

WALK / CYCLE LEADER CHECKLIST

Before walk or cycle

- Choose a route and consider the location, parking, mileage, timing etc.
- Consider the season, terrain and points of interest.
- Recce the walk / cycle route close to the day of the event if possible, using a risk assessment.
- Always recce with another person for safety reasons.
- Check timings, rest, coffee and toilet stops etc.
- Consider how big a group you feel comfortable leading.
- Limit numbers if you feel this is necessary.
- Contact the person responsible to add your walk/cycle to the TTC trip sheet.

Day of the walk or cycle

- Check the weather forecast so you know what to expect. If you think the weather conditions could make your walk/cycle unsafe then cancel.
- Take a copy of the Risk Assessment from your recce.
- Take a copy of the list of names on walk or cycle.
- Take a fully charged mobile phone.
- Carry a first aid kit, water for emergencies and an online or paper map.
- Consider taking extra layers and waterproofs.
- Welcome people to the walk/cycle.
- Check names and phone numbers of your group and make sure everyone has your phone number.
- Appoint a back marker and point this person out to everyone giving their name and phone number.
- Make sure you and your designated back marker have each other's contact numbers.
- Any concerns about inadequate footwear or clothing, discuss with the person. If any doubt about safety, advise them not to participate.
- Describe the route, places of interest, stops, toilets (if any) and any particular hazards on the route.
- On walks: let dog owners know they must control their dog at all times and to use a lead if near livestock.
- Let everyone know to contact leader or back marker if any incidents occur, if people get lost, need a comfort stop, or need refreshments.
- Count how many walkers/cyclists you have in your group and take regular headcounts.
- Set a pace to suit your group.
- Abide by the Highway and Countryside code.
- At end of walk/cycle thank everyone for coming.