The Big Walk 2018
26.2 miles Peak District Walking Challenge
Friday 22 June 2018

GUIDANCE DOCUMENT
TO BE READ BY PARTICIPANTS BEFORE COMPLETING YOUR ENTRY FORM

Event details

- The Big Walk 2018 – A one-day, 26.2-mile walk into the Peak District, starting at Lodge Moor and finishing on campus, and taking in Stanage Edge, Derwent Edge, Low Bradfield and the Loxley valley.
- The walk will take place from 7 am on Friday 22 June 2018.
- The event is being organised by the Development, Alumni Relations and Events office (DARE) in conjunction with Will Legon of Will4Adventure, and in association with the Juice health and wellbeing initiative.
- Invitations to take part will be sent to staff, students and alumni.
- It is hoped that participants will be able to complete the 26.2 miles’ distance. However, in case of injury, for example, transport back to Sheffield will be provided.
- The route takes in the Peak District, and there will be hills to walk up and down, but there is nothing too steep. It follows footpaths, bridleways, byways and some pavements. It is easily navigated and pleasant to follow.
- Before the day of the event all participants will be provided with a set of written instructions via the website to help with navigating the route. In addition, marshals will be located along the route to help show the way at key locations.
- Regular communications will be sent out to participants before the event, with a final update with full instructions and health and safety procedures in the week before the walk.
- We will be inviting participants to start their walk between 7 am and 8.30 am from Lodge Moor. For those requiring transport from the University campus, buses will be provided at 7 am and 7.45 am.
- If you are an experienced runner and would like to run the route, you will be very welcome to participate. However, please note that this is predominantly a walking event, and there will be very limited resources available.
Entry

- To take part in the Big Walk 2018, participants **MUST** fill out the online **Entry Form found on the website** – [https://www.sheffield.ac.uk/big-walk](https://www.sheffield.ac.uk/big-walk)
- Andrew Dodman, Chief Operating Officer, has agreed to give staff participants offered a place the opportunity to take part without using annual leave. Before you apply, the terms of your leave **MUST** be agreed with your line manager and if need be, in consultation with your departmental HR adviser.
- Places will be allocated on a first come first served basis.
- We will confirm your place as soon as possible.
- Should you be unsuccessful in receiving a place you will be asked to join a reserve list. Once your place on the reserve list is confirmed you will be contacted to fill a space.

Entry fee and Minimum Sponsorship / Fundraising

This event is being organised to raise funds to support the **Sheffield Scanner** campaign. In order to take part, participants must pay a non-refundable entry fee of £10 and agree to raise a minimum sponsorship of £150 (£100 for students). It is hoped that many participants will be able to raise significantly more than this minimum.

- Ideally all participants must have raised and paid in all of their sponsorship money by **31 July 2018**.
- Ideally participants will set up a Just Giving page to collect donations. Support will be given to participants in order to help them set up a fundraising page. A fundraising guide will be sent via email to all participants.
- The University of Sheffield is an exempt charity (X1089) and Gift Aid can be collected on all eligible donations.

On the day - Registration

- The event starts at the car park of the Shiny Sheff pub on Redmires Road in Lodge Moor.
- Participants will be able to choose their own start time between 7 am and 8.30 am. Walkers who expect to walk at a leisurely pace should aim to start at 7 am.
- All participants must arrive at Low Bradfield (approx mile 19) by 5 pm in order to continue the route.
- Participants can make their own way to the Shiny Sheff (on the First bus number 51 route), or sign up for bus transport from the University campus, leaving at 7 am and 7.45 am. You will need to indicate on your application form that you would like to use the transport provided.
- Please arrive at the Shiny Sheff and register from 6.30 am to 8.15 am, ready for start between 7 am and 8.30 am.
- **If you’re going to be late or unable to take part, please text or call us on 07791860163**
- Register your name with the appointed marshal at the start. Check that your details (including your mobile phone number) are correct.
- You will then be given an ID number. Every time you see a marshal on the route or if you contact us, please give us this ID number.
On the Walk

The walk is a marathon distance of 26.2 miles and will finish at the university campus.

Marshalls

There will be at least 4 static marshals along the route. Details of these locations will be notified before the walk.

Please look out for them - they will display a big Sheffield Scanner Big Walk logo and please give them your ID number. There are likely to be more than 4 marshals on the day – so look out for their Sheffield Scanner Big Walk logos and give them your details.

