

Circular number: 07/115
To: Area & Group Secretaries, WCEC, SCEC, Trustees
From: Insurance Working Party:
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RA Civil Liability Insurance

As you will know, the Ramblers purchases civil liability insurance to provide cover to members in Areas and Groups. This is most relevant to the organising of led walks, but it also covers other aspects of Group activity (events, campaigns, some practical work).

The policy has recently been renewed for 07/08. The accompanying booklet explains the cover now provided. It also contains some annexes with information and templates to help Groups comply with some of the requirements of the policy.

The policy is largely the same as last years, but there are some changes of emphasis and some extensions to the cover.

The insurance booklet sent out last November (and any previous guidance) is now obsolete. Please locate and destroy (or better still, recycle) it and replace it with the guidance attached here.

In terms of changes to the scope and terms of the policy this year, the following are the most notable

- a) Civil liability cover has now been extended to provide wider cover for Groups carrying out practical footpath work. Now included are stile building and repair, small bridge construction, work on steps and gates, and erection of signposts and waymarks. This is in addition to the cover for using small power tools and for vegetation clearance that was provided previously.
- b) Groups are now required to keep an accident book. This need not be an onerous procedure, and thankfully, accidents are rare. Accident books can be easily bought or created and a template for recording accidents is included in the booklet. However, it does require each Group to nominate one person to take responsibility for maintaining it.

We have also included some new templates in annexes of the booklet including the following:

- i) A model register for Groups who wish to record the names of participants on walks
- ii) A template for documenting walk recces
- iii) A template for recording accidents
- iv) A health and safety check-list for Groups organising their own practical work
- v) A sign-off form for Groups organizing their own practical work

Overleaf you will find a one-page summary of the insurance cover as it relates in particular to walk leading. Please copy it and distribute amongst your committee members and walk leaders if you feel this will be useful. The details of the cover, as contained in this booklet are all available on the Ramblers website at www.ramblers.org.uk/volunteer/insurance

If you have any further questions of queries please do not hesitate to direct them to the Central Office on 020 7339 8500 or volsupport@ramblers.org.uk

Civil Liability Insurance (Oct 07- Sept 08)

A summary for members involved in leading Group walks

The Ramblers purchases Civil Liability Insurance to protect members against claims of negligence being made against them by a third party who may be a landowner, a member of the public, or another member of the Ramblers.

The insurance covers all Ramblers members, but it is of most relevance to walk leaders and other volunteers.

For individuals to be covered by the insurance, two conditions must apply:

- a) The walk leader must be a member of the Ramblers Association
- b) The walk must be a *bona fide* activity organised by a Ramblers Group or Area.

Exclusions in the policy

The insurance does not include personal accident cover or medical cover so in the case of an accident on a walk, no member is able to claim compensation or medical care through the policy.

The policy also excludes motor cover. Members giving others lifts in their cars to and from walks should be aware that this is a private arrangement between individuals carried out at their own risk.

Good practice

Walk leaders are considered to have an “enhanced duty of care” for the people on their walk. We encourage all walk leaders to take steps to demonstrate that they take this enhanced duty seriously by following basic good practice. This is already embedded as common practice in many Groups.

The most important elements of good practice are:

- Familiarisation with the walk route in advance – a recce
- Being clear to walkers what the walk entails (distance, terrain, hazardous sections)
- Ensuring that the group stays together from start to finish

If an incident occurs on a walk

Serious incidents, including head injuries, accidents requiring hospital treatment, damage to a third party's property, should be reported directly to our insurance brokers, Perkins Slade (0121 698 8000 or sports@perkins-slade.com).

