



**The Big Walk 2019**  
**Two distances, One choice**  
**Friday 28 June 2019**

**GUIDANCE DOCUMENT**

**TO BE READ BY PARTICIPANTS BEFORE COMPLETING YOUR ENTRY FORM**

**Event details:**

- The Big Walk 2019 has an option of **two routes** – a 23-mile route or a 37-mile route
- The event is being organised by the Development, Alumni, Relations and Events office (DARE) in conjunction with Will Legon of [Will4Adventure](#), in association with Juice.
- Invitations to enter the walk will be sent to staff, students and alumni.
- Both route options take in the Peak District which involves walking up and down hills, but nothing has been deemed too steep. The routes follow footpaths, bridleways, byways and some pavements. It is easily navigated and pleasant to follow.
- Regular updates will be shared with all participants to their provided email address, and a final update with full instructions and health and safety procedures sent out in the week leading up to the walk.
- At least 2 weeks before the event participants will be given a set of written instructions via the website to help with navigation. Additionally, marshals will be located along the routes to help show the way at key locations.
- If you are an experienced runner, you will be very welcome to participate on either route. However, please note that this is predominantly a walking event, and there will be very limited resources available.



### 23-mile route:

- The walk will start in Bamford where **all participants will be formally registered** with a marshal and required to check necessary details are correct. Further details of the location will be released closer to the date.
- At registration you will be given an ID number which you will need every time you see a marshal on the route to check in, or if you need to contact us on the day.
- Transport will be offered from the Octagon Centre, leaving at 07:30. Participants wishing to use this must arrive at 07:00 at the Octagon Centre to register for the transport.
- You are welcome to make your own way to Bamford but you must let us know beforehand by stating this on your entry form or contacting us if you decide closer to the date. If there are any changes, please make sure this is at least **2 weeks before the walk**.
- If you are making your own way there please get to **Educational Planning Books Bamford, S33 0EB by 08:00.**
- This route joins the 37-mile route at mile 15 which will take you to Ladybower, Bradfield, Crosspool, and back to the University.

### 37-mile route:

- Participants will start **at the university**, registering outside the **Octagon Centre** from 06:00, starting the walk at 06:30. You will be required to check necessary details are correct.
- At registration you will be given an ID number which you will need every time you see a marshal on the route to check in, or if you need to contact us on the day.
- The route will take participants out via Ringinglow, Fox House, LadyBower, coming back through Bradfield and down through Crosspool, back to the University.
- We encourage participants to push themselves to sign-up to this route, however we must stress that we want our walkers to be confident that they could complete 37 miles. This route will naturally be longer in time and distance and may pose other challenges such as fewer food and rest stops.

### Both routes:

- Walkers are anticipated to finish at the University from 4pm and runners from 12pm.
- All participants must arrive at Bradfield Village Hall by a certain time in order to continue the route to finish at the University, which will be relayed in due course.
- It is hoped that all participants will be able to complete the full mileage of their route, however under certain circumstances those unable to complete the distance on the day will have transport provided back to Sheffield.
- There may be additional check in points or requirements, such as a mobile app. We will notify you of any of these additional requirements if we need to use them.



## Entry

- To take part in either route for the Big Walk 2019 participants **MUST** fill out the **Online Entry Form** found on **our website** – <http://www.sheffield.ac.uk/big-walk-2019>
- Additionally, participants for both routes must pay a non-refundable entry fee via [THIS LINK](#)
- 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 by email, we envisage that this will be within 5 working days.
- Should you be unsuccessful in receiving a place we will notify you and you will be asked to join a reserve list. You will be contacted to fill a space once your place on the reserve list is confirmed.

## Minimum Sponsorship/Fundraising

- This event is being organised to raise funds to support [Sheffield Scholarships](#). Through Community Fundraising in 2019 we are fundraising to give as many students as possible the opportunity to study at Sheffield.
- Participants are expected to try and raise at least £150 – current students have the option of raising £100. It is hoped that many participants will be able to raise far more than this minimum.
- Participants are encouraged to pay in all sponsorship as soon as they receive it, and are expected to have raised at least the minimum by 31 July 2019.
- Instructions will be sent to participants for setting up a **Just Giving Page** as well as a general fundraising guide. Support will be given to fundraisers through regular contact and the Community Fundraising team are always on hand to help.
- The University of Sheffield is an exempt charity (X1089) and Gift Aid can be collected on all eligible donations.

## 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 a Big Walk number 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

### Derbyshire

### Sheffield



Chesterfield Royal  
Calow  
Chesterfield  
Derbyshire  
S44 5BL

A&E Department (adults)  
Huntsman Building  
Northern General Hospital  
Herries Road  
S5 7AU

***\*Will4Adventure lead outdoor first aid training, see [here](#) for details.***

## Minor incidents

All walkers should be aiming to complete the full distance of their chosen route for the Big Walk 2019.

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 a Big Walk number 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 1<sup>st</sup> 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 Barnsley
- 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 entry fee. This includes money raised online. In this instance, all fundraised money will be donated to support for Sheffield Scholarships as initially planned.

## Further information and Support

Further information about the Big Walk 2019 can be found at [www.sheffield.ac.uk/big-walk](http://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 the Community Fundraising Team at [communityfundraising@sheffield.ac.uk](mailto:communityfundraising@sheffield.ac.uk) or contact Maddie Sinclair, Community Fundraising Manager on 0114 215 7056



