



Challenge Walk Event – Risk Assessment Template V6.0

January 2025

INTRODUCTION

DETAILS OF THE EVENT

Date of event	12 th September 2026
Local Group Organiser	Heart of Scotland
Event Start	Callander, Stirlingshire
Event Finish	Callander, Stirlingshire
Risk Assessment Author	Liz Painter and Jo Allport with support from the Committee

DESCRIPTION OF EVENT

The Trossachs Trundle is a 23-mile Challenge Event intended for walkers **and runners** on a circular route from Callander and circumnavigates Loch Venachar in the scenic Trossachs.

The walk starts and finishes at the HQ at The Kirk Hall in Callander. The route goes from Callendar to Bracklinn Falls via Keltie Bridge. It then goes over Callander Craggs and back down through the other side of Callendar and join the Rob Roy Way to reach the first checkpoint at Boscastle (7 miles). Turning west, the route continues along the Great Trossachs Path above the north side of Loch Venachar to the next checkpoint at Brig o'Turk village hall (13 miles). After crossing Black Water and through the Achray Farm, we return to the HQ along the south shore of Loch Venachar, via a checkpoint at Bochastle, Brig o'Turk and Invertrossachs Road and through Coilhallan woods. The route is mainly on good track, paths and private roads with about 2000ft ascent.

AIM OF RISK ASSESSMENT AND WHO IT COVERS

The primary aim of the Risk Assessment is to understand key risks around the challenge event and for challenge event organisers to demonstrate they have been mitigated to an acceptable level. Some of the key risks challenge event organisers must consider are:

- Health, safety and welfare of entrants and volunteers taking part in the challenge event;
- Health, safety and welfare of local communities, including residents, landowners and the general public; and
- Reputational risk to the Local Group and LDWA.

METHODOLOGY

An Event Risk Assessment Form is completed for all general risks associated with the event and a Route Risk Assessment completed for the route of the event. Guidance on the completion of the forms is given in Appendix A. Note: Anytime events only require a Route Risk Assessment.

Event Risk Assessment (HQ Team)

The Event Risk Assessment form requires systematic completion of the form as follows (see appendix A for further information):

Column A	Identification of all significant hazards and risks associated with the event including financial and reputational risks.
Column B	An assessment of the level of risk that these hazards/risks can impose on the event into high, medium and low risk BEFORE inserting the control measures (column D). This will also reflect the impact and the likelihood of the event occurring.
Column C	An assessment of the level of risk that the same hazards/risks can impose AFTER inserting the control measures (column D).
Column D	The proposed measures to be undertaken in order to control the risk.
Column E	The timescales and identification of personnel in order to ensure that the measures proposed are actually implemented

Route Risk Assessment (Liz)

A Route Risk Assessment Form is completed for the entire route and guidance is given in appendix A. It contains 6 columns as follows:

Column A	Paragraph number of the hazard/risk in the route description
Column B	Grid reference of hazard/risk
Column C	Description of hazard/risk
Column D	An assessment of the level of risk that the hazard/risk imposes assessed as high, medium or low BEFORE inserting the control measures. This will also reflect the impact and likelihood of an accident /incident occurring.
Column E	An assessment of the level of risk that the same hazards/risks impose AFTER inserting the control measures.
Column F	Control measures suggested.

EVENT RISK ASSESSMENT

PART 1 ORGANISING THE EVENT Jo Allport

A) HAZARD/RISK	B) INITIAL RISK LEVEL H/M/L	C) REVISED LEVEL H/M/L	D) MANAGING THE RISK PROPOSED ACTION/CONTROL MEASURES	E) WHO IS RESPONSIBLE FOR FURTHER ACTION AND BY WHEN
1.1 That the event organisers do not have the necessary skills and commitment to organise the event adequately.	L	L	➤ We have a combination of people with experience of running events.	Jo Allport/End May 2026
1.2 Persons attempt the event that are not appropriately qualified or equipped for the event leading to accident, injuries and placing extreme pressure on organisation of event.	L	L	➤ The rules cover what abilities the entrants need to have prior to the event. These rules are available on the Webpage. They also are part of the Entrant information Sent out prior to the event.	Jo Allport/Ken Falconer/Jane MacDonald. Rules: March 2026. Sending out with entrant info: end August
1.3 Challenge event organisers are unable to attract sufficient volunteers to act as marshals.	L	L	➤ A list of volunteers has been started early and there are enough to man the relevant checkpoints etc. The spreadsheet tracks who is doing what and where, along with their names and contact details.	Whole committee, with Jo Allport keeping spreadsheet of who has offered; End July
1.4 Event cancelled at last minute due to non-availability of key accommodation, major problems en route or prevailing poor weather. Major reputational	L	L	➤ All landowners and facilities are engaged early in the planning process. ➤ Cancellation process in place and forms part of the information sent out to Entrants prior to the event.	Liz Painter: Mid August Cancellation process: Committee: Mid August

