



CHESHIRE HIKE

27th - 28th September 2025

CONTINENCY PLAN AND EMERGENCY PROCEDURES

Distribution:

County Lead Volunteer
Cheshire Hike Routes, Starts and Finish Lead
Cheshire Hike Operations Lead
Cheshire Hike Base Camp Lead
Cheshire Hike Marketing and Communications Lead
Cheshire Scouts Safety Advisor

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1. INTRODUCTION

- Cheshire Hike is an annual event that has been running for many years, during which participants hike set routes and camp overnight at a predetermined location. On the second day a predetermined route is used leading to a finish location where results are announced, and awards presented.
- The Hike Organising team is therefore very experienced and has ensured that learning from previous events has been built into the planning and procedures.
- All participants are provided, via their leader, with a Cheshire Hike Guide giving advice on equipment, mapping skills, hiking skills, practice, and fitness.
- Teams consist of between two and five participants (young people), and they must be in the same age range:
 - Pathfinder At least 10½ years of age, but not 12½ yet.
 - Pathfinder Plus At least 12½ years of age, but still in Scouts or Guides (max. age 14 ½)
 - Explorers At least 13½ years of age, and an Explorer or Ranger (under 18).
- There are three Hike routes – one for each age range. The Hike takes 2 days to complete with an organised overnight stop at a Base Camp.
- Checkpoints and Road Crossings are organised along the route where each team is logged in and out. These are reported back to Hike Control via a real time tracking system, we therefore always know the approximate location of each team.
- A weight limit is specified for each age group:
Pathfinders will only walk carrying a daypack, their team equipment will be transported from the start to base camp and the finish.
 - Pathfinder 6 kg
 - Pathfinder Plus 8 kg
 - Explorer 10 kg

The Start Locations are

Pathfinders will use either:

[REDACTED]

Pathfinder Plus will use:

[REDACTED]

Explorers will use:

[REDACTED]

- At the start, the kit carried by each participant is checked for weight and to ensure that the minimum kit requirements have been met. The teams plot the route to be followed on to an OS map from coordinates provided at the On-Boarding Day or at the Start. The accuracy of that plot is verified at the On-Boarding Day, or prior to the team leaving the Start.

The overnight Basecamp is located at [REDACTED]

- On arrival at Base Camp the teams are checked in, pitch their tent and prepare an evening meal for themselves. Evening activities are provided on site by the hike organisers. Prior to departure on Day 2 the teams prepare their own breakfast before packing their kit and continuing the hike. Each team is allotted a departure time.

The Finish is at [REDACTED]

- Once checked in at the finish, participants can change into dry clothing and footwear, hot food and drinks are available. Once the last team has arrived the results are compiled ahead of a presentation ceremony.

Hike Control will be located at [REDACTED]

- The Emergency Contingency Plan will be in force from 06:00 hours on Saturday 27th September until 18:00 hours on Sunday 28th September.
- If a major evacuation is necessary, this will be undertaken in accordance with the Cheshire West Emergency Response Plan.
- Numbers of persons on the event will be in the order of:

Number below 18	Number above 18	Total
700	330	1,030

There are likely to be approx. 200 persons with disabilities / additional needs.

2. AIM

The overall aim of this plan is to outline the various actions and procedures that will be implemented to safeguard both staff and participants in the event of an emergency arising during the event.

This document should be read in conjunction with the Cheshire Hike Risk Assessment.

3. OBJECTIVES

The objectives of this Contingency Plan are:

- To provide a framework to manage incidents and the actions to be taken dependent on the nature and scope of the incident.
- To outline command and control in the event of an emergency.
- To establish actions to be taken in the event of the partial or total evacuation of the Basecamp.
- To outline the First-Aid Medical Arrangements.
- To provide a risk assessment for the event.

4. COMMAND CONTROL ROLES AND RESPONSIBILITIES

4.1 The Lead Volunteer

This is the Scouter in overall charge of the event. In the event of a major incident occurring during the event he/she will act as the Scout Incident Controller, liaising with the Emergency Services and controlling Scout resources as required.

The Lead Volunteer will always carry a radio link to Hike Control and a mobile telephone. He/she will have access to a site vehicle fitted with emergency equipment.

4.2 Routes Lead

The Scouter responsible for management of the six start locations and the route leads for Pathfinder, Pathfinder Plus and Explorers.

4.2.1 Route Leads

Three teams of volunteers who have set the Routes.

4.2.1 Starts

Six teams of Scouters who manage the Starts of the Hike.

4.2.2 Checkpoints and Road Crossings

Teams of volunteers to monitor teams along the Routes.

