

GUILDFORD RAMBLING CLUB Guidance Notes for Walk Leaders

The following notes are intended to help you to organise and lead a successful and enjoyable walk. There are lots of experienced leaders in the club so if you have any queries please ring the Programme Organiser.

Planning Your Walk

1. We recommend you use the Explorer 1:25,000 series ordnance survey maps. Make sure your route keeps to Rights of Way, permissive paths or common land as much as possible and keep road walking to a minimum. We are required by our Public Liability Insurance to make a Health & Safety risk assessment prior to leading a walk, so walk your chosen route at least once so you are confident and note any risks. See the Risk Assessment and Walk Checklist notes below.
2. You should aim to make the length of your Sunday walk a distance of about 5 to 11 miles. You might find it useful to use a piece of thread on your map to help you measure distances. Talk to the Programme Organiser if you need advice.
3. Ensure there is sufficient parking at the start but, for Sunday walks, avoid choosing a spot near a church. Pathways can become obstructed and/or overgrown and if you do encounter a problem e.g. broken stile, obstruction, footpath ploughed up, please notify the Footpath Secretary whose telephone number can be found on the website.
4. Identify a suitable mid-morning refreshment stop and a suitable place for those who wish to picnic at lunch time and, if possible, a nearby pub or cafe.
5. Check bus/train times where appropriate and, where possible, aim to start your walk at 10.00am.
6. If any of your walk is to be on MOD lands you need to check whether they are open. Look at South East Training Estate firing times - GOV.UK (www.gov.uk).
7. If AT ANY STAGE you have to consider cancelling your planned walk you must try to alert as many members as possible, such as posting on our whatsapp group page – ask any Committee members to make this happen. Also try to go to the start to warn anyone who turns up. Better, if at all possible, try to get someone to deputise for you if you are unable to lead the walk yourself.

On the day of the Walk

1. You will need paper and a pencil. Do carry a compass, whistle and basic first aid equipment and if you have a mobile phone, you might find it useful to bring it with you. Carry a face mask, if there is an incident you may need it.
2. Before you start-walking, welcome newcomers and record their names and contact details (at least a telephone number). Give the details to the Secretary later. Briefly outline the walk, refreshment stops, lunch arrangements and overall timing. If the lunch break is to be only ½ to ¾ hour, point out that pubs may not be able to supply a cooked meal in time. Mention any known hazards. Remind everyone of the need to observe safe road disciplines.
3. Ideally appoint a person to walk at the back of the group to ensure no-one gets lost and remind all walkers that each should ensure that the person behind them sees which path has been taken at cross paths.
4. Stop at about hourly intervals to give walkers the opportunity to take refreshments and to rest. It is customary at breaks to give a 2 minute warning before resuming.
5. Make sure the Countryside Code is observed regarding closing of gates, not dropping litter etc.

6. When walking on roads ensure the group keeps to the edge of the road and walks in single file on the right-hand side of the road except on sharp righthand bends. Warn walkers when approaching a road to be crossed.

7. Report any accidents or incidents according to the procedure outlined below.

8. And most of all enjoy your walk!

GUILDFORD RAMBLING CLUB Accident Reporting Procedure

It is the walk leader's responsibility to ensure that any accident that occurs on one of our walks is recorded so please take these notes with you on the walk as an aide memoire. We need to keep these records to comply with the requirements of our Public Liability insurance.

1. In the event of an accident please make the following notes: • date and time of incident • name and status (member etc) of person involved • place where incident occurred • brief description of circumstances • method by which the event was reported • the names of all other members on the walk

2. As soon as is practically possible, let the GRC Secretary have the information. The Secretary should record the information in the Accident Book and sign the entry.

3. If requested the Secretary will send a copy of the entry to the walk leader and to the affected person.

Guidance on incidents

1. A report should be raised for any incident that involves:
 - a fatal accident
 - an injury involving either referral to or actual hospital treatment
 - any allegations of libel or slander
 - any allegations of professional negligence i.e. arising out of tuition, coaching or advice given
 - any investigation under any child protection legislation
 - any circumstance involving damage to third party property
2. An injury is defined as:
 - Any head-injury that requires medical treatment
 - any fracture other than to fingers, thumbs or toes
 - any amputation, dislocation of the shoulder, hip, knee or spine
 - loss of sight (whether temporary or permanent)
 - any injury resulting from electrical shock or burn
 - any other injury leading to hypothermia
 - loss of consciousness caused by asphyxia or exposure to a harmful substance

UNDER NO CIRCUMSTANCES SHOULD ANY LIABILITY BE ADMITTED

Guildford Rambling Club Walk Risk Assessment aide memoire

This assessment covers all walks carried out by the Guildford Rambling Club. The risk assessment must be read in conjunction with the Health and Safety Policy. Each walk leader is expected to review the hazards when designing their walk.

Hazards	Controls	Checked
Route Maps	Do you have an up-to-date map of the route?	
Weather	Check for adverse weather conditions and be prepared to cancel walk by contacting a committee member (see web-site : www.guildfordramblingclub.org.uk)	
Roads Crossing Railway Crossing	Choose safest crossing point if there is no safe crossing point the route must be changed. f no footpath, keep to right hand side in single file and cross over before blind bends Always cross at a designated crossing point, look and listen before attempting to cross	
Terrain Hilly Muddy Beside water	Advise that walking poles may be useful Advise if mud is expected to wear suitable waterproof footwear Keep to footpaths wherever possible and avoid steep banks	
Animals Livestock Ticks	Let walkers know to cross fields with livestock calmly and quietly, keeping the group together. Be prepared to divert if needed Ensure that dogs are kept on leads through fields with livestock but let your dog off the lead if cows attack Advise walkers to check for ticks and remove promptly if found	
Obstacles eg stiles, narrow bridges, electric fences, fallen trees, potholes and trip hazards	Check for hazards on the recce and adapt the route if needed Only cross electric fences at a designated crossing point Help people over and around obstacles Alert walkers to potholes and other trip hazards as they arise Carry a basic first-aid kit and mobile phone Always carry a map (on paper or online) so that diversions can be taken if necessary	
Walking on military land	Check online that there is no planned operations on the day of the walk If flags are flying denoting live firing during walk do not proceed through this area, take an alternative route. Do not touch any military objects and Keep to designated footpaths	
Losing people	Appoint a back marker and/or regularly check numbers	
Parking	Ensure adequate and safe parking for the group Congregate away from car entry and exit point	
Exhaustion/ tiredness	Ensure that there are regular breaks	
Any other hazards	Control as they arise	