

## **Guidance Notes for Leaders**

- 1 It is essential that the leader know the route of their walk. Ideally they should have done the walk beforehand. Always follow the rights of way or permissive routes; trespassing will bring the club into disrepute and can lead to legal action.
  - 2 Check the club's Risk Assessment document to see what you need to consider regarding safety.
  - 3 One week before the walk, if you have email facilities, you can let members know the starting point of the walk by sending the details to [info@burtonramblers.org.uk](mailto:info@burtonramblers.org.uk)
  - 4 It is advisable to have a back marker who should be made known to the party.
  - 5 If any member of the group is not, in your opinion, adequately equipped, or is obviously not fit enough for your walk, or is not well enough to do the walk, you can refuse to have them on the walk.
  - 6 Make a point of welcoming any newcomers and chat to them during the walk to make them welcome. Make sure that they know when the next ramble is and how they can become members.
  - 7 The leader should keep the group together at all times.
  - 8 When planning walks try to minimise walking on roads. Always walk on the right on roads unless it is dangerous to do so. Make sure that your group is clear where they should be.
  - 9 Frequently check that you can see your backmarker/back of the group. Periodically count the number to ensure everyone is present. Allow for re-grouping as required.
  - 10 Set a pace to suit the fitness and capabilities of the party.
  - 11 Livestock in a field can be a hazard. Be especially careful when there is a bull in a field with cows and when there are cows with calves. Lead your party so that you do not go between a cow and its calf or between a bull and his cows.
  - 12 Make sure that your party walks in single file through ploughed or sown fields and in mowing grass.
  - 13 Highlight any points of interest.
  - 14 Manage the party over stiles, through gates and forests, in poor weather and across/along roads.
- Pass messages back about any hazards (poor stiles, slippery sections, traffic etc.)
- 15 Be alert to any problems with individuals.
  - 16 In case of medical emergency dial 999 or 112 and ask for an ambulance. Mountain rescue can be also be requested by dialling 999. You will need a precise location for the emergency services. Make sure that you can give a six figure grid reference if needed. The Ramblers Walk Leaders checklist gives good advice about dealing with medical emergencies.
  - 17 If a serious incident occurs on a ramble you must inform the Hon. Secretary or Hon. Rambles Secretary. An incident report form must be filled in together with at least two witness statements. These forms are available from the Hon. Secretary or Hon. Rambles Secretary or the Rambling Club website and should be returned to the Secretary, who may also have to inform the Club's insurers. A serious incident includes:
    - Damage to third party or property.
    - An injury involving either referral to or actual hospital treatment
    - Any kind of fatality.
    - Calling out emergency services, including mountain rescue.
    - An allegation of slander or libel.
    - An incident that may involve child protection legislation.
  - 18 If a leader cannot lead a walk, they should, if possible, appoint a substitute. If this is not possible, they must notify one of the following as soon as possible.
    - a. The Rambles Secretary
    - b. Chairman
    - c. Other committee Member

These guidelines will be updated from time to time. See <http://www.burtonramblers.org.uk> for the latest version, or ask the Hon. Secretary for printed copies.