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CLIENT RISK ASSESSMENT PACK 2017 onwards

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In addition to the following risk assessments, all activities are dynamically risk assessed by our staff at the time of delivery

Any activity not specifically included in this pack is risk assessed using a dynamic assessment and is covered by a combination of these risk assessments



(Preface i) WEATHER RISK ASSESSMENT

To be used in conjunction with each activity risk assessment.

KEY RISK IDENTIFIED: PLANNING AND RESEARCH

Actions to minimise risk:

- 1) The instructor has the responsibility to check the weather forecast at least 24 hours before the planned session starts.
- 2) Plans/venues should be altered as appropriate and wet weather plans initiated as required.
- 3) It is the job of the instructor to inform the Event Manager/Senior Instructor of any change to the plan.
- 4) In extreme cases, the Event Manager/Senior Instructor will inform the client of the need to cancel the planned session and offered an alternative activity or new date.

KEY RISK IDENTIFIED: UNDERSTANDING OF EFFECT

Actions to minimise risk:

- 1) Each adult accompanying the group is responsible for ensuring the participants are aware of the risk that the weather may pose to their safety and enjoyment of the session.
- 2) With minors, these adults have the responsibility to ensure that actions are taken to counteract these effects where the outcome may cause a risk to the individual's well-being.

KEY RISK IDENTIFIED: INCORRECT CLOTHING

Actions to minimise risk:

- 1) It is the job of the instructor/adult in charge to ensure that the group have all the appropriate clothing for the planned activity and the foreseeable/prevaling weather conditions
- 2) Unless the supervising adult is 100% sure that the individuals are carrying the equipment (having seen the items) they should pack spare clothing as required.

KEY RISK IDENTIFIED: SUN BURN

Actions to minimise risk:

- 1) The use of sun cream and hats is to be activity encouraged
- 2) Those with sun cream should be encouraged to share it with anyone who does not have theirs available
- 3) Sun cream will be provided by the company for residential tented camps
- 4) Sun cream should be re applied as appropriate and after water sports.
- 5) Sunbathing, especially between the hours of 11am-3pm, is to be discouraged.
- 6) Equipment lists should state sun cream as an essential item for summer and water based activity sessions

KEY RISK IDENTIFIED: DEHYDRATION

Actions to minimise risk:

- 1) The adult in charge should check that each participant has a suitable volume of drink with them before leaving base.
- 2) Activity sessions should build in drinking breaks to encourage rehydration
- 3) The activity instructor should have reasonable spare fluids on hot days.
- 4) Session activity should be modified to take into account the weather and predicted exertion levels

KEY RISK IDENTIFIED: COLD

Actions to minimise risk:

- 1) Sessions should be evaluated for suitability based on the weather.
- 2) Activities in cold weather should be high energy
- 3) Participants should be correctly equipped and carry spare clothing.
- 4) Wherever possible, during the cooler months (Sept- April), activity venues should be selected to have indoor facilities/changing
- 5) Routes and activities should be conducted in the sun and out of the wind.
- 6) Wetsuits for water sports (Oct - April)

KEY RISK IDENTIFIED: HYPOTHERMIA

Actions to minimise risk:

- 1) Enforce good early discipline to stop the onset of hypothermia.
- 2) Instructor to carry appropriate equipment in order to treat it appropriately

KEY RISK IDENTIFIED: WET

Actions to minimise risk:

- 1) Try to stay dry at all costs.
- 2) Wear protective clothing and encourage early 'suited up'
- 3) Provide shelter in extreme downpours
- 4) Monitor flood risk and move activity and routes to take ground saturation into consideration
- 5) Monitor surface water and evaluate footwear against the need to cancel/alter the planned activity

KEY RISK IDENTIFIED: WIND

Actions to minimise risk:

- 1) Waterproofs are to be used as protection from the wind
- 2) Before each night and when wind is forecast, secure tents and equipment
- 3) Be aware of the extra effort required to counteract the effects of the wind and modify the session appropriately
- 4) Check risk from local trees

KEY RISK IDENTIFIED: STORMS AND LIGHTNING

Actions to minimise risk:

- 1) Reassure participants and discuss the actual risk vs the perceived risk
- 2) In extreme weather, abandon tents and seek shelter
- 3) Do not hold tent poles up in the air
- 4) Stay away from trees
- 5) Do not camp around trees

(Preface ii) CAMPSITE RISK ASSESSMENT

To be used in conjunction with Catering and Fire assessment.

OPERATING PROCEDURES

VENUE

- The venue must be within easy access of a road, have mains water and toilet facilities or chemical toilets.
- It must have clear definable boundaries.
- It must have been risk assessed prior to the residential.
- Previously used/well researched by instructor or approved by Event Manager/Senior Instructor.

CLIENTS

- The minimum age for camping is 6 years.
- There is no maximum age for camping.

BEFORE CAMP

It is the instructor's responsibility to ensure the following:

- All staff involved are well prepared and the equipment ready prior to the clients' arrival.
- The clients all sign the participation statement and any medical conditions are addressed.
- The session runs smoothly and clients are well informed.
- The Event Manager/Senior Instructor is informed of any incidents, accidents or deviations from the procedures.

DURING CAMP

It is the instructor's responsibility to ensure the following:

- All camping equipment should be monitored and checked by the instructor as it is issued and used.
- The Event Manager/Senior Instructor will ensure that equipment remains serviceable for the duration of the camp.
- That the staffing ratios are adhered to at all times
- At the end of each day the kit is to be returned to its correct store.
- Damaged kit must be reported and quarantined not to be used.

AFTER CAMP

It is the instructor's responsibility to ensure the following:

- After the clients have departed, make contact with the Event Manager/Senior Instructor
- Submit a written account of any issues within 12 hours of the session (medical or safety)
- To clean and dry all of the equipment used.
- Equipment is to be cleaned the correct way.
- Any lost kit must be reported immediately.

RISK ASSESSMENT

To be used in conjunction with site specific risk assessments, weather risk assessment plus Child Protection campsite selection annexe, marquee risk assessment and catering risk assessment.

KEY RISK IDENTIFIED: LOCATION/SITE SPECIFIC RISKS

Actions to minimise risk:

- 1) A specific site risk assessment should be carried out before the residential, and steps taken to make safe any concerns.
- 2) Hazards identified on the site risk assessment (e.g. water features and holes) will be identified on arrival by the Event Manager/Senior Instructor and a safe camping and playing area allocated.
- 3) Clients will be made aware of the out of bounds day/night areas on arrival at the site. (walk around site with group as introduction.)
- 4) Any possibility of contamination from animal waste, chemical/industrial waste and plants will be assessed on arrival and alterations to the plan made as required.
- 5) The campsite will have been assessed for risk from flooding during the planned period of use.

- 6) Vehicular and pedestrian access and emergency evacuation routes should be identified in advance and kept clear during the camp.
- 7) Staff to be aware of the mobile reception in the area.

KEY RISK IDENTIFIED: POOR SUPERVISION

Actions to minimise risk:

- 1) On-site supervision should remain at 1:12 for under 18s and will be shared between company and school/client
- 2) A first aider (minimum of 12 hour) will always be present when clients are at the site. This may be an approved adult from the client group.
- 3) Clients under 18 should be supervised at all times during waking hours.
- 4) At night, a dedicated duty member of staff will be available on site and the clients informed of their location/accommodation.

KEY RISK IDENTIFIED: ENVIRONMENTAL INJURIES/WEATHER

Actions to minimise risk:

- 1) Students are to be informed of, and equipped against, the possible effects of the sun, cold and rain.
- 2) Camp manager to take steps to discourage clients getting wet or sun bathing and to encourage the use of sun cream, sunhats and hats and gloves as appropriate.
- 3) Shelter to be provided in case of poor weather, or groups sent to tents
- 4) Hot and cold drinks to be provided whenever clients are on site.
- 5) Clients should be supported in all campsite activities and should be immersed gently into camp life.
- 6) There should be no compulsion or consequence from within the group for a refusal to take part.
- 7) Sympathetic and considerate support to be provided to all clients by school camp staff.

KEY RISK IDENTIFIED: BURNS

Actions to minimise risk:

- 1) Clients supervised around any open fire at all times.
- 2) A safe seating zone will be identified around the fire based on the size of the fire at any given time.
- 3) All stones will be moved from the fire area so as to minimise the chance of hot projectiles.
- 4) Clients educated of risks during cooking - the supervising adult will be made aware of the risks and the methods of minimising these.
- 5) Clients are to be trained in the use of cooking stoves before being remotely supervised.
- 6) Mentholated spirits must not be added to lit flames.
- 7) All cooking to be done on stable flat surfaces.
- 8) Appropriate tools are to be used during cooking
- 9) Damaged cooking equipment should be removed from use.

KEY RISK IDENTIFIED: EXTERNAL INTERFERENCE - WILDLIFE

Actions to minimise risk:

- 1) All waste food to be removed from site regularly so as not to encourage animals
- 2) Food not to be stored in sleeping tents.
- 3) All clients to eat in designated areas away from tents
- 4) Clients encouraged not to feed any local animals.

KEY RISK IDENTIFIED: EXTERNAL INTERFERENCE - HUMAN

Actions to minimise risk:

- 1) Sites will be selected without public access wherever possible
- 2) A clearly roped off School Camp site should be created where public sites are to be used.
- 3) Clients asked to inform staff of any stranger entering the site area.
- 4) After dark a limited safe area will apply in which under 18 clients must stay.

KEY RISK IDENTIFIED: TRIPPING

Actions to minimise risk:

- 1) Games areas will be checked for holes and tufts of grass before being allocated.

- 2) Clients to be encouraged to tie laces securely.
- 3) No running to be permitted around tents.
- 4) Guy ropes are to be within reasonable distance of tent to reduce trip hazard.
- 5) Tents will be lined up/arranged to make movement easy and ensure guy location is predictable.
- 6) Coloured guy ropes to be used.
- 7) Clients are requested to use torches when moving around after dark.
- 8) Gas lamps will illuminate certain areas
- 9) After dark, a staffed limited safe area will apply.

KEY RISK IDENTIFIED: FIRE

Actions to minimise risk:

- 1) Fire extinguishers/water source to be available.
- 2) Water and or sand to be available around open fires
- 3) Clients to be made aware of fire risk to tents, gas and grass.
- 4) No smoking on site – dedicated low risk smoking area to be created
- 5) Open fires to be supervised by staff at all times
- 1) Cooking to be supervised by staff at all times
- 2) Gas bottles to be stored away from clients and fire.
- 3) Gas lamps to be secured on flat ground or from secure hanging points
- 4) Games not to be played in cooking or fire pit areas.
- 5) Clients are not to fuel the fire with own rubbish, all fuel will be approved by an instructor.
- 6) Tents to have basic fire proofing.
- 7) Cooking must only take place in marquee tents
- 8) Trangia stoves must be used more than 3m from tents and metholated sprits kept in a central 'dump point' 4m away from all flames.
- 9) Open fires are not to be left unattended and should be put out/made safe before leaving the site.

KEY RISK IDENTIFIED: CONTAMINATION

Actions to minimise risk:

- 1) Water to be sourced and provided by camp manager only
- 2) Food and waste water to be disposed of in agreed locations only
- 3) Toilets to be used rather than hedge rows.
- 4) Animals should be removed from rural sites at least 2 weeks prior to use.
- 5) Clients are encouraged to wash hands at the end of the sessions, after using the toilet and before food
- 6) Washing facilities (clean water and soap) to be available at all times and located in positions that encourage good practise.
- 7) Separate tented accommodation allowing client separation and privacy in case of sickness will be available.

KEY RISK IDENTIFIED: THEFT

Actions to minimise risk:

- 1) Non public sites to be used whenever possible
- 2) Clients to be informed of theft risk.
- 3) Clients encouraged not bringing valuables to the camp (outlined before event on standard equipment list)
- 4) All tents to be secured before leaving site
- 5) Valuables to be taken from the site.

KEY RISK IDENTIFIED: BULLYING/PEER PRESSURE/RELATIONSHIPS

Actions to minimise risk:

- 1) Staff to monitor conversations and mood of groups throughout activities. Concerns should be highlighted to the client instructor and to the camp manager.
- 2) Clients to be informed of the expectation to work as one team accepting differences and personal preferences
- 3) Clients should not be put under pressure to engage in any activity with which they appear uncomfortable.
- 4) Adult staff should monitor activity to ensure that clients are not under pressure from their peers.

