

Crawley u3a: Walk Leader Organisation and Risk Assessment Checklist

Purpose and of this Form

- 1 To ensure that all walks take place as smoothly and as safely as possible
- 2 To reassure the Group Leader in advance that the Walk Leader has planned the walk properly
- 3 To show that proper planning and review of risks did take place, should anybody suffer an injury or other adverse event on the walk and claim the u3a was negligent in some way

Completion of this Form

- 1 Section (A) is completed by the Walk Leader and passed to the Group Leader, who will pass relevant details to Group Members
- 2 Sections (B) - (E) & (G) to be completed and retained by the Walk Leader, in case it is required later
- 3 Section (F) to be used as an aide-memoir during the walk

General Advice for all Walking Groups

- 1 Set up as many of the Group as possible on a Group WhatsApp, enabling anybody in the group to communicate with everybody
- 2 Encourage everybody who has one to bring along a fully-charged mobile phone

Group Name	
Group Leader	
Walk Leader	
Assistant Walk Leader (if relevant)	
Title of Walk	
Date of Walk	
Date of Reconnaissance Trip (1)	

CHECKLIST	NOTE	RESPONSE
(A) Logistics & Route		
1 Meeting point and time for journey to start of walk		
2 If journey to start of walk is not by car, bus/train departure time		
3 Walk start point		
4 Walk end point (if different)		
5 Estimated time at which can expect to be back at meeting point		
6 Distance from start to end of walk, and estimated actual walking time		
7 Name of pub, café or other stopping off point and time booked		
8 Terrain types (fields, heathland, beaches, woods etc)		
9 Mostly flat/low gradient, moderate gradients, or very steep ?		
10 Level of fitness required		
11 How many stiles along the route ?		
12 Have the following been minimised:		
(a) Use of roads without pavements?		
(b) Very steep inclines?		
13 Any break-of points (for if members feel unable to continue)		
14 Any special equipment, clothing or footwear required	(2)	
15 Are there any toilet facilities on route (other than at the café or restaurant) ?		
16 Do walkers need to bring any refreshments (esp. if no café/pub stop) ?		
17 Are dogs permitted?		
18 If route is on beaches or by the shore state expected high tide time for the day		

CHECKLIST	NOTE	RESPONSE
(B) Before the day		
1 Date walkers notified of all details under (A) above		
2 Have lift arrangements been co-ordinated, if travelling to start point by car		
3 Ticket buying arrangements if travelling by public transport		
4 Has the number of walkers participating been confirmed?		
5 If there has been heavy rain since the reconnaissance could paths be flooded ?		
(C) Early on the day itself		
1 Check weather forecast and decide whether to proceed or not		
2 If cancelling the walk, confirm whether you will still meet at the café or pub		
3 If necessary confirm cancellation with pub or café		
4 Check no walkers are at the meeting place not having realised the event is cancelled		
(D) Items to check you have before leaving home		
1 Suitable map (and spare copy) in protective folder , and compass		
2 1st aid equipment, emergency foil blanket & high-visibility vest		
3 Protective folder for map, if likely to rain		
4 2 sets of walkers emergency phone contacts, one for you, the other for somebody else		
5 A charged-up mobile phone with numbers of emergency services		
(E) At the meeting point		
1 Advise walkers that they come on the walk at their own risk		
2 Check the number of walkers		
3 Assign a backmarker		
(F) During the walk		
1 Leader to stay at the front but stop periodically to allow slower walkers to catch up		
2 Keep on eye on the weather		
3 Periodically count the number in the group		
4 Check that nobody is finding it too difficult		
5 Follow the Highway Code and Country Code	(3)	
6 If come across livestock, on common land or when crossing fields:		
(a) Walk calmly and quietly, keeping the group together		
(b) Be prepared to divert if necessary		
7 If terrain or paths are too wet or slippery to use safely make changes to the route		
8 Ensure somebody on the other side of the stile to help others over safely		
9 Count number finishing to make sure everybody accounted for		
(G) Once back home		
1 Report back on the walk to the Group Leader	(4)	

Notes

- (1) Where the walk is in the countryside the reconnaissance should not take place more than 1 month before the planned date of the walk
This is because access, conditions underfoot, use of fields etc can change
- (2) E.g. Water, walking sticks, insect repellent, sun hats and protection, long-sleeves, stout shoes, waterproofs, gloves, secateurs etc
- (3) <https://www.gov.uk/guidance/the-highway-code/rules-for-pedestrians-1-to-35>
<https://www.gov.uk/government/publications/the-countryside-code>
- (4) Include in your report anything that did not go well and/or should be noted for future walk planning purposes

If you have any suggestions on how to improve this checklist, or questions, please contact the secretary on secretary@crawleyu3a.org.uk

Last checked and updated 10th November 2022