

WCFPS Manual

The West Cornwall Footpaths Preservation Society exists to protect and promote the use of footpaths. It encourages its members to enjoy walking those footpaths in a safe and sustainable way.



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The Society assists in the preservation of Public Rights of Way in the west of Cornwall, calling to the attention of the appropriate authority any matter likely to hinder the public in their use of public paths.

For the Society to flourish it is anticipated that members will use their professional or amateur talents for the betterment of the Society be it as a walk leader, committee member, path clearer, evening meeting organiser or assistant, or wherever else their talents may lie.

This manual has been compiled to offer some background information about WCFPS and provide guidance to members and walk leaders. Its aim is to go through the practical aspects of walking with the group; Planning a walk; Leading a walk; Green signs; Path clearance; Training; Social events.

The West Cornwall Footpaths Preservation Society is affiliated to the Ramblers Association (RA) and advice regarding Safety, Risk Assessment, plus much more is published by the RA and available to WCFPS Leaders and Members. [Ramblers Association website](#).

Group Ethos

The Society exists to preserve Public Rights of Way in the west of Cornwall, calling to the attention of the appropriate authority any matter likely to hinder the public in their use of public paths. This is largely done by walking the paths as a group of WCFPS Members, through a published programme of weekly walks. These walks are planned and executed in a manner giving due regard to the health and safety of both those leading and following.

WCFPS welcomes members of all abilities over the age of 18 regardless of ability or Gender. Those under the age of 18 and able to cope with the proposed walk are welcome to walk with an appropriate adult guardian. It encourages each member of WCFPS to participate wherever and whenever they are able to do so.

The WCFPS relies on volunteers to enable it to continue the sterling work it has undertaken in the previous decades and therefore encourages members to use their skills for the benefit of the Society.

To join applicants or their representatives must complete the [application form](#) and the [Standing Order form](#) and membership commences when notification is received that payment has been received. The annual subscription is £3.00 on joining (rate correct as of January 2024) and thereafter by standing order annually on the 1st of June each year.

Any dispute regarding membership will be dealt with according to the [Constitution](#). In the unlikely event of a disciplinary matter or dispute between members, this will be settled in accordance with the constitution.

Members in subscription arrears will be removed from membership and will need to reapply for membership.

Roles and representation within the WCFPS Committee (see the Constitution):

- Committee Members, one of whom will be elected Chair by the committee.
- Society Secretary
- Treasurer
- Membership Secretary
- Right of Way Officer
- DMMO Officer
- Walks Secretary
- Social Secretary
- Other Committee Members as described in the Constitution

All Society Officers are elected by the Membership at each AGM and volunteer their services gratis.

Details of available walks will be published at appropriate times a year covering the periods January through to December as determined by the Walks Secretary following discussion in Committee. Updates may be sent to members who have provided an email address around a week before the scheduled walk.

Should a walk need to be cancelled at short notice, a notice will appear on our Facebook Page and an email sent to those who have provided an email address.

There are three types of scheduled walks, Long, Short and Leisure. Long walks are around eight to nine miles long and *may* be of a more challenging pace and/or terrain. Short walks will be around four to five miles long and are generally walked at a gentler pace with more breaks. There may still be stiles and hills to negotiate. Leisure walks are around two miles distance covering a generally flat terrain with no or minimal stiles. There may also be unscheduled or pop-up walks of any distance and severity as described later. Leaders will take every effort to be accurate with the distance indicated, but each hand-held device will give a different reading and no blame should be attached to the leader for any discrepancy.

WCFPS walks have a simple grading system. Walks will be graded as 'E' easy; 'M' moderate or 'H' hard. This takes into account how many steep hills, difficult stiles, other obstacles or rough terrain, according to the leader, a walk has. It is though inevitably somewhat subjective.

Long walks generally start at 10:00. Short walks and leisure walks both start at 11:00. Walks may start at other times and where this is the case every effort will be made to highlight the differing timing.

Walkers should be at the start around 15 minutes before the scheduled start time to hear details of the walk and the safety briefing.