Minor incidents should be recorded in an accident book kept by one member of the Group. An incident report form and an accident book template is available on the Ramblers website at www.ramblers.org.uk/volunteer/insurance

Some common concerns

- From an insurance perspective, dogs can come on walks. They remain their owners responsibility and should be under close control at all times.
- Non-members are encouraged to walk with the Ramblers. Their presence on a walk has no bearing on the insurance of the walk leader.
- Mountain walking or winter walking which requires special equipment may be covered. Leaders should contact Central Office for more information (020 7339 8500, ramblers@ramblers.org.uk).
- First aid should be given to anyone in need until qualified help arrives.

Further details of the policy can be found on our website at www.ramblers.org.uk/volunteer/insurance

Any queries should be directed to Central Office (020 7339 8500; ramblers@ramblers.org.uk)

Civil Liability Insurance (Oct 07/Sept 08) A guide for Ramblers Areas and Groups



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Further questions about insurance cover should be directed to Ramblers Association Central Office

2nd Floor, Camelford House,
87-89 Albert Embankment, London, SE1 7TW
020 7339 8500; ramblers@ramblers.org.uk
www.ramblers.org.uk/volunteer/insurance

1. The insurance cover

1.1 What's covered?

The Ramblers' Association arranges insurance cover for all its activities to protect individual members from claims that arise from any activities they undertake on behalf of the Ramblers. The amount insured is up to £5m.

The cover applies as long as

- The activity is an official Ramblers activity organised or approved by a Group or Area committee, a member of staff or a trustee *and*
- The activity is led or organised by a paid-up Ramblers member and/or a volunteer registered by Ramblers staff.

The insurance is particularly of interest to members involved in leading Group walks and to members who carry out practical footpath work with their Group. But it also covers other activities such as committee meetings, campaign rallies, publicity events and even social events. The insurance covers all Ramblers members, not just organisers and leaders.

The insurance policy is called "Civil Liability" and is underwritten by Royal Sun Alliance.

It is important to remember that the insurance cover exists to give protection to individuals in the case of a claim being made *against* them by a third party (such as a landowner, a member of the public, or another Ramblers member). For such a claim to be successful, the injured party has to be able to demonstrate that they have suffered as a result of negligence. This principle is particularly important to remember in the context of led walks. Here, for a successful claim to be made against the Ramblers, the injured party needs to show that the walk leader abdicated their responsibility in a reckless or negligent manner.

1.2 What's not covered

It's important to note that the insurance cover does not include the following

- medical cover
- personal accident cover
- motor cover
- travel cover

An individual injured on a Ramblers activity can not automatically claim compensation for injury nor medical expenses direct from the Ramblers Association or the insurers.

The Ramblers does not provide this insurance as the activities carried out by Groups and Areas are essentially activities of low risk. One of the riskier activities carried out by some Groups is practical footpath work involving the use of tools. Here additional personal accident insurance may be required by the Group. This is covered in section 2 "Practical Footpath Work"

It is important to note that there is no motor cover. Further details are provided in section 2.4.6 "Transport to and from walks"

Groups who occasionally book group travel and/or accommodation for Group holidays should note that there is no travel cover included.

Affiliated Clubs:

Independent groups or clubs who are affiliated to the Ramblers Association through the payment of an annual subscription are not covered by this insurance. They may, however, purchase their own cover direct from the insurance brokers Perkins Slade.

2. Ramblers led walks and insurance

2.1 Walking as a low-risk activity

Overall, walking is one of the safest outdoor activities. It's completely natural, doesn't strain your body and doesn't require sophisticated equipment or training.

Every year Ramblers volunteers organise over 500 led walks a week across the country and take tens of thousands of people out walking. But every year only around 15-20 "incidents" such as injuries or damage to property are reported to us, nearly all of them very minor. None of these incidents has led to a claim against the Ramblers in over five years.

However, even though walking is low risk, it's still wise to take precautions to protect our members, our volunteers and the people who benefit from our services. Insurance cover is one important way to do this. However, the most effective way of running a safe walks programme is to follow basic "good practice" so that walks are organised in a safe and responsible way.

