



Health & Safety Policy

Appendix 1: Walks Guidance

Ingleborough Archaeology Group (IAG) offers an annual summer programme of walks and visits to places of archaeological, historical, cultural, geological and topographical significance. The programme is notified to members well in advance of the events.

Walks (and visits that include a walk) will be restricted to public rights of way, permissive paths, open access land (having regard to any restrictions in force at the time of the event), and to private land where IAG has the prior agreement of the landowner/tenant.

Each walk shall be assessed by the Activity Leader and/or a member of the IAG Committee who shall conduct a terrain and risk assessment.

Prior to the date of the walk, members will be reminded of the event and be given details of the time and place to meet, arrangements for parking, the distance of the walk, the amount of ascent, the nature of the pathways and terrain, the likely duration and any known hazards.

Participants will be expected to wear clothes and footwear appropriate to the terrain and potential weather conditions and have with them rainwear and spare clothing should the weather deteriorate. They should carry sufficient food and water at least for the expected duration of the walk.

The Activity Leader and 'Back-up'. Before starting the walk, the Activity Leader shall address the whole group and introduce themselves. They shall welcome the group, take a register and remind walkers of the likely duration, distance, terrain, amount and nature of ascent, and any known risks and hazards. The Activity Leader shall summarise

all the clothing and footwear that is needed for the activity and ask walkers to check that they have packed rainwear and spare clothing as well as food and water. If anything has been forgotten, they shall be asked to say so before setting off. The Activity Leader shall ask anyone who has a medical condition that might prevent them from completing the walk, or who does not feel that the walk is within their capability, to come and speak to them.

In addition to the Activity Leader, every walk shall have an appointed 'Back-up' person, who will be either a member of the IAG Committee or a volunteer participant. Their role will be to assist the Activity Leader and to marshal the rear of the walk to prevent the walk getting strung out.

Dogs on walks. It may be possible to allow well-behaved dogs on some walks and visits, subject to certain conditions. If it is assessed that a walk or visit is suitable for walkers with dogs, that will be announced when the details of the walk are sent out to members. Dogs are not allowed on walks that cross land where cattle are known to graze or may be put out to graze. Dogs are not allowed on walks that include visits to indoor venues unless permitted by the venue. A permitted dog must be under the close supervision of an adult and on a short leash. Long leashes and retractable leashes are not permissible. One adult walker can only control one dog. Faeces must be picked up immediately and either properly disposed of or taken home.

Children and Young People on Walks. All walks and visits will be assessed for their suitability for children and young people. If deemed suitable, some conditions will apply. The requirements of IAG H&S Policy Appendix 3: 'Safeguarding Children and Young People' will apply in addition to this guidance. IAG activities may carry a minimum age restriction and/or a restriction on the number of children and young people under the supervision of a Responsible Adult.

When details of a walk advertised as suitable is sent out to members, those wishing to bring a child or

young person should contact IAG to agree arrangements.

Photography and Videography. IAG will usually request a member to take some photographs on the walk for display on the IAG website. It is important that anyone taking photographs or videos that include other people ask their prior permission. This is essential in the case of photographs that include children and young people where the Responsible Adults must be asked individually for their express prior consent.

Accidents and First Aid. All accidents, incidents and near misses shall be reported immediately after the walk/visit to the IAG Health & Safety Officer or IAG Chair using a IAG 'Health and Safety Incident Report Form' which will be held by the Activity Leader.

It is not possible for IAG to arrange first-aid cover on most of its activities. Even when there is a first-aider and a first-aid kit on site, the first-aid kit cannot contain analgesics, antiseptics, or any other medication.

It makes good sense for everyone who is participating in outdoor activities to bring their own 'ouch-pouch' containing a personal supply of things that might be needed to treat their own cuts, grazes, and blisters. It might contain things such as plasters, antiseptics, antihistamine cream wound-wipes, a wound dressing and tape, compeed, and anything else that might be needed, packed in a waterproof box or bag, and kept easily accessible. Participants should remember to pack their own regular medication.

| Walks - key risks. <i>Walking is one of the lowest risk activities, but accidents are always possible</i> | | |
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| Risk | Possible hazard and injury | Action to avoid injury |
| Weather | Extreme cold/hot/wet weather Exposure, hypothermia, sunstroke, heatstroke, dehydration | Appropriate clothing and footwear, waterproofs and spare clothing, sunscreen, hat, plenty of water |
| Crossing roads | Severe injury from accidents involving motor vehicles | Cross with care. Never 'follow-my-leader', check for yourself that it is safe for you to cross |
| Uneven ground, mud, wet and slippery ground & rocks | Slipping, falling Broken bones, bruising, sprains | Appropriate footwear, walking poles Proceed cautiously, do not rush |
| Standing water in bogs and pools | Drowning, slipping, tripping, getting fast | Keep out |
| Crossing streams | Drowning, slipping & tripping on slippery rocks | Proceed with care, use walking poles, test depth before, and during, crossing Do not enter deep water or fast-flowing water – find a way around |
| Stiles | Wet stone stiles particularly limestone ones Wet or rickety wooden stiles Slipping, falling Broken bones, bruising, sprains | Be very careful on wet wood or stone stiles Do not be too proud to accept or offer a helping hand Pass walking poles, heavy packs or equipment over the stile before crossing |
| Limestone pavements | Falling or stepping into grikes, slipping and tripping on wet limestone pavements Broken bones, bruising, sprains | Find a way around limestone pavements or cross slowly and carefully Do not cross in wet conditions |
| Potholes, sink holes, swallow holes, caves, mining remains | Falling into open cavities, collapsing ground, falling rocks and limited headroom Danger of death or serious injury from falling, drowning, head injury in caves and adits | Keep out |
| Animals | Bulls, cows with young Danger of being charged or trampled Potential of danger of death or serious injury | Do not approach cattle directly – give them a wide berth. Keep in a tight group Avoid entering a field containing a bull or cows with calves especially if dogs are present Never feed or pet any animal |