



ramblers
at the heart of walking

Walk Leader's checklist

ON THE DAY

At the start

- It is good practice to take a register including, for example, name, address, membership number and an emergency phone number. Alternatively, make sure everyone on the walk has been introduced and given emergency contact details to at least one other person.
- Invite declarations of any medical details, including allergies that anyone thinks is relevant.
- Be early and welcoming, particularly to newcomers.
- Check the fitness and equipment of the party and identify anyone with particular needs. Be prepared to turn inadequately equipped walkers away.
- Hand out membership forms to any non-members. Explain the work of the Ramblers.
- Appoint a backmarker if you don't already have one.
- Introduce yourself and the backmarker and give details of the walk – the route, estimated finish time, refreshment stops, points of interest and any hazards to be aware of.
- Count the party and signal the start of the walk.

On the walk

- Stay at the front and check frequently that you can see your backmarker or have communication with them.
- Set a pace to suit the fitness and capabilities of the party and the advertised grade of walk.
- Check your route frequently if necessary using compass and/or map.
- Make a point of chatting to newcomers.
- Highlight any points of interest.
- Manage the party's pace over stiles, through gates and across roads. Periodically count the number to ensure everyone is present
- Be alert to problems with the weather, road walking or crossings, individuals.
- Importantly – enjoy leading the walk!

At the end of the walk

- Check everyone has returned and can get home and thank them for coming.
- Remind non-members to join.

AFTER THE WALK

Report any incidents to the Led Walks team and any path or access problems to the relevant Group Office

For further information on leading walks and reporting any incidents, see www.ramblers.org.uk/volunteer. Contact the Led Walks Team on 020 7339 8519 or ledwalks@ramblers.org.uk.

INTRODUCTION

- This checklist is an aide memoire for leading Ramblers walks. Ramblers Groups lead walks in different ways.
- **At the time of printing only the item below in red is compulsory.**
- The annual insurance guide for Areas and Groups details the latest information on the requirements for a walk to be considered an official Ramblers walk, which may change from time to time. This is available on our website, at www.ramblers.org.uk/Volunteer/AreaGroup/Basics/Insurance.
- If you lead walks for the Ramblers, please let us know, so that we can keep you updated with information, at www.ramblers.org.uk/Volunteer/LedWalksForm

BEFORE THE WALK

Choose the route

- Consider location, length and timing, whether linear or circular. Consider season, terrain, heights and climbs, likely ability and fitness of group.
- The route you choose may be one you already know, or taken from a map or guidebook. Consider points of interest on the route.
- Check transport options, such as public transport or car park for central meeting point, refreshment points, toilets.

Recece the route (preferably with a backmarker)

- Walk full route, noting critical navigation points, hazards and problems, adjusting route if necessary. Check timings, rest and toilet points, escape or alternative routes, any access restrictions, mobile phone coverage.
- Note any path or access problems to report to relevant Group Officers.