Accident and Emergency

In the event that you or someone near to you needs urgent medical attention:

1. Administer First Aid (if you are confident and skilled to do so)
2. If need be call/text 999. (If you are not on a road you need to call Mountain Rescue by calling 999 and asking for the police to coordinate this. You will need a 6 figure grid reference preceded with the two map letters SK).
3. If need be, and it is not a 999 situation, contact us on 07791860163 as soon as possible and tell us what has happened.
4. Whatever happens, once it is safe to do so, please text or call us to inform us of what has happened.

Hospitals

<table>
<thead>
<tr>
<th>Derbyshire</th>
<th>Sheffield</th>
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<tbody>
<tr>
<td>Chesterfield Royal</td>
<td>A&amp;E Department (adults)</td>
</tr>
<tr>
<td>Calow</td>
<td>Huntsman Building</td>
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<tr>
<td>Chesterfield</td>
<td>Northern General Hospital</td>
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<tr>
<td>Derbyshire</td>
<td>Herries Road</td>
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<tr>
<td>S44 5BL</td>
<td>Sheffield S5 7AU</td>
</tr>
</tbody>
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*Will4Adventure lead outdoor first aid training, see here for details.*

Minor incidents

All walkers should be aiming to complete the 26.2 marathon distance of the Big Walk 2018.

However, in case of injury or if you are unable to continue and need help, please try and get to a road, and text us on 07791860163 and as soon as we can we will dispatch a driver to come and collect you.

From the route card, you will have a good idea of where the next road or marshal will be. Please don’t attempt to walk along a path/bridleway (that has no access to roads) if you doubt you have it in you to get to the next road section.
If at any point you decide to drop out and get yourself home independently please let us know immediately so that we don’t have search teams out looking for you. In the event you do not report back, your contact number will be called first and if contact cannot be made the organiser will call your next of kin and after an extended period of time the emergency services will be contacted.

Refreshments

Places where food and drink can be purchased, and public toilets, will be marked on the route map but these will be few and far between. Walkers are therefore encouraged to carry plenty of food and drink to last the whole day.

Mobile phones

We appreciate that many people like to escape technology from time to time but on this event we rely on you to carry a fully charged mobile phone. It greatly helps us to manage the risk and in the event of an emergency this could literally be your or another’s lifeline.

**OS Locate** – this excellent free app gives you your six figure grid reference even without a signal

**999 – Register your phone to 999** – In the event of an accident and you have too little signal to make a phone call, with your phone registered to this service, you can text the emergency services instead.

Safety and Risk Assessment

- A risk assessment has been carried out for this event.
- If you are pregnant we ask you to seek medical advice before taking part in the walk.
- If you feel ill on the day of the event, please seek medical advice before proceeding.
- All participants should be aware of inherent risks involved when taking part in a walk of this nature.
- If participants have any of the following conditions, we recommend that you seek medical advice from your doctor before proceeding:
  - High Blood Pressure
  - Heart Condition
  - Suffer from Dizziness or Epilepsy
  - Damage to neck, back, spinal column, legs or eyes
  - Asthma
  - Medication – please inform us if you are taking any form of medication

Equipment

**Main rules of thumb:**
Look at the weather forecast and come prepared.
Steer clear of all things cotton – no jeans
Whatever you use, make sure it’s comfortable.
You will need:
Day sack (lined with a plastic bag)
Water bottle with at least 1 litre of water (more if especially hot)
Sun cream and hat
Waterproof jacket and trousers for a wet forecast.
Spare warm top
Comfortable shoes / boots to walk in
Torch (and spare batteries) & a high visibility vest
Pair of spare socks
Personal 1st Aid kit
Mobile phone

Optional items if you have them:
OS Map sheets 1:25,000 Nos OL1, the Dark Peak and 278, Sheffield and Barnley
Walking poles

Cancellation and Refunds

If the event has to be cancelled, for example, due to bad weather or storms, we will try our best to rearrange the event for a later date. Please be aware that sometimes these situations will be due to factors outside of our control and that decisions will need to be made based on prioritising the safety of participants.

If you are no longer able to take part in the event or the event has to be cancelled, the University of Sheffield will not be able to refund any fundraised sponsorship or the £10 entry fee. This includes money raised online. In this instance, all fundraised money will be donated to support for the Sheffield Scanner as initially planned.

Further information and Support

Further information about the Big Walk 2018 can be found at https://www.sheffield.ac.uk/big-walk

If you have any questions or would like to get in touch about any aspect of the walk, please contact David Meadows or Debbie Beaumont-Thomas at communityfundraising@sheffield.ac.uk or on 0114 222 5597