

## ULVERSTON WALKING FESTIVAL - INSTRUCTIONS FOR WALK LEADERS – APRIL 2023

**IMPORTANT** – A condition of our public liability insurance is that a written risk assessment is completed and retained for each activity in the festival. Below is a generic risk assessment for all walks. Lead leaders are required to recce and assess their own walk, letting Martin and their co-leader know by email of any additional risks not included in the generic assessment, and how they are mitigating their impact.

While many of the generic risks could happen anywhere some will be location specific, which will need reporting. [For example: Risk – crossing A590. Mitigating Actions – group brought together and warned of need for care; responsible adult wearing hi-viz jacket at each side of group; crossing supervised. Risk – Stream crossing at Grid ..... Mitigating Actions – group warned, individuals helped or offered a walking pole, if water high alternative crossing found.]

We are now insured as a Group affiliated to The Ramblers with public liability cover of £5,000,000. All those attending a walk, who sign in, are counted as members for the duration of their walk and are therefore also covered under our insurance. The Registration Form reflects this.

Guidance on the leadership of a group is covered below but it will vary in usefulness depending upon the walk and the leader's experience.

### INSTRUCTIONS

1. As a walk leader you are responsible for your group. They may have already seen the general advice on the website, including:

- That you reserve the right to refuse any participant you consider inadequately equipped or clothed for the walk.
- That you reserve the right to alter or cancel a walk if you consider that conditions might compromise safety. (That apart, the walk should be as advertised.)
- Safety notes concerning dress and weather.

2. With now have 2 leaders for each walk (the lead who offered the walk and their co-leader). Both should be able to actually lead the walk in the event of the non-availability of the lead leader or following an incident when one leader continues with the remainder of the group. Group sizes are being restricted to 20 on Easy and Moderate walks and 12 on Moderate Plus and Hard walks, unless a leader has dictated otherwise in the programme. This means that, for instance, in bad weather a Hard walk can be split into two groups of 1:6.

### ACTIONS TO BE TAKEN

3. **A Couple of Weeks before the Walk:**

- You should check your route and complete a risk assessment. A generic risk assessment is below and under the 'RISK ASSESSMENT' tab on the website but your assessment needs to take account of any risks particular to your walk. Please email Martin and your co-leaders of any extra risks and mitigating action as described above. Examples of Additional Risks are shown on the website under 'Walk Leader Instructions'.
- You will need a basic first aid kit and, if your walk includes any significant road sections, 2 high-visibility (high-viz) vests. The first aid kit can be fairly basic and please provide your own. Let me know if you require high-viz vests. One can also be useful to identify the back marker of a group. They will need to be returned fairly quickly for other walks.
- Confirm arrangements with your co-Leader.

- Remind yourself of general safety procedures recommended by Mountain Rescue on our website under 'WALK NOTES' tab and on the link to LDSAMRA. Register your phone to allow you to text 999 if the signal is poor as follows:

**To register:** Text "register" to 999. You will receive a reply explaining the service. Respond 'yes' (again by text to 999). You will receive another text confirming registration. **To check registration:** text "register" to 999.

#### 4. The Day before the Walk:

- Check the weather forecast as it might dictate a change of plan.
- Collect 'In Case of Emergency' (ICE) cards, high-viz vests, a Mountain Rescue collection box and Registration Forms from Martin (ideally print them off the website – under 'Walk Leader Instructions' tab).
- Note the number booked in (emailed by Sheila).

#### 5. Before the Start of the Walk:

- Confirm number attending and introduce leaders.
- Ask walkers to sign the Registration Form, including agreeing to their photograph being taken. If they don't agree to be photographed, care will have to be taken not to include them in any random or group pictures, which we might use for publicity. Point out that by signing-in a walker becomes a temporary member of the Ramblers and is covered by our insurance. It will be worth taking a couple of pens with you.
- Confirm any individual medical issues (in confidence) (ie: "please speak to a leader if you have any medical issues of which we should be aware") and assess group fitness and capability by generally discussing the route, height gained, distance, duration and any hazards.
- Give single walkers an ICE card on which to identify someone who could be contacted in the event of them having an accident/illness and ask them to put it into the top pocket of their rucksack or a jacket pocket if no rucksack. This is unnecessary if walkers attend as a couple or a group of friends.
- Check that clothing appropriate to the walk and predicted weather, and refreshments, are taken.
- For Moderate-plus and Hard walks, in particular, try and confirm that walkers are physically up to the walk.
- Request that anyone leaving the group for a short break inform someone, or if permanent that they inform the leader.
- Consider asking for a volunteer to act as 'tail-end Charlie', leaving leaders more freedom to move about the group.
- Ask walkers to set their pace by the walker behind them, so as to maintain a coherent group and walk at the speed of the slowest walker.
- Agree who will take photographs for the post-festival meeting.
- If any walkers have a dog, lay down the rules you want to be followed. Eg keep on lead throughout or where there is livestock. Make it clear that the dog is their responsibility and other walker should not get involved in manhandling it (for instance over a difficult stile).

#### 6. During the Walk:

- Remember that being the leader means more than just walking at the front! Where the route is straightforward you may be better in the middle. Consider letting your co-leader lead for periods. If you have any problems with walkers, they are unlikely to be with those at the front.
- Do an occasional head-count.
- Take some photos.

