <ul style="list-style-type: none"> - For Themed and other WATGA walking tours, the guide should consider any necessary adjustments to this risk assessment - WATGA does not offer coach tours, but guides undertaking such tours as part of their private work are reminded to carry out their own risk assessments | | | | |

