

Elmbridge U3A
Guidance Notes for Leaders

The following notes are intended to help you to organise and lead a successful and enjoyable walk. There are lots of experienced leaders in the group. If you have any queries please ring Colin or David

Planning Your Walk

1. We recommend you use the Explorer 1:25,000 series ordnance survey maps. Make sure your route keeps to Rights of Way, permissive paths or common land as much as possible and keep road walking to a minimum. Walk your chosen route at least once so you are confident and have noted any risks.
2. Ensure there is sufficient parking at the start
3. Pathways can become obstructed and/or overgrown and if you do encounter a problem e.g. broken stile, obstruction, footpath ploughed up, please note the location and notify either Colin or David so that it can be reported.
4. Identify a suitable mid-morning refreshment stop and, for the longer walks, a suitable place for those who wish to picnic at lunch time and, preferably, a nearby pub or café.
5. Supply Colin or David (as appropriate) with a brief description of the walk including its length and stating the exact starting place and how to get to it. It is for them to publish the information to the group's members.
6. If AT ANY STAGE you have to consider cancelling your planned walk you must call Colin or David in good time, asking them to alert as many people as possible or better, if at all possible, to get someone to deputise for you.

On the day of the Walk

1. Before you start-walking, take the participants names (and, preferably, membership numbers) so that we have a record of who came. Remember to give the details to the David or Colin later. Briefly outline the walk, refreshment stops, lunch arrangements and overall timing. We do not cater for three course lunches - if there is to be a lunch break pubs may not be able to supply a cooked meal in time. Normally opt to allow for only a snack or a bowl of soup.
2. Mention any known hazards. Remind everyone of the need to observe road discipline.
3. Appoint a person to walk at the back of the group to ensure that no-one gets lost and remind all walkers that each should ensure that the person behind them sees which path is being taken at junctions and that, if they have to "dive into the bushes" they must ensure that someone else knows.
4. Make sure the Countryside Code is observed regarding closing of gates, not dropping litter etc.
5. When walking on roads ensure the group keeps to the edge of the road and walks in single file on the right-hand side of the road except on sharp righthand bends. Warn walkers when approaching a road to be crossed.
6. Report any accidents or incidents according to the procedure outlined on our web site (Welcome page). Note that our U3A insurance covers only Public Liability. Personal Accident insurance is each member's own responsibility.
7. Do carry a mobile, a compass and basic first aid equipment and ensure that everyone knows you mobile number.
8. And most of all enjoy your walk!