2.2 Good practice

Good practice in leading walks can sound daunting or smack of procedure, but this should not be the case. For most Groups with many years experience of leading walks, "good practice" will sound like plain common sense and is likely to have formed part of the Group's established way of operating for many years.

Some of the most basic elements of good practice in leading walks are simple steps such as the following

- a) Be familiar with the route by walking it beforehand and make a note of any more complicated sections (eg, busy roads to cross, slippery banks to descend, sections where the route is not so clear). Most walk leaders already do this routinely and call it a "recce". Essentially, a "recce" is a form of risk assessment!
- b) Before setting out on the walk, make sure everyone is aware of the distance and terrain involved and any sections of the route where particular care is required.
- c) Know who is in your group and ensure that the Group stays together. Appoint a back-marker for larger groups to keep the party together and do not take more people than you feel comfortable leading. If people wish to leave the walk by walking on ahead or finishing early, make it clear that they must let you know and that they understand your responsibility as leader ends when they leave the main group.

The Ramblers Association strongly encourages every Group to take up these measures as they demonstrate that walk leaders are taking their responsibilities seriously and will inspire confidence in the walkers. From the point of view of the insurance cover in the event of a claim being made, leaders who can demonstrate that they acted responsibly are in a much stronger position to counter claims of negligence.

A secure way for walk leaders to demonstrate they are following this good practice is to make a brief written report of the walk recce and to take a register of individuals for each walk. For walk leaders or Groups who wish to do this, two templates are available in annexes C & D which can act as a model.

For walk leaders and Groups who wish to learn more about good practice for walk leading, the Ramblers has published some resources to help further. These are listed below

- *Navigation and Leadership: a manual for walkers*. This is the Ramblers' current "bible" on good practice on led walks and is where you should look first for any enquiry on walk leading. Every Area and Group should have a copy: if yours doesn't, ask Ramblers central office to send one.
- *Leading group walks and Leading group walks in remote areas or demanding conditions*. Two useful fact sheets, obtainable from Ramblers central office or downloadable online: see www.ramblers.org.uk/volunteer/walks

- *Walk leader checklist.* Handy postcard-sized checklist for all walk leaders: order stocks from Ramblers central office.
- *Organising shorter walks.* Fact sheet on devising, publicising and leading shorter, easier walks (under 8km/5 miles) including walks for the public is available from staff in the Ramblers Scotland office.
- *Training in walk leading and navigation.* Suggested syllabuses for walk leader training courses based on the *Navigation and Leadership* manual, available from Ramblers central office.

2.3 Recording and reporting incidents

If an accident or incident of any kind occurs on a walk (or any other Ramblers activity), it should be recorded. The best place to record such incidences is in an Accident Book. Keeping an accident book is easy to do. Standard accident books can be bought from stationers and cost around £5. Alternatively, Groups can make their own using a ring-binder and then adding notes to it as required. A basic template for recording accidents in a ring-binder is included in annexe A. The two most important factors in keeping an accident book are as follows:

- There should be only one per Group, with one member of the Group responsible for it. This may be the Group Secretary or the Walks Co-ordinator, or any other volunteer.
- All walk leaders and other volunteers in the Group need to be aware of its existence and the need to record any incidents

Whether an incident needs to be reported outside the Group depends on its severity.

The insurers only require what might be considered as “major incidents or injuries” to be reported and a list of what constitutes these is listed in the box below.

A list of what would certainly be considered an incident includes:

- A fatal accident
- An injury involving either referral to or actual hospital treatment
- An allegation of slander or libel
- An investigation under child protection legislation
- Damage to third party property

A list of what constitutes an injury would certainly include

- Any head injury requiring medical treatment
- Any fracture (other than to fingers, thumbs and toes)
- Any amputation or dislocation of shoulder, hip, knee or spine
- Loss of sight (permanent or temporary)
- Electric shock or burn leading to unconsciousness, requiring resuscitation or leading to hospitalisation for more than 24 hours
- Hypothermia or heat induced injury leading to unconsciousness, requiring resuscitation or leading to hospitalisation for more than 24 hours
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent

If you feel an incident needs to be reported, you should do so direct to our insurance brokers, Perkins Slade using the Incident Report Form in annexe B

If you're not sure if an incident needs reporting, you can contact them direct for further advice on 0121 698 8000 or sports@perkins-slade.com or contact the Ramblers Association Central Office on 020 7339 8500 or admin@ramblers.org.uk

The best rule of thumb is: “if in doubt, report it”.

