

Risk Assessment – Walk and Talk

Alliance Française de Milton Keynes

Date: 16/09/2026

Assessor:

Organization	Alliance Française de Milton Keynes 14 Market Square, MK11 1BE, Stony Stratford
Activity	Walk and Talk in French – 5 km guided walk with French conversation practice
Location / Route	Pre-agreed public walking route; teacher completes a route reconnaissance in advance and selects the flattest reasonably suitable route.
Frequency	Dates, meeting point, route information and conversation theme communicated approximately one term in advance. Every second Friday of the month.
Participants	Registered participants who have paid £5 per walk and given their phone number communicated to the teacher and an emergency contact number as well.
Assessment review	Review annually and whenever the route, activity, arrangements or significant risk factors change.

1. Activity description

Participants meet a French teacher at a pre-arranged public location (free car park) and complete a walk of approximately 5 km. The teacher leads the group along a route that has been checked in advance and uses prepared discussion cards to encourage participants to practise and develop their spoken French.

The teacher provides the date, meeting location and conversation theme approximately one term in advance. The teacher carries drinking water and a first-aid kit in a backpack. Participants provide an emergency contact telephone number and are responsible for wearing suitable clothing and footwear for the weather and walking conditions.

2. Risk Assessment

Risk rating guide

Likelihood: 1 = Rare, 2 = Unlikely, 3 = Possible, 4 = Likely, 5 = Almost certain.

Severity: 1 = Minor injury, 2 = Moderate injury, 3 = Serious injury, 4 = Major injury, 5 = Fatality.

Risk score = Likelihood × Severity. 1–4 = Low; 5–9 = Medium; 10–16 = High; 17–25 = Very High.

Hazard / risk	Who may be harmed	Initial risk	Control measures	Residual risk
Trips, slips and falls on uneven, wet, muddy or slippery ground	Participants and teacher	3 × 3 = 9 (Medium)	Teacher completes a route reconnaissance before the activity and selects a reasonably suitable, as-flat-as-possible route. Known hazards are considered before the walk. Participants are reminded to walk at a sensible pace and wear suitable footwear. Teacher monitors conditions during the walk and may alter or shorten the route if conditions make it unsuitable.	2 × 3 = 6 (Medium)
Roads, traffic and road crossings	Participants and teacher	3 × 4 = 12 (High)	Route planning aims to minimise exposure to traffic and use appropriate pavements, paths and designated crossings where available. The teacher leads the group and gives clear instructions at road crossings. Participants remain with the group and follow the teacher's instructions.	2 × 4 = 8 (Medium)
Poor weather: rain, cold, heat, wind, ice or reduced visibility	Participants and teacher	3 × 4 = 12 (High)	Weather forecast and ground conditions considered before the walk. Participant responsibility to bring suitable clothing, footwear and personal items for the weather.	2 × 4 = 8 (Medium)

			Teacher may modify, postpone or cancel the activity where conditions create an unacceptable risk. Extra care is taken in very hot, icy or stormy conditions.	
Fatigue, overexertion or difficulty completing 5 km	Participants	3 × 3 = 9 (Medium)	Activity description states the approximate 5 km distance. Teacher sets a reasonable pace and monitors the group. Participants should inform the teacher if they feel unwell, overly tired or unable to continue. Where reasonably possible, the teacher can stop for short breaks or arrange safe return/assistance.	2 × 3 = 6 (Medium)
Medical emergency or participant becoming unwell	Participants and teacher	2 × 5 = 10 (High)	Participant provides an emergency contact telephone number at registration. Teacher carries a first-aid kit and water. Teacher assesses the situation, calls emergency services (999) where necessary and provides basic first aid within their level of competence. Emergency contact information is available to the teacher for use when appropriate.	2 × 5 = 10 (High)
Dehydration	Participants and teacher	3 × 3 = 9 (Medium)	Teacher carries water in a backpack. Participants are advised to bring sufficient water for their own needs, particularly in warm weather. Breaks can be taken when necessary.	2 × 3 = 6 (Medium)
Participant becomes separated from the group	Participants	2 × 3 = 6 (Medium)	Teacher keeps the group together and checks that participants are within the group at appropriate points.	1 × 3 = 3 (Low)
Language activity distracts participants from walking hazards	Participants	3 × 3 = 9 (Medium)	Discussion activities are conducted while walking at a safe pace. Teacher reminds participants to prioritise safe walking and awareness of their surroundings, especially near roads, crossings and uneven ground.	2 × 3 = 6 (Medium)
Inappropriate clothing or footwear	Participants	3 × 3 = 9 (Medium)	Participants are informed that they must wear suitable clothing and footwear for the weather and route.	2 × 3 = 6 (Medium)

Minor injury requiring first aid	Participants and teacher	3 × 3 = 9 (Medium)	Teacher carries a first-aid kit and provides basic first aid within their competence. Serious injuries are escalated to emergency services.	2 × 3 = 6 (Medium)
Loss of access to route / unexpected obstruction	Participants and teacher	2 × 3 = 6 (Medium)	Teacher has checked the route in advance and remains responsible for navigation. If a path is closed or becomes unsafe, the teacher uses a safe alternative or ends/shortens the walk as appropriate.	1 × 3 = 3 (Low)

3. Responsibilities

Teacher / activity leader

- Complete a route reconnaissance before the activity and select a reasonably suitable, preferably flat route.
- Provide the date, meeting location and conversation theme approximately one term in advance.
- Prepare discussion cards appropriate to the group's French level and activity objectives.
- Carry water and a first-aid kit in a backpack.
- Monitor the group, route and weather conditions and take reasonable action if circumstances change.
- Know the planned route and use a safe alternative, shorten or stop the activity if required.
- In an emergency, contact 999 where necessary and provide basic first aid within their competence.

Participant / client

- Register for the activity and pay the £5 fee per walk.
- Provide a telephone number for an emergency contact.
- Wear suitable clothing and footwear for the forecast weather and walking conditions.
- Bring personal medication and sufficient water where required for their own needs.
- Follow the teacher's reasonable safety instructions and remain with the group unless agreed otherwise.
- Tell the teacher promptly about illness, injury, fatigue or any concern affecting their ability to continue.

4. Emergency procedure

1. Stop the activity and make the area safe where reasonably possible.
2. Assess the situation and provide basic first aid within the teacher's competence.
3. Call 999 for serious injury, suspected serious illness, loss of consciousness, breathing difficulties or any situation requiring urgent medical assistance.
4. Provide the emergency services with the location, nature of the incident and relevant participant information.
5. Contact the participant's emergency contact where appropriate and practicable.
6. Report and record the incident in accordance with Alliance Française procedures.

5. Pre-activity checklist

- ☐ Route checked/reconnoitred in advance.
- ☐ Route remains reasonably suitable and accessible.
- ☐ Weather forecast and ground conditions checked.
- ☐ Teacher has water and first-aid kit.
- ☐ Participant registration and emergency contact information available.
- ☐ Date, meeting point and conversation theme have been communicated.
- ☐ Participants reminded about suitable clothing/footwear and personal water/medication.
- ☐ Teacher has considered an alternative, shortened or cancellation option if conditions deteriorate.

6. Participant acknowledgement

By registering for the Walk and Talk in French activity, participants acknowledge that the activity involves walking approximately 5 km in a public outdoor environment and that conditions may vary. Participants agree to provide an emergency contact telephone number, wear suitable clothing and footwear for the conditions, follow reasonable safety instructions and inform the teacher of any issue that may affect their ability to participate safely.

Risk assessment completed by	
Position	
Signature / date	
Next review date	