4.3 Operations Lead

The Scouter responsible for managing all aspects of the hike weekend including managing key resources and personal:

4.3.1 Field Control

Five teams of four scouters, mobile with a driver, a navigator and two walkers who can be deployed by Hike Control to support any incidents along the route.

4.3.2 First Aid

All leaders have basic First Aid training they will be supplemented by members of the County First Aid Team who will mobile during the hiking phases, static at Base Camp and again static at the Finish.

4.3.3 Transport

Will comprise of three minibuses and two vans each with a driver and navigator. They will be deployed by Hike Control to support any incidents along the routes.

4.4 Basecamp Lead

The Scouter responsible for managing all aspects of Basecamp including site check in (and departure on Day 2) site facilities, staff organisation and activities.

4.5 Finish Lead

The Scouter responsible for management of the Finish.

4.6 Cheshire Scouts Safety Advisor

The Scouter responsible for managing all Hike safety matters, coordination of risk assessments and method statements, and the investigation/reporting of those incidents which are required to be reported to the Scout or Guide Associations. They will also maintain a record of all hikers who receive First Aid treatment.

4.7 The Emergency Services

Police, Fire and Ambulance personnel who will respond to an incident during the event. In the event of a 'major incident' being declared by one of the Emergency Service the Police will activate the Cheshire Joint Services Emergency incident plan and ensure that plan is followed.

4.8 The Cheshire Joint Services Emergency Plan

The Cheshire Joint Services Emergency Planning Team has drawn up this 'major incident' plan to coordinate the response by the Emergency Services, Social Services and other voluntary organization resources in the event of a camp evacuation or incident affecting large numbers of people.

4.9 Forward Control Point

This is the point set up by the relevant Field Control Team, acting as incident controller, at or near the incident. Any scout resources attending the incident will report to this point and any member of the Emergency Services attending the incident will be directed to this point to liaise with the Incident Manager. A vehicle fitted with orange flashing lights and other emergency equipment will normally be used as the forward control point.

4.10 Police Operational (Bronze) Control

In the event of a 'major incident' the Cheshire East Council Emergency Plan will be initiated. Cheshire Constabulary will co-ordinate the response to the incident. Police Operational (Bronze) Control will be located in a mobile unit in the vicinity of the Scout incident control.

4.11 Police Tactical (Silver) Control Room

In the event of a major incident being declared by the Emergency Services a Tactical Control will be established by the police. It will be located at the Cheshire Constabulary Headquarters at Winsford. It may be necessary for a scouter from the event management team to attend Silver Control.

5. EMERGENCY RESPONSE

5.1 INTRODUCTION

An on-site emergency of whatever nature will be handled in accordance with the procedures and organization in this document using primarily the Lead Volunteer and Hike Control to co-ordinate response.

5.2 INCIDENT MANAGEMENT

If an incident escalates to involve a large number of persons or if, for any reason, Basecamp has to be evacuated quickly then a "Major Incident" may be declared by the Emergency Services, or Cheshire Joint Service Emergency Planning Team. This enables a number of plans to be activated which make provision for: -

- Joint control facilities for the Emergency Services and other organizations involved in dealing with a large emergency;
- Links with hospitals and other medical facilities to enable them to implement their own major incident plans;
- Links with Local Authorities to open predefined reception centre should large scale evacuation take place;
- Social Services to provide facilities if young persons are involved;
- Feeding and bed facilities at the reception centres.

In addition:

- The location of the entrance to the Basecamp will be known to the Emergency Services;
- Control points have been defined for the location of the Emergency Services joint control centres;
- Operational (Bronze) control will be at the campsite, close to the incident scene. This will be the rendezvous point and operational control point for all services responding to the scene;
- Tactical (Silver) Control will be away from the campsite at Cheshire Police HQ, Winsford. This is the joint control centre addressing tactical requirements and controlling the impact of the emergency away from the actual scene.

5.3 FOLLOW UP INVESTIGATION

If an injury or incident has resulted from any Cheshire Hike activity, the use of a piece of equipment or facility then it will be investigated by the Cheshire Scouts Safety Advisor. If required, the injury/incident will be reported to the Scout Association in accordance with current requirement by the Safety Advisor.

All injuries and their treatment details will be recorded on the standard Cheshire Scouts First Aid form. All members of the First Aid team will have a supply of such form which will be forwarded to Hike Control and passed to the Safety Advisor for action.

Any other incident (not including First Aid) which results in a near miss, damage to property, or adverse interaction with a member of the public will be reported to Hike Control using the form shown at Appendix 4. This will be passed to the Safety Advisor for action.