All walkers should park their cars in such a way as to not cause obstruction to other road users and should consider car sharing wherever possible.

Health and Safety of walkers is their own responsibility and by attending a walk they confirm that they are in sufficient health to realistically complete the distance advised and if any assistance is required it is the responsibility of the individual to ensure that this is in place before starting the walk.

Walkers should ensure that they are wearing appropriate clothing for the walk and weather condition and should have sufficient refreshments with them as most walks have a self-catered lunch stop. All walks are on Public Rights of Way which are the responsibility of Cornwall Council; however, the surfaces are variable, both in quality and surface so suitable footwear is essential. Walkers shall follow the Countryside Code.

Walkers should carry a simple personal First Aid Kit and any necessary medication they may require (Heart Pills, Insulin, EpiPen etc)

Walkers should respect the privacy of other walkers. Any photographs taken to be published on the website or social media that contain faces or other recognisable features should have permissions. Please ensure those appearing in the photographs are happy to have their images published in this or any other way. Refer to the Privacy Statement in Section 7 of this Manual.

Walkers should not generally walk in front of the leader or behind the backmarker if there is one appointed unless agreed by the leader/backmarker. This includes during any pauses in the walk for whatever reason.

Dogs are welcome to join any walk unless it is explicitly stated on the programme that the walk is not suitable for dogs. Walkers with dogs should ensure that they do not impede other walkers and should be aware if any other walkers are afraid of dogs that they are kept away from them. If crossing a field with livestock all dogs must be leashed but should be released if livestock become threatening; they are more able to avoid livestock than their owners. All dog's mess must be picked up regardless of whether they are on the lead or not. Organic farmers can lose their licence if any animal excrement is found to contaminate the crops. Please clear up your dog's mess.

Section 1 Walks

Planning

- Choose a route with an easily identifiable meeting point with room for everyone to park safely. If there is limited parking state the number of spaces on the walk submittal form. There are also over seventy walks on the WCFPS website from which you could choose, just follow this link to see the [archive](#)
- It would be useful but not essential to have basic map reading skills when planning a walk, especially if the route is not well known. There are also various on-line mapping Apps that can be used to plot a route which can then be transferred to a hand-held device to guide the walkers around the route. At the very least the grid reference for the start point will be needed for the walk submittal form. It is also expected that two or three points enroute are included. A compass will assist in orientating the map and determining which path is correct when multiple options exist.
- Ensure the walk is a suitable length (2; 4-5; 8-9 miles) for the type of planned walk and a reasonably accurate walk length is submitted to the walk secretary on the submittal form. You may want to consider having an alternative route or short cut for inclement weather. We average about 2 mph on short walks and not always much more on long walks. Measure the approximate distance on the map (if using a paper map a 'map wheel' or measuring with a thin piece of thread will provide a good estimate). A GPS will provide an accurate distance and many computer-based planning programs allow distance measurement.
- Grade the walk, E for Easy, M for Medium and H for Hard). Base this on your knowledge of the typical WCFPS walker, not just your own ability. Also give a guide on the expected pace of the walk again three speeds are used brisk, moderate or leisurely
- The leader should walk the route reasonably close to the date of the walk to check the state of the paths, gates and stiles and whether they are passable. It is best practice, for your own safety, that you are accompanied whilst you check the route, preferably by someone who could lead the walk if you are unable to attend on the day.
- Keep a note, either written or mental, about any difficulties encountered. Whilst WCFPS do not require a written 'risk assessment' the leader should be aware of any hazards and be able to brief walkers on difficulties such as slippery or damaged stiles; steep and rough sections; road crossings etc. Once the preliminary walk has been completed, if anything significant is found provide the Walks Secretary with an updated assessment of the walk, referencing any unexpected hazards like flooding; deep mud etc.
- Try to find a suitable area for the lunch stop which is safe and has enough space for the whole party which could be large, especially in summer. The distance and walk time to the lunch stop should be estimated to be roughly half way and/ or around 12:30
- If you come across blockages, broken stiles or closures let the WCFPS Rights of Way Officer know. RoW@wcfps.co.uk
- WCFPS is a Ramblers Association affiliated organization. There are many useful documents available on the Ramblers website to help you in your planning.

