

Worcester Ramblers – Guidance for Walk Leaders

To have a successful walking programme we require the continued support of our leaders. This guidance from the Committee is in accordance with National Ramblers. If you require any help or support please contact the Walks Co-ordinator, a Committee member or look at the Walk Leaders Resource on our home page. We can help you with any of the form filling/IT issues you might have. We can also help you with a recce and leading a walk if wanted.

Before the walk

- Ensure you are registered as a volunteer and Walk Leader with the National Ramblers Assemble* <https://www.ramblers.org.uk/volunteer-zone/assemble.aspx>
- Recce your walk, complete a risk assessment* <https://www.worcsterramblers.org.uk/LibraryBoxes/Details/2497>
- At least one week before Post your walk on the Worcester Ramblers website* and upload risk assessment as a PDF in the Documents section for review (it will be held digitally for 3 years*)
- The Walk Co-ordinator will review and publicise your walk on the Worcester Ramblers website.

If you wish to limit the Group size

- When posting your walk use the NOTES BOX state “Walk limited to X walkers”
- Please note this pre prepared statement appears against walks – “If the walk is limited you must pre-book a place in advance with the leader, giving your Name, Ramblers membership number and contact phone number. If you are unable to attend please let the walk leader know so that someone else can take your place ”
- Compile a Walk Registration Form, inform walkers of their places, if the walk becomes full, update your walk on the website. Do not forget to take the walk register on your walk <https://www.worcsterramblers.org.uk/LibraryBoxes/Details/1849>

Day of the walk

- Do not lead a walk if you or anybody in your household/support bubble has Covid19 symptoms
- Ensure you carry ID (Ramblers membership card) and Risk Assessment
- Carry a mobile phone, map, a first aid kit is advisory, in additional a face covering and hand sanitizer is also recommended
- Compile Walk Registration Form (if you did not limit the group size) and take it on your walk. <https://www.worcsterramblers.org.uk/LibraryBoxes/Details/1849>
- Appoint a backmarker

After the walk

- Email Walk Registration Form to membership@worcesterramblers.org.uk and keep a copy securely for 21 days for NHS contact tracing purposes and then destroy it
- Report any incidents or near misses within 10 days* by completing the Incident report form <https://www.worcsterramblers.org.uk/ContentPages/Display/4> and send to membership@worcesterramblers.org.uk in the first instance.

*National Ramblers insurance requirements