Where a more detailed investigation into an incident or near miss is required this will be carried out by the Safety Advisor.

5.4 FIRST AID and MEDICAL FACILITIES

- All volunteers are trained in First Aid to First Response Level.
- Three Mobile First Aid teams formed from the County First Aid Team will be available for the duration of the event and will be deployed to incidents by Hike Control.
- Two First Aiders from the County First Aid Team will be present at the Basecamp and Finish.
- There will be a designated location for First Aid at the Basecamp and the Finish
- Where First Aid is given the First Aider will be responsible for completing the appropriate forms and passing them, as soon as practicable, through Hike Control to the Safety Advisor.
- The Safety Advisor will monitor all First Aid reports and coordinate follow up assessments. He/she will also notify parents of all incidents at the end of the event.
- The nearest hospital with Accident and Emergency facilities is Leighton Hospital, Middlewich Road, Crewe, CW1 4QJ, 01270 255141.

5.5 EVACUATION PROCEDURES

- Attached at Appendix 5 is the procedure for Basecamp and Finish Evacuation, Invacuation and Lockdown.

5.6 A FALL INTO THE CANAL

A section of the route used by Pathfinders follows the towpath of the 



- Canal safety will be covered in the Safety Briefing.
- In the unlikely event of a fall, notify Hike Control via the Emergency number.
- Get the person out quickly and safely. If they can't swim or wade, use nearby equipment or improvise.
- Hike Control will dispatch the nearest mobile team and alert Emergency Services if needed.
- After rescue: provide dry clothes, monitor for shock, and await paramedics if water was swallowed. If no medical attention is needed, return to Hike Control.
- If hospital treatment is required, Hike Control will contact parents and offer support.
- Hike Control must stay in contact with the reporting team.
- A full incident report must be completed by the Safety Advisor.

APPENDICES

APPENDIX 1

ROLES OF KEY PERSONNEL

Lead Volunteer

- Decide, in conjunction with the Safety Advisor, if an on site 'major incident' is to be called, in which event the Police must be notified.
- Take overall charge of any emergency and make appropriate strategic decisions;
- Ensure that roles within the emergency plan have been appointed and trained;
- If a major incident is declared and the Cheshire Joint Services Emergency Plan is initiated to attend the Silver Control and offer help as appropriate to the Emergency Services;
- Inform the Safety Advisor of any adult or young person that is taken to hospital;
- Liaise with Hike Control and instruct them to inform as appropriate the parents of any young person who is taken to hospital;

Operations Lead

- To manage the overall operation of the event from teams arriving at start locations on the Saturday morning to them leaving the Finish on the Sunday.
- Manage all operational personnel and resources throughout the weekend
- Liaise with Routes, Start and Finish Leads, Basecamp Lead, and individual Route Leads to ensure that the event runs smoothly and effectively.
- Manage all communications
- Contact the Emergency Services using 999 if instructed to do so by the Lead Volunteer;
- Contact the Lead Volunteer and Safety Advisor if any incident occurs during the event
- Collate medical information for any person who is to be taken to hospital. Ensure that this information is relayed to the Safety Advisor.

Routes Lead

- Ensure that both start, checkpoint and road crossing locations are adequately staffed and that all staff are briefed on their roles.
- Ensure that the relevant sections in the Hike Risk Assessment are briefed out to starts, checkpoints and road crossings.
- Maintain communications links with Hike Control
- Ensure that any incidents at the start, checkpoints and road crossing locations are dealt with in accordance with this plan
- Ensure that all routes used are suitable and safe and that they have been checked immediately prior to the event.

Basecamp Lead

- Ensure that Basecamp is adequately staffed and that all staff are briefed on their roles.
- Ensure that the relevant sections in the Hike Risk Assessment are briefed out to start.
- Maintain communications links with Hike Control
- Ensure that any incidents at the start and finish locations are dealt with in accordance with this plan.

Finish Lead

- Ensure that the finish location is adequately staffed and that all staff are briefed on their roles.
- Ensure that the relevant sections in the Hike Risk Assessment are briefed out to finish staff.
- Maintain communications links with Hike Control
- Ensure that any incidents at the finish are dealt with in accordance with this plan

First Aid Sub-Team Lead

- Carry a radio and/or mobile phone
- Report to the scene of any injury as requested by Hike Control and apply first aid in accordance with their training;
- Complete an Accident Report Form and forward electronically on details of any injury to Hike Control.
- Collate basic information regarding the incident in order that a full investigation and report can be completed by the Safety Advisor. A sample form is attached at Appendix 6.

Safety Advisor

- Ensure that basic information regarding every incident involving an injury or 'near miss' is recorded;
- Investigate incidents and compile a full report as required by the Scout Association. Guidance on these requirements is attached at Appendix 3 and 4.