Leading a Walk

WCFPS walks should be led using the following guidelines in order to be covered by our insurance policy.

- Check the weather forecast the day before and just prior to the walk.
- Remember to pack your fully charged mobile phone and any navigation aids you will need. If there is a lot of road walking you should consider wearing a reflective vest, with an extra one for the back marker. Even on sunny days drivers may have difficulty seeing darkly clad walkers, especially when going from sunlight to shadow.
- Arrive at the start early. Appoint a backmarker if there is a large number of walkers. Count how many walkers you have in the group.

- Introduce yourself to the group and outline the route, potentially difficult sections, stiles, road walking etc. Signal when you start to make sure everyone is aware and follows once the group sets off. Do not walk too fast, resist the temptation to walk at the speed of the fit walkers at the front who will tend to push you along.
- Stick to the route you have planned, unless you need to take one of your pre-planned shortcuts.
- Beware of people saying, 'We don't usually go this way'. Stick to the route you know.
- Obstructions like stiles and gates will stretch out the party if those over first walk straight off, so hold the group a little way from the obstruction until all the group are ready to continue.
- Endeavour to keep the backmarker in sight or count the walkers at frequent intervals and be prepared to halt the group for the rear of the party to catch up and, if necessary, allow them to rest before proceeding.
- There may be several walkers with a GPS, smartphone or other devices. If you haven't got one, use them if you need to divert or curtail the walk for any reason.
- Make sure everyone has returned at the end of the walk!
- If you find you are unable to lead on the day you should attempt to find a replacement leader who is either familiar with the walk or able to lead their own walk of a similar difficulty, from the same starting point. The walk should only be cancelled as a last resort. If there is a need to cancel, then, if at all possible, you, as leader, (or a representative) should go to the start in case anyone turns up. A notice regarding changes to a walk, or cancellation, provided the Walk Secretary is advised, can be put on the Facebook Group and an email sent out. (walksec@wcfps.co.uk). Please also try to communicate with as many people as possible who can spread the word!

Should an accident occur, it is important that it is reported by the walk leader to the Walk Secretary as soon as possible for recording in the Accident Log. (Contact on the phone number given on the Walks Programme or by email). The guidance for emergency situations is given in section 2 of this handbook.

On the Walk

WCFPS Code for Walkers. *This is effectively the code by which WCFPS Members conduct themselves on Society walks.*

The Leader

- Walk leaders will always introduce themselves and the backmarker to the party before the walk starts and briefly describe the route with any known difficulties which will be encountered. The leader will have carried out a recce within a short period before the date of the walk.
- The leader will always be in the lead and unless the leader consents, should not be passed by others who may think they know the route.
- The backmarker, carrying a whistle, is there to prevent walkers getting lost or left behind and to ensure gates are closed behind the party.
- Leaders should occasionally rest allowing walkers to regroup after steep climbs and difficult stiles.

The Walkers

- So that no motorist is blocked in, please do not double park in car parks and lay-bys.
- A single file must be kept on roads, facing oncoming traffic unless a bend in the road makes it safer to walk on the other side. Carry something light coloured and/or reflective even on sunny days, when drivers emerging from sunlight to shadow may have difficulty seeing darkly clad walkers.
- Walkers should always be considerate of the person/s behind them. If there is a change of direction or footpath the group will wait and make sure all are aware of the direction to be taken.
- Walkers must walk in a single file through standing crops.
- Walkers wishing to leave the party before the end of the walk must tell the leader or back marker and should depart at the safest point available. Lone walking is potentially hazardous and if feasible a second person should accompany the departing walker.
- Walkers are to follow the Countryside Code.

