

Procedure: Management of Walk Safety

Approval

This procedure was approved and formally adopted at the August 2018 East Lancs LDWA Group meeting.

Purpose

To comply with LDWA 3rd party insurance requirements.

To comply with LDWA Data Protection Policy and Guidelines, including the European Union General Data Protection Regulations (GDPR).

To protect all parties including visiting walkers, LDWA walkers, the Walk Leader and the reputation of the East Lancs Group.

To reduce the risk of any issues occurring during any East Lancs social walk.

Introduction

For the benefit of the LDWA and all its members, third party insurance cover is provided to all members engaged on published LDWA activities, (social walks, challenge events, path clearance etc).

This insurance policy covers Public Liability, Professional Indemnity and Employers' Liability on a claims made basis and imposes conditions on the LDWA related to all activities undertaken.

As an organisation, the LDWA has to comply with GDPR and has created its own Policy, a User Guide for all walkers, and Briefing Notes to assist Local Group Officers in carrying out their duties.

This procedure has extracted from these regulations the conditions relating to social walks in a summary format. It has then been expanded to include good practice and recommended behaviours that should be followed for the benefit of all walkers.

Walk Leaders are the lifeblood of the LDWA and their decisions should be respected and instructions obeyed. Every effort should be made to support the Walk Leader in this voluntary role.

Walk Register

To comply with insurance requirements for social walks and trips away walk leaders should ensure they collect the name and LDWA number (if applicable) for all participants on a form which must be scanned and retained. This data must be kept for at least three years and can be requested by the LDWA Data Manager at any time.

The LDWA allows non-members to join up to three social walks before they are required to become LDWA members. Non-members will be asked to provide an email address or mobile number before being allowed to join the walk.

Appendix B is a sample Walks Register.

Recommended Walk Practice

The information in this Procedure should be highlighted at the start of every walk to support a safe and legal walk. The Walks Register must be completed by all walkers and the Walk Leader must then forward the Register (either electronically or by post) to the Secretary within seven days. The Secretary will then scan and store the data electronically for a minimum period of three years in a secure manner.

Recommended Emergency Information

In case of a medical incident, it is recommended that every walker carries with them or provides on the Walk Register the following information:

- 1 ICE contact details – name and telephone number;
- 2 All medical information that would be of use following any health issue e.g.
 - 2.1 Allergies;
 - 2.2 Relevant medical conditions, e.g. diabetes, heart conditions;
 - 2.3 Relevant medication taken.

The use of a LDWA business card with the above details on the reverse side is suggested as an easy means of recording and carrying this information. All guest walkers should be issued with a business card at the start of the walk to enable them to record and carry this information. If no business cards are available then the information can be recorded on the back of the Walk Register.

For members, whilst much of this information may already be known by other group members, it is hoped that all members will carry a completed business card.

See Appendix A for examples.

Walk Leader's Responsibilities

- 1 At the start of the walk, the Walk Leader should provide the following basic information so that each walker can assure themselves that they are capable of completing the walk safely and that they have the necessary equipment and provisions:
 - Duration of the walk in distance and time thus defining the expected pace;
 - Strenuousness of the walk e.g. ascent, pace, type of underfoot conditions;
 - Details and timing of any refreshment stops;
 - Any other relevant information.
- 2 A Back Marker, who ideally knows the route, should be allocated and introduced.
- 3 The Walk Leader will administer the walk:
 - A formal register of walkers will be taken and retained by the Walk Leader;
 - Confirm that all walkers are carrying or have provided emergency contact details;
 - A count of all walkers will be taken and agreed;
 - State if dogs are not allowed on this walk or ask owners to control their dogs and be considerate of other walkers and livestock throughout the walk;
- 4 The Walk Leader will outline the Walk Behaviours to include:
 - Walkers should not go ahead of the Leader for any significant period;
 - Walkers should look after the person behind them to ensure the group does not splinter;
 - Anyone taking a short break (toilet stop, change of clothing, etc) must inform another member of the walk;
 - The Back Marker should always be within a reasonable distance from the leader.
- 5 If any form of incident occurs, the Walk Leader should take initial responsibility for co-ordinating the response to the incident. The Walk Leader can and should call upon any and all expertise as is

present within all members of the walk party.

