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WALK LEADER CHECKLIST

Before the event/walk

- Recce the route
- Undertake risk assessments
- Consider points of interest
- Check timings, rest and toilet points, alternative routes, any access restrictions and mobile phone coverage
- Collect surveys from the Age UK Bristol office or print copies

The day before the event/walk

- Check the weather forecast
- Let cafes/pubs know if you plan to visit
- Send a final reminder to your walkers

The day of the event/walk

Remember to take:

- Charged mobile phone, register, surveys, pens, waterproof clothing, water and a first aid kit (optional)

Paperwork:

- Complete the register provided
- Carry your risk assessment with you
- Hand out surveys and ask participants to return them before they leave

Make it sociable, inclusive and clear:

- Gather walkers together for announcements
- Welcome and thank walkers for attending
- Introduce the leaders and the organisation(s) you represent
- Explain what to expect – breaks, finish time, hazards and how to avoid them, toilets etc.
- Check if any of the walkers have any needs you might be able to help with
- Invite those with concerns to speak to you in private, e.g. about medical conditions
- Start and end your walk punctually

Think about walker wellbeing:

- Do a headcount at the start and finish

- Check walkers are fit enough for the walk and suitably dressed (especially their footwear)
- Set a pace to suit the group's capabilities and advertised walk grade
- Ask people to let a leader know if they need to leave the walk
- Take rests as appropriate
- Check walkers' wellbeing during the walk
- Keep an eye on the weather and change your plans if needed
- Use a backmarker and stay in sight or communication with them at all times
- Allow for regrouping and headcounts if necessary
- Ensure those accompanying under-18s or vulnerable adults know they have responsibility for direct care and supervision

After the walk/event:

- Thank the participants
- Distribute hard copies of the survey, ask the participants to complete it and return it to you
 - Return completed surveys to any Bristol library
- Ask if anyone has any unanswered questions or concerns
- It is really important that we get your participant numbers, so please complete the [participant numbers form](#)
- It's just as important that we get your feedback. Please complete the [provider survey](#) and enter the prize draw to win a £50 Ellis Brigham voucher



Bristol Walk Fest is coordinated by Active Ageing Bristol, hosted by our lead partner Age UK Bristol, with funding from Bristol City Council. Our sponsors are Ellis Brigham and Bristol Ramblers. Supporters are Bristol Walking Alliance, Doveton Press, Go Jauntly, Sustrans, Visit Bristol and Your Park.