

checklist



The Fat Controller always tells his engines that preparation is everything. Here is his checklist of things to consider when organising your Train Walk.

ITEM

DONE

ITEM	DONE
<i>Before your Train Walk</i>	
Pick a date – and make sure it doesn't clash with any other local activities.	
Find a location. Is it accessible and are there toilets nearby? Ask permission to hold your walk there.	
Let the NAS know your Train Walk date and plans. They'll put the details on their Train Walk website so other people can take part.	
Decide a suitable length for your Train Walk and do a test walk to check the route is safe.	
Get people on board: use the enclosed leaflets, posters and tips, send emails, talk to local groups and encourage sponsorship.	
Decide how the walk will start. Will there be a check-in process? You can blow a whistle and wave a flag, like the Fat Controller!	
Tell people what to do! Assign people to help with different activities on the day and explain what you'd like them to do. Remember to talk through safety and take photos!	
<i>At your Train Walk</i>	
Remember to take a list of people taking part and helpers with contact details, a mobile phone, photo permission forms, a map of your route, and to collect sponsorship money.	
<i>After your Train Walk</i>	
Thank everyone for their involvement and support.	
Bank the sponsorship money and send the paying-in slip, together with sponsor forms and a participant list to: Train Walk, The National Autistic Society, 393 City Road, London, EC1V 1NG	
Tell the NAS about your Train Walk and send photos with completed permission forms.	



Your autism charity

Safety signals



Always pay attention to signals! The Fat Controller's signal box will make sure your Train Walk operates safely.



Select a safe place to walk, away from busy roads, car parks, rivers and streams – and, don't forget, train tracks!



Identify your walkers, so that any strangers can be seen easily.



Get someone to check that the route is free from animal mess, broken glass and other hazards.



No one should be left behind! Have at least one adult for every five children. Make sure there's an 'Engine Driver' at the front and a 'Guard' at the rear to help keep everyone safe.



All weather conditions must be considered! Remind everyone to come prepared – with hats, sun cream, water... or wellies!



Last of all, remember to take a mobile phone and a First Aider.

Insurance

Train Walks organised in partnership with the NAS are covered under the general NAS Insurance Policy.

If you are organising a Train Walk you will need to take all reasonable precautions to safeguard those involved. If you are hiring any equipment or employing 3rd parties please make sure they come insured.

For further advice and support contact the NAS at trainwalk@nas.org.uk, visit www.autism.org.uk/trainwalk or call 0845 180 0426