Individual Walker Responsibilities

Every walker's responsibilities include:

- Prior to commencing a walk, ensure that in normal circumstances, they are capable of completing the walk as outlined by the Walk Leader;
- Ensure that their presence has been registered and that emergency contact details are available;
- Ensure that they are carrying the necessary equipment and provisions as detailed below;
- Be aware that you are responsible for your health and safety;
- Follow the Walk Leader's advice and guidance at all times;
- The Country Code will be followed at all times;
- The Highway Code's Rules for Pedestrians will be followed at all times;
- Well behaved and third party insured dogs are welcome on most walks (please check in advance), but must be under the control of and remain the responsibility of the owner at all times;
- All walkers must make every effort to keep to the pace and timings outlined by the Walk Leader;
- At the earliest opportunity, anyone struggling to maintain the pace or struggling for any other reason should advise the Back Marker or Walk Leader;
- Any walker who has a significant health issue, either mental e.g. dementia, or physical e.g. visually impaired, should ideally be accompanied by a trusted 'buddy' who is fully aware of their condition and how to react in any given situation. A walker and their 'buddy' can then safely manage the walk.

Equipment

The following must be carried by all walkers:

- Basic First Aid provisions, appropriate to the specific walk and any specific medical conditions;
- Sufficient food and drink for their own needs and relevant to the weather conditions;
- Necessary clothing and weather protection for the specific walk at that time of year and with the expected weather conditions.
- A whistle in case of emergency or becoming separated from the group.

The Walk Leader and Back Marker will carry navigation aids, (e.g. maps, compass, GPS system), appropriate to the walk and their knowledge of the locality.

Ideally the Walk Leader and Back Marker will be able to communicate via mobile phone.

Appendix A - Sample medical information:

NAME:	John Smith
ICE Name:	Jane Smith
ICE Phone:	07123 456789
Allergies / Intolerances:	None
Dietary requirements:	None
Illnesses:	Diabetes Heart attack Dec15
Injuries:	Bilateral Hernia Dec 2017
Medication:	Insulin

NAME:	Jane Jones
ICE Name:	John Jones
ICE Phone:	01204 356789
Allergies / Intolerances:	Plasters, penicillin
Dietary requirements:	Coeliac disease Vegetarian
Illnesses:	Rheumatoid Disease Hypertension
Injuries:	L4/L5/S1 Spinal fusion Sep 2013 Broken R ankle Dec 2001
Medication:	Methotrexate DMARD Hydroxychloroquine DMARD Overnight modified release morphine Ramipril, Amlodipine

Appendix B - Sample Walk Register

East Lancs LDWA Walks Register		
Walk name:		
Walk Leader:		Walk Date:
Walk leader to record ALL walkers prior to commencing the walk. Within seven days, pdf scan or photo of this register to be emailed to secretary.eastlancs@ldwa.org.uk or paper copies posted to East Lancs LDWA, Sackgasse, Shawes Drive, Anderton, Chorley, PR6 9HR.		
I understand that the personal information submitted on this Walks Register will be held securely by the East Lancs LDWA for insurance purposes for up to three years after the walk. I accept that photographs may be taken on the walk, which may be featured in Strider magazine, group newsletters, on LDWA websites and on LDWA social media. In addition, I understand that my name, may be published immediately and may be held in perpetuity for the purposes of providing a record of the walk.		
Any other information regarding emergency contact name and number and relevant medical information to be added on the back of this sheet. If this information is already recorded, carried and readily available (e.g. within a rucksack), then it does not need to be recorded again here.		
Name	LDWA number OR non-member email address or mobile number	Signature of non-members

Document History

Procedure Name	Management of Walk Safety
Created Date	23 rd January 2018
Version	1.0
Author	Paul Wadsworth
Updated	18 th August 2018
Updated By	Paul Wadsworth

Control Log

- V1.0 Minor corrections following comments at the August 2018 Group meeting.
Approved and adopted at the August 2018 Group meeting
- V0.4 Further to published NEC GDPR documents issued 04May18
- V0.3 Comments from Alma and Dave
- V0.2 Reviewed by Alison
- V0.1 Drafted by PW