2.4 Some common concerns

2.4.1 Dogs on walks

Under normal circumstances, walk leaders can accept individuals on walks who wish to walk with their dog(s). The presence of a dog on a led walk does not invalidate the insurance cover for that walk.

Responsibility for the dog lies with the individual dog owner who must ensure that their dog remains under close control. They must ensure their dog does not alarm other people and they must clean up after their dog. We encourage walk leaders to remind dog owners of their responsibilities at the start of the walk.

In most cases keeping a dog “under close control” will mean being on a lead, but dogs can also be under control when off a lead. Dogs should be kept on a lead on roads, near livestock or sensitive wildlife, where the terrain requires careful footwork and wherever the law or other official regulations require it.

In some places (eg. some access land in England and Wales) there may be restrictions against dogs at certain times of the year or through local bye-laws. It is the dog owners who are responsible for being aware of their responsibilities and adhering to them.

Information about dogs in the outdoors is available from Central Office on a *Walking in Britain* fact sheet, or on our website www.ramblers.org.uk/info/britain/access.html. Information is also available on www.countrysideaccess.gov.uk and for Scotland on www.outdooraccess-scotland.com.

Insurance liabilities aside, individual walk leaders or Groups are not under any obligation to allow dogs on walks and it is up to each Area or Group to decide their policy on this matter. Many Groups have plenty of good experiences of allowing walkers with dogs to take part in their walks.

2.4.2 Non-members on walks

Ramblers Groups are encouraged to organise walks for non-members. This is the case regardless of whether the walk is organised exclusively for non-members (such as walks for other community groups), or whether a non-member participates in a walk organised mainly for members. Ramblers volunteers involved in such activities are therefore fully covered by civil liability insurance and the presence of non-members on walks in no way invalidates the insurance cover for the walk leader or for other members on the walk.

In terms of insurance cover, what is fundamental is that the walk leader must be a Ramblers member. He/She is the person most exposed to any risk and has a duty of care for all walkers regardless of whether they are members or not.

Ordinary walkers are much less likely to be the subject of a claim than walk leaders, and it is therefore much less relevant whether they are covered by civil liability insurance or not. Nevertheless, as the insurance policy is arranged all walkers who are members are also covered by the policy. Non-members are not covered by the policy, and therefore walk at their own risk, except in the case of non-members who are attending up to three “taster” walks with a view to joining the Ramblers.

For membership recruitment reasons we strongly encourage Groups to run their regular walks programmes on a “members only” basis, with non-members welcome on up to three “taster” walks with a particular Group. However, this has no bearing on civil liability insurance and should not deter volunteers from activities that further other Ramblers objectives such as promoting walking to the wider public.

2.4.3 Winter walking, mountaineering and walks which require special equipment

Groups who undertake walks where special equipment is required should contact Central Office (020 7338 8500 or ramblers@ramblers.org.uk) to ensure that the planned walk will be covered by insurance.

The policy makes a clear distinction between using equipment when *walking*, which is covered, and using equipment when *mountaineering*, which is not.

Where equipment such as ropes and ice-axes are needed for safety reasons (for instance because of the weather) over ground that could normally be traversed without this equipment, the insurers consider this to be walking or “rambling” and it is covered by the insurance policy.

Mountaineering activities are not covered. This includes “pitched climbing” where members of a party ascend in stages one after the other.