- 5) Male and Female clients are to be provided with separate toilets, tents and washing facilities. Clients should be informed of these out-of-bounds areas.
- 6) Staff should maintain a healthy relationship with clients and client group adults. The forming of relationships that would be construed as outside of normal friendship is forbidden.
- 7) Clients should be encouraged not to enter into relationships during the camp and existing relationships should be monitored to ensure that opportunities to enter into sexual activities are reduced.

ARCHERY ACTIVITIES

OPERATING PROCEDURES

VENUE

- The venue must allow the instructor to ensure a safe environment as recommended in the remit of the award held
- Should not be a public area
- Previously used/well researched by instructor or approved by Event Manager/Senior Instructor

CLIENTS

- The minimum age for archery is 6 years (it is preferable not to have a group full of 6 year olds)
- The maximum age is based upon fitness and health.
- Clients should be asked about specific needs or health issues before the start of the activity. If the instructor has any concerns then the session should be locally modified or the Event Manager/Senior Instructor contacted for advice.

EQUIPMENT DURING SESSIONS

- All equipment should be checked by the instructor before the start of the activity.
- The instructor should check the personal equipment of the group

STAFF TO WEAR/CARRY	CLIENTS TO WEAR/CARRY	ADDITIONAL SESSION KIT
Well-fitting shoes Long sleeves Medication Watch Mobile phone + numbers	Well-fitting shoes Long sleeves Medication	First aid kit Group shelter Spare clothing Archery maintenance kit Bows, arrows, bosses, safety net, signage, marking out tape, bow stands, arm guards and finger tabs

PRIOR TO SESSION

It is the instructor's responsibility to ensure the following:

- All staff involved are well prepared and the equipment ready prior to the clients' arrival.
- The clients all sign the participation statement and any medical conditions are addressed.
- The session runs smoothly and clients are well informed.
- The Event Manager/Senior Instructor is informed of any incidents, accidents or deviations from the procedures.

AFTER SESSIONS

- After the clients have departed, make contact with the Event Manager/Senior Instructor
- Submit a written account of any issues within 12 hours of the session (medical or safety)
- At the end of each day the kit is to be returned to its correct store.
- Equipment is to be maintained in the correct way e.g. bows wiped down, flights replaced etc..
- Any lost kit must be reported immediately.
- Damaged kit must be reported and where possible you should repair it or help repair it.

ACTIVITY STAFFING

ARCHERY Minimum qualification = GNAS/Archery GB Instructor Award + First Aid Qualifying assistant = n/a				
	Qualified Instructor (working alone)	Qualified Instructor (with accompanying adult)	Instructor + qualifying assistant	Qualified Instructor working in vicinity (shouting distance) of another qualified instructor
Indoor	1:8	1:12 + adult	n/a	n/a
Outdoor	n/a	1:12 + adult	n/a	n/a

RISK ASSESSMENT

To be used in conjunction with the site specific risk assessments and weather risk assessment.

KEY RISK IDENTIFIED: RISK OF SOFT TISSUE INJURY TO A PARTICIPANT (INCL. ACTIVITIES STAFF)

Actions to minimise risk:

1. All participants to wear appropriate clothing during the sessions (not loose or bulky)
2. All participants to wear appropriate footwear during the sessions (flat soled and closed toe)
3. All participants to remove loose face jewellery that may be caught during the activity. Stud earrings only.
4. Instructor must ask and be aware of participants' current medical conditions (including minor injuries to activity specific body parts e.g. back, arms)
5. Instructor to "warm-up" group at session start
6. Instructor to issue bows and arrows suitable for the ability, strength and size of participants. In the case of a range of equipment being used in the session, the instructor is responsible for checking that participants use the correct equipment each time they shoot.
7. Instructors must demonstrate and promote the use of a correct technique so as to ensure that participants will not cause themselves damage.
8. If a participant's technique cannot be corrected, finger tabs and/or arm braces should be used to minimise discomfort.
9. Instructor to "warm-down" group at the end of session with appropriate stretches.

KEY RISK IDENTIFIED: RISK OF INJURY FROM THE RANGE/EQUIPMENT DURING THE ACTIVITY

Actions to minimise risk:

1. Participants must follow the instruction of the instructor and field captain. Failure to do this will result in removal from the activity
2. All equipment must point down the range at all times.
3. Dropped arrows that cross the shooting line must not be picked up by participants.
4. Participants must not run on any part of the range
5. Participants should be made aware of arrow hazards once crossing the shooting line.
6. Instructor and participants should walk down the side of the range and approach bosses from the side
7. The target/boss is to be secured in such a way that it will not fall on participants.
8. Participants should be shown how to remove the arrows from the target (supporting the target with their hand and checking behind for people before pulling)
9. Additional hazards are to be pointed out to participants as and when identified by the instructor

KEY RISK IDENTIFIED: CONDITION OF EQUIPMENT

Actions to minimise risk:

1. The instructor is responsible for inspecting equipment before and after each session and reporting any concerns
2. Any broken/damaged equipment is to be quarantined and reported to the Event Manager/Senior Instructor
3. Only centre-owned equipment is to be used during sessions
4. All equipment to have UIAA/BS approval and to be used in accordance with manufacturers' recommendations.
5. Equipment will undergo a regular inspection which will be recorded in the log book
6. All equipment will be stored in a secure, dry and cool storeroom between activities.
7. Participants will be encouraged to work in a way that will not cause damage or excessive wear to the equipment (e.g. holding and storing equipment correctly during and after sessions)
8. Participants will be shown how to collect arrows without causing damage to the equipment.

KEY RISK IDENTIFIED: RISK OF INJURY TO NON PARTICIPANTS

Actions to minimise risk:

1. The shooting range must have a clear boundary and be of an approved size and format (see approved site specific diagrams)
2. The boundaries must be clearly signed to inform the public not to enter the area (signage should use a combination of pictures and text to enable communication with a wide range of people)
3. The boundaries should be inspected and secured at the start of each session.
4. Other instructors working in the vicinity will be made aware of the risks posed by the activity and will conduct their activities in a way that has reduced impact on the archery activity
5. Spectators and participants awaiting their turn will watch the activity from a designated and defined 'safe' area
6. Spectators and participants awaiting their turn should be instructed to remain quiet during the activity so as not to distract the archers
7. All participants will be made aware of the 'FAST' command to stop the activity and this must be used in the event of any breach of policy.

ENVIRONMENTAL INJURIES

Actions to minimise risk:

- 1) Weather impact – the instructor is responsible for assessing the impact the weather may pose on the group. The instructor must take the necessary actions to reduce the effects of the sun and temperature on participants
- 2) If the weather will pose an increased risk to those participating in the activity (or the public) then the session will be cancelled or moved to an indoor range if available.
- 3) Infection risk – the instructor should encourage participants to wash their hands at the end of session
- 4) Anxiety stress – clear activity information should be given to all participants. The instructor should instil a culture of challenge by choice with no compulsion or consequence from within the group for a refusal to take part. Sympathetic and considerate support should be provided to all participants.

CANOEING

OPERATING PROCEDURES – FLAT WATER

VENUE

- The venue must be within the remit of the instructor's award.
- Access must be within the capabilities of the clients
- Previously used /well researched by instructor

CLIENTS

- The minimum age for kayaking and canoeing is 8 years (it is preferable not to have a group full of 8 year olds)
- The maximum age is based upon fitness and health.
- Clients should be asked about specific needs or health issues before the start of the activity. If the instructor has any concerns then the session should be locally modified or the Senior Instructor contacted for advice.

EQUIPMENT DURING SESSIONS

- All equipment should be checked by the instructor before the start of the activity.
- The instructor should check the personal equipment of the group
- Helmets are to be available and worn as and when appropriate for the session activity

STAFF TO WEAR/CARRY	CLIENTS TO WEAR/CARRY	ADDITIONAL SESSION KIT
Warm water clothing Kayaking helmet Buoyancy aid Water + food Medication Watch Mobile phone + numbers	Suitable clothing and shoes Water + food Medication	Provider approved canoes, paddles, helmets, and Buoyancy aids Group First aid kit Group shelter Map + compass Spare clothing Spare paddles Hot drinks and food. Waterproof bags

BEFORE SESSIONS - It is the instructor's responsibility to ensure the following:

- All staff involved are well prepared and the equipment ready prior to the clients' arrival.
- The clients all sign the participation statement and any medical conditions are addressed.
- The session runs smoothly and clients are well informed.
- The Event Manager/Senior Instructor is informed of any incidents, accidents or deviations from the procedures.

AFTER SESSIONS

- After the clients have departed, make contact with the Event Manager/Senior Instructor
- Submit a written account of any issues within 12 hours of the session (medical or safety)
- At the end of each day the kit is to be returned to its correct store.
- Equipment is to be cleaned the correct way.
- Any lost kit must be reported immediately.
- Damaged kit must be reported and quarantined not to be used.

ACTIVITY STAFFING – FLAT WATER

CANOEING – FLAT WATER

Minimum qualification = UKCC Level 2 + First Aid
Qualifying assistant = UKCC Level 1 or other coaching qualification with BCU 2* + First Aid

	Qualified Instructor (working alone)	Qualified Instructor (with accompanying adult)	Instructor + qualifying assistant	Qualified Instructor working in vicinity (shouting distance) of another qualified instructor
Outdoor – Less adventurous environments	1:8 (syllabus led specific training 16+ only) (6 boats)	1:12 + adult (6 boats)	2:14 (8 boats)	n/a

OPERATING PROCEDURES – MOVING WATER

VENUE

- The venue must be within the remit of the instructor's award.
- Access must be within the easy reach of the capabilities of the clients
- Previously used /well researched by instructor

CLIENTS

- The minimum age for kayaking and canoeing is 8 years (it is preferable not to have a group full of 8 year olds)
- The maximum age is based upon fitness and health.
- Clients should be asked about specific needs or health issues before the start of the activity. If the instructor has any concerns then the session should be locally modified or the lead instructor contacted for advice.

EQUIPMENT DURING SESSIONS

- All equipment should be checked by the instructor before the start of the activity.
- The instructor should check the personal equipment of the group
- Helmets are to be worn at all times on moving water.

STAFF TO WEAR/CARRY	CLIENTS TO WEAR/CARRY	ADDITIONAL SESSION KIT
Warm water clothing Kayaking helmet Buoyancy aid Water + food Medication Watch Mobile phone + numbers	Suitable clothing and shoes Water + food Medication	Provider approved canoes, paddles, helmets, and Buoyancy aids Group First aid kit Group shelter Map + compass Spare clothing Spare paddles Hot drinks and food. Waterproof bags
	DESIRABLE	
	Windproof top	

BEFORE SESSIONS

- It is the instructor's responsibility to ensure the following:
- All staff involved are well prepared and the equipment ready prior to the clients' arrival.

- The clients all sign the participation statement and any medical conditions are addressed.
- The session runs smoothly and clients are well informed.
- The Event Manager/Senior Instructor is informed of any incidents, accidents or deviations from the procedures.

AFTER SESSIONS

- After the clients have departed, make contact with the Event Manager/Senior Instructor
- Submit a written account of any issues within 12 hours of the session (medical or safety)
- At the end of each day the kit is to be returned to its correct store.
- Equipment is to be cleaned the correct way.
- Any lost kit must be reported immediately.
- Damaged kit must be reported and quarantined not to be used.

ACTIVITY STAFFING – MOVING WATER

CANOEING – MOVING WATER				
	Minimum qualification	Qualifying assistant		
Canal	UKCC Level 2 + First Aid	UKCC Level 1 with BCU 2* + First Aid		
Grade 1 water	UKCC Level 2 with BCU 4* instructor + First Aid	UKCC Level 1 with 3* or other coaching qualification with BCU 4* instructor + First Aid		
Grade 2/3 water	UKCC Level 2 with BCU 4* instructor + First Aid	UKCC Level 1 with 3* or other coaching qualification with BCU 4* instructor + First Aid		
	Qualified Instructor (working alone)	Qualified Instructor (with accompanying adult)	Instructor + qualifying assistant	Qualified Instructor working in vicinity (shouting distance) of another qualified instructor
Outdoor – Grade 2/3 water	n/a	n/a	2:10 (6 boats)	n/a
Outdoor – Grade 1 water	1:8 (syllabus led specific training 16+ only) (6 boats)	1:12 + adult (6 boats)	2:14 (8 boats)	n/a

RISK ASSESSMENT

To be used in conjunction with the site specific risk assessments and weather risk assessment.

