



## Forfar & District Hill Walking Club

### SAFETY ON THE HILLS: PROCEDURES ON WEEKEND MEETS

Version 1  
(10 Mar 2024)

In the rare event of an incident or accident on a hill walk, responsible practice is necessary for groups on Weekend Meets.

It is important to make communication as efficient and as easy as possible for everyone involved should there be an incident or an accident: for the group involved in the incident/accident, the other groups on the weekend, the emergency services, the police and the family at home.

To enable this, all groups on Weekend Meets should complete a Weekend Meet Attendance Sheet.

**The Weekend Meet Attendance Sheet can be printed out. See Club website:**

[www.fdhwc.org.uk/document](http://www.fdhwc.org.uk/document)

**There should be a person (or persons) on Weekend Meets who is responsible for organising the Weekend Meet Attendance Sheets.**

- The Meet Secretary, if present, will be the "responsible person".
- In the absence of the Meet Secretary on the weekend meet, it is the responsibility of the Weekend Co-ordinator to select the "responsible person/s" for the weekend. The selection will be made through discussion with those attending the weekend.
- The responsible person/s should have copies of the Weekend Meet Attendance Sheet with him/her/them.
- See Club website to print copies – [www.fdhwc.org.uk/document](http://www.fdhwc.org.uk/document)

**Order of precedence in the absence of the Meet Secretary:**

1. The Assistant Meet Secretary
2. A member of the Committee – If there are several committee members attending they should decide in advance between themselves and with the Weekend Co-ordinator who will be responsible and print out the necessary forms to take on the weekend.
3. A volunteer club member to be the "responsible person" from the list of attendees – again organised in advance of the weekend in discussion with the Weekend Co-ordinator.

**Safety procedure:**

1. When groups are out walking a copy of the Weekend Attendance Sheet should be accessible in the bunkhouse/hostel/camp.
2. Each group of walkers should have a designated person who should carry:
  - their own copy of the list for the group - paper copy and/or photo on phone.  
(All members of the group could carry a photo or paper copy of the list if they chose.)
  - the contact number/s of a designated person/s from other groups who would be contacts back at the bunkhouse/hostel/camp and out on the hill.

Obviously, in the event, there might not be mobile reception – that is out of anyone's control - but at least the preparation would be in place.

There could possibly be a landline available in the base, and the emergency services have their own communications.

### **Data Protection:**

As with the information on the Day Meet Attendance Sheet, all contact details should be destroyed/deleted after the weekend, or in the case of an incident, after the information is no longer required.

### **Use of Weekend Attendance Sheets:**

- Weekend Attendance Sheets should be used for walks which return to the weekend base: bunkhouse/hostel/camp.
- Weekend Attendance Sheets will not cover walks undertaken when travelling to the bunkhouse/hostel/camp or when travelling home when there are no official club group walks organised.

As responsible adults, it is the responsibility of those walker/s to follow the accepted guidance for safety on the hills and inform others of their intended walk and estimated time of arrival either at the weekend bunkhouse/hostel/camp or home.

### **On the last day:**

- On the last day, if a group walk or group walks are organised either before departure or on the journey home as part of the club's Weekend Meet, a Weekend Meet Attendance Sheet should be completed.

Safe return of the groups should be reported to the responsible person for that weekend – phone call, text message or email.

- If no official club walks are organised on the last day, those who decide to do their own walk, either before departure or on the journey home, are personally responsible for informing others of their intended walk and estimated time of return.

A quick call, text message or email to the responsible person for that weekend to indicate their safe return would be welcome.

A report on their walk for inclusion in the Weekend Meet Report would also be welcome.

General guidance for the last day: as at all times, common sense and responsible practice for safety on the hills should be applied.