2.4.4 Walk recces

Carrying out a recce for a walk (ie, walking the route beforehand) is strongly encouraged and considered to be good practice. The insurance will cover all members who carry out recces for Group walks.

2.4.5 Leading walks for other organisations

Individual members or Groups are sometimes approached by other organisations and asked whether they can arrange a led walk on their behalf. In these instances individuals and Groups should take care to ensure that they are clear which organisation is responsible for running the proposed walk. If it is to be run as a Ramblers Group activity (ie, with the full knowledge and support of the Group committee) then the walk leader will be covered by the insurance. However, if responsibility for the walk rests with a separate organisation then the Ramblers insurance cover will not apply.

When individuals or Groups collaborate with other organisations in this way we strongly recommend that the question of responsibility and insurance cover is discussed and clarified explicitly beforehand.

2.4.6 Administering first aid

If an individual on a walk requires first aid, any member can provide assistance until qualified help arrives. There is no danger of compromising insurance cover when providing first aid as required.

2.4.7 Transport to and from walks

Ramblers insurance does not cover travel to and from walks, meetings or events. For chartered coaches, or public transport, insurance cover is a matter for the transport operator. If in doubt, it might be helpful to obtain confirmation from the operator that this is the case.

As an alternative to public transport some Groups operate car-sharing arrangements where walkers meet at a convenient point and then get to the actual start point of the walk itself in shared cars.

The Ramblers' Association supports car sharing as a means of reducing the environmental impact of driving to walks. However, Ramblers insurance does not cover any incident arising as a result of car sharing.

Ordinary private motor insurance covers drivers giving lifts to others. But this cover is invalidated if a fare has been charged for the journey so volunteers must take great care about the way car sharing is arranged and publicised.

Many Groups suggest in their programmes and other publicity that passengers in a car share

should make a contribution to the driver towards mileage costs. This is fine as long as it is absolutely clear that passengers are being *requested* to make a *voluntary* contribution. It is also fine to suggest a level of voluntary contribution that may be acceptable (eg xp per passenger per mile).

If the encouragement to pay drivers appears to be more like an instruction or a condition rather than a voluntary contribution, it is possible that this could constitute a *fare*, which in turn, would invalidate private motor insurance.

A suggested form of words for Group literature is

Our Group encourages car sharing and walkers often meet at x car park. Drivers often appreciate it when a voluntary contribution is made by passengers. As a guide, xp per mile per passenger is considered an amount which reasonably covers the costs incurred by the driver.

2.4.8 Disclaimer in Group programme

Disclaimers don't offer any significant protection in the event of a claim. It may be useful to include some basic advice to participants but overdoing this can be unnecessarily off-putting as the risks are so low. As an example, all walk listings on the Ramblers' online Group Walks Finder carry the following wording:

Please make sure that you are fit enough to undertake the walk you intend to join. If you're unsure of your fitness level, try a short and easy walk first: it's much better to find a walk a little too slow and easy than to make yourself miserable and exhausted.

Most Ramblers' walks are off-road in rural areas. Please have suitable footwear and clothing for the walk you intend to join, and bring some food and drink, even if the walk includes a pub or café break. Leaders may refuse to accept participants who in their opinion are inadequately equipped or unfit. When in doubt, contact the organisers or the walk leader in advance.

For your own and others' safety please read and abide by any advice and guidelines issued by the organisers, and the instructions of the walk leader. Though walking is inherently one of the safest outdoor activities, no activity is completely without risk and it is your responsibility to behave sensibly and to minimise the potential for accidents to occur.

3. Practical work groups

3.1 What's covered

Many Groups are actively engaged in practical work to maintain or improve footpaths and rights of way. In many cases this is carried out in collaboration with the local authority or similar agency. In these instances it is very common for insurance cover to be arranged by the local authority, and for the local authority to determine the conditions under which the Ramblers group can operate.

