

## **NEW-HF Walkers**

### **Walk Leaders Procedure**

#### **Before a Walk**

- Plan the walk
- Risk assess the walk
- Write description and route of walk
- Dates and description of the walks need to be sent to Walks' Coordinator

#### **Day of the Walk**

- Arrive at least 15 minutes before walk meeting time to obtain names/signatures of all walkers on the Walk Register
- Check walker's clothing and footwear are appropriate for the walk and weather conditions

#### **Before walk starts**

- Welcome everyone
- Introduce the walk leader
- Describe the walk and possible hazards
- Ask walkers if they have signed the register
- Remind walkers to have their medication on them
- Remind walkers to lock their cars

#### **At end of walk**

- Give completed Walk Register to Walks' Coordinator who keeps it for 12 months
- Replenish first aid supplies if used on walk