KEY RISK IDENTIFIED: LOCATION/SITE SPECIFIC RISKS

Actions to minimise risk:

- 1) On arrival at the venue, the instructor should identify initial risks and set safe areas for groups to change and wait.
- 2) The speed and water type should be assessed and the session cancelled or altered if outside of the clients' or instructor's comfort zone
- 3) A full site risk assessment should be made as the activity is set up and the group briefed as soon as possible
- 4) Clients are to be briefed of defined 'no go' and 'safe' zones around the water.
- 5) Other water users and members of the public should be assessed for additional risk posed to the group.
- 6) The instructor should be aware of mobile communications within the operating area.

- 7) The instructor should be aware of the entry and exit points within the operating area.

KEY RISK IDENTIFIED: POOR SUPERVISION

Actions to minimise risk:

- 1) For ratio of instructor to students, please see operating procedures
- 2) The instructor should position themselves so that they can control the activity at all times.
- 3) The lead instructor should brief any assistants and ensure they clearly understand their role at any given time. Don't assume competence of any accompanying adults.
- 4) The instructor should ensure that clients are supervised and remain safe at all times. This includes while changing, waiting and participating.
- 5) Clients leaving the activity for the bank should be supervised at all times

KEY RISK IDENTIFIED: DROWNING

Actions to minimise risk:

- 1) All participants should wear correctly fitted buoyancy aids when around the water, including when on the banks around water.
- 2) All clients must be made aware of a correct capsize procedure and be clear of any instructions that may be given to them while in the water.
- 3) The instructor should direct/engage the group by setting tasks and activities that keep clients within a safe distance of the instructor.
- 4) The instructor should define activity boundaries with the clients and challenge those who leave the area.
- 5) The instructor should use clear instructions ensuring the clients understand. If using hand signals, they should be discussed before use.
- 6) The instructor should be aware of the swimming capability of each client.
- 7) Clients who wish to get wet or practise a capsize should be given the opportunity to do so in an environment deemed low risk by the instructor. Clients should be requested not to purposefully capsize and should be challenged if they do so.

KEY RISK IDENTIFIED: SOFT TISSUE INJURY

Actions to minimise risk:

- 1) Instructor must "warm-up" group at session start, focusing especially on shoulders, back and neck.
- 2) Clients should be assessed and taught the correct paddling techniques early in session.
- 3) No rings or hooped earrings are to be worn. Other items of jewellery are only to be worn under clothing.
- 4) Clients should be taught to lift boats correctly, with four people. Smaller framed clients should work in groups of six to move boats
- 5) Boats should be lifted onto trailers by a minimum of two people. Clients should not be expected to lift canoes above their head height.
- 6) Clients should be shown how to empty boats in a way that minimises the weight being lifted.
- 7) Clients should be warned of the risk of being hit by other boats and/or paddles and encouraged to maintain space and avoid incidents by ducking, stopping or pushing away. This includes hands being trapped between boats, being hit by a paddle or hit in the side by a boat.
- 8) Splashing activities are to be carefully supervised and clients to be told when this activity is appropriate.
- 9) Correct capsize procedure should be taught so as to minimise the risk of bruising and scrapes while exiting the canoe.

KEY RISK IDENTIFIED: RISK OF INJURY TO STAFF (and additional associated risk to students)

Actions to minimise risk:

- 1) Staff to wear the same safety equipment as group.
- 2) No additional risks to be taken during the session including seal launches and personal playing other than demonstration.

KEY RISK IDENTIFIED: HYPOTHERMIA

Actions to minimise risk:

1. Appropriate clothing to suit the activity and weather to be checked before session.

2. Constant assessment of the weather conditions and condition of group should be undertaken and the session modified if required.
3. The session should be designed to include high energy activity to maintain warmth.
4. Planned wet activities should be correct placed in the session so that clients remain dry and warm for the majority of the session.
5. The instructor is to carry spare clothing, group shelter and warm drink.

KEY RISK IDENTIFIED: CONDITION OF EQUIPMENT

Actions to minimise risk:

- 1) The instructor is responsible for checking the equipment before and after the session.
- 2) Damaged equipment causing a safety concern must not be used until repaired.
- 3) The Senior Instructor will carry out Periodic checks of equipment and will record this in the equipment log book.
- 4) All safety equipment to have UIAA/BS approval and to be used in accordance with manufacturers' recommendations.
- 5) Clients will be encouraged to undertake checks of equipment as they use it.
- 6) All equipment to be numbered and concerns, wear and repairs reported to the Event Manager/Senior Instructor
- 7) Clients to be encouraged to report any concerns/misuse of equipment.
- 8) Canoes should be fitted with buoyancy.

KEY RISK IDENTIFIED: DAMAGE TO EQUIPMENT

Actions to minimise risk:

- 1) Students instructed in the correct use so as to reduce wear on equipment.
- 2) Strictly no smoking during activities or while wearing safety equipment.
- 3) All equipment is to be stored in a secure/tamper-proof environment while not in use
- 4) Water entry points to be selected to minimise wear on the equipment.

KEY RISK IDENTIFIED: ENVIRONMENTAL INJURY

Actions to minimise risk:

- 1) Weather – Students are to be informed of, and equipped against, the possible effects of the sun, cold and rain
- 2) Infection risk – Students are encouraged to wash hands at the end of session and before lunch
- 3) Anxiety stress – Provision of clear activity information to all participants. The instructor to instil a culture of challenge by choice with no compulsion or consequence from within the group for a refusal to take part. Sympathetic and considerate support to be provided to all participants. THERE IS NO COMPULSION TO COMPLETE THE ACTIVITY.

- Only approved sites to be used by instructor in line with their sign off/certificate
- Instructor must have full knowledge of site, all entry and exit points, any rip currents and safe areas

CLIENTS

- The minimum age for coasteering is 10 years
- The maximum age is based upon fitness and health.
- Clients should be asked about specific needs or health issues before the start of the activity. If the instructor has any concerns then the session should be locally modified or the Senior Instructor contacted for advice.

EQUIPMENT DURING SESSIONS

- All equipment should be checked by the instructor before the start of the activity.
- The instructor should check the personal equipment of the group
- Helmets and buoyancy aids to be worn at all times
- Only full length wetsuits allowed to be worn on session - instructor to physically check individuals' kit before starting session
- Shoes must be securely tied and have sturdy soles (wetsuit boots may be worn at instructor's discretion)

STAFF TO WEAR/CARRY	CLIENTS TO WEAR	ADDITIONAL SESSION KIT
Full length wetsuit study footwear Water helmet Buoyancy aid Water knife Throw bag around waist	Suitable wetsuit and shoes Medication to be given to instructor Water Helmet Buoyancy aid	All in Waterproof bag: Group First Aid kit Group shelter Warm top Group medication Mobile phone + emergency numbers Hot drinks (depending on weather/air temperature) emergency food.

BEFORE SESSIONS

It is the instructor's responsibility to ensure the following:

- Instructor to get full weather forecast and tide times for venue.
- All staff involved are well prepared and the equipment ready prior to the clients' arrival.
- The clients all sign the participation statement and any medical conditions are addressed.
- The trip runs smoothly and clients are well informed.
- The Event Manager/Senior Instructor is informed of any incidents, accidents or deviations from the procedures.

DURING SESSIONS

- The instructor must be happy to cancel or finish session early if the weather changes and the sea/site becomes unsafe
- The instructor should constantly be checking change in weather and water (waves/current)
- The instructor must be aware of any animals nearby (e.g. seals, jelly fish) - dynamic risk assessment should take place

AFTER SESSIONS

- After the clients have departed, make contact with the Event Manager
- Submit a written account of any issues within 12 hours of the session (medical or safety)
- At the end of each day the kit is to be returned to its correct store.
- Equipment is to be cleaned the correct way.
- Any lost kit must be reported immediately.
- Damaged kit must be reported and quarantined not to be used.

COASTEERING

COASTEERING OPERATING PROCEDURES

VENUE

- The venue must be within the remit of the instructor's award.
- Access must be within the easy reach of the capabilities of the clients

COASTEERING ACTIVITY STAFFING

COASTEERING

Minimum qualifications = WLA Play sign off + First Aid
Qualifying assistant = UKCC Level 1 or other coaching qualification with BCU 2* + First Aid

	Qualified Instructor (with accompanying adult)	Instructor + qualifying assistant	Qualified Instructor working in vicinity (shouting distance) of another qualified instructor
Outdoor – Adventurous remote environments	n/a	2:12	4:24

COASTEERING RISK ASSESSMENT

To be used in conjunction with the site specific risk assessments and weather risk assessment.

KEY RISK IDENTIFIED: LOCATION/SITE SPECIFIC RISKS

Actions to minimise risk:

- 1) On arrival at the venue, the instructor should identify initial risks and set safe areas for groups to change and wait safely.
- 2) On arrival, clients should be escorted wherever there are cliffs or a risk of falling into the water.
- 3) The water levels and tidal condition should be assessed and the session cancelled or altered if outside of the clients' or instructor's comfort zone. The weather report and tide times and heights should be available to help with required decision making.
- 4) On-going risk assessments should be made as the activity is initiated and underway to compensate for weather, client ability and water levels. Groups should be updated and briefed as the session progresses.
- 5) Clients are to be briefed of defined 'no go' and 'safe' zones around the coast and on entry to each new area.
- 6) Clients to be briefed before jumping and no jumps over 8 meters allowed at any time.
- 7) Other water users and members of the public should be assessed for additional risk posed to the group – boats, fishing and powered craft in particular.
- 8) The instructor should be aware of mobile communications within the operating area.
- 9) The instructor should be aware of the entry and exit points within the operating area.

KEY RISK IDENTIFIED: POOR SUPERVISION

Actions to minimise risk:

- 1) For ratio of instructor to students, please see operating procedures .
- 2) The instructor should position themselves so that they can control the activity at all times.
- 3) The lead instructor should brief any assistants and ensure they clearly understand their role at any given time. Don't assume competence of any accompanying adults.
- 4) The instructor should ensure that clients are supervised and remain safe at all times. This includes while changing, waiting and participating.
- 5) Clients leaving the activity for the bank should be supervised and in the care of a suitable adult or with over 18s until they are in an environment which is within the range of everyday risk. eg a road, footpath to car park etc. Clients with any injury or signs of illness should not be left unattended.

KEY RISK IDENTIFIED: CONDITION OF EQUIPMENT

Actions to minimise risk:

- 1) Safety equipment will be inspected, maintained and recorded on a monthly basis.
- 2) All equipment to have UIAA/BS approval and to be used in accordance with manufacturers' recommendations.
- 3) Encourage clients to undertake checks of equipment as they use it.
- 4) All equipment to be numbered and concerns or wear reported to the Event Manager/Senior Instructor
- 5) Visual equipment checks to be made at the beginning of every session
- 6) Clients to be encouraged to report any concerns/misuse of equipment.

KEY RISK IDENTIFIED: DROWNING

Actions to minimise risk:

- 1) All participants must wear correctly fitted buoyancy aids when in and around the water, including when on the shoreline and beach.
- 2) The instructor should directly engage the group by setting tasks and activities that keep clients within a safe distance of the instructor.
- 3) The instructor should define activity boundaries with the clients and challenge those who leave these areas.
- 4) The instructor should use clear instructions ensuring the clients understand. If using hand signals, they should be discussed before use.
- 5) The instructor should be aware of the swimming capability of each client.
- 6) The effect of the tide and the individuals swimming ability should be considered throughout the activity and the activity modified to ensure safe practice.

KEY RISK IDENTIFIED: RISK OF INJURY FROM A FALL WHILE SCRAMBLING

Actions to minimise risk:

- 1) Ensure that the 'line' undertaken is direct as possible and discourage deviations.
- 2) Ensure that there is a clear line to deep water under proposed scrambling routes
- 3) Staff and/or second to spot scrambling spots.

