



iU3A Longer Walks Group – Leader Responsibilities – Rev 6

1. Make sure you've rechecked the walk beforehand. Only if it's a published walk or a repeat walk can this rule be waived – but even in those circumstances it's recommended that you recheck it.
2. Provide details of the walk to go on our web page before the walk. Use the standard format provided for Walk Details (Attachment 1). This serves also as our Risk Assessment record for each walk. **This should be sent to Group Coordinator at least 8 days before walk date. An outline summary should be provided to Group Coordinator ideally at least 2 weeks before walk date.**
3. **All of the previous walks are considered available to all Walk Leaders. However if you are going to use one of these please inform the last Walk Leader of your intention to use 'their' walk.**
4. It is useful if the travel goes beyond Zone 6 that the last station on the line in Zone 6 is stated in the 'Details' sheet. This allows Members to buy the correct (ie cheapest) rail ticket.
5. A sign up Form and register will be created for your walk. You will get a 'link' to the register so you can view who's signed up for your walk.
6. Make sure you ask people (in the "Details" sheet) to let you know if they plan to join the walk other than at the designated main meeting point. The sign up sheet can be used to collect this information – if you ask the Group Coordinator for it to be set up this way.
7. Carry a basic First Aid kit. This should be for use of group members. You are not *required* to administer first aid. If you don't have one of these – buy one & bill it to iU3A.
8. Have with you a list of those who have signed up for the walk so you know who to expect to turn up. The sign up form will provide you with their mobile phone numbers. It is their responsibility to contact you if they are delayed but you can phone anyone missing to see if they are on their way. But you are under no obligation to wait beyond the scheduled departure time.
9. Try to set a pace that everyone is comfortable with and check periodically, particularly early on. With larger groups and/or on stretches where the route is not obvious and visibility is restricted (e.g. through woods), it is advisable to ask an experienced walker to act as back marker – though preferably not the same person all day! You should normally wait at fairly regular intervals to allow everyone to regroup, as people do tend to walk at different speeds. Keep sight of your back marker.
10. Where there are any 'danger' points (e.g. main road crossings, obstacles blocking the route or short steep ascents/descents) make sure the group navigates these together.
11. At the halt points (approx one every hour or after climbs), encourage members to take water.
12. Be aware of the Guidelines to Members for Etiquette published on our web page (& shown below). Hence they should support you during the walk.
13. Abort the walk if conditions are considered severe or significantly changed. This can be beforehand or during. Primarily this will be due to weather but could be due to ground conditions or transport issues. If the risk profile of the walk changes from the Walk Details, ensure all members are aware and supportive.
14. Assist in getting members to and from the Walk. This can be just by providing directions to the start and from the finish of the walk, or from the Opt Out points.

15. If you are planning to have lunch in a pub or cafe, it is normally a good idea to notify them in advance (especially if it is a relatively small venue) and confirm numbers during the morning. With larger groups it can be helpful to have a menu and phone through orders before you arrive. Check the need during your walk reckie.
16. Allow an hour for the lunch break (if it's in a pub, can be shorter if it's a picnic only).
17. After the walk send the Group Coordinator the following: provide a short report of how the walk went; take photos (or ask someone else on the walk to take some eg Jo-Ann Kennedy); take an attendance record (or confirm attendance was same as sign up register).
18. Tick removal tools are available (from Group Coordinator) if you would like one to add to your first aid kit. But you are unlikely to need to use during a walk. They are normally 'discovered' by people (vary rarely in the south of England!) after the walk.
19. Remember also 'GDPR' requirements – you cannot store members personal data on your own devices long term. You can keep it for 'normal business', for the admin associated with your particular iU3A walk. But you need to delete it soon after. This is why we contact members through Beacon and use Google Forms for collecting details of who is on the walk (which is periodically deleted).
20. Emailing walk members – if you need to contact the members who have signed up for a walk and you are using their email addresses from the Google Sign Up Register, remember to 'bcc' all of them only.
21. Risk Assessment – please remember to do a risk assessment for every walk. You can use the checklist listed below (Attachment 2) if it helps. The risk assessment does not need to be documented, but please ensure the highlights are included under the 'Suitability' section of the Walk Details sheet (Attachment 1).

iU3A Longer Walks Group - Guidelines to Members for Etiquette

(published on our webpage)

See latest version on the [webpage](#).

Islington U3A Longer Walks Group- Details Sheet

Walk Title		Walk No.	
Area		Type	Linear
Date	... 24 th May 2019		
Distance	9.5 miles (16 km) including to/ from stations.		
Timing	4 hours walking time + travel + lunch stop. Allowhours in total. Therefore should be back in Islington by 5.30 pm.		
Meeting up & travel	Meet at Highbury & Islington ??????? All within the Freedom Zone.		
Route			
Lunch	Food is available at ????		
Dropping out	First one is (6.5mils, 10.5km).		
Suitability	Suitable for any reasonably fit regular walker. There are no particular difficulties. Terrain: one easy up; dry paths all the way. Possible obstacles: there is one stile to cross. Comfortable waterproof walking shoes/ boots. Check weather forecast for temperature and likelihood of rain.		
Facilities	There are toilets on the train and at		
Walk source			
Map & other references	OS Explorer Links:		
Leader & contact details	<u>Walk Leader:</u> ?????? <u>Phone:</u> ?????? <u>e-mail:</u> ??????????		
Interesting Facts	optional		

Walk Leader Risk Assessment Checklist

The Walk Details sheet acts as our written published risk assessment (particularly the ‘Terrain’ section) but this might help as a check list:

Provision of information to prospective walkers:	YES / NO
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 / refreshment facilities en route	
j) What to bring – food / drink / compass / map / mobile phone	
k) Dogs permitted?	Generally - no
l) Meeting point	
m) Public transport options	

On the day:

Got your first aid kit	YES / NO
Briefing before starting out: a. Route b. Duration c. Terrain d. Known Hazards e. Be prepared to advise inadequately equipped walkers not to go but they must make the final decision	
Appoint a backmarker if a large group (ie 15 or over)	
Remember to pause for water and a rest (approx. every hour)	
Remember to highlight drop out points as you progress through the walk.	