All Groups carrying out practical work should consult with their local authority in the first instance. Where the authority does arrange insurance it often includes both civil liability insurance *and* personal accident insurance for individuals. As personal accident cover is excluded from the Ramblers insurance, this arrangement provides wider cover for members than the Ramblers insurance.

However, there are some instances where Groups wish to carry out practical work and insurance cover is not available from the local authority. To provide for this, the Ramblers insurance provides some cover for members. The list of activities covered is clearly defined and includes only the following activities:

- vegetation clearance
- stile building and repair

- small bridge construction
- work on steps
- work on gates
- erection of signposts and waymarks
- the use of small power tools (eg small drills, strimmers)

Any other activities are excluded from the policy.

3.2 Conditions attached to the cover

In the event of a claim being made against them, Groups that carry out this kind of work need to demonstrate that they have taken care to ensure the safety of individuals participating in the work, and checked to ensure the work carried out was to an appropriate standard. This needs to be documented, but need not be onerous.

Two procedures are required:

- a) Going through a simple check-list can ensure that individuals' safety is considered.
- b) Ensuring that the finished job is "signed off" by the landowner or local authority rights of way department can ensure that the job has been done to an appropriate standard.

Templates of a check-list and a sign-off sheet are attached in annexes E & F for Groups who wish to make use of them.

Where these procedures are followed, it is important that each Group nominates one individual to archive the documentation.

3.3 Groups requiring additional cover

Some Groups may feel that the Ramblers cover is insufficient for their needs. This may be because they wish to carry out some work which is not covered, or because they wish to arrange personal accident insurance for participants.

In these instances Groups need to purchase additional insurance separately. The BTCV (British Trust for Conservation Volunteers) offers a policy which many Groups have purchased. This policy is not cheap c.£300 per year), but it does allow Groups to carry out valuable work and it does provide additional personal accident cover. It is also possible that an Area could arrange cover on behalf of a number of Groups engaged in this work. A link to the policy details is available on our website at www.ramblers.org.uk/volunteer/insurance.

3.4 Reporting and recording incidents

In the event of an incident or accident, Groups should follow the same procedures as listed above in section 2.3 on led walks.

(This applies, of course, only to Groups who wish to make use of the Ramblers insurance. If a separate policy has been purchased, Groups should refer to the guidance provided by that insurance provider).

Ramblers Association,NAME OF GROUP

Accident report form

In case of an accident during a Ramblers activity, this form should be completed and returned to the Group Secretary.

1. Details of accident

| | | | |
|---|--|------|--|
| Date | | Time | |
| Location : | | | |
| Activity or event that was taking place (eg Group walk, meeting etc): | | | |

2. Details of person injured

| | | | |
|----------------|------------------|------------------------------|----------------------|
| First name | | Family name | |
| Sex: M / F | Age (if known) : | Ramblers member? Yes / No | Memb. No (if known): |
| Address | | | |
| Contact phone: | | Contact email: | |

3. Details of accident

| |
|---|
| Give full details of what happened and how. |
| Details of any action taken |

4. Details of person making this report

| | | | |
|--|--|----------------------|--|
| First Name | | Family Name | |
| Member of Ramblers?: Yes / No | | Memb no. (if known): | |
| Committee position or volunteer role? (eg. Grp Sec, Walk Leader, None) | | | |
| Address: | | | |
| Contact phone: | | Contact email: | |

| | | | |
|-----------|--|------|--|
| Signature | | Date | |
|-----------|--|------|--|

Annexe B

Policy Ref: RAMB01CL01

THE RAMBLERS' ASSOCIATION
Incident Report Form



Instructions

- 1) The member responsible for the activity (ie. the walk leader, the event organiser) should complete the first page of this form and ask witnesses to complete the relevant section overleaf
- 2) The completed form must be signed off by a Group or Area committee member
- 3) Care should be taken to include as full an answer as is possible to each question
- 4) The completed form should be sent to Perkins Slade at the address above

NAME OF GROUP OR AREA

DETAILS OF MEMBER RESPONSIBLE FOR ACTIVITY WHERE INCIDENT OCCURRED

Name

Address:

.....