damage to LDWA if procedures not in hand to deal with this.				
1.5 Budget for event is inadequate leading to cut backs on facilities, essential kit and loss of flexibility to respond to emergencies.	L	L	➤ Modelling for numbers of entrants versus costs has been completed. HoS have enough funds to cover any shortfall, should there not be enough entrants. Tracking of costs already in place.	Ken/Jo/Jane: Ongoing to end August
1.6 Access approvals could be refused; local residents raise objections to event. Could cause major disruption to event and cause reputational damage. There is a history of last-minute major changes to route etc. on this event.	L	L	➤ Stakeholder engagement has been completed early and all relevant paperwork has been completed.	Committee: End July
1.7 Transport arrangements are inadequate. Supplies for checkpoints are not delivered in time, baggage is not delivered, entrants are transported without due delay. Drivers may also become unduly tired and might not have adequate local knowledge. Failures in any of these areas can cause major disruption to the event.	L	L	➤ HQ and CPs have been chosen so that they are accessible by car.	Liz: End July

PART 2 FACILITIES, ROUTE AND STAFFING Jo Allport

A) HAZARD/RISK	B) INITIAL RISK LEVEL H/M/L	C) REVISED RISK LEVEL H/M/L	D) MANAGING THE RISK PROPOSED ACTION/CONTROL MEASURES	E) FURTHER ACTION NEEDED/BY DATE

2.1 That the headquarters facilities available for the event are not suitable, sufficient or unacceptably	L	L	➤ Hall booked with suitable facilities.	Jo: End March
2.2 That the checkpoints are not suitable, sufficient or unacceptably	L	L	➤ All CPs are accessible by car and are suitable.	Liz: End May
2.3 Hygiene measures for food/drink preparation is not suitable, sufficient or unacceptably	M	L	➤ Checks have been put in place to ensure food is appropriate for the different checkpoints/HQ, including storage facilities. There will be signage, packaged food with ingredients lists and a mixture of vegetarian and non-vegetarian food available. For those with allergies and any vegans, advice will be included in the Entrant information sent out a week prior to the event.	Dougie/Angela/Jo: Mid August
2.4 That the route is not appropriate for an LDWA event. It may be too difficult in terms of the terrain and it may be inadequately described and not signed in key areas. This could lead to accident/injury, people getting lost. Walkers/runners could inadvertently cause disruption to local residents and public causing severe reputational damage to LDWA and Local Group.	L	L	➤ Route has been recc'd sufficiently to ensure it is suitable. Identified section that may require direction will be supported by a volunteer who will direct entrants	All: End April
2.5 Refreshments are not adequate to meet needs of entrants causing problems with dehydration, loss of energy etc.	L	L	➤ Water and other refreshments have been planned for and will be available at each CP.	Dougie/Angela: End August

PART 3 MANAGEMENT OF THE EVENT

A) HAZARD/RISK	B) INITIAL RISK LEVEL H/M/L	C) REVISED RISK LEVEL H/M/L	D) MANAGING THE RISK PROPOSED ACTION/CONTROL MEASURES	E) FURTHER ACTION NEEDED/BY DATE
-------------------	--------------------------------------	--------------------------------------	---	--

