

Glasgow Ramblers - Walk Leader's Checklist

BEFORE THE WALK - RECCE

- walk the route, assess risks and identify places on the route where there are important directional decisions to be made
- note places where the walk could be shortened
- adjust the route if necessary, check timings, rest and possible comfort stops
- make a note of points of interest - geographical, historical, nature etc
- note possible toilet stop on the journey to the start of the walk
- have you registered your mobile phone with the 999 Text Service?
- any doubts ask for help and advice from other walk leaders

A FEW DAYS BEFORE and THE DAY BEFORE

- check the weather forecast and make changes to the route if necessary
- if, for any reason, you feel that it is necessary to cancel
 - (i) email info@glasgowramblers.org.uk so that a note of cancellation can be added to the website calendar
 - (ii) if possible, contact the people who have already indicated that they were coming on the walk
- check public transport timetables and/or check that there are sufficient cars and drivers
- check personal gear
- check first aid kit
- prepare a sheet for car drivers giving details of your mobile phone number and exact place where drivers and their passengers will meet you.
- make a list of the names of all walkers who have contacted you

- charge your mobile phone

ON THE DAY – AT THE MEETING POINT

- arrive at the meeting point in good time
- be welcoming, speak to everyone but especially people you have not met before
- once everyone is gathered, introduce yourself and ask everyone else to do the same
- give brief details of the walk and a rough idea of when you expect to finish the walk.
- tell everyone that if they leave the walk for any reason they must let you know
- if travelling by cars arrange who is going in which car, make sure drivers know where they are going and where they are parking
- have a quick check of fitness of party, identify anyone with special needs, make sure everyone has appropriate clothing and footwear. You do not have to allow anyone without suitable footwear or waterproofs to come on the walk.
- make sure that a carer of a child or a vulnerable adult is aware that they are *fully* responsible for that child or adult but note that you must make yourself aware of their capabilities and if necessary say that they cannot come on the walk.
- count the number of people in the party, check whether it agrees with the number of people you expected. If anyone you expected has not turned up, try to contact them by phone

AS YOU START and DURING THE WALK

- if you haven't already done so, give brief details of the walk, points of interests, rest stops and a rough idea of when you expect to finish the walk.
- appoint a backmarker if there are more than 8 walkers, or if there is someone you know to be slow. Don't allow the slowest walker to be at the back as this is very bad for their morale.
- stay at or near the front, check frequently that you can see your backmarker and the whole group, stopping if necessary

- set a reasonable pace, watch for stragglers
- concentrate on navigation
- manage the group and give timings for rest stops
- if someone is unable to complete the walk ensure that they are able to get back on their own and it is safe for them to do so. Definitely on an A or A+ walk but also on any walk with potential hazards or navigational problems anyone who leaves the group must always be accompanied back by a competent person.
- be alert to problems (individual, weather, road walking, stiles etc) involving others in the party as necessary
- try to talk to everyone, especially new and potential members and make sure that any new person is not left on their own for too long
- enjoy the walk!

AT THE END OF THE WALK

- check that everyone has completed the walk and can get home
- collect the money for contributions towards car sharing and distribute equally between the drivers
- listen to any comments about the walk
- if anyone has been hurt or any other incident (eg angry farmer) occurs then the details should be written down as soon as possible

BACK HOME

- report any incidents to Barry eg an accident or a walker needing to be accompanied back
- let Barry know how many walkers were on the walk