KEY RISK IDENTIFIED: INJURY FROM HITTING HEAD ON ROCKS OR FROM FALLING OBJECTS

Actions to minimise risk:

1. All staff and clients to wear helmets at all times.
2. No objects to be thrown into the water.
3. Staff to ensure that clients are in 'safe' zones while others scramble above
4. Staff to ensure the water is clear of swimmers before group jumping into water

KEY RISK IDENTIFIED: SOFT TISSUE INJURY - ABRASIONS, BRUISES, AND SPRAINS

Actions to minimise risk:

- 1) Instructor must "warm-up" group at session start,
- 2) Clients should be assessed and taught the effective swimming techniques early in session.
- 3) Clients should be assessed and taught the correct way of entering shallow water
- 4) Clients should be made aware of any specific dangers under the water.
- 5) Clients should be made aware of the risks of wearing rings and jewellery, and be asked to remove both the start of the session
- 6) Clients should be warned of the risk of slipping on wet rocks and encouraged to maintain space and avoid incidents.
- 7) Water entry points to be selected for ease of access to minimise slips/falls.
- 8) Clients are to be shown how to use the movement of the water to gain entry to and from the water without causing damage to their hands.
- 9) Clients are to be shown how to defensively swim and use their feet to push away from rocks.
- 10) Routes are to be selected to minimise the chance of rock and barnacle damage in swell.
- 11) Long sleeve and legged wetsuits to be worn to protect from irritate from contact with jellyfish, rocks and barnacles.

KEY RISK IDENTIFIED: MINOR BREAKS AND SPINAL DAMAGE

Actions to minimise risk:

- 1) Feet first/deep entry jumps are only to be undertaken where the instructor has specific knowledge of the depth of the water and the layout of rocks.
- 2) Clients should be shown a safe way of jumping feet first into the water
- 3) All jumps must be feet entry and there are to be no flips or somersaults of any sort.
- 4) Clients should be made aware of any specific dangers under the water and set target areas for their jumps.
- 5) No jumps over 8 meters allowed.

KEY RISK IDENTIFIED: RISK OF INJURY TO STAFF (and additional associated risk to clients)

Actions to minimise risk:

- 1) Staff to wear the same safety equipment as group.
- 2) No additional risks to be taken during the session including larger jumps and personal playing other than demonstration.

KEY RISK IDENTIFIED: WILDLIFE ENCOUNTERS

Actions to minimise risk:

- 1) All activities are to be conducted in sheltered waters within 10m of the shoreline or set of rocks.
- 2) Staff and clients to stay clear of wildlife and not engage with them.
- 3) Groups should stay clear of long seaweed that may entrap clients.
- 4) Groups should stay clear of sensitive areas that may get damaged during the activity or that are used for breeding.
- 5) Long sleeved and legged wetsuits to be worn to protect from irritation from contact with jellyfish or other marine life.

KEY RISK IDENTIFIED: DAMAGE TO EQUIPMENT

Actions to minimise risk:

- 1) Clients instructed in the correct use and reduced impact on equipment,
- 2) Strictly no smoking during activities
- 3) All equipment use to be logged.

KEY RISK IDENTIFIED: ENVIRONMENTAL INJURY

Actions to minimise risk:

- 1) Weather – Clients are to be informed of, and equipped against, the possible effects of the sun, cold and rain, mainly considering wetsuits and sun cream. In cooler weather the instructor should “warm-up” group at session start,
- 2) Infection risk – Clients are encouraged to wash hands at the end of session and before lunch
- 3) Anxiety stress – Provision of clear activity information must be given to all participants. The instructor to instil a culture of challenge by choice with no compulsion or consequence from within the group for a refusal to take part. Sympathetic and considerate support to be provided to all participants. THERE IS NO COMPULSION TO COMPLETE THE ACTIVITY.

DUKE OF EDINBURGH'S AWARD EXPEDITIONS

OPERATING PROCEDURES

None written

ACTIVITY STAFFING

DofE – WALKING			
Minimum qualifications = Walking Instructor Award + First Aid Qualifying assistant = n/a			
	Qualified Instructor (working alone) Training	Qualified Instructor (working alone) Practice/assessment	Two qualified Instructors (working together) Assessment
Bronze	1:8	1:8	2:24
Silver	1:8	1:8	2:24
Gold	1:8	1:8	2:24

DofE – CANOEING			
	Minimum qualification		Qualifying assistant
Canal	UKCC Level 2 + First Aid		UKCC Level 1 with BCU 2* + First Aid
Grade 1 water	UKCC Level 2 with BCU 4* instructor + First Aid		UKCC Level 1 with 3* or other coaching qualification with BCU 4* instructor + First Aid
Grade 2 (with sections of portageable 3)	UKCC Level 2 with BCU 4* instructor + First Aid		UKCC Level 1 with 3* or other coaching qualification with BCU 4* instructor + First Aid
	Qualified Instructor (working alone) Training	Qualified Instructor (working alone) Practice	Qualified Instructor Assessment
Canal	1:8	1:8	1:8 or 2:24 + adult
Grade 1 water	1:8 + bank support	1:8 + bank support	1:8 + bank support or 2:16 with 2 vehicles
Grade 2 (with sections of portageable 3)	1:8 + 2* second	1:8 + 2* second	1:8 + 2* second or 2:16 with 2 vehicles

RISK ASSESSMENT

To be used in conjunction with the site specific risk assessments and weather risk assessment.

KEY RISK IDENTIFIED: LOCATION/SITE SPECIFIC RISKS

Actions to minimise risk:

- 1) The group should identify the initial risks from the maps and plan a safe route before the activity starts.
- 2) Routes will be checked by the instructor and approved for group use.
- 3) Groups should only be taken into areas within which they have the training and skills to succeed. Extra supervision should be provided if young people are to enter areas outside of their normal comfort and ability zones.
- 4) Access and emergency evacuation points should be identified in advance and risk assessed for their accessibility by the chosen transportation type and the safety of the young person's whilst awaiting for pickup.
- 5) The risk assessment should be followed by all staff. It is the job of the lead instructor to share the information contained in the risk assessment with any supporting adults.
- 6) Staff to be aware of mobile reception in the area.

KEY RISK IDENTIFIED: POOR SUPERVISION

Actions to minimise risk:

- 1) Ratio of instructor to students. Max 1:7 (or 1:8 for canoe or tandem modes of transport)
- 2) Each walking group should have one 'supervising adult' on the ground at any one time.
- 3) All staff should have be qualified in line with the D of E policy and schools policy.
- 4) Groups to remain close together and accompanied by a member of staff unless trained to a level where they can be expected to navigate a section alone. In this case the instructor should monitor progress and location throughout.
- 5) A staff member should meet/monitor teams regularly throughout the day
- 6) A staff member should meet the team at specific points that may suggest additional risk to the groups' safety
- 7) Supervising staff should have the mobile contact details of at least one of the group members.

KEY RISK IDENTIFIED: LACK OF ADEQUATE EQUIPMENT

Actions to minimise risk:

- 1) The instructor is responsible for providing adequate first aid equipment and for carrying an appropriate safety kit. including spare food, emergency rations, waterproof clothing etc,
- 2) The instructor is responsible for checking the personal equipment of people on expedition. Footwear, clothing and food/drink, should be appropriate to the activity.
- 3) The instructor should encourage the group to adopt the correct level of clothing as determined by the environment throughout the session. The focus should be on staying warm dry and safe at all times.

KEY RISK IDENTIFIED: SEPARATED GROUP MEMBERS

Actions to minimise risk:

- 1) The groups must remain together unless an emergency plan has been put into operation in which case....
- 2) Participants should never be in a groups of less than 3 and should equip themselves with adequate kit before splitting the group. Tent, Trangia clothes food etc.
- 3) In the event of a missing group member the group should contact their supervisor immediately

KEY RISK IDENTIFIED: RISK OF INJURY TO STUDENT RESULTING IN IMMOBILISATION

Actions to minimise risk:

- 1) Instructor to control behaviour and activities to as to minimise chance of injury
- 2) While alone participants should be made aware of the additional risk of treating an injury 'in the wild' and encouraged to take steps to risk assess and prevent foreseeable injury.
- 3) Instructor to be aware of any medical situations/histories for each individual in advance and to check planned activity against the resulting information. The supervisor should check that participants have the required medication/support with them. Supervision may be increased if a real threat is posed to an individual.

- 4) Bag weight should be amended if it is deemed that the proposed weight to be carried poses a risk to the individual.
- 5) Instructor to carry appropriate equipment to manage any immobilisation incident that may occur. (Emergency kit)
- 6) Transport to be available throughout the expedition to pick up students who may wish to drop out of the venture.

KEY RISK IDENTIFIED: RISK TO STAFF (causing additional associated risk to students)

Actions to minimise risk:

- 1) Staff to wear appropriate equipment, as expected to equipment as group.
- 2) Staff to evaluate their fitness to lead before the session
- 3) Staff members not to take any additional risks during the day.
- 4) For groups in wild country an additional 'adult' staff member should be available. Where groups have received training a second adult working with another group in the area will be acceptable as long as mobile coverage allows.
- 5) Staff members should never go into a tent with a student
- 6) Unless an emergency staff members should not carry students into their own vehicle

KEY RISK IDENTIFIED: SOFT TISSUE INJURIES

Actions to minimise risk:

- 1) Instructor to ensure that any bag/carried weight is appropriate to strength/body weight of participant.
- 2) Participants are to be shown how to correctly fit the rucksack to their body so as to distribute weight.
- 3) Participants made aware of methods to prevent and minimise effect of blisters.
- 4) Suitable footwear to be worn. Students to be shown correct foot placement were appropriate.
- 5) Group to be warned of risks from brambles and barbed wire and suitable route around ground cover to be selected.
- 6) Staff and groups to be aware of the risk of ticks and suitable clothing to be worn in identified areas.

KEY RISK IDENTIFIED: INTERFERENCE FROM EXTERNAL PEOPLE/ANIMALS

Actions to minimise risk:

- 1) Instructor to assess the risks posed during the day from external people/Animals
- 2) Participants will be instructed and taught not to take advice or accept items or lifts from strangers
- 3) In the case if a threat participants will be instructed to contact the emergency contact/supervisor.
- 4) Groups are to stay together at all times and be encouraged to look out for each other welfare,
- 5) Where public campsites are to be used, a supervisor will monitor the group overnight and be available should there be problems with other campers/public.
- 6) Groups should stay away from wild/farm animals and minimise the risk of them being approached by not feeding them.

KEY RISK IDENTIFIED: ROAD TRAFFIC ACCIDENT

Actions to minimise risk:

- 1) Transportation will be provided in accordance of the school groups policies.
- 2) Seatbelts must be worn at all times and groups instructed to do so.
- 3) Bags and equipment must be packed sensibly into the bus and should not block the exit or move around during journey.
- 4) Drivers will hold a minimum of D1 on their licence and ensure that they are covered by adequate insurance
- 5) No undue risks should be taken and drivers should be aware that in many cases they are taking a large vehicle into small country roads and be aware of the limitations and size of the vehicle.

KEY RISK IDENTIFIED: BEING HIT BY A VEHICLE

Actions to minimise risk:

- 1) Walking routes should use as little road as possible. Where a road is to be used it should be a minor road only.
- 2) Start and End points should provide enough space for groups to wait and setup away from passing traffic.
- 3) Groups must be taught to minimise the risk of walking on the road... staying single file and on the correct side for the type and nature of the road at the given point.
- 4) Groups should be aware of methods of crossing busier roads
- 5) If there is a predicable risk from a road then a supervisor should position themselves at this point on the route.
- 6) Groups should be dropped off and picked up in suitable locations with off road parking.

KEY RISK IDENTIFIED: BURNS**Actions to minimise risk:**

- 1) Groups are to be taught how to use stoves safely and encouraged to keep fuel at a safe distance at all times
- 2) Stove handles should always be present and should be checked before expedition departure,
- 3) All cooking must be done away from the tents
- 4) Groups should always be supervised cooking their food.
- 5) Participants should understand the risk associated with ground/tent fires and from spillages of hot water/meth's if knocking over their stove.
- 6) No open fires are to be allowed.