- Faced with an obstruction, walkers may move only as much as is necessary to get through. If you can easily get around without causing damage you should do so. (The leader will report obstructions to the Society's or RA Rights of Way Officer.)
- If difficulty arises with a landowner, contact the walk leader immediately. The leader will act as spokesperson for the Society.
- Walkers are encouraged to carry secateurs whenever they walk in order to cut back small brambles or other growth before it gets out of control.
- We walk Public Rights of Way which are the responsibility of Cornwall Council; however, these are variable in quality and surface so suitable footwear is essential.
- Walkers are responsible for their own wellbeing. Members and guests 'Self Certify' that they are fit to walk and have food, drink, suitable clothing and equipment, and are not knowingly at risk of health issues being exacerbated by doing the WCFPS programmed walk they have chosen to join. A simple grading system, though inevitably somewhat subjective, should take into account how many steep hills, difficult stiles, rough paths a walk has. A simple easy 'E', moderate 'M' or hard 'H' will be noted in the programme.
- Carry a simple personal First Aid Kit and any necessary medication you require (Heart Pills, Insulin, EpiPen etc)
- Should an accident occur, it is important that it is recorded in the Accident Log, kept by the society's secretary. The walk leader will do this, but your knowledge of the incident may be useful.
- Walkers should be kitted out and ready to listen to the walk briefing before starting to walk at the published time.

See information at: <http://www.ramblers.org.uk/advice/safety/highway-code-for-walkers.aspx#sthash.dCPQ0yUl.dpuf>

Pop-up Walks

“Pop-up Walks” are unscheduled walks, which complement the published walks programme, and are adopted as an official WCFPS walk. This ensures that they comply with this WCFPS Manual, its guidelines and then they are covered by our insurance.

Pop-up walks can be of any distance and on any day. Give as much detail as possible on the walk submittal form, which can be found under the Walking tab on the website

Pop-up walks should avoid being too close to a scheduled walk, allowing at least one day between walks. There should be only one pop-up in any week. Avoid following a similar route to a scheduled walk that is within a few weeks of the pop-up walk.

The Walks Secretary will check the walk conforms to the Pop-up Walks Guidelines, and publish the walk via email and our Facebook pages.

The continuation of the WCFPS is very much dependant on volunteer walk leaders. Experienced leaders will give every assistance to new or inexperienced walk leaders, and should it be needed an experienced leader will accompany them on their first few walks.

Section 2 Emergency Situations

Even though we plan and execute our walks in the safest possible way, we must recognise that even though we walk Public Rights of Way, there are hazards and situations we cannot foresee and therefore avoid. Our Membership will also include those who have underlying health issues, and many of mature years.

We all hope that we will never need the Emergency Services; however, it is best to be prepared.

Do not call the emergency services until you have assessed what help is needed and exactly where you are.

To call 999 and 112, simply enter the number into your mobile telephone or landline. The call is free. The operator will answer and ask ‘Which service do you require’. If you are unsure, the operator can advise.

- Police
- Ambulance
- Fire Service
- Coastguard
- Mountain Rescue (first ask for Police)
- Quicksand search & rescue service in Morecambe Bay
- Lowland rescue
- Cave rescue
- Moorland search and rescue service
- Mine rescue
- Bomb disposal

In 2009, UK mobile phone networks introduced “Emergency Call Roaming”. This means that although a mobile phone might display a ‘no signal’ message, an emergency call will attempt to contact to another network. However, you will be unable to receive a call on that network, even if the inbound call is from emergency services. In the event that a telephone call will not connect, it may still be possible to send a text (SMS) message as these may need a lower quality signal to work. *Mobile phones need to register to make use of this service.*

How to register your phone for text SMS

Register your mobile phone with the service before an emergency happens. Simply text ‘Register’ to 999. Wait for the reply so you know you are registered, usually you are asked to confirm that you’d like to register and the original message wasn’t sent by mistake. It is that simple.

When an emergency happens – If an emergency happens, we advise you to only use SMS to contact the emergency services if you have no other option. This is because it will take longer than other methods such as calling 999; however if you can’t make the call, the text service is a valuable alternative.