3.1 That incidents and possible emergencies are not managed on the day leading to escalation of problems.	L	L	➤ HQ and CP leaders allocated, and given instruction on how to fill in forms, and the method of escalation. Forms to be downloaded from LDWA toolkit.	Jo/CP leaders: mid August
3.2 Entrants become lost and/or are unaccounted for.	L	L	➤ Keep double records at each CP to ensure all entrants are accounted for. Sweepers to follow last entrant to make sure all entrants are accounted for.	Jo/CP leaders: 12 th September
3.3 Entrants (or possibly marshals') require medical treatment beyond the scope of their own medical kit (see guidance and best practice for challenge event organisers).	L	L	➤ In the first instance, injured entrants must try to make their way to a CP, where the first aider can attend. First aider is based at HQ. The use of 999 will be used in an emergency. There is mobile coverage at all CPs. List to be compiled of all volunteers and entrants, with their associated phone numbers.	Jo/CP leaders: 12 th September
3.4 Disposal of rubbish and recycling is not managed leading to reputational damage to LDWA and Local Group. Additionally, gates are left open on route and items dropped on route	L	L	➤ There will be clear guidelines for disposal of rubbish at HQ/CP/along the route.	Jo and CP leaders: 12 th September
3.5 That supporters crowd a check point and/or park inappropriately. Operation of checkpoint could be affected and local residents affected causing reputational damage.	L	L	➤ Points will be identified where supporters could wait and this will be communicated in the entrant information provided prior to the event.	Committee: Mid August

ROUTE RISK ASSESSMENT LIZ

A) PARA NO	B) GRID REF	C) HAZARD/RISK	D) INITIAL RISK LEVEL H/M/L	E) REVISED RISK LEVEL H/M/L	F) CONTROL MEASURES
1	627079	Crossing busy main road (A84) without due care and attention			Marshals to help participants to cross using Pelican crossing. Instruction in route description to follow marshal's advice.

2	NN 64826 07933	Participants follow wrong path at junction, continuing on 'easiest line' instead of turning for Bracklinn Falls.			Finger post points the way to Bracklinn Falls. Give clear instruction in route description.
3	NN 64540 08438	Bracklinn Falls – A potentially dangerous spot is people go too near the edge.			In route description, instruct people to remain on the path. Have a marshal at the bridge.
4	NN 63790 10022	Walking on minor road, possibility of traffic (dead end road to one farm, not heavily used).			Instruction in route description to take care on minor road and not use headphones.
5	NN 63835 08924	Participants missing the turning off the road onto the crags path.			Have a marshal at the point on the road the route turns onto the crags path.
6	NN 63093 08868 to NN 62253 08223	Slip/trip hazard on Callander Crags path. Muddy, many tree routes, occasional <u>low</u> rocky patches (no scrambling/need to use hands)			In route description, instruct people to remain on the path and take care due to the potential slip and trip hazards of mud, rocky patches and tree routes. If it has been raining heavily there is an option to divert through woods under Crags. This will be communicated on the day of the event should this occur.
7	NN 62746 08189	Potential possibility of missing turning into Callander			Give clear instruction in route description.
	NN 62780 07945	Crossing busy main road (A84) without due care and attention.			Marshals to help participants to cross using Pelican crossing. Instruction in route description to follow marshal's advice.
8	NN 60822 08022	Crossing busy main road (A821) without due care and attention.			Marshals to help participants to cross (red rumble strips are in place on this road). Instruction in route description to follow marshal's advice.
9	NN 60522 07581 to NN 55063 06538	Possibility of cows grazing. Great Trossachs path through Woodland Trust land.			Permission granted from Woodland Trust. Entry rules state no dogs allowed on the event. Give clear instruction in route description not to approach cattle, but give them space and time to move out of your way.
10	NN 55175 06304	Crossing busy main road (A821) and not following footpath beside road with due care and attention (participants may try to 'cut the corner').			Marshals to help participants to cross. Instruction in route description to follow marshal's advice and stay on the footpath once they have crossed the road.
11	NN 54794 06311 to	Possibility of cows grazing. Great Trossachs path through Woodland Trust land.			Permission granted from Woodland Trust. Entry rules state no dogs allowed on the event. Give clear instruction in route