Education on the risks of smoking around tents and equipment will be given to all participants

KEY RISK IDENTIFIED: POOR COMMUNICATIONS/LACK OF INFORMATION**Actions to minimise risk:**

- 1) Supervisors will carry an information pack at all times – this will include telephone numbers of all supervisors
- 2) They must have the medical information for their group to hand at all times
- 3) The overall instructor will carry the information for every participant and supervisor on the trip.
- 4) Each member of staff and each walking group must have a mobile phone.
- 5) Supervisor's must share information on other groups that may not be their direct responsibility
- 6) A home contact will be allocated to aid communication in event of an emergency.

KEY RISK IDENTIFIED: WEATHER/ENVIRONMENTAL INJURIES**Actions to minimise risk:**

- 1) Students are to be informed of, and adequately equipped against, the possible effects of the sun, cold and rain
Instructor to take steps to encourage the use of sun cream, sunhats and hats and gloves as appropriate.
Instructor to be aware of weather report for the activity period
- 2) Infection risk – Students are encouraged to wash hands at the end of the session and before lunch.
Instructor to ensure all water is treated if acquired from a non-drinking water source.
- 3) Anxiety stress – Provision of clear activity information to all participants. The instructor to instil a culture of challenge by choice with no compulsion or consequence from within the group for a refusal to take part. Sympathetic and considerate support to be provided to all participants. THERE IS NO COMPULSION TO COMPLETE THE ACTIVITY.

GORGE WALKING RISK ASSESSMENT**OPERATING PROCEDURES****VENUE**

- The venue must be within the remit of the instructor's award.
- Access must be within the easy reach of the capabilities of the clients
- Only approved sites to be used by instructor in line with their sign off/certificate
- Instructor must have full knowledge of whole site and all available access points
- Instructor must have full knowledge of concordat agreement and follow it.

CLIENTS

- The minimum age for gorge walking is 10 years
- The maximum age is based upon fitness and health.
- Clients should be asked about specific needs or health issues before the start of the activity. If the instructor has any concerns then the session should be locally modified or the Event Manager/Senior Instructor contacted for advice.

EQUIPMENT DURING SESSIONS

- All equipment should be checked by the instructor before the start of the activity
- The instructor should check the personal equipment of the group
- Helmets and buoyancy aids to be worn at all times
- Only full length wetsuits allowed to be worn on session - instructor to physically check individuals' kit before starting session
- Shoes must be securely tied and have sturdy soles

STAFF TO WEAR/CARRY	CLIENTS TO WEAR	ADDITIONAL SESSION KIT
Full length wetsuit study footwear Water helmet Buoyancy aid Water knife Throw bag worn around waist	Suitable wetsuit and shoes Medication to be given to instructor Water Helmet Buoyancy aid	All in Waterproof bag: Group First Aid kit Group shelter Warm top Group medication Mobile phone + emergency numbers Concordat map Hot drinks (depending on weather/air temperature) Emergency food

BEFORE SESSIONS

It is the instructor's responsibility to ensure the following:

- Instructors to gain full weather forecast for venue and water catchment area.
- All staff involved are well prepared and the equipment ready prior to the clients' arrival.
- The clients all sign the participation statement and any medical conditions are addressed.
- The session runs smoothly and clients are well informed.
- The Event Manager/Senior Instructor is informed of any incidents, accidents or deviations from the procedures.

DURING SESSIONS

- Instructor must be happy to cancel or finish session early if the weather changes or the water levels rise.
- Instructor should be constantly checking changes in weather and water.
- Instructor must be aware of other groups that may affect the safety of their group

AFTER SESSIONS

- After the clients have departed, make contact with the Event Manager/Senior Instructor
- Submit a written account of any issues within 12 hours of the session (medical or safety)
- At the end of each day the kit is to be returned to its correct store.
- Equipment is to be cleaned the correct way.
- Any lost kit must be reported immediately.
- Damaged kit must be reported and quarantined not to be used.

ACTIVITY STAFFING

GORGE WALKING

Minimum qualifications = WLA Play sign off + First Aid
Qualifying assistant = UKCC Level 1 or other coaching qualification with BCU 2* + First Aid

	Qualified Instructor (with accompanying adult)	Instructor + qualifying assistant	Qualified Instructor working in vicinity (shouting distance) of another qualified instructor
Outdoor – Adventurous remote environments	n/a	2:12	4:24

RISK ASSESSMENT

To be used in conjunction with the site specific risk assessments and weather risk assessment.

KEY RISK IDENTIFIED: LOCATION/SITE SPECIFIC RISKS

Actions to minimise risk:

- 1) On arrival at the venue the instructor should identify initial risks and set safe areas for groups to change and wait.
- 2) The speed and water level should be assessed and the session cancelled or altered if outside of the clients' or instructor's comfort zone
- 3) On-going risk assessments should be made as the activity is initiated and underway to compensate for weather, client ability and water levels. Groups should be updated and briefed as the session progresses.
- 4) Clients are to be briefed of defined 'no go' and 'safe' zones around the gorge and on entry to each new area.
- 5) Other water users and members of the public should be assessed for additional risk posed to the group.
- 6) The instructor should be aware of mobile communications within the operating area.
- 7) The instructor should be aware of the entry and exit points within the operating area.

KEY RISK IDENTIFIED: POOR SUPERVISION

Actions to minimise risk:

- 1) For ratio of instructor to students, please see operating procedures
- 2) The instructor should position themselves so that they can control the activity at all times.
- 3) The lead instructor should brief any assistants and ensure they clearly understand their role at any given time. Don't assume competence of any accompanying adults.
- 4) The instructor should ensure that clients are supervised and remain safe at all times. This includes while changing, waiting and participating.
- 5) Clients leaving the activity for the bank should be supervised at all times

KEY RISK IDENTIFIED: CONDITION OF EQUIPMENT

Actions to minimise risk:

- 1) Safety equipment will be inspected, maintained and recorded on a monthly basis.
- 2) All equipment to have UIAA/BS approval and to be used in accordance with manufacturers' recommendations.
- 3) Encourage clients to undertake checks of equipment as they use it.
- 4) All equipment to be numbered and concerns or wear reported to the Event Manager/Senior Instructor
- 5) Visual equipment checks to be made at the beginning of every session

KEY RISK IDENTIFIED: DROWNING

Actions to minimise risk:

- 1) All participants should wear correctly fitted buoyancy aids when in and around the gorge, including when on the banks around gorge/water.
- 2) The instructor should directly engage the group by setting tasks and activities that keep clients within a safe distance of the instructor.

- 3) The instructor should define activity boundaries with the clients and challenge those who leave the area.
- 4) The instructor should use clear instructions ensuring the clients understand. If using hand signals, they should be discussed before use.
- 5) The instructor should be aware of the swimming capability of each client.

KEY RISK IDENTIFIED: RISK OF INJURY FROM A FALL WHILE SCRAMBLING

Actions to minimise risk:

- 1) Ensure that the 'line' undertaken is direct as possible and discourage deviations.
- 2) Staff and second to spot scrambling spots.

KEY RISK IDENTIFIED: INJURY FROM FALLING OBJECTS

Actions to minimise risk:

1. All staff and clients to wear helmets while around the site.
2. No objects to be thrown.
3. Clients should be trained to respond to "below" command.
4. Staff to ensure that clients are in 'safe' zones while others scramble above

KEY RISK IDENTIFIED: SOFT TISSUE INJURY

Actions to minimise risk:

- 1) Instructor must "warm-up" group at session start,
- 2) Clients should be assessed and taught the correct swimming techniques early in session.
- 3) Clients should be assessed and taught the correct way of entering shallow water
- 4) Clients should be made aware of any specific dangers under the water.
- 5) Clients should be made aware of the risks of wearing rings and jewellery, and be asked to remove both the start of the session
- 6) Clients should be warned of the risk of slipping on wet rocks and encouraged to maintain space to avoid incidents
- 7) Water entry points to be selected for ease of access to minimise slips/falls.

KEY RISK IDENTIFIED: MINOR BREAKS AND SPINAL DAMAGE

Actions to minimise risk:

- 1) Feet first/deep entry jumps are only to be undertaken where the instructor has specific knowledge of the depth of the water and the layout of rocks.
- 2) Clients should be shown a safe way of jumping feet first into the water
- 3) All jumps must be feet first entry and there are to be no flips or somersaults of any sort.
- 4) Clients should be made aware of any specific dangers under the water and set target areas for their jumps.
- 5) No jumps over 8 meters to be taken by client or instructor

KEY RISK IDENTIFIED: ABRASIONS, BRUISES, SPRAINS, MINOR BRAKES

Actions to minimise risk:

- 1) Clients should be made aware of specific dangers at the start of the session or the start of a particular section of the gorge.
- 2) Clients should be assessed and taught the correct way of entering shallow water
- 3) Clients should be made aware of any specific dangers under the water.
- 4) Clients should be warned of the risk of slipping on wet rocks and encouraged to maintain space and avoid incidents by stopping or pushing away.
- 5) Water entry points to be selected for ease of access to minimise trips/falls.

KEY RISK IDENTIFIED: RISK OF INJURY TO STAFF (and additional associated risk to clients)

Actions to minimise risk:

- 1) Staff to wear the same safety equipment as group.
- 2) No additional risks to be taken during the session including larger jumps and personal playing other than demonstration.
- 3) Staff to ensure that clients are in 'safe' zones while they are setting up or checking areas.

- 4) If the group are unknown, or deemed at risk to be left alone, another adult should be present to supervise clients.

KEY RISK IDENTIFIED: DAMAGE TO EQUIPMENT

Actions to minimise risk:

- 1) Clients instructed in the correct use and care of equipment
- 2) Strictly no smoking during activities
- 3) All equipment use to be logged.

KEY RISK IDENTIFIED: ENVIRONMENTAL INJURY

Actions to minimise risk:

- 1) Weather – Clients are to be informed of, and equipped against, the possible effects of the sun, cold and rain, specifically by using wetsuits and sun cream. In cooler weather the instructor should “warm-up” group at session start
- 2) Infection risk – Clients are encouraged to wash hands at the end of session and before lunch
- 3) Anxiety stress – Provision of clear activity information must be given to all participants. The instructor to instil a culture of challenge by choice with no compulsion or consequence from within the group for a refusal to take part. Sympathetic and considerate support to be provided to all participants. THERE IS NO COMPULSION TO COMPLETE THE ACTIVITY.

KAYAKING

OPERATING PROCEDURES – Flat Water

VENUE

- The venue must be within the remit of the instructor’s award.
- Access must be within the easy reach of the capabilities of the clients
- Previously used /well researched by instructor

CLIENTS

- The minimum age for kayaking and canoeing is 8 years (it is preferable not to have a group full of 8 year olds)
- The maximum age is based upon fitness and health.
- Clients should be asked about specific needs or health issues before the start of the activity. If the instructor has any concerns then the session should be locally modified or the Senior Instructor contacted for advice.

EQUIPMENT DURING SESSIONS

- All equipment should be checked by the instructor before the start of the activity.
- The instructor should check the personal equipment of the group
- Helmets are to be available and worn as and when appropriate for the session activity

STAFF TO WEAR/CARRY	CLIENTS TO WEAR/CARRY	ADDITIONAL SESSION KIT
Warm water clothing Kayaking helmet Buoyancy aid Spray deck Water + food Medication Watch Mobile phone + numbers	Suitable clothing and shoes Water + food Medication	Provider approved canoes, paddles, helmets, decks and Buoyancy aids Group First aid kit Group shelter Spare clothing Spare paddles Hot drinks and food. Waterproof bags
	DESIRABLE	
	Windproof top	

BEFORE SESSIONS - It is the instructor’s responsibility to ensure the following:

- All staff involved are well prepared and the equipment ready prior to the clients’ arrival.
- The clients all sign the participation statement and any medical conditions are addressed.
- The session runs smoothly and clients are well informed.
- The Event Manager/Senior Instructor is informed of any incidents, accidents or deviations from the procedures.

