

South Birmingham Ramblers - Walk leader's checklist September 2026

You can find additional information on walk leading and risk assessments on The Ramblers website Ramblers.org.uk

Before the walk.

- *Recece your chosen route and complete the risk assessment sheet.
- *Path or access problems should be reported directly to the relevant County Council, see the SBR website for more information and links.
- *Check your first aid kit. If you need replacement items or to borrow a kit, contact your walk co-ordinator.
- *A week before your walk send an email to John at sbrwalker@gmail.com who will email it to the group.

Your email should give a brief description of your walk, including the length and any difficulties/ hazards noted on your risk assessment. Give important details to describe the meet up point and include a post code, a grid reference, what3words and any parking arrangements. Advise walkers of the start time. Include your contact number.

The day before the walk

- *Check the weather forecast and if you decide to cancel the walk, send an urgent email to John at sbrwalker@gmail.com who will, if possible, email it to the group at short notice.
- *If feasible, also go to the walk start to inform any walkers who have not seen the email but in the event of adverse weather on the day of the walk it is the responsibility of walkers to check with the leader if the walk is going ahead.

On the day of the walk.

- *Go to the start of the walk giving yourself plenty of time to complete the attendance sheet etc.
- *Introduce yourself, ask walkers to fill in the attendance sheet and introduce new walkers.
- *Give a brief description of the walk, using the risk assessment sheet to advise walkers of any difficulties along the way.
- *Remind walkers to keep an eye on those directly behind them, particularly at locations where there are a number of routes, to avoid walkers getting lost.
- *Appoint a backmarker. If you think the group size warrants it, appoint intermediate marker(s). Exchange telephone numbers with the backmarker and give them the completed attendance sheet for the duration of the walk.
- *Set a pace that the majority can manage, and keep an eye on the walkers at the back of the walk.
- *Be alert for problems. A walker who is finding the walk difficult should be encouraged to walk in the middle of the group.
- *Allow sufficient stops for drinks and snacks/lunch.
- *Check everyone has returned at the end of the walk.
- *Incidents (problems with dogs etc) and accidents should be reported. Contact Liz on 078 3325 2732 who will help with filling in the Incident and Accident form.
- *Return the attendance sheet to any committee member at the end of the walk or as soon as possible afterwards and retain the risk assessment for your records.*

Thank you for leading a walk for South Birmingham Ramblers