The SMS message should be sent to 999 and contain the details below:

Service required - Ambulance, Coastguard, Fire Rescue, Police etc.

Brief outline of the problem.

Your location - Be as accurate as possible, the better your information is the faster the emergency services will be able to send help. Using the App What3Words is a very easy and useful way to give your location, particularly in rural areas. Alternatively, the OSLocate app provides an immediate grid reference and is another valuable resource.

Section 3 Path Work

Path Clearing

Path Clearing is organised and supervised by the RoWO who assesses the task in hand beforehand and on a continual basis during the session. There are no formal risk assessments carried out for path clearance works which take place on Cornwall Council (CC) managed Public Rights of Way.

Path clearance days are published in the walks programme and volunteers should contact the RoWO to be included on the distribution list for the email regarding the location of the work, which is sent out a few days before the published date.

The RoWO will have reviewed the severity of any work required before deciding upon the venue. Participants generally use their own gardening tools; however, the Society also provides a selection of hand tools, for the use of volunteers. Clearing is restricted to cutting overgrowing brambles, thin branches and lightweight obstructions. Drains and small watercourses are also cleared. More serious blockages, tree work etc are reported to Cornwall Council for action.

It is anticipated that all works will be completed with the use of hand tools only. In the case of any exceptions the RoWO will be deemed to be the responsible person for the Health and Safety of its use on behalf of the WCFPS. The sessions are usually limited to approximately two hours.

Suitable clothing, footwear and gloves are recommended to be worn.

Damaged and/or broken stiles, illegal use of barbed wire, illegal fencing and any other obstructions will be reported by the RoWO to Cornwall Council for action.

Green Signs

Each footpath should have a 'Green Sign' the point a footpath crosses or leaves a public highway. The sign should point in the direction the path takes across the immediate piece of land indicated.

WCFPS has a formal arrangement with Cornwall Council and Cormac, their contractors, to undertake the replacement of missing or broken 'Green Signs', details of which are available from the Rights of Way Officer (RoWO). RoW@wcfps.co.uk

Green sign Planting days are published in the periodic Walks Programme, with the exact location being sent out by email the week before the scheduled date. Volunteers can also contact the RoWO direct for the location information.

The RoWO will have conducted a Health and Safety review of the site, including the location of any underground facilities that need to be avoided. No tools are required as the WCFPS has a selection of tools available to be used. The work is usually concluded within two hours.

DMMO

Cornwall Council is responsible for compiling what is known as the Definitive Map, a map that details all the public rights of way in Cornwall. It can be found at:

[https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=8&xcoord=150203&ycoord=40964&wsName=ccmap&layerName=Definitive%20map%20map%20sheets:Public%20Rights%](https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=8&xcoord=150203&ycoord=40964&wsName=ccmap&layerName=Definitive%20map%20map%20sheets:Public%20Rights%20)

A statement on the council's website reads:

“The Definitive Map and Statement provides a record of public rights of way in Cornwall and under Section 56 of the Wildlife & Countryside Act 1981 is conclusive evidence that at the Relevant Date the public had, at least, the rights shown on the Map without prejudice to the possibility of the existence of higher rights over a particular way.”

(<https://www.cornwall.gov.uk/media/jzihrfvz/cc-modification-order-web-pack.pdf>)

If the Definitive Map is thought to contain errors, these can be raised by way of a Definitive Map Modification Order (DMMO) application and WCFPS has appointed a dedicated Officer to coordinate any Definitive Map issues raised by its members.

If a member of WCFPS thinks that a footpath or section of a footpath has been omitted from the Definitive Map, or that additional public rights should be added as a footpath or bridleway for example, in the first instance, tell the DMMO Officer by sending an email to DMMO@wcfps.co.uk They will ascertain if a DMMO application has already been raised.

If the alleged error is not already in the system, then the process can be started to see if there is sufficient evidence to support a DMMO application.

Section 4 Training

The WCFPS may hold various training events over the course of a year. These are not Coaching or Training, in the generally accepted sense of Sports Coaching and Training.