AFTER SESSIONS

- After the clients have departed, make contact with the Event Manager/Senior Instructor
- Submit a written account of any issues within 12 hours of the session (medical or safety)
- At the end of each day the kit is to be returned to its correct store.
- Equipment is to be cleaned the correct way.
- Any lost kit must be reported immediately.
- Damaged kit must be reported and quarantined not to be used.

ACTIVITY STAFFING – Flat Water

KAYAKING – Flat Water			
Qualifying assistant = UKCC Level 1 or other coaching qualification with BCU 2* + First Aid			
	Qualified Instructor (with accompanying adult)	Instructor + qualifying assistant	Qualified Instructor working in vicinity (shouting distance) of another qualified instructor
Outdoor – Less Adventurous Environments	1:8 including adult	2:12	n/a

OPERATING PROCEDURES – Moving Water

VENUE

- The venue must be within the remit of the instructor's award
- Access must be within the easy reach of the capabilities of the clients
- Previously used /well researched by instructor

CLIENTS

- The minimum age for kayaking and canoeing is 8 years (it is preferable not to have a group full of 8 year olds)
- The maximum age is based upon fitness and health.
- Clients should be asked about specific needs or health issues before the start of the activity. If the instructor has any concerns then the session should be locally modified or the qualified instructor contacted for advice.

EQUIPMENT DURING SESSIONS

- All equipment should be checked by the instructor before the start of the activity.
- The instructor should check the personal equipment of the group
- Helmets are to be worn at all times on moving water.

STAFF TO WEAR/CARRY	CLIENTS TO WEAR/CARRY	ADDITIONAL SESSION KIT
Warm water clothing	Suitable clothing and shoes	Provider approved kayaks, paddles,
Kayaking helmet	Medication	Spray Decks
Buoyancy aid	Buoyancy aid	Group First aid kit
Spray decks	Water helmet	Group shelter
Water + food	DESIRABLE	Map + compass
Medication	Wetsuits and cags	Spare clothing
Watch		Spare paddle
Mobile phone + numbers		Hot drinks and food.
		Waterproof bags

BEFORE SESSIONS

It is the instructor's responsibility to ensure the following:

- All staff involved are well prepared and the equipment ready prior to the clients' arrival.
- The clients all sign the participation statement and any medical conditions are addressed.
- The session runs smoothly and clients are well informed.
- The Event Manager/Senior Instructor is informed of any incidents, accidents or deviations from the procedures.

AFTER SESSIONS

- After the clients have departed, make contact with the Event Manager/Senior Instructor
- Submit a written account of any issues within 12 hours of the session (medical or safety)
- At the end of each day the kit is to be returned to its correct store.
- Equipment is to be cleaned the correct way.
- Any lost kit must be reported immediately.
- Damaged kit must be reported and quarantined not to be used.

OPERATING PROCEDURES – Moving Water

KAYAKING – Moving Water				
	Minimum qualification		Qualifying assistant	
Grade 1 water	UKCC Level 2 with BCU 4* instructor + First Aid		UKCC Level 1 with 3* or other coaching qualification with BCU 4* instructor + First Aid	
Grade 2/3 water	UKCC Level 2 with BCU 4* instructor + First Aid		UKCC Level 1 with 3* or other coaching qualification with BCU 4* instructor + First Aid	
	Qualified Instructor (working alone)	Qualified Instructor (with accompanying adult)	Instructor + qualifying assistant	Qualified Instructor working in vicinity (shouting distance) of another qualified instructor
Outdoor – Grade 2/3 water	n/a	n/a	2:8	n/a
Outdoor – Grade 1 water	1:6 (syllabus led specific training 16+ only)	1:6	2:10	n/a

RISK ASSESSMENT

To be used in conjunction with the site specific risk assessments and weather risk assessment.

KEY RISK IDENTIFIED: LOCATION/SITE SPECIFIC RISKS

Actions to minimise risk:

- 1) On arrival at the venue, the instructor should identify initial risks and set safe areas for groups to change and wait.
- 2) The speed and water type should be assessed and the session cancelled or altered if outside of the client's or instructor's comfort zone
- 3) A full site risk assessment should be made as the activity is set up and the group briefed as soon as possible
- 4) Clients are to be briefed of defined 'no go' and 'safe' zones around the water.
- 5) Other water users and members of the public should be assessed for additional risk posed to the group.
- 6) The instructor should be aware of mobile communications within the operating area.
- 7) The instructor should be aware of entry and exit points within the operating area.

KEY RISK IDENTIFIED: POOR SUPERVISION

Actions to minimise risk:

- 1) For ratio of instructor to students, please see operating procedures
- 2) The instructor should position themselves so that they can control the activity at all times.
- 3) The lead instructor should brief any assistants and ensure they clearly understand their role at any given time. Don't assume competence of any accompanying adults.
- 4) The instructor should ensure that clients are supervised and remain safe at all times. This includes while changing, waiting and participating.
- 5) Clients leaving the activity for the bank should be supervised at all times

KEY RISK IDENTIFIED: DROWNING

Actions to minimise risk:

- 1) All participants should wear correctly fitted buoyancy aids when around the water, including when on the banks around water.

- 2) All clients must be made aware of a correct capsizing procedure and be clear of any instructions that may be given to them while in the water.
- 3) Kayaks should be correctly fitted to the clients to enable easy access and exit.
- 4) The instructor should direct the group by setting tasks and activities that keep clients within a safe distance of the instructor.
- 5) The instructor should define activity boundaries with the clients and challenge those who leave the area.
- 6) The instructor should use clear instructions ensuring the clients understand. If using hand signals, they should be discussed before use.
- 7) The instructor should be aware of the swimming capability of each client.
Clients who wish to get wet or practise a capsize should be given the opportunity to do so in an environment deemed low risk by the instructor. Clients should be requested not to purposefully capsize and should be challenged if they do so.

KEY RISK IDENTIFIED: SOFT TISSUE INJURY

Actions to minimise risk:

- 1) Instructor must "warm-up" group at session start, focussing especially on shoulder back and neck.
- 2) Clients should be assessed and taught the correct paddling techniques early in session.
- 3) No rings or hooped earrings are to be worn. Other items of jewellery are only to be worn under clothing.
- 4) Clients should be taught to lift boats correctly. Smaller framed clients should work in pairs to move boats.
- 5) Boats should be lifted onto trailers by two people. Clients should not be expected to lift kayaks above their head height.
- 6) Clients should be shown how to empty boats in a way that minimises the weights being lifted.
- 7) Clients should be warned of the risk of being hit by the nose of a boat and/or paddle and encouraged to maintain space and avoid incidents by ducking, stopping or pushing away. This includes hands being trapped between boats, being hit by a paddle or hit in the side by a boat.
- 8) Splashing activities are to be carefully supervised and clients to be told when this activity is appropriate.
- 9) Correct capsizing procedure should be taught so as to minimise the risk of bruising and scrapes while exiting the kayak.

KEY RISK IDENTIFIED: RISK OF INJURY TO STAFF (and additional associated risk to students)

Actions to minimise risk:

- 3) Staff to wear the same safety equipment as group.
- 4) No additional risks to be taken during the session including seal launches and personal playing other than demonstration.

KEY RISK IDENTIFIED: HYPOTHERMIA

Actions to minimise risk:

1. Appropriate clothing to suit the activity and weather to be checked before session.
2. Constant assessment of the weather conditions and condition of group should be undertaken and the session modified if required.
3. The session should be designed to include high energy activity to maintain warmth.
4. Planned wet activities should be correct placed in the session so that clients remain dry and warm for the majority of the session.
5. The instructor is to carry spare clothing, group shelter and warm drink.

KEY RISK IDENTIFIED: CONDITION OF EQUIPMENT

Actions to minimise risk:

- 1) The instructor is responsible for checking the equipment before and after the session.
- 2) Damaged equipment causing a safety concern must not be used until repaired.
- 3) The Senior Instructor will carry out regular checks of equipment and will record this in the equipment log book.
- 4) All safety equipment to have UIAA/BS approval and to be used in accordance with manufacturers' recommendations.
- 5) Clients will be encouraged to undertake checks of equipment as they use it.
- 6) All equipment to be numbered and concerns, wear and repairs reported to the Event Manager/Senior Instructor

- 7) Clients to be encouraged to report any concerns/misuse of equipment.
- 8) Kayaks should be fitted with buoyancy.

KEY RISK IDENTIFIED: DAMAGE TO EQUIPMENT

Actions to minimise risk:

- 1) Students instructed in the correct use so as to reduce wear on equipment.
- 2) Strictly no smoking during activities or while wearing safety equipment.
- 3) All equipment is to be stored in a secure/tamper-proof environment while not in use.
- 4) Water entry points to be selected to minimise wear on the equipment.

KEY RISK IDENTIFIED: ENVIRONMENTAL INJURY

Actions to minimise risk:

- 1) Weather – Students are to be informed of, and equipped against, the possible effects of the sun, cold and rain.
- 2) Infection risk – Students are encouraged to wash hands at the end of session and before lunch.
- 3) Anxiety stress – Provision of clear activity information to all participants. The instructor to instil a culture of challenge by choice with no compulsion or consequence from within the group for a refusal to take part. Sympathetic and considerate support to be provided to all participants. THERE IS NO COMPULSION TO COMPLETE THE ACTIVITY.

OPERATING PROCEDURES

VENUE

- The venue must be within the remit of the instructor's award.
- Mountain walking is determined by being over 600m above sea level.
- Summer conditions are determined by there being no snow on the ground.
- Within the capabilities of the clients.
- Previously used /well researched by instructor

CLIENTS

- The minimum age for mountain walking is 10 years (it is preferable not to have a group full of 10 year olds)
- The maximum age is based upon fitness and health.
- Clients should be asked about specific needs or health issues before the start of the activity. If the instructor has any concerns then the session should be locally modified or the Senior Instructor contacted for advice.

EQUIPMENT DURING SESSIONS

- All equipment should be checked by the instructor before the start of the activity.
- The instructor should check the personal equipment of the group

STAFF TO WEAR/CARRY	CLIENTS TO WEAR/CARRY	ADDITIONAL SESSION KIT
Well-fitting boots Warm clothing Water + food waterproofs Medication Watch Mobile phone + numbers	Walking boots Water + food Medication Warm top waterproof	First aid kit Group shelter Map + compass Spare clothing Hot drink and spare food
	DESIRABLE	
	Hat + gloves Sun cream etc	

BEFORE SESSION

It is the instructor's responsibility to ensure the following:

- All staff involved are well prepared and the equipment ready prior to the clients' arrival.
- The clients all sign the participation statement and any medical conditions are addressed.
- The session runs smoothly and clients are well informed.
- The Senior Instructor is informed of any incidents, accidents or deviations from the procedures.

AFTER SESSION

- After the clients have departed, make contact with the Event Manager/Senior Instructor
- Submit a written account of any issues within 12 hours of the session (medical or safety)
- At the end of each day the kit is to be returned to its correct store.
- Bikes are to be cleaned the correct way.
- Any lost kit must be reported immediately.
- Damaged kit must be reported and where possible you should repair it or help repair it.

ACTIVITY STAFFING

HILL WALKING (under 600m, less than 3k from road)

Minimum qualifications = Walking Instructor Award + First Aid
Qualifying assistant = ML/BEL/WGL trained with group experience + First Aid

	Qualified Instructor (working alone)	Qualified Instructor (with accompanying adult)	Instructor + qualifying assistant	Qualified Instructor working with another qualified instructor
Outdoor – Less adventurous environments	1:8	1:12 + adult	2:16	1:12

MOUNTAIN WALKING (over 600m)

Minimum qualifications = Walking Instructor Award + First Aid
Qualifying assistant = ML trained or other coaching qualification with mountain experience + First Aid.

	Qualified Instructor (working alone)	Qualified Instructor (with accompanying adult)	Instructor + qualifying assistant	Qualified Instructor working with another qualified instructor
Outdoor – adventurous remote environments	n/a	1:8 + adult	2:12 + adult	1:10
Outdoor – Less adventurous environments	1:8	1:12 + adult	2:16	1:12

RISK ASSESSMENT

To be used in conjunction with the site specific risk assessments and weather risk assessment.

