



WLFG

WEST LANCASHIRE FOOTPATH GROUP

Registered Charity number 511764

Walk Leader Information

Thank you for offering to be a Walk Leader for WLFG.

Below, you will find some information we recommend that you consider before leading a walk.

If you have any concerns, please email the committee on:

westlancashirefootpathgroup@gmail.com

In advance of the walk

- Note that for insurance purposes you must be a paid-up member of WLFG to lead a walk so please ensure your subscription is up-to-date
- Ask yourself if you have the knowledge, skills and ability to lead safely.
- Plan a suitable walk for the group, taking into account the length of the walk and the terrain.
- Ask either a friend or a member of the West Lancashire Footpath group to check it out with you.
- Check parking arrangements and ask permission if necessary.
- Decide on a stopping point where the group can take a brief break.
- After your route inspection (recce), complete a Risk Assessment form and hand or post this to the Walk Coordinator (Gwen Veevers, 8 Belsfield Drive, Hesketh Bank, Preston PR4 6YB or e-mail it to veeversgwen@gmail.com)
- It is a good idea to inform a family member or friend of your expected finishing time. In the unlikely event of a serious problem on the walk, they could raise the alarm.
- If possible, please inform Gwen, the Walk Coordinator, of your route.
- Walk leaders do not have to be qualified first aiders, but if you would like advice on first aid training, please speak to the Walk Co-ordinator, Gwen Veevers. You can find useful information on YouTube and the British Red Cross app and St. John Ambulance do a wide range of online training.

On the day of the walk

- Ensure that the weather for the walk has been checked out and postpone the walk if necessary.
- Complete the attendance log and carry this with you on the walk so that in the event of an emergency, walkers' details are easily available, i.e. emergency telephone number, and their own mobile number. We recommend walkers carry a completed ICE Card with important information.
- Ensure you as the leader have a mobile phone with you and that you have to hand the phone number of at least one committee member.
- Ensure that at least one person on the walk is carrying a basic First Aid kit. (See appendix below for a list of contents).

- You may like to arrange for someone to take photos during the walk. Please ask the permission of the group to show their faces. Otherwise it is group policy to take photos showing only the backs of walkers.
- Appoint a back marker, and ensure hi-vis waistcoats are worn particularly if there is any road walking.
- If more there are more than 20 walkers, there should also be a mid-point marker.
- Brief the walkers before setting off. Mention any challenging aspects of the route, such as steep slopes, uneven surfaces, muddy areas, livestock in fields.
- Remind walkers that they must stay behind the leader at all times.
- Ensure that walkers are aware of:
 - major roads (particularly when they have to be crossed),
 - lanes without pavements (whole group should move to one side of the road if vehicle approaching),
 - level or other railway crossings (leader to cross first, then a nominee to control group crossing)
 - livestock in fields (advise group to be quiet, calm and to stay together)
 - any other issues specific to your walk
- Check with the group during the walk if the pace is OK for them, particularly for any new attendees.

After the walk

- Thank the walkers at the end of the walk and advise them of the next walk on the programme.
- If someone has left the group during the walk, check that they have got back to their car or home safely.
- Ensure the attendance log is either handed or sent to the Membership Secretary after the walk. (David Worrall, 6 Belsfield Drive, Hesketh Bank, Preston, PR4 6YB or e-mail it to david.worrall@live.com)
- If there is an incident such as a fall or slip, or in the case of a near miss, please complete an Incident Form and pass it on as instructed on the form.

Many thanks for leading a group for us.

Appendix

First Aid kits should contain as a minimum:

- Assorted plasters
- Antiseptic wipes
- Dressings and adhesive tape (to secure a dressing)
- Scissors
- Blister plasters
- Cream to treat bites and nettle stings

Consideration should also be given to carrying:

- Disposable gloves
- An arm sling

Paracetamol tablets should not be in the kits but can be carried.