APPENDIX 2

PHONE NUMBERS KEY PERSONNEL

Role	Name	Telephone number
Lead Volunteer	[REDACTED]	[REDACTED]
Operations Lead	[REDACTED]	[REDACTED]
Routes Lead	[REDACTED]	[REDACTED]
Basecamp Lead	[REDACTED]	[REDACTED]
Finish Lead	[REDACTED]	[REDACTED]
Safety Advisor	[REDACTED]	[REDACTED]
Marketing and Communications Lead	[REDACTED]	[REDACTED]
Emergency Helpline		01565 337878

APPENDIX 3
INITIAL INCIDENT REPORTING FORM



Cheshire Hike Incident Reporting Form

To be completed by Cheshire Hike staff member at the scene of any incident or near miss, including, Road Traffic, Access Issue/Complaint, Injury

Time of incident		Date	
Location of Incident:			
Affected Party Name:			
Team Number:			
Nature of Incident			
Was any treatment given at scene	☐ First Aid at scene YES/NO ☐ Taken to Hospital YES/NO. If YES which Hospital?		
Full Details of Incident:			
Names of all Witnesses	Over 18 Yes/No	Name	Phone Number
	Over 18 Yes/No		
	Over 18 Yes/No		
	Over 18 Yes/No		
Completed by	Name (PRINT)	Mobile	
Address			
Date	Time form completed		

On Completion forward to HIKE CONTROL – Notify Hike Control by phone immediately you are aware of incident

If you need more space use the reverse of this form
 Items in BLUE must be completed on the form

APPENDIX 4

BASECAMP AND FINISH

EVACUATION, INVACUATION AND LOCKDOWN

PROCEDURES

General Principles

- The **Basecamp Lead** or **Finish Lead**, in conjunction with **Hike Control** and emergency services (if present), will determine whether to **evacuate**, **invacuate**, or initiate **lockdown**.
- All volunteers will receive **basic training** in emergency procedures and terrorism awareness prior to the event.
- Emergency procedures will be **reviewed annually** and after any incident or drill.

Evacuation Procedure

Trigger: Fire, gas leak, structural danger, or other immediate threat.

Actions:

- Continuous sounding of an **air horn** will signal evacuation.
- Participants must proceed calmly to the **designated assembly point**:
 - **Basecamp:** In front of the Basecamp marquee.
 - **Finish:** Bag area on the tennis courts.
- The Lead will conduct a **headcount** and report to the **Incident Commander**.
- If full site evacuation is required, participants may be relocated to:
 - [REDACTED]
 - Local Scout HQs: [REDACTED]
- Accurate records must be kept of **who has left the site and where they have gone**.

Invacuation Procedure

Trigger: Lost Person, External threat, severe weather, or police instruction.

Actions:

- Intermittent sounding of an **air horn**, followed by verbal instruction.
- Participants move quickly and calmly to the **nearest indoor shelter**.
- Remain indoors until further instruction is given.
- The Lead will conduct a **headcount** and report to the **Incident Commander**.

Lockdown Procedure

Trigger: Hostile threat, terrorism incident, or police instruction.

Actions:

- Intermittent sounding of an **air horn**, followed by verbal instruction.
- Participants follow the **Run, Hide, Tell** protocol:
 - **Run** to a safe location if possible.
 - **Hide** out of sight, lock or barricade doors.
 - **Tell** the police via 999 if safe to do so.
- Remain in place until emergency services give the all-clear.

Emergency Communications

- **Police:** Call 999 immediately for any bomb alert or terrorism threat.

- **Hike Control** will contact the **Cheshire Joint Service Emergency Planning Team** via their 24-hour contact number (see Appendix A).
- Emergency instructions will be communicated via **air horn signals** and **verbal announcements**.

Participant Awareness

- All participants will be briefed on emergency procedures during registration or upon arrival.
- Procedures are designed to ensure the **safety and accountability** of all young people and leaders.

Emergency Event	ACTION
Fire	Fire Bells. Evacuate all participants to Primary Assembly Point. Carry out Head Count
Gas Leak, Structural Damage	Evacuate all participants to Primary Assembly Point. Carry out Head Count
Flooding	Re-Route, or Evacuate to Higher Ground
Lost Person, External Threat, Severe Weather	Curtail Activity. Invacuation to Safe Location, Carry Out Head Count
Structural Damage	Evacuate all participants to Primary Assembly Point. Carry Out Head Count
Hostile threat, terrorism incident	RUN HIDE TELL Lockdown. Emergency Response.