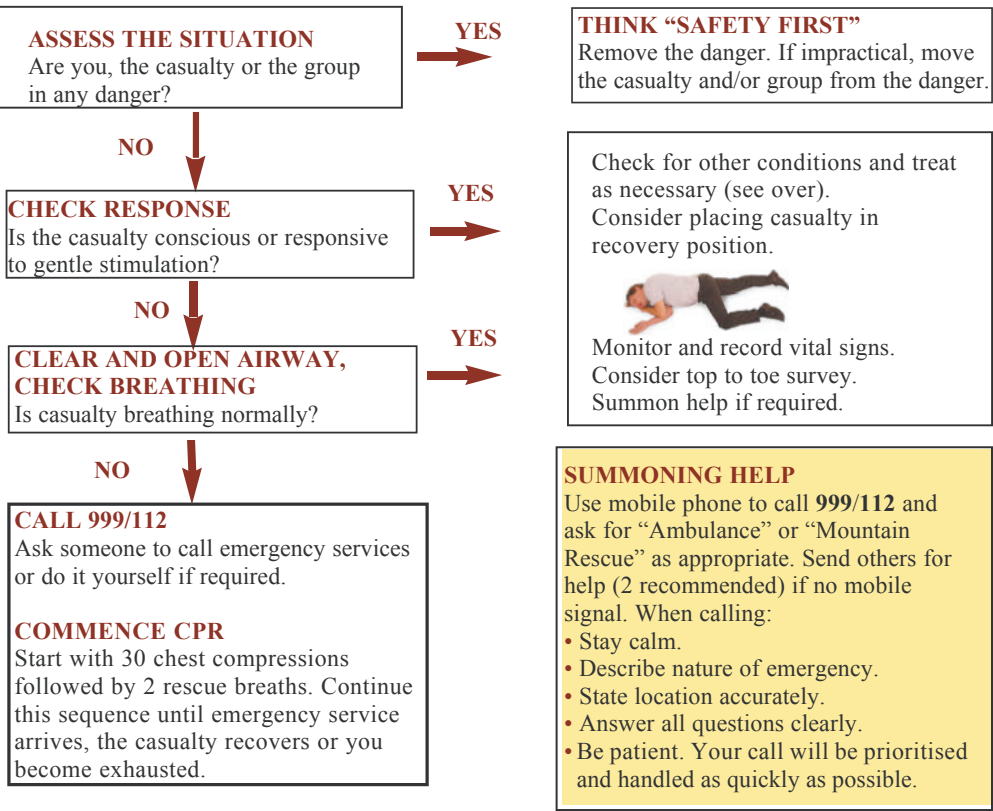
Publicising the walk

- **Submit your walk to the Programme Co-ordinator with the nominated leader identified, so that the walk is publicised on-line and/or in print and on Walks Finder.**

THE DAY BEFORE

- Check accurate weather forecasts (www.mwis.org.uk covers many mountainous areas) and review route if necessary. Be prepared to cancel if weather is too bad. Recheck public transport and remind pub if you plan to stop there.
- Check personal gear and first aid kit.
- Charge mobile phone
- Be prepared to answer queries from potential attendees.

Action at an incident



WHEN THE SITUATION IS UNDER CONTROL
Ensure the casualty is kept warm, dry and comfortable as far as is practical. Do not forget the rest of your group: they need looking after too.
Think about the arrival of the emergency services and plan accordingly.

AND FINALLY
Ensure that the scene is left clean and tidy
Any incident that 'posed immediate danger to life where outside help was required to resolve the incident' should be reported as soon as practicable by phoning 020 7339 8519. This number is manned during working hours.
An incident form must be completed for **all** incidents
Think about how you, or others, might have been affected
Follow casualty's recovery



Treating injuries

We all have a responsibility for health and safety. This information may be useful for any participants on Ramblers walks. Please feel free to circulate it.

Heart attack

- Dial 999/112 for ambulance immediately.
- Help casualty into half-sitting position with knees raised and supported.
- If casualty has angina medication, help him/her to take it.
- Monitor vital signs and be prepared to give CPR if necessary.

Fractures

- If spinal injury suspected, do not move, or allow casualty to move, unless in danger.
- Steady and support the injured part.
- Protect the injury with padding.
- Cover an open wound with a sterile dressing.
- Evacuate the casualty to hospital using emergency services if necessary.
- Do not move injured part unnecessarily. Do not bandage if assistance on its way.

Severe bleeding

- Put on latex gloves. Remove or cut any clothing over the wound.
- Place a dressing over the wound. Apply firm pressure directly on the wound.
- Raise injured part above level of heart if practicable, and bandage wound.
- Bandage another pad on top if blood seeps through. If blood seeps through second pad, remove all dressings and apply a fresh one, ensuring sufficient, accurately placed pressure is exerted.
- Check circulation below any dressings.
- Monitor for any signs of shock.

Shock

- Treat the cause (eg bleeding, injuries, etc). Call 999/112 immediately.
- Lay casualty down (if injuries allow) and raise and support the legs.
- Loosen tight clothing and keep warm (insulate from ground).
- Do not allow to eat or drink.
- If casualty loses consciousness, follow Basic Life Support procedures (see over).

Sprains and strains

- Rest the injured part.
- Ice. Apply cold. Use a cold wet cloth or similar.
- Compress injury. If ankle, consider replacing boot after examination.
- Elevate injured part. If too severe for walker to continue, call emergency services.

Administering basic first aid does not invalidate Ramblers insurance. It is better to do something than nothing if you feel comfortable in doing so.