KEY RISK IDENTIFIED: LOCATION/SITE SPECIFIC RISKS

Actions to minimise risk:

- 1) The instructor should identify the initial risks from maps and plan a safe route before the activity starts
- 2) The risk assessment should be followed by all staff. It is the job of the lead instructor to share the information contained in the risk assessment with any supporting adults.
- 3) Groups should only be taken into areas within which they have the training and skills to succeed. Extra supervision should be provided if people are to enter areas outside of their comfort and ability zones.
- 4) Access and emergency evacuation points should be identified in advance and risk assessed for their accessibility by the chosen transport type and the safety of the young people whilst alighting and awaiting pickup.
- 5) Staff to be aware of mobile reception in the area.

KEY RISK IDENTIFIED: POOR SUPERVISION

Actions to minimise risk:

- 1) For ratio of instructor to students, please see operating procedures
- 2) An additional adult member of staff should accompany each walking group.
- 3) Beginners and member of the public should be assessed for additional risk posed to the group.

KEY RISK IDENTIFIED: LACK OF ADEQUATE EQUIPMENT

Actions to minimise risk:

- 1) The instructor is responsible for providing adequate first aid equipment and for carrying an appropriate safety kit, including spare food, clothing, shelter and rope (as appropriate)
- 2) The instructor is responsible for checking the personal equipment of people on the hill. Footwear, clothing and food/drink should be appropriate to the activity.
- 3) The instructor should encourage the group to adopt the correct level of clothing as determined by the environment throughout the session.

KEY RISK IDENTIFIED: SEPARATED GROUP MEMBERS

Actions to minimise risk:

- 1) The instructor should ensure they are aware of group size throughout activity
- 2) Group management systems to be used throughout the activity including the use of buddy and back marker systems as appropriate.
- 3) Groups to remain close together and accompanied by a member of staff unless trained to a level where they can be expected to navigate a section alone. In this case the instructor should monitor progress and location throughout.

KEY RISK IDENTIFIED: RISK OF INJURY TO STUDENT RESULTING IN IMMOBILISATION

Actions to minimise risk:

- 1) Instructor to control behaviour and activities so as to minimise chance of injury
- 2) Instructor to be aware of any medical situations/histories for each individual and to check planned activity against the resulting information. Amend session outcomes as required.
- 3) Instructor to carry appropriate equipment to manage any immobilisation Incident that may occur. (Emergency kit)
- 4) If the group is to be separated and the second given charge of part of the group, the two groups must remain within the ratios of the operating procedure.

KEY RISK IDENTIFIED: RISK OF INJURY TO STAFF (additional associated risk to students)

Actions to minimise risk:

- 1) Staff to wear the same safety equipment as group.
- 2) Staff to evaluate their fitness to lead before the session
- 3) Staff members not to take any additional risks during the day.
- 4) Second 'adult' staff member to accompany group. Where groups have received training a second adult working with another group in the area will be acceptable as long as mobile coverage allows.

KEY RISK IDENTIFIED: SOFT TISSUE INJURIES

Actions to minimise risk:

- 1) Instructor to establish a "warm-up" pace at start of session.
- 2) Instructor to choose routes suitable for ability and age.
- 3) Instructor to ensure that any bag/carried weight is appropriate to strength/body weight.
- 4) Suitable footwear to be worn. Students to be shown correct foot placement where appropriate.
- 5) Group to be warned of risks from brambles and barbed wire and suitable routes around ground cover to be selected.
- 6) Staff and groups to be aware of the risk of ticks and suitable clothing to be worn in identified areas.

KEY RISK IDENTIFIED: ENVIRONMENTAL INJURIES

Actions to minimise risk:

- 1) Weather – Students are to be informed of, and equipped against, the possible effects of the sun, cold and rain
- 2) Instructor to take steps to encourage the use of sun cream, sunhats and hats and gloves as appropriate.
- 3) Instructor to be aware of weather report for the activity period
- 4) Infection risk – Students are encouraged to wash hands at the end of the session and before lunch
- 5) Instructor to ensure all water is treated if acquired from a non-drinking water source.
- 6) Anxiety stress – Provision of clear activity information to all participants. The instructor to instil a culture of challenge by choice with no compulsion or consequence from within the group for a refusal to take part. Sympathetic and considerate support to be provided to all participants. THERE IS NO COMPULSION TO COMPLETE THE ACTIVITY.

OFF ROAD CYCLING ACTIVITIES

OPERATING PROCEDURES

VENUE

- The venue must be within the remit of the instructor's award
- Within the capabilities of the clients
- Previously used /well researched by instructor

CLIENTS

- The minimum age for mountain biking is 6 years (it is preferable not to have a group full of 6 year olds)
- The maximum age is based upon fitness and health.
- Clients should be asked about specific needs or health issues before the start of the activity. If the instructor has any concerns then the session should be locally modified or the lead instructor contacted for advice.

EQUIPMENT DURING SESSIONS

- All equipment should be checked by the instructor before the start of the activity.
- The instructor should check the personal equipment of the group

STAFF TO WEAR/CARRY	CLIENTS TO WEAR/CARRY	ADDITIONAL SESSION KIT
Well-fitting shoes Cycle helmet Water + food Glasses Medication Watch Mobile phone + numbers	Well-fitting shoes Cycle helmet Water + food Medication	First aid kit Group shelter Bike pump Spare inter tubes Map + compass Bike maintenance tools Spare clothing
	DESIRABLE	
	Gloves Glasses	

PRIOR TO SESSION - it is the instructor's responsibility to ensure the following:

- All staff involved must be well prepared and the equipment ready prior to the clients' arrival.
- The clients all sign the participation statement and any medical conditions are addressed.
- The session runs smoothly and clients are well informed.
- The Event Manager/Senior Instructor is informed of any incidents, accidents or deviations from the procedures.
- Maintaining line of sight on the trip whenever possible - if this is broken it must be maintained as soon as possible.

AFTER SESSIONS

- After the clients have departed, make contact with the Event Manager/Senior Instructor
- Submit a written account of any issues within 12 hours of the session (medical or safety)
- At the end of each day the kit is to be returned to its correct store.
- Bikes are to be cleaned the correct way.
- Any lost kit must be reported immediately.
- Damaged kit must be reported and where possible you should repair it or help repair it.

ACTIVITY STAFFING

MOUNTAIN BIKING (under 600m)				
Minimum qualification = Trail Cycle Instructor + First Aid Qualifying assistant = TCL training or other coaching qualification with biking experience + First Aid				
	Qualified Instructor (working alone)	Qualified Instructor (with accompanying adult)	Instructor + qualifying assistant	Qualified Instructor working in vicinity (shouting distance) of another qualified instructor
Outdoor – Mountain biking	n/a	1:8 + adult	2:10 + adult	n/a
Outdoor – Trail cycling	1:8	1:10 + adult	2:12 + adult	2:20 + adult

RISK ASSESSMENT

To be used in conjunction with the site specific risk assessments and weather risk assessment.

KEY RISK IDENTIFIED: LOCATION/SITE SPECIFIC RISKS

Actions to minimise risk:

- 1) The instructor should identify the initial risks from maps and plan a safe route before the activity starts
- 2) The risk assessment should be followed by all staff. It is the job of the lead instructor to share the information contained in the risk assessment with any supporting adults.
- 3) Groups should only be taken into areas within which they have the training and skills to succeed. Extra supervision should be provided if the participants are to enter areas outside of their comfort and ability zones.
- 4) Access and emergency evacuation points should be identified in advance and risk assessed for their accessibility by the chosen transport type and the safety of the young people while alighting and awaiting pickup.
- 5) Staff to be aware of mobile reception in the area.

KEY RISK IDENTIFIED: POOR SUPERVISION

Actions to minimise risk:

- 1) For ratio of instructor to students, please see operating procedures
- 2) Beginners and members of the public should be assessed for additional risk posed to the group.
- 3) The instructor should control the group at all times and once deemed appropriate can set obvious meeting points as identified by geographical/navigational features (eg on uphill sections)

KEY RISK IDENTIFIED: INCORRECT EQUIPMENT/EQUIPMENT FAILURE

Actions to minimise risk:

- 7) The instructor is responsible for providing adequate first aid equipment and for carrying an appropriate safety kit including spare food, clothing, shelter, tools and pump.
- 8) The instructor is responsible for checking the personal equipment of the clients. Footwear, clothing and food/drink should be appropriate to the activity.
- 9) The instructor should encourage the group to adopt the correct level of clothing as determined by the environment throughout the session. (waterproofs)
- 10) Cycle helmets are to be provided and correctly fitted to the clients. Personal helmets should be checked for date, quality mark, fit, condition and suitability before being used.
- 11) Mountain bikes are to be fitted to each client. Seats, brakes and handlebars are to be adjusted to meet individual needs.
- 12) Bikes are to be checked by instructor as issued to clients.
- 13) Bikes are to be regularly inspected by the company for wear that may cause a danger while being used.
- 14) Bikes will be serviced appropriately in accordance with the amount of use they receive.

KEY RISK IDENTIFIED: SEPARATED GROUP MEMBERS

Actions to minimise risk:

- 1) The instructor should ensure they are aware of group size throughout activity
- 2) Group management systems to be used throughout the activity including the use of buddy and back marker systems as appropriate.
- 3) Groups to remain close together and accompanied by a member of staff unless trained to a level where they can be expected to navigate a section alone. In this case the instructor should monitor progress and location throughout.
- 4) If separated, clients are to be instructed to remain in location for 10 minutes before returning to the last known stopping point (only if they are confident of finding this). The instructor will secure group and find the separated client.

KEY RISK IDENTIFIED: RISK OF INJURY TO STUDENT/EQUIPMENT RESULTING IN IMMOBILISATION

Actions to minimise risk:

- 1) Instructor to control behaviour and activities so as to minimise chance of injury.
- 2) Cycle helmet to be worn at all times during the activity.
- 3) Activities are to be planned to match the clients' capabilities
- 4) A warm up activity should be run to assess capabilities and to introduce tasks
- 5) Group to be warned of risks from surfaces, brambles, roots and taught how to select a route.
- 6) Instructor to be aware of any medical situations/histories for each individual and to check planned activity against the resulting information. Amend session outcomes as required.
- 7) Instructor to carry appropriate equipment to manage any medical immobilisation Incident that may occur. (First aid and group emergency kit)
- 8) Instructor to carry appropriate equipment to manage any bike immobilisation Incident that may occur. (Repair/tool kit)
- 9) Instructor to repair the bike at trackside and if not possible look to swap bike with the client or plan a suitable evacuation.
- 10) If the group is to be separated and the second given charge of part of the group, the two groups must remain within the ratios of the operating procedure.

KEY RISK IDENTIFIED: RISK OF INJURY TO STAFF (additional associated risk to students)

Actions to minimise risk:

- 1) Staff to wear the same safety equipment as group.
- 2) Staff to evaluate their fitness to lead before the session
- 3) Staff members not to take any additional risks during the day.

KEY RISK IDENTIFIED: SOFT TISSUE INJURIES

Actions to minimise risk:

- 1) Instructor to establish a "warm-up" pace at start of session.
- 2) Instructor to choose routes suitable for ability and age.
- 3) Long sleeves and trousers are to be worn during the activity.
- 4) The wearing of protective eye wear is to be encouraged during the activity.
- 5) Gloves are desirable during the activity and are to be included on client equipment lists
- 6) Instructor to ensure that any bag/carried weight is appropriate to strength/body weight.
- 7) Suitable footwear to be worn. Clients to be shown correct foot placement where appropriate.

KEY RISK IDENTIFIED: ENVIRONMENTAL INJURIES

Actions to minimise risk:

- 4) Weather – Students are to be informed of, and equipped against, the possible effects of the sun, cold and rain
- 5) Instructor to take steps to encourage the use of sun cream, sunhats and hats and gloves as appropriate.
- 6) Instructor to be aware of weather report for the activity period
- 7) Infection risk – Students are encouraged to wash hands at the end of the session and before lunch
- 8) Instructor to ensure all water is treated if acquired from non-drinking water source.

- 9) Anxiety stress – Provision of clear activity information to all participants. The instructor to instil a culture of challenge by choice with no compulsion or consequence from within the group for a refusal to take part. Sympathetic and considerate support to be provided to all participants. THERE IS NO COMPULSION TO COMPLETE THE ACTIVITY.

