

#### **(7) ON THE DAY - AT THE END OF THE WALK**

- check with your backmarker that everyone has safely returned
- thank everyone for taking part
- check that everyone has transport home
- report any public right of way problems to the appropriate Highway Authority with full details and preferably some photographic evidence (The Club Secretary may be able to assist with this)
- report any major incidents in writing (or e-mail) to the Club Secretary
- arrange to return the fluorescent vests to a Club Officer, or pass them on to the next Walk Leader (if known)
- if you had to write a list of attendees, arrange for this list to be passed on to a Club Officer
- ideally, remain at the finishing point until everyone has safely left for home. Alternatively, your backmarker may fulfil this job as his/her final duty of the day



# **NOTES FOR WALK LEADERS**

[www.windmillwalkers.org.uk](http://www.windmillwalkers.org.uk)

# The Walk Leader's Check List

These notes have been written as a "Guide" and not a "Rule Book". They should provide you with the essential necessary information to properly prepare for your walk and then safely lead it with confidence and efficiency.

## **(1) BEFORE THE WALK**

- choose the area, the length and assess the timing
- decide whether circular, figure-of-eight, or linear
- consider elevation, ascents and descents in respect of the season
- from map, or guidebook or combination, research points of interest
- consider transport options and car parking opportunities
- consider lunch options and rest stops – checking timings
- consider bad-weather alternatives and escape routes
- prepare your own route map / route card / route notes

## **(2) RECCE THE WALK** (preferably with your appointed back-marker)

- walk full route, noting critical navigation points and bearings
- assess risks adjusting route and / or escape routes
- check timings against rest stops, lunch, toilet stops etc
- call in to check that the proposed pub / café are willing to accommodate your group

## **(3) HAVING COMPLETED PRELIMINARY PLANNING**

- send the appropriate details to the Club Secretary by the deadline date for publication in the Newsletter

## **(4) ON THE DAY - BEFORE LEAVING HOME**

- check and assess the weather forecast, reviewing route if necessary
- check personal gear including personal first aid kit
- check you have the (2) fluorescent jackets
- check public transport (if appropriate)
- telephone pub / café to check arrangements

## **(5) ON THE DAY - AT THE APPOINTED STARTING VENUE**

- arrive early and be available to greet the group as they arrive
- in the absence of a Club Officer, make a list of the names of all walkers (including guests)
- assess the fitness and equipment of the group
- identify anyone with special needs
- identify (and announce) your appointed backmarker, supplying the backmarker with fluorescent jacket
- exchange mobile phone numbers with backmarker
- advise any dog owners of their responsibilities
- assemble the group, introduce yourself and welcome everyone
- outline route of walk and approximate timetable
- supply the group with details of estimated time of return
- highlight any particular assessed dangers or hazards
- check that the International Distress Signal is known by all the group
- carefully count the number in the group
- check your count with the backmarker to confirm your list is correct
- signal the start of the walk

## **(6) ON THE DAY - THROUGHOUT THE WALK**

- stay at (or very near) the front of the group
- advise those who inconsiderately rush ahead of their foolishness
- check frequently that your backmarker is a reasonable distance behind
- wear the fluorescent jacket when using tarmac roads
- make an informed decision about how to lead the group along tarmac roads, ensuring that everyone knows which side of the road **you** have decided to use, in accordance with your own interpretation of the Highway Code.
- set a reasonable pace and watch for stragglers
- concentrate on navigation, checking timings against your route map / route card / route notes
- manage the flow of walkers over stiles, bridges and through gates
- manage rest stops / catch-up stops / lunch stop always checking for litter and your impact on the countryside
- liaise with your backmarker at every stopping point
- be alert to problems (individuals, fatigue, illness, adverse weather etc)
- if an emergency situation develops, take complete control of the situation, involving and organising others to assist you
- enjoy the walk and the company !!