Training is limited to imparting basic map reading skills and giving advice to new walk leaders. This may be done in the context of a walk, during a Leader's Day meeting or at a specific training event.

Members who would like to become walk leaders but are unsure of what is required are recommended, in the first instance, to review the relevant sections of this handbook. Next, talk to a walk leader during a walk who will be glad to give them some guidance. The next step will be to organise one or two joint walks with an experienced leader who will guide you through the process. If you want some assistance in finding a leader to work with, then contact the Walks Secretary who will put you in touch with a suitable walk leader.

There are no risk assessments carried out for any training sessions organised or run by WCFPS.

Section 5 Social Events

WCFPS holds various social events over the course of the year.

There will be members meetings which are held at various homes or rented halls around the West Cornwall area. Members may provide home baked produce for these events and the WCFPS may provide tea and coffee and or/a lunch.

There are also up to four evening events where we meet together for a meal at a pub or restaurant. Finally, there is the Christmas lunch which will be held at a pub or restaurant in the first few weeks of December.

No risk assessments are carried out for these social events.

Section 6 Other Items

Bovine Behaviour

A representative of the WCFPS attended a presentation at a meeting chaired by Cornwall Council, about the behaviour of farm animals and cattle in particular. The following is an expansion of the notes taken during the presentation.

Domesticated cattle are descended from the prehistoric aurochs. They are herbivores, and, like zebras and deer, they are prey animals. Consequently, their instincts and behaviour are tuned towards survival and not becoming a meal for a carnivore. They prefer to stay in the open, away from areas where a predator could hide. They like to stay in a herd so that if attacked the odds are that only one animal on the periphery will die whilst the others can escape. To that end, the dominant animal in the herd spends most of its time in the middle of the herd. Unlike sheep who continually call to their lambs to follow and avoid predators, a cow will hide her calf and then return to it if she becomes anxious. Consequently, cows will become anxious if they are separated from the herd and especially so if separated from their calf.

Most animals, cattle and humans included, have their own private space. Thus, if you get too close to a cow it will move away if it is not cornered/trapped. To avoid upsetting a herd of cattle, a walker should avoid fragmenting a herd especially if there are calves and it is preferable to walk around the perimeter of a field so that the cattle are not pushed towards the hedges. So, fear is most easily engendered in cattle by isolating them. However, they can become apprehensive if confronted by strange objects [walkers in varied clothing], a new location [recently turned-out young animals] and signs of fear in other members of the herd. They can exhibit their fear by ceasing to graze and raising their heads, ears 'locked' in the direction of the perceived threat, increased tail swishing, increased vocalisation, restlessness and/or increased defecation.

Because they are herbivores cows spend most their day head down eating. Therefore, their senses have been attuned for survival whilst grazing. Their eyes are set on the side of their heads, so they only have a small angle of binocular vision, straight ahead, so that they can see what they are eating. The rest of their almost 360- degree vision is monocular [except towards their tail] so that they can detect predators [and walkers] by noticing movement against a background. They have a heightened sense of smell that can identify individual members of the herd [and their farmer]. Hence why cattle can be anxious when a vet visits as they detect disinfectant and associate it with the cattle crush and being subjected to testing. Also, walkers will smell different and arouse suspicion.

A cow's hearing is attuned to the higher pitched sound of a calf in distress. Therefore, the sounds of young children or the yapping/barking of a small dog can be unsettling for a cow. All these reactions by cattle are instinctive behaviour handed down over the millennia. But they also have learnt behaviour. Cattle, especially young animals, may be used to being fed from a bucket or a bag by the farmer. So, when a walker appears they may think they are about to be fed and come running across especially if you are carrying something in your hand. They are also used to being milked daily so will progress to and loiter near gates as milking time approaches and possibly be reluctant to move back. They will also learn that an electric fence hurts and will avoid wires even when they are not turned on. Tape or twine may have the same effect. It is hoped that this information will help members to have more confidence when walking in the countryside by understanding reasons why farm livestock react in the way they do.

