

ON THE DAY

At the start

- It is good practice to take a register including, for example, name, address, membership number, medical details and an emergency phone number
- Be early and welcoming, particularly to newcomers.
- Check the fitness and equipment of the party and identify anyone with particular needs. Be prepared to turn inadequately equipped walkers away.
- Hand out membership forms to any non-members. Explain the work of the Ramblers.
- Appoint a backmarker if you don't already have one.
- Introduce yourself and the backmarker and give details of the walk
 - the route, estimated return time, refreshment stops, points of interest and any hazards to be aware of.
- Count the party and signal the start of the walk.

On the walk

- Stay at the front and check frequently that you can see your backmarker or have communication with them.
- Set a pace to suit the fitness and capabilities of the party and the advertised grade of walk.
- Check your route frequently if necessary using compass and/or map.
- Make a point of chatting to newcomers.
- Highlight any points of interest.
- Manage the party's pace over stiles, through gates and across roads. Periodically count the number to ensure everyone is present
 - Be alert to problems with the weather, road walking or crossings, individuals.
- IMPORTANTLY – ENJOY THE WALK!

At the end of the walk

- Check everyone has returned and can get home and thank them for coming.
- Remind non-members to join.

AFTER THE WALK

Report any incidents to the Led Walks team at central office using the Incident Form at www.ramblers.org.uk/volunteer. Report any path or access problems to the relevant Group Officer.



Walk Leader's checklist

BEFORE THE WALK

Choose the route

- Consider location, length and timing, whether linear or circular. Consider season, terrain, heights and climbs, likely ability and fitness of group.
- The route you choose may be one you already know, or from a map or guidebook. Consider points of interest on the route.
- Check transport options, such as public transport and car park for central meeting point, refreshment points, toilets.

Reccce the route (preferably with a backmarker)

- Walk full route, noting critical navigation points, hazards and problems, adjusting route if necessary. Check timings, rest and toilet points, escape or alternative routes, any access restrictions.
- Note any path or access problems to report to relevant Group Officers.

Publicising the walk

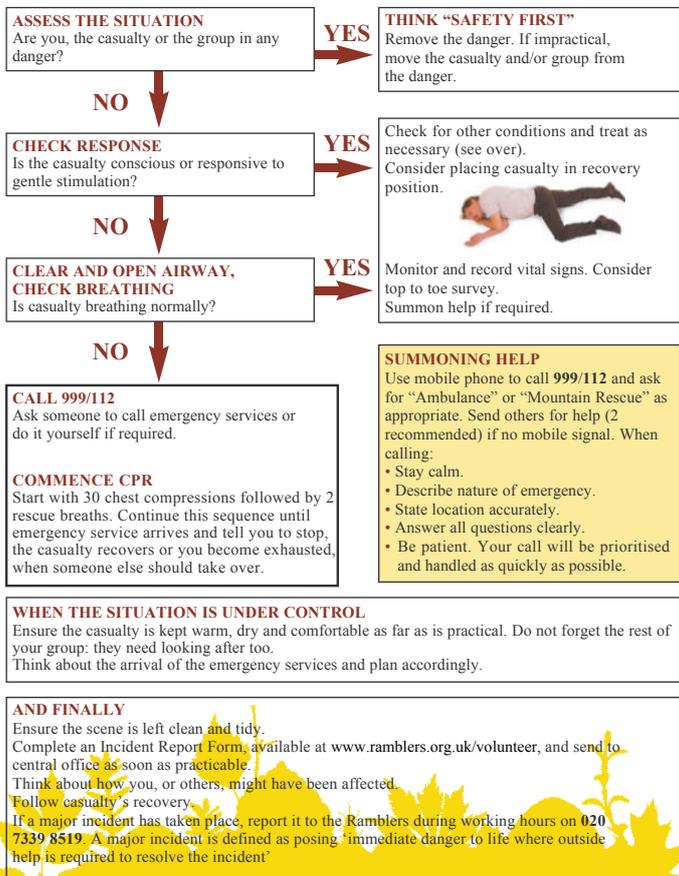
- Submit your walk to the Programme Co-ordinator to include it in your Group's programme and Walks Finder with appropriate description, such as grade and whether it is dog and children friendly, car free.

THE DAY BEFORE

- Check accurate weather forecasts (www.mwis.org.uk covers many mountainous areas) and alter route if necessary. Be prepared to cancel if weather is too bad.
- Recheck public transport and remind pub if you plan to stop there.
 - Check personal gear and first aid kit.
- Be prepared to answer queries from potential attendees.

For further information on leading walks see www.ramblers.org.uk/volunteer. Contact the Led Walks Team on 020 7339 8519 or ledwalks@ramblers.org.uk. To sign up as a Walk Leader and receive the latest news visit www.ramblers.org.uk/volunteer/ledwalksform

Action at an incident



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Treating injuries

Heart attack

- Dial 999/112 for ambulance immediately.
- Help casualty into half-sitting position with knees raised and supported.
- If casualty conscious, give one aspirin to *chew slowly*.
- If casualty has angina medication, help him/her to take it.
- Monitor vital signs and be prepared to give CPR if necessary.

Fractures

- If spinal injury suspected, do not move, or allow casualty to move, unless in danger.
- Steady and support the injured part.
- Protect the injury with padding.
- Cover an open wound with a sterile dressing.
- Evacuate the casualty to hospital using emergency services if necessary.
- Do not move injured part unnecessarily. Do not bandage if assistance on its way.

Severe bleeding

- Put on rubber gloves. Remove or cut any clothing over the wound.
- Place a dressing over the wound. Apply firm pressure directly on the wound.
- Raise injured part above level of heart if practicable, and bandage wound.
- Bandage another pad on top if blood seeps through. If blood seeps through, second pad, remove all dressings and apply a fresh one, ensuring sufficient, accurately placed pressure is exerted.
- Check circulation below any dressings.
- Monitor for any signs of shock.

Shock

- Treat the cause (eg bleeding, injuries, etc). Call 999/112 immediately.
- Lay casualty down (if injuries allow) and raise and support the legs.
- Loosen tight clothing and keep warm (insulate from ground).
- Do not allow to eat or drink.
- If casualty loses consciousness, follow Basic Life Support procedures (see over).

Sprains and strains

- Rest the injured part.
- Ice. Apply cold. Use a cold wet cloth or similar.
- Compress injury. If ankle, consider replacing boot after examination.
- Elevate injured part. If too severe for walker to continue, call emergency services.

Administering basic first aid does not invalidate Ramblers insurance. Rather, it is better to do something than nothing.