



Ashtead and Leatherhead Probos

Checklist for the Nominated Organiser of Club Walks

Beforehand

1. Have I included in written information provided to members
 - Details of the length and duration of the walk, in order that members and guests can decide whether or not to participate?
 - Details of any specific issues I am aware of such as busy roads, steep hills or drops, stiles or other obstacles, likelihood of mud/icy or slippery conditions and limited/non-existent toilet facilities?
 - That, if they and any guests do participate, looking after their own health and safety is primarily their own responsibility?
 - That participants should dress appropriately for the conditions both as to the likely weather and terrain they will encounter, particularly regarding footwear?
 - That I will assess the weather conditions on the day of the walk and if advisable for a group such as that participating, will contact participating members by 9.30am to cancel the event?
 - That they and their guests should carry with them a quantity of snacks and liquids appropriate for the likely weather conditions?
2. Have I asked for mobile phone and emergency contact numbers to be provided by each participant?
3. Have I asked for details of any particular illness, disability or medication being taken which a participant feels I should be aware of?
4. Have I designated an attendee to carry the First Aid Kit?
5. Have I supplied each participating member with my mobile telephone number?
6. Have I reconnoitred the route in advance and stored it in my mobile phone?
7. Have I shared the route with at least one other participating member and agreed with them that they will act as 'back-marker'?
8. Have I and the back-marker downloaded the What3words location App to our mobiles and have we each a paper map of the area covering the route to cater for the loss of signal of my or their mobile phone?

On the day

1. If the weather is particularly inclement have I telephoned all participating members to cancel the walk?
2. Otherwise, have I fully charged my mobile phone?
3. Have I a written list of participants with their emergency contact names and numbers, where supplied, and an awareness of any participants who are trained first-aiders?
4. Have I the written details of any particular medical condition advised to me which I should be aware of (eg epilepsy, asthma, diabetes) and of any medication the participant needs to have with them?
5. Have I checked with the designated participant that they have the First Aid kit with them?
6. Have I checked that I and the 'back-marker' have a relevant paper map with them and that the mobile phone of the 'back-marker' has stored the proposed route and has sufficient charge for the duration of the walk?
7. Have I provided each participating member with my mobile number?
8. Have I advised any issues noted on the reconnoitring walk and not previously advised to participating members?
9. Have I got a contact name and number at the destination venue, in case of delay or other need?