



Walk Leader Checklist

Before leading a walk:

- Risk Assessment of the walking route, completed within the last 6 months.
- A full or part Recce of the walking route, completed as near to the walk as possible, taking into consideration seasonal changes, adverse weather, and livestock movement.
- Make sure that you have everything you need a high viz vest, a fully charged mobile phone, and spare forms. SASP office number saved in phone 01823 653990.
- Check the weather and public transport before you set out.

To take with you, when leading a walk:

- Register – including names of walkers and leader(s), date, time, location and grading, indication of any new walkers, and confirmation of completed registration forms.
- Registration forms online www.sasp.co.uk/health-walks to be completed by all new walkers or a paper version.
- Accident / Incident report form(s) – in case of accident/incident or injury during the walk.
- Walk risk assessment

At the start of the walk:

- Assign responsibilities with other leaders, middle and back markers to allocate roles and swap numbers if appropriate. You should always have your back marker in sight
- Take the Somerset Health Walks Attendance Register inviting walkers to sign in or sign in on their behalf. Check columns are ticked as appropriate, such as photograph permission, new walker, registered and responsible for own safety and medically fit.

Gather the walkers' attention:

- Introduce the route - the length, the terrain, where there are toilets and rest points, and if there is a place for drinks at the end.
- Highlight hazards and remind walkers to take responsibility for their own safety, for example when crossing roads. Always use road crossings when available.
- Remind walkers they should be medically fit and they take part at their own risk and will seek medical advice if appropriate.
- Remind walkers where dogs are permitted they must remain on a short lead at all times.
- Remind walkers not to leave the walk without telling a leader.
- Tell walkers to speak to the leader or back marker if they feel unwell or have any concerns.

During the walk:

- Walk at a pace to suit your walkers, ensuring that everybody is comfortable.
- Use planned short breaks – this enables walkers to enjoy the surroundings. This also allows for more interaction within a larger group.
- Front leaders - look behind you occasionally and keep back markers in sight.
- Backmarkers – watch out for people who are either struggling or socially not part of the group and remain at the back.
- Look out for hazards and point them out to walkers as appropriate. In social situations, people easily get distracted and forget to check for hazards themselves.

After the walk:

- Announce we have reached the end of our walk, the next walk is... also signpost to other walks in the area. Remind of venue if going for refreshments.
- Once the walk has finished, report the data to the health walks coordinator, the number of walkers on your walk (including walk leaders) and the number of any brand new walkers – send the details to walks@sasp.co.uk
- If new walkers have used the paper registration form please enter their details online at www.sasp.co.uk/health-walks
- Any Accident or Incident forms should be completed as soon as is safe and sent along with the risk assessment and register within 24 hours to walks@sasp.co.uk
- Store paperwork registers and registration forms for a period of three weeks in a secure area such as a locked cupboard and shred.
- Any photographs taken with walkers' permission should only be used for promotional purposes and then removed from devices.



WALKS@SASP.CO.UK



WWW.SASP.CO.UK/HEALTH-WALKS



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