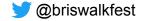


bristolwalkfest.com





#### 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 <u>provider survey</u> and enter the prize draw to win a £50 Ellis Brigham voucher