	NN 54039 06557				description not to approach cattle, but give them space and time to move out of your way.
12	NN 54031 06628 to NN 53546 06579	Path runs alongside A821. Participants may try to walk on the road or try to 'cut the corner' when crossing to checkpoint 2 (Brig o'Turk Tearooms).			Instruction in route description to follow marshal's advice and stay on the footpath and to only cross when instructed to by marshals at crossing point. NN 53546 06579
13	NN 53546 06579	Crossing A821, back onto route from Checkpoint 2. Possibility of not following footpath beside road with due care and attention (participants may try to 'cut the corner').			Marshals to help participants to cross. Instruction in route description to follow marshal's advice and stay on the footpath until they have crossed the road.
14	NN 53259 06583	Potential possibility of missing turning to Achray Farm.			Give clear instruction in route description.

15	NN 52938 06294 to NN 52946 06040	Possibility of cows grazing on path through Forestry and Land Scotland land used for grazing by tenant farmer.			Permission granted from FLS and tenant farmer. Entry rules state no dogs allowed on the event. Give clear instruction in route description not to approach cattle, but give them space and time to move out of your way.
16	NN 53761 05486	Potential possibility of missing turning down onto Invertrossachs path.			Give clear instruction in route description.
17	NN 56575 04997 to NN 60844 07166	Walking on minor road (Invertrossachs Road). No footpath. Possibility of traffic.			Instruction in route description to walk with care, be aware of traffic and not to use headphones.
18	NN 60844 07166	Potential possibility of missing turning up to forestry track to Coilhallan Wood..			Give clear instruction in route description.
19	NN 62704 07442	Crossing busy main road (A81) without due care and attention and participants may try to 'cut the corner' to path at NN 62782 07422.			Instruction in route description to follow marshal's advice and stay on the footpath until they have crossed the road at the marshal's location, helping participants to cross NN 62782 07422.
End					

1.0 ASSESSING RISK - GENERAL

1.1 The purpose of risk assessment is to minimise the likelihood of injuries and accidents occurring, and to reduce the possible severity of injury, as far as is reasonably practicable. You cannot eliminate risk entirely, but if you ensure that you do all you can to prevent it happening in the first place, and to ensure that the likely result is minor rather than major injury, you will probably have kept the risk to an acceptable level.

1.2 Risk assessment is a noun, whereas assessing risk is a verb. The actual process is the important part – the written document then forms a record of the action. Think about assessing, not assessment - always consider risk assessment as an activity, not a piece of paper. It remains live and can be altered at any time – for instance a change in weather could dramatically change the risk profile of parts of the event and increase a previously acceptable risk to unacceptable.

1.3 To assess risks, consider the most likely scenario, not just the worst case. There is a risk of fatal consequences with almost everything – but a simple fall on the same level would normally result in bruising and/or cuts, rather than major fractures or death! Work on reducing the risk of the fall itself, and that will automatically reduce the risk of severe injury as well in the majority of cases.

1.4 For example:

Road crossings on an event always cause concern to organisers. There is a fear that an entrant maybe distracted by reading his/her route description or being keen not to lose time he/she could take a greater than normal risk in crossing a road. There may also be other reasons, say poor sight lines, that make a road difficult to cross. Take for example a case when a footpath drops quickly on to a road with little warning and poor visibility for both the entrant and an oncoming vehicle. Assume the road is reasonably well used. A likely scenario could be that an entrant moving quickly down a slope could emerge without warning on to the road in front of a car. With any road, being hit by a vehicle can be fatal, but certainly a major injury is likely. So, the risk is certainly within the yellow (medium) level, at least. Now consider the actual area of the crossing. In this example, it is clearly a distinct possibility that an entrant could stray or stumble on to the road inadvertently – especially if they are tired. This makes the risk unacceptable, so action must be taken. Now you must consider what controls you can put in place to reduce the risk. Ideally, you would eliminate it entirely – perhaps you could amend the route so it crosses by a bridge instead? This would be the best solution, however, normally risks cannot be eliminated, so think about other effective controls.

