

OUTDOOR ACTIVITY CHECKLIST

Group name	
Walk, cycle or excursion name	
Distance	
Terrain type	
Date	

BEFORE YOU GO		Yes ✓
1.	Provision of information to prospective walkers/cyclists. 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/refreshments on route J. What to bring – food/drink/compass/map/mobile phone K. Dogs permitted? L. Meeting point M. Public transport options N. Car parking facilities O. Need of walkers/cyclists to bring Emergency Contact cards	
2.	Additional Excursion considerations. A. Entry fees? B. Venue/guides booked? C. Wheelchair/disabled access?	

ON THE DAY		
1.	Check First Aid kit and, for remote walks only, 'Keep Warm Bag'	
2.	Briefing before setting out: A. Route B. Duration C. Terrain D. Known hazards E. Emergency Arrangements – illness, exhaustion, accident, weather problems, terrain problems, lost contact with group F. Large group, sub-divide? G. Take a fully charged mobile phone (with credit) H. Can everybody cope with the planned activities? I. Be prepared to tell inadequately equipped walkers/cyclists not to go J. Leave detailed route/return time with responsible adult (remote areas only)	
3.	Appoint a backmarker.	

DURING THE WALK/CYCLE RIDE		
1.	Stay at the front but make sure you can always see the backmarker	
2.	Set an appropriate pace for the level of walk/cycle ride	
3.	Check the route frequently	
4.	Count the number in the group frequently	
5.	Stop in a safe place	
6.	Look after the land and its flora and fauna	

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NOTES

Signed

Date