Safeguarding:

Disclosure and Barring Service (DBS) checks, formerly Criminal Records Bureau (CRB) checks, are ***not*** carried out for any member or officer of the Society. No children or vulnerable persons are ever present without their parent, responsible person or carer.

WCFPS Picture Policy

Our policy is to encourage members to take as many pictures as possible for their own personal use and for posting to the closed Facebook account. If the pictures are to be posted elsewhere, for example on the WCFPS website, permission should be sought from each identifiable member included in the photograph.

Photographs which contain pictures of members should not be posted to the open Facebook account, without the express permission of the persons included.

If you do not want your picture taken, make this known at the start of a walk (or ask the walk leader to make an announcement on your behalf). Politely remind anyone taking a picture which may include you to respect your wishes.

Insurance

Our insurance policy is written for sports clubs and is a generalised document. Several sections are not applicable to the WCFPS or the activities undertaken by the Society, its Walk Leaders, Officers or its Membership.

Health and Safety

Safety Codes and procedures covering our activities including social events are included within this document. The latest revision is available on the website www.WCFPS.co.uk

The WCFPS appointed designated member of the committee with responsibility for Health and Safety documentation is:

WCFPS Secretary:
Shirley Wainwright
Phone: 01736 602099
Email: secretary@wcfps.co.uk

The West Cornwall Footpaths Preservation Society (WCFPS) makes every effort to ensure the activities which its Members take part in are as safe as possible; however given the type of organisation, it is virtually impossible to police. Advice, documentation and suggestions are the only tools available with which to attempt to ensure the H&S policy is followed.

Whilst the WCFPS makes every effort to ensure the activities which its members take part in are as safe as possible, each member is expected to be responsible for their own health and safety.

Incident Reporting

Should an accident or incident occur, it is important that as soon as possible it is reported to the Society's Secretary for details of the accident/incident to be recorded. Contact the WCFPS Secretary by telephone to give brief details of the accident and then complete the form below, and send to secretary@wcfps.co.uk

Discipline

All WCFPS safety codes and procedures are advisory and cannot be enforced. The only sanctions available to the Society are to prevent a person from leading walks on the WCFPS Programme, or, in extreme circumstances, to terminate their membership of WCFPS. In the case of criminal behaviour, a report will be made to the Police.

Section 7 Privacy

West Cornwall Footpaths Preservation Society.

UK General Data Protection Regulation (UKGDPR). The GDPR replaced the previous Data Protection Act from 25th May 2018 and on 1st January 2021 became the UKGDPR.

1. About the WCFPS UKGDPR Policy

- 1.1 This policy explains when and why we collect personal information about our members and those who take part in WCFPS organised events, how we use it and how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Processing Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Processing Policy from time to time without prior notice. You are advised to check our website www.wcfps.co.uk or email enquiries@wcfps.co.uk asking for a copy. Check regularly for any amendments.
- 1.4 We will always comply with the General Data Protection Regulation (UKGDPR) when dealing with your personal data. Further details of the UKGDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the UKGDPR, we, the WCFPS Committee, will be the “controller” of all personal data we hold about you.

2. We are the West Cornwall Footpaths Preservation Society (WCFPS) and can be contacted by email at: enquiries@wcfps.co.uk

3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the WCFPS.	Performing the WCFPS's contract with the Member for the purposes of our legitimate interests in operating the WCFPS.
Member's e-mail address(es). (PECR)	Circulation of Newsletters, Notices regarding RoW matters, Requests for Walks, Circulation of the WCFPC Walks Programme or links to that programme.	Promulgating information and news to the membership. Withdrawal of consent can be made at any time by contacting us or by unsubscribing from the appropriate list.