- If someone wishes to leave a walk early you must be satisfied that they can do this safely and you may need a leader to accompany them to an appropriate release point.
- In town be aware of traffic, shoppers and residents and in the country follow the country code.
- In the event of an accident only administer first aid if you know what you are doing. Check whether you have a qualified first-aider in your group. Call 999 if necessary [see below]. Take details of any incident or accident, including names and addresses of those involved.

**7. After the Walk:**

- If there has been any incident during the walk e-mail Martin for an incident form, for completion and return to him.
- Registration Forms should be passed to Martin at Hamilton Grove, Oubas Hill, Ulverston, LA12 7LB and **please email Martin with the number on your walk (eg 2 leaders + 10 walkers) plus any problems or comments for the future.**
- If you have incurred any costs in connection with the festival, apart from travel, these may be emailed to Martin and a decision will be made on any appropriate refund. Also, if another charity has supported your walk in some way and you think a small donation would be appropriate.
- Send pictures to Christine Quiggin: [Christine@quiggin.org.uk](mailto:Christine@quiggin.org.uk) (07884 104 791 if advice needed).

**RISK ASSESSMENT**

**General Description.** The festival consists of 30 walks. Walk leaders must be suitably experienced for their role and will be assisted by a co-leader. The programme indicates the level of difficulty of the walk and the website gives guidance on dress, equipment and how to keep safe on the fells.

**Assessment Method.**

<b>Likelihood of Occurrence (1)</b>	<b>Severity of Outcome (2)</b>
1. Highly unlikely ever to occur.	1. Slight inconvenience.
2. May occur but very rarely.	2. Minor injury requiring first aid.
3. May occur rarely.	3. Medical attention required.
4. May occur from time to time.	4. Major injury leading to hospitalization.
5. Likely to occur often.	5. Fatality or serious injury leading to disability.
<b>Risk (1) x (2)</b>	
1-5 = Low risk – risk controlled.	
6-12 = Medium risk – further precautions required.	
13-25 = High Risk – stop activity, immediate action required.	

**Typical Risks.**

- Blister, twisted ankle, slip/fall on grass, minor abrasion:  
Likelihood = 4    Severity = 2    Risk = 8 (Medium).
- Trip over rocks or uneven ground onto hard surface, serious sprain or asthma:  
Likelihood = 3    Severity = 3    Risk = 9 (Medium).
- Fall leading to broken limb, angina or hypothermia (following extended wait for help):  
Likelihood = 2    Severity = 4    Risk = 8 (Medium).
- Heart attack or stroke:  
Likelihood = 1    Severity = 5    Risk = 5 (Low).
- Traffic accident:    Likelihood = 2    Severity = 4/5    Risk = 8/10 (Medium).

**Measures to Reduce Risks (to be implemented by walk leaders as appropriate):**

- Route checked within a couple of weeks before the festival, and risk assessment completed considering such hazards as: traffic (including bikes), uneven/wet ground, slopes, dogs, weather, streams to be crossed, and difficult stiles to be climbed.
- Warn walkers of the possible hazards on your walk.
- Keep within your experience for the prevailing conditions, and turn back if necessary.
- Carry a map and compass, even if familiar with the route, a basic first aid kit, **torch** and fully charged mobile phone (don't rely on a smart phone for map, compass, torch).
- On walks graded Moderate or above a survival bag/shelter should be carried and if poor weather is likely walkers' clothing should be assessed at the start. (Consider carrying an extra walking pole to assist someone who lacks confidence on uneven terrain.)
- Keep group together, walk within the limits of all walkers and allow the slowest to dictate the pace. (It is useful to have topics of interest to talk about while you wait for stragglers, to mask the need for the pause and allow for stragglers to get a break.)
- Point out any hazards and help walkers over difficult terrain giving special attention to children, elderly walkers and those clearly lacking confidence.
- Avoid steep slopes, especially wet grass, and cross water at recognised sites.
- If any serious medical condition is suspected (eg angina, asthma) monitor the walker regularly, take breaks and call for help (below) if condition deteriorates.
- If you need help call 999 and ask for Cumbria Police and then Mountain Rescue. Give casualty's location and nature of injury/illness. **Remain where you have a phone signal for a return call from Mountain Rescue within a few minutes.**
- On roads keep group together, face on-coming traffic, and deploy people to front and rear to warn traffic - wearing Hi Viz vests.

**IN SUMMARY**

<b><u>Before Walk</u></b>		<b><u>Take</u></b>	
Check route & assess risk.		1 <sup>st</sup> Aid kit	Walking pole (spare)
Report additional risks.	Check weather.	Map & compass.	Mobile phone (charged)
Confirm and brief co-leader.		Hi Viz vests	Torch
Collect Hi Viz vests, ICE Cards & collection box from Martin (plus Registration Form, if can't print)		Shelter (Moderate/Hard walks)	ICE cards
		Registration Forms	Pens
<b><u>At Start</u></b>			
Introduce leaders.	Count group.	Appoint Hi Viz wearers & 'tail-end Charlie'.	
Get Registration Form signed.		Check clothing and assess individuals.	
Brief on: Route and any hazards; dogs; leaving walk; setting pace on slowest walker and to take food & drink and suitable clothing.		Check for any medical conditions (in confidence).	
<b><u>During Walk</u></b>		<b><u>After Walk</u></b>	
Operate within experience.	Take regular breaks.	Confirm all back.	Let Martin have:
Keep together.	Monitor walkers.	Registration Forms,	Collecting box ,
Control passage over hazards (eg steep ground, stream crossing, rocks).		Incident Reports, Hi Viz, Number on walk (eg 2+12) & any comments.	