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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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