List them, fill in the details in the action required section, and allocate somebody to take each action, with a deadline target date. In this instance it might be possible to vary the route, this would be the best solution. If not, you will need to consider how best walkers can be prevented from walking or running directly into the road. A note in the route description or a large sign at the bottom of the path might help. It may even be necessary to use a marshal to warn entrants of the coming danger. Other factors will also need to be considered. What time of day will the walkers reach it, will the section be slippery if there is rain etc? Your aim must be to reduce the risk rating to an acceptable level/low risk.

1.5 Risk assessment form(s) should be used to record all significant hazards, the nature and extent of the risk and the actions required to control them. Follow up the actions to make sure they are completed on time and record this on the assessment form.

1.6 If the risks change, they will need to be reviewed before the event.

2.0 HOW TO COMPLETE THE FORMS

2.1 THE EVENT RISKS FORM

You can use the generic risk assessment form to help you complete your own risk assessment by adapting it. Remember that the generic risk assessment shows how it has been possible, by working out a programme for coping with the risks, to bring the risks for the event (shown in the 2nd column) to an acceptable level (in the 3rd column).

2.2 The Generic Event Risk Assessment form contains 5 columns. You first need to look at **column A**. Column A lists all risks and hazards associated with the event. You need to go through the suggested risks and confirm that they apply to your event (they probably will) and think carefully if there are other risks particularly pertinent to your event, but not already listed. For example, if due to the nature of the terrain, or the proximity of a river, flooding could occur. This could cause considerable disruption to an event and a contingency plan may need to be put in place. You need to put it down as a risk.

You then need to look at **column B** to assign a risk rating to your risk/hazard. You have three options:

High Risk (Red)	This is an unacceptable risk. It cannot be accepted and must be reduced; if it is not possible to reduce then event cannot proceed.
Medium Risk (Yellow)	A significant risk exists. Action must be taken to reduce the risk, as far as reasonably practicable.
Low Risk (Green)	There exists a minimal, but acceptable risk. Risk is never totally eliminated, but is controlled within tolerable limits.

In assigning a risk level you need also to consider the likelihood of the event happening since that will influence you in deciding the risk level. To use the example of flooding on a route. If you know that this area floods nearly every year in May and causes significant disruption it is likely that the risk will be high. However, if the area has not flooded in May for over 30 years, then the risk could be considered medium or low.

Column C shows how the risk rating can change when you look at measures to control or manage the risk. You need to look again at this column when you have completed column D.

You now need to look at **Column D**. This looks at how you can manage the risk. The generic risk assessment gives suggestions as to how this can be done. It makes several references to the rules of the event, which is attached as appendix B and is a key document.

Column E gives details of when and who will be responsible for implementing the suggested actions. This section will need to be kept up to date and is a useful check to see if actions are implemented. Obviously, all of the Organising Committee will need to be involved in agreeing the actions and taking responsibility for their implementation. Risk Management needs to be a team issue.

Having completed columns A, B D and E you are now able to return to **column D** to look at how, as a result of your proposed measures, you can reassess the risk identified earlier in column B. The revised risk needs to be inserted in **column C**. If any high-risk items still remain as high, they need to be targeted and further measures considered.

3.0 THE ROUTE RISKS FORM

3.1 The route risks form works in a similar way to the Event Risks Form except that it is solely concerned with the route. It should be undertaken when the route has been virtually agreed, but before it is finalised since if any major hazards are identified there needs to be sufficient time for measures to ameliorate the risk to be introduced. The assessment could be undertaken by one person or by several, but if the latter they will need to agree a common approach. It is best if the assessors have not been heavily involved in the drawing up of the route since they will be able to look at the route with a 'fresh eye'.

3.2 The route risks form contains 6 columns. The assessor first needs to complete columns A B and C giving details of the hazard and risk located along the route and its location. Only significant risks or hazards should be listed and items of real concern that could cause injury or harm to persons walking/running on the route. The assessor also has to consider whether the risk could be considerably worse in different weather conditions and will have to bear in mind whether the hazard is most likely to be reached in darkness and/or when the entrants are likely to be very tired.

The assessor then needs to make an assessment as to whether the risk/hazard poses a high medium or low risk. A factor here needs to be the likelihood of the event happening since that will affect the risk rating. The choices are as for the Event Risk Assessment (para 2.2 above).

Only the Route Risks form needs to be completed for Anytime Challenge Events.