

### 3 Guidance to leaders

The following is a useful check list

- 1 Secure owners formal permission and sign H&S indemnity form if needed
- 2 Complete risk assessment
- 3 Plan and prepare itinerary
- 4 Make provision for inclement weather contingency
- 5 Assess fitness level requirement (for example regarding terrain, distance, slopes) and **inform participants in advance**
- 6 Determine optimum size of party and seek volunteer helpers if necessary
- 7 Check availability of safety equipment and first aid kit
- 8 Appoint safety officer and first aider if needed
- 9 Note emergency hospital and doctor contact information
- 10 **Remind participants in advance** that copies of appropriate *WGCG Safety Guide (Docs 6 and 7)* are available on the website
- 11 Circulate **in advance** clear rendezvous and parking information to all participants
- 12 Ensure that participants are clearly briefed before the visit commences
- 13 Have available: Compass, whistle, first aid kit, contact tel. nos., mobile phone, geological maps, camera, diagrams, copy articles to sustain interest, a small notebook or diary to record the event, etc.

After the trip/visit return the Risk Assessment and the Registration Form for filing in the office.