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| --- | --- |
|  | **WALK LEADER CHECKLIST** |

|  |  |
| --- | --- |
| **Location**  |  |
| **Description of Walk** |  |
| **Distance/ Terrain Type** |  |
| **Recce Date** |  |

**Before the walk**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Yes** | **No**  | **N/A** | Comment  |
| 1 | **Provision of information to prospective walkers:**  |  |  |  |  |
| a) | Location  |  |  |  |  |
| b) | Distance |  |  |  |  |
| c) | Timing |  |  |  |  |
| d) | Linear / Circular Route |  |  |  |  |
| e) | Terrain |  |  |  |  |
| f) | Height and climbs involved |  |  |  |  |
| g) | Level of fitness required  |  |  |  |  |
| h) | Appropriate Footwear & Clothing |  |  |  |  |
| i) | Toilet / refreshment facilities en route |  |  |  |  |
| j) | What to bring – Food / Drink / Map / Mobile Phone  |  |  |  |  |
| k) | Any assistance dogs/ other dogs?  |  |  |  |  |
| l) | Meeting point  |  |  |  |  |
| m) | Public transport arrangements  |  |  |  |  |
| n) | Car parking facilities  |  |  |  |  |
| o) | Need to bring ICE card  |  |  |  |  |
| p) | Need to sign/ have signed disclaimer  |  |  |  |  |

**On the day**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | **Check first aid kit & emergency blanket / bivouac bag/ spare water and clothing** |  |  |  |  |
| 2 | **Briefing before starting out:**  |  |  |  |  |
| a) | Route  |  |  |  |  |
| b) | Duration / pace  |  |  |  |  |
| c) | Terrain  |  |  |  |  |
| d) | Known Hazards  |  |  |  |  |
| e) | Emergency Arrangements – illness, exhaustion, accident, weather problems, terrain problems, lost contact with group  |  |  |  |  |
| f) | Ensure all have signed disclaimer / have ICE cards |  |  |  |  |
| f) | Be prepared to advise inadequately equipped walkers not to go |  |  |  |  |
| 3 | **Appoint a Backmarker/ Rear Leader**To share information about pace etc  |  |  |  |  |

**DURING THE WALK**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 4 | **Stay at the front but make sure you can always see the backmarker/ communicate regularly with backmarker**  |  |  |  |  |
| 5 | **Set an appropriate pace for the level of walk** |  |  |  |  |
| 6 | **Check the route frequently** |  |  |  |  |
| 7 | **Periodically count the number in the group** |  |  |  |  |
| 7 | **Advise how to negotiate hazards / ensure messages passed back** |  |  |  |  |
| 8 | **Monitor wellbeing of walkers**  |  |  |  |  |

**AT END OF WALK**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 9 | **Do a headcount to ensure all have returned safely**  |  |  |  |  |
| 10 | **Set an appropriate pace for the level of walk** |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Prepared By**  |  | **Date**  |
| Signature  | Position | Date  |

Identification of Risks

|  |  |  |  |
| --- | --- | --- | --- |
| **Hazard** | **Who might be harmed?** | **How is the Risk Controlled**  | **Options**  |
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