.....

Contact Tel & email

Membership Number:

ACCIDENT/INCIDENT DETAILS

INJURED PERSON

Name

Address

.....

Age and occupation

Place

Date

CIRCUMSTANCES (INJURY OR DAMAGE):

.....

.....

.....

WITNESSES (if available)

Name

Address

..... Tel. No:

Name

Address

..... Tel. No:

Has blame been "apportioned"?

If "Yes" state by whom and in what circumstances

In your view, who is responsible for the incident?

Please outline any implied or actual threat of legal action arising out of the incident

WITNESS DETAILS

Any Additional Information/Comment/Opinion (in confidence)

FOLLOWING TO BE COMPLETED BY GROUP OR AREA COMMITTEE MEMBER

Signed

Name

Committee position

Date

DATA PROTECTION ACT: *All information you provide on this form is treated by us as confidential and except to the extent required by law, we shall only use such information for the purposes of processing your claim. Information you provide may be forwarded to your Insurer for these purposes.*

Ramblers Association,NAME OF GROUP

Participant register

| | |
|---------------------|----------|
| Date | Location |
| Name of walk leader | |

The following participated on this walk

| | Name | Tick if not a member |
|----|-------------|-----------------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |

| | Name | Tick if not a member |
|----|-------------|-----------------------------|
| 16 | | |
| 17 | | |
| 18 | | |
| 19 | | |
| 20 | | |
| 21 | | |
| 22 | | |
| 23 | | |
| 24 | | |
| 25 | | |
| 26 | | |
| 27 | | |
| 28 | | |
| 29 | | |
| 30 | | |

Continue overleaf if required

| | | | |
|------------------|--|-------------|--|
| Signature | | Date | |
|------------------|--|-------------|--|

Ramblers Association,NAME OF GROUP

Walk recce report

Complete this form after undertaking a recce and use it on the day of the walk to brief walkers about the route.

Recce undertaken on (date) for Group walk planned for (date).

Distance:

Time taken to complete route:

Detail any features of the route that require any special caution (eg, busy roads, slippery surfaces, unclear route etc)

| | | | |
|------------------|--|-------------|--|
| Signature | | Date | |
|------------------|--|-------------|--|



Ramblers' Association,NAME OF GROUP

Working Party Health & Safety Checklist

Group leader/co-ordinator:

Location of working party:

Date.....

Job being undertaken:

Before starting work:

| | | Tick |
|---|--|------|
| 1 | Have you checked the work site for any hazards or potential dangers to members of the work party? (eg, barbed wire, conditions under foot etc) | |
| 2 | Have you checked to ensure the site does not present any additional hazards or potential dangers to members of the public while you are working there? | |
| 3 | Have you advised members of the work party of the work involved, and is everyone happy to take part? | |
| 4 | Have you checked to ensure that individuals are appropriately dressed and have the right tools and skills/knowledge for the job? | |
| 5 | Have you checked any tools being used to ensure they are in good condition? | |

On completion of the work for the day

| | | |
|---|--|--|
| 1 | Have you checked to ensure the site has been left clear of obstacles and in a safe condition for the public? | |
|---|--|--|

| | | | |
|------------------|--|-------------|--|
| Signature | | Date | |
|------------------|--|-------------|--|



Ramblers' Association,NAME OF GROUP

Working Party Sign-off Form for completed jobs

1. Details of the work carried out

| |
|-----------------|
| Details of job: |
|-----------------|

Group leader/co-ordinator:

Site location:

Work carried out on behalf of (eg landowner, local authority)

Date work begun: Date work completed:

2. Declaration (to be completed by the appropriate authority)

I am satisfied that the work detailed above has been completed to a good standard

| | | | |
|------------------|--|-------------|--|
| Name | | | |
| Position | | | |
| Signature | | Date | |