

**Guidelines for the conduct of walks for Walkabout Flintshire**  
**Registered Charity Number 1170740**  
**(Approved Version 3<sup>rd</sup> May 2019)**

Walks for Walkabout Flintshire are conducted according to the following guidelines.

**General**

Walkabout Flintshire is registered by the Charity Commission, (CC), as a Charitable Incorporated Organization, (CIO), and is therefore subject to the CC rules.

Each Walk is led by a Walk-Leader and may be supported by Assisting Walk Leader(s).

An Assisting Walk Leader is also a fully trained Walk Leader.

All Walk Leaders will be trained to the standard expected by Let's Walk Cymru.

A suitable minimum ratio of Walk Leaders to walkers present for each walk is suggested as –

1 Walk Leader for up to 10 walkers,

1 Walk Leader and 1 Assisting Walk Leader for 11 to 20 walkers,

1 Walk Leader and 2 Assisting Walk Leaders for 21 to 30 walkers.

Etc

Walk Leaders and Assisting Walk Leaders will wear yellow Hi-Viz Jackets

For large groups other Assisting Walk Leaders should be spread throughout the group.

If adequate numbers of Walk Leaders are not available on a particular walk, the Walk Leader may request a regular walker to act as a temporary Assisting Walk Leader and provide a Hi-Viz Jacket

**Before the Walk**

Every route should be adequately known to the Walk Leader.

Every route should have been fully risk-assessed, and the risk assessment known to the leading Walk Leader

Every route should conform to the nominal grading of difficulty as described in the Walkabout Flintshire Programme.

The Walk Leader, or delegate, must ensure that there are New Walker Enrolment Forms (Appendix 1) and a Walk Register (Appendix 2) available at the walk start.

**At the Walk Start**

The Walk Leaders should be at the walk start 15minutes before the scheduled start time.

New Walkers should complete the New Walker Enrolment Form (Appendix 1) acknowledging that they walk at their own risk.

Optionally the New Walker may choose to opt in to joining the local Walkabout Flintshire Charity and having their details held by the Walk Leader and the Trustees of Walkabout Flintshire for the purposes of notifying them of changes to the walks, extra walks or of Open Meetings.

All walkers should give their name for registration for the walk on the Walk Register (Appendix 2)

Walkers arriving with a dog will be refused admittance to the walk if, in the Walk-Leaders opinion, the walk is unsuitable for an accompanied dog. e.g. Crossing fields with livestock, big dogs and difficult stiles, etc.

Walkers known to the Walk Leader, who are known to be incompatible with or disruptive to the rest of the walkers can be refused admittance to the walk.

The Walk Leader will briefly introduce new walkers and walkers returning after a long absence and encourage all walkers to interact with them.

The Walk Leader will give a brief description of the walk so that all walkers know what to expect and remind them to walk at their own pace and to let someone know if they are leaving the walk.

### **During the Walk**

The Walk Leader must carry the Register of Walkers and will be at the front of the walk.

An Assisting Walk Leader, when present, will be at the back of the walk.

The Walk Leader will set a pace appropriate to the group and the route, usually with a slow start building to the steady pace and then towards the end slowing.

The Walk Leader and Assisting Walk Leaders will monitor the performance of all the walkers checking on any solitary walkers or walkers struggling to keep up with the pace.

A system of Dynamic Risk Assessment will apply throughout the walk. e.g. unexpected hazards, fallen trees, unusually uneven surface, inquisitive livestock, etc. In these circumstances the Walk Leader will draw the walkers' attention to the hazard.

Crossing roads are done at the walkers' own risk, but the Walk Leader may wish to ensure the walkers are alert to the danger.

Walkers leaving the walk before completion should ideally notify the Walk Leader or an Assisting Walk Leader.

Assisting Walk Leaders should attempt to recognise and record any such un-notified departures and get an understanding of the reason.

If the walk is in the countryside, then the Walk Leader and Assisting Walk Leaders should ensure that the Countryside Code is observed. See Appendix 3.

- Advice for Walk Leaders on dealing with stray dogs during the walk, is given in Appendix 4.

### **At the End of the Walk**

All the Walk Leaders will ensure that all walkers are accounted for; being safely returned or having left early.

Walk Leaders will thank the walkers for joining and congratulate them on their achievement.

Walk Leaders will notify walkers of other similar activities that may be of interest, to encourage their continuing physical activity.

Wherever possible, socialising between the walkers and Walk Leaders will be encouraged by an available bar or café.

### **After the Walk**

The Walk Leader will self-assess the walk and their performance against walker expectation.

The Walk Leader will keep accurate numbers of walkers and new walkers for submission as and when required to any Coordinating Body, possibly Let's Walk Cymru.

If necessary, (hopefully never), fill in an Accident Report forms (Appendix 5) and hold against the unlikely event of a charge of dereliction of Duty of Care.

## Appendix 1.

### **WALKABOUT FLINTSHIRE** (Reg. Charity No.-1170740) **Mold Monday Morning Weekly Walk - New Walker Enrolment**



**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

I understand that I walk at my own risk.

Tick [  ]

**Signature** – \_\_\_\_\_

#### **OPTIONALLY**

I understand that the Walk Leaders, may wish to contact me to notify me of walk cancellation or modification or to notify me of meetings and additional walks or similar activities. By providing the following details I am consenting to my details being stored purely for that purpose.

Tick [  ]

**Address** – \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Post Code** \_\_\_\_\_

**EMail** (please print) -

**Telephone** – \_\_\_\_\_

**Signature** – \_\_\_\_\_

We are bound by the rules of the Charity Commission and these details will only be used for the purpose stated and will not be disclosed to any third parties. They will be removed and destroyed if you request it at any time in the future.

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**Appendix 2.**

**WALKABOUT FLINTSHIRE** (Reg. Charity No.-1170740) – **Walk Attendance Register**



Date \_\_\_\_\_ Time \_\_\_\_\_

Walk Location \_\_\_\_\_

Weather/Comments \_\_\_\_\_

|    | Name (printed) | New walker |
|----|----------------|------------|
| 1  |                |            |
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| 25 |                |            |

|    | Name (printed) | New walker |
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### Appendix 3.

#### Accident Report Form

Walk leader's name (front):

Walk leader's name (back):

Name of casualty:

Date and time:

Place of accident: Details:

Action taken by leader:

Signature of leader (front):

Signature of leader (back):

Signature of casualty (if possible):

Witness:

Witness address:

Post code:

Any other issues or factors:

Walkabout Flintshire – Accident Report Form.

#### **Appendix 4. The Countryside Code**

The Countryside Code, Y Cod Cefn Gwlad is published by Natural Resources Wales. This is also available on-line at -

<https://cdn.naturalresources.wales/media/1369/the-countryside-code.pdf>

#### **Appendix 5. Dealing with Stray Dogs**

If the walking group experiences problems with stray dogs during the walk, these guidelines should be followed: -

- Stay calm and carry on walking (do not run)
- Do not wave anything at the dog (sticks or bags) or attempt to hit it
- Try to ignore the dog
- If you have a dog in the group, ask the owner to keep it on a lead
- If you know where the dog lives make a note of the address and contact the dog warden, who will visit the owners
- Should the dog be aggressive contact North Wales Police with a full description and details of the location
- Report all incidents to the Walkabout Flintshire secretary via email
- Should you lose or find a dog in Flintshire, contact the Dog Warden on 01352 703405 Monday-Friday 8.00 am-5pm. Outside of these hours and at weekends/Bank Holidays contact North Wales Police.

If problems regularly persist further advice on repellents may be obtained from the dog warden.

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