Walk Leader's name, telephone number(s)	Allow WCFPS Members to contact Walk Leaders for scheduled walks in the Walks Programme.	Performing the WCFPS's object 2. (d) as described in the WCFPS Constitution
Photos and videos of members.	Putting on the WCFPS's website and social media pages and using in press releases.	Photos are mainly posted in the private Facebook group. For public release, consent will be sought where recognition of individuals is possible. Withdrawal of consent can be made at any time by contacting us by email or letter.
WCFPS Officers and Committee Member's name, email and phone number(s).	Details are printed in the WCFPS's Walk Programmes to enable WCFPS Members to contact the society's officers.	For the purposes of our legitimate interests in ensuring WCFPS Officers can be contacted.

4. How we protect your personal data

- 4.1 We will not transfer your personal data outside the UK.
- 4.2 We will never sell your personal data.
- 4.3 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 4.4 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.5 Membership Fee payment is by Standing Order. The bank statement gives basic account details on Bank Statements, which are kept securely and separate from any other data.
- 4.6 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

- 5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent, (which you are free to withhold), except where required to do so by law.
- 5.2 In the event a request for personal data is received from a third party, that request will be passed to the member. It will be the member's responsibility to decide whether to contact the third party and decide what data to divulge.

6. How long do we keep your information?

- 6.1 We will hold your personal data on our systems for as long as you are a member of the WCFPS and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.
- 6.2 We securely destroy all financial information once we have used it and no longer need it.

7. Your rights

- 7.1 You have rights under the UKGDPR:
 - (a) to access your personal data
 - (b) to be provided with information about how your personal data is processed

- (c) to have your personal data corrected
 - (d) to have your personal data erased in certain circumstances
 - (e) to object to or restrict how your personal data is processed
 - (f) to have your personal data transferred to yourself.
- 7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner: <https://ico.org.uk/concerns/> Phone 0303 123 1113.

Information Commissioner's Office
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire
 SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Membership Secretary. **UKGDPR & PECR Revision 4th January 2024**

Amendments

Any amendments made to this Handbook and the procedures contained within it will be deemed to have been published when the revised Handbook is posted on the website and available to all members at www.wcfps.co.uk. Hard copies will be made available on request.

The WCFPS Walks Programmes, received by each member each year by hard copy in the mail to their last known postal address *or* via the link to the programme sent by email to their last known email address, advises that Members should check the website for the latest issue of WCFPS Manual.

The website provides Members with much useful information for both walkers and leaders. Bookmark it in your browser and check regularly.

For those without internet access, ask a friend who does have access, or use your local Library computer; library staff will help if you have difficulty.

Date	Revisions	Revision Number
17 November 2013	Initial Version for review	Rev 0
15 December 2013	Updates following Initial Review	Rev 1
16 December 2013	First Publication	Rev 2
18 March 2014	Health & Safety Officer appointed. Accident Report Form Added	Rev 3
3 July 2015	Updated Advice to Leaders & Walkers Code	Rev 4
13 December 2015	Updated Advice to Leaders	Rev 5
21 June 2016	Updated Accident Reporting Procedure	Rev 6
7 January 2017	Add Bovine Behaviour Advice. Update Secretary Details & Page Numbers	Rev 7
20 May 2018	GDPR.	Rev 8
31 August 2018	Privacy statement, update of various walk leader guidelines etc	Rev 9
3 September 2018	Pop-up Walks. Contents rearranged as Section numbers + correction	Rev 10 & 11
February 2019	Updated 999 & 112 information	Rev 12
December 2020	General updates, What3Words, UKGDPR	Rev 13
February 2024	Significant rewording & updates	Rev 14
July 2024	Updates relating to Revision of the Constitution	Rev 15

West Cornwall Footpaths Preservation Society (WCFPS)

Accident Report Form. [To be completed by the Walk Leader]

Should an accident occur, it is important that it is reported to the Society's Secretary as soon as possible in order to record the incident.

Contact the WCFPS Secretary on the phone 01736 602099 and send the form to secretary@wcfps.co.uk.

Name of person having the accident. Address & Contact No			
Name of Walk Leader Completing the form			
Witness(es): Name(s) and contact numbers			
Date of Walk		Date of Report	
Where the accident happened			
What happened			
How it was dealt with			

Continue on a separate page if required