OPERATING PROCEDURES

VENUE

- The venue must be within the remit of the instructor's award.
- Bottom roped Single pitch climbing only to be undertaken on this operating procedure.
- Access must be within the easy reach of the capabilities of the clients
- Previously used /well researched by instructor

CLIENTS

- The minimum age for climbing is 6 years (it is preferable not to have a group full of 6 year olds)
- The maximum age is based upon fitness and health.
- Clients should be asked about specific needs or health issues before the start of the activity. If the instructor has any concerns then the session should be locally modified or the Senior Instructor contacted for advice.

EQUIPMENT DURING SESSIONS

- All equipment should be checked by the instructor before the start of the activity
- The group Instructor should check the personal equipment of the group

STAFF TO WEAR / CARRY	CLIENTS TO WEAR / CARRY	ADDITIONAL SESSION KIT
Well-fitting trainers or boots Climbing helmet Water + food Medication Watch Mobile phone + numbers	Well-fitting trainers or boots Water + food Medication	Provider approved Hardware, ropes and helmets and harnesses Group First aid kit Group shelter
	DESIRABLE	Map + compass
	Weather related equipment (waterproofs , sun cream etc)	Spare clothing Spare harness and helmet

BEFORE SESSIONS - it is the instructor's responsibility to ensure the following:

- All staff involved are well prepared and the equipment ready prior to the clients' arrival.
- The clients all sign the participation statement and any medical conditions are addressed.
- The session runs smoothly and clients are well informed.
- The Senior Instructor is informed of any incidents, accidents or deviations from the procedures.

AFTER SESSIONS

- After the clients have departed, make contact with the Senior Instructor/operations manager
- Submit a written account of any issues within 12 hours of the session (medical or safety)
- At the end of each day the kit is to be returned to its correct store.
- Equipment is to be cleaned the correct way.
- Any lost kit must be reported immediately.
- Damaged kit must be reported and quarantined not to be used.

CLIMBING				
Minimum qualification = Single Pitch Award + First Aid (If using Tidal Sea Craggs additional Sea cliff validation needed) Qualifying assistant = SPA trained or other coaching qualification with climbing experience + First Aid				
	Qualified Instructor (working alone)	Qualified Instructor (with accompanying adult)	Instructor + qualifying assistant	Qualified Instructor working in vicinity (shouting distance) of another qualified instructor
Outdoor – adventurous environments (plus anything top roped)	n/a	n/a	2:12 + adult	1:8
Outdoor – Less adventurous environments	1:8 (3 lines only)	1:12 (dynamic RA may allow 3 rd line)	2:12 + adult (4 lines)	1:12

RISK ASSESSMENT

To be used in conjunction with the site specific risk assessments and weather risk assessment.

KEY RISK IDENTIFIED: LOCATION/SITE SPECIFIC RISKS

Actions to minimise risk:

- 1) On arrival at the climbing site, the instructor should identify initial risks and set safe areas for groups to wait.
- 2) A full site risk assessment should be made as the activity is set up and the group briefed as soon as possible
- 3) Students to be briefed of defined 'no go' and 'safe' zones around climbing wall.
- 4) Other climbers and members of the public should be assessed for additional risk posed to the group.

KEY RISK IDENTIFIED: POOR SUPERVISION - Actions to minimise risk:

- 1) For ratio of instructor to students, please see operating procedures
- 2) Beginner groups should have a maximum instructor ratio of 1 instructor: 3 ropes
- 3) An additional adult member of staff should be present at the site for every 12 students.
- 4) Beginners, other climbers and members of the public should be assessed for additional risk posed to the group.

KEY RISK IDENTIFIED: CONDITION OF EQUIPMENT

Actions to minimise risk:

- 1) Instructor responsible for maintenance of climbing kit to undertake checking and recording procedure for all climbing equipment on a monthly basis.
- 2) All equipment to have UIAA/BS approval and to be used in accordance with manufacturers' recommendations.
- 3) Encourage students to undertake checks of equipment as they use it.
- 4) All equipment to be numbered and concerns or wear reported to the Event Manager/Senior Instructor
- 5) Visual equipment checks to be made at the beginning of every session
- 6) Students/clients to be encouraged to report any concerns/misuse of equipment.

KEY RISK IDENTIFIED: CLIMBING SETUP

Actions to minimise risk:

- 1) Climbs are to be set up in accordance with the SPA syllabus and expected good practice and procedures.
- 2) Climbs are to be set up with Secure anchors (If using gear placement minimum of 2) - anchors are to be assessed by instructor during set up.
- 3) No moving ropes are to be run over sharp edges
- 4) Area above climb to be cleared from loose debris
- 5) Multiple climbs are to be set up so that the instructor can ensure correct supervision at all times
- 6) All climbs are to be set up in the same way, either belayed from the bottom or top of the crag
- 7) Belay areas should be on level and secure ground, free from clutter.

KEY RISK IDENTIFIED: RISK OF INJURY FROM A FALL WHILE CLIMBING

Actions to minimise risk:

- 1) For ratio of instructor to students, please see operating procedures
- 2) The fitting of harnesses and helmets is to be checked by an instructor at start of session.
- 1) All climbs are to be assessed as suitable for the group's age, ability and experience.
- 2) All bouldering activities are to be closely supervised by the instructor with mats or spotters in place.
- 3) All belay systems, including climber, to be checked by instructor before each climb
- 4) All inexperienced students are to be directly supervised while belaying.
- 5) Ensure that the 'line' undertaken is direct as possible and discourage deviations.
- 6) Ensure that belay rope is kept tight
- 7) A small number of experienced climbers (assessed by a qualified member of staff) may be allowed to deviate from this working procedure.

KEY RISK IDENTIFIED: TECHNICAL BELAY FAILURE

Actions to minimise risk:

- 1) Outdoor climbing is only to be run by National Governing Body qualified staff in an agreed safe working practice (ie. company operating procedures, risk assessments and the SPA syllabus)
- 2) Lowering to take place with the supervision of instructor and with 2 students on the rope for inexperienced belayers.
- 3) All student belayers to be supervised with back-up on live rope if inexperienced.
- 4) Instructor to check that all belay devices are loaded correctly.
- 5) Dynamic belay devices must be used.

KEY RISK IDENTIFIED: RISK OF INJURY TO STAFF (and additional associated risk to students)

Actions to minimise risk:

- 1) Staff to wear the same safety equipment as group.
- 2) While belaying and setting up at the top of climbs, staff to be secured at all times
- 3) Staff to be belayed when giving a demonstration and while climbing to belay point at top of abseil.
- 4) Staff to ensure that students are in 'safe' zones while they are setting up.
- 5) If the group are unknown, or deemed at risk to be left alone, another adult should be present to supervise students.
- 6) Instructors having to undertake climbs in order to set up the climbing activity should do so in a careful and controlled manner. They should not attempt climbs that they feel uncertain about. Instructors must secure themselves and take precautionary safety measures at all times. No soloing.

KEY RISK IDENTIFIED: INJURY FROM FALLING OBJECTS

Actions to minimise risk:

1. All staff, visitors and students to wear helmets while around the site.
2. No objects to be thrown.
3. All equipment and personnel to be secured at top of wall.
4. Students should trained to respond to "below" command.
5. Staff to ensure that students are in 'safe' zones while setting up.
6. All loose items to be removed and shoes secured before climbing
7. Students to remove loose items from pockets before climbing
8. Area above climb to be cleared from loose debris during setup

KEY RISK IDENTIFIED: SOFT TISSUE INJURY

Actions to minimise risk:

- 1) Instructor to "warm-up" group at session start
- 2) Instructor only to choose routes suitable for ability and age
- 3) Appropriate clothing and footwear to be worn.
- 4) No rings or hooped earrings are to be worn
- 5) Other items of jewellery are only to be worn under clothing. (Metal watches, bangles and bracelets must be covered by secure clothing)

KEY RISK IDENTIFIED: DAMAGE TO EQUIPMENT

Actions to minimise risk:

- 1) Students instructed in the correct use and reduced impact on equipment (e.g. not standing on ropes)
- 2) Strictly no smoking during climbing activities
- 3) Ropes to be checked after a fall.
- 4) All equipment use to be logged.
- 5) All equipment is to be stored in a secure/tamper-proof environment and ropes to be stored out of reach while not in use
- 6) Climbs are to be set up to minimise rope wear on the rock

KEY RISK IDENTIFIED: ENVIRONMENTAL INJURY

Actions to minimise risk:

- 1) Weather – Students are to be informed of, and equipped against, the possible effects of the sun, cold and rain
- 2) Infection risk – Students are encouraged to wash hands at the end of session and before lunch
- 3) Anxiety stress – Provision of clear activity information to all participants. The instructor to instil a culture of challenge by choice with no compulsion or consequence from within the group for a refusal to take part. Sympathetic and considerate support to be provided to all participants. THERE IS NO COMPULSION TO COMPLETE THE ACTIVITY.

VENUE

- The venue must have a safe flat area for building rafts.
- Water must be flat or very slow moving so that that no paddling ability is required by clients to maintain position.
- Access and egress points must be walk -able without any drop into the water.
- Previously used /well researched by instructor

CLIENTS

- The minimum age for raft building is 8 years. This due to the design and build nature of the activity, younger persons may participate if proven capabilities or training has been acquired.
- The maximum age is based upon fitness and health.
- Clients should be asked about specific needs or health issues before the start of the activity. If the instructor has any concerns then the session should be locally modified or the Senior Instructor contacted for advice.

EQUIPMENT DURING SESSIONS

- All equipment should be checked by the qualified instructor before the start of the activity.
- The instructor should check the personal equipment of the group
- Buoyancy aids are to be worn while working within 10m of the water edge, or as appropriate for the session activity

STAFF TO WEAR/CARRY	CLIENTS TO WEAR/CARRY	ADDITIONAL SESSION KIT
Warm water clothing	Suitable clothing and shoes	Provider approved kayaks, paddles, helmets, decks and buoyancy aids Group First aid kit Group shelter Spare clothing Spare paddles Hot drinks and food. Waterproof bags
Kayaking helmet	Medication	
Buoyancy aid	Water Helmet	
Water + food	Buoyancy Aid	
Medication	DESIRABLE	
Watch	Change of clothes	
Mobile phone + numbers	Windproof top	

BEFORE SESSIONS

It is the instructor's responsibility to ensure the following:

- Instructor to check weather forecast for venue prior to the start of the session
- All staff involved are well prepared and the equipment ready prior to the clients' arrival.
- The clients all sign the participation statement and any medical conditions are addressed.
- The session runs smoothly and clients are well informed.
- The Event Manager/Senior Instructor is informed of any incidents, accidents or deviations from the procedures.

AFTER SESSIONS

- After the clients have departed, make contact with the Event Manager/Senior Instructor
- Submit a written account of any issues within 12 hours of the session (medical or safety)
- At the end of each day the kit is to be returned to its correct store.
- Equipment is to be cleaned the correct way.
- Any lost kit must be reported immediately.
- Damaged kit must be reported and quarantined not to be used.

RAFT BUILDING**OPERATING PROCEDURES****ACTIVITY STAFFING****RAFT BUILDING**

Qualifying assistant = WWSR with group experience + First Aid

	Qualified Instructors	Instructor + qualifying assistant	Qualified Instructor working in vicinity (shouting distance) of another qualified instructor
Outdoor – Less adventurous flat water only	1:12 + adult	2:12 + adult	2:20 + adult

RISK ASSESSMENT

To be used in conjunction with the site specific risk assessments and weather risk assessment.

KEY RISK IDENTIFIED: LOCATION/SITE SPECIFIC RISKS

Actions to minimise risk:

- 1) On arrival at the venue, the instructor should identify initial risks and set safe areas for groups to change and wait.
- 2) The speed and water type should be assessed and considered to enable the clients to maintain position with little or no paddling skills.
- 3) A full site risk assessment should be made as the activity is set up and the group briefed as soon as possible
- 4) Clients are to be briefed of defined 'no go' 'buoyancy zones' and 'safe' zones around the water.
- 5) Other water users and members of the public should be assessed for additional risk posed to the group.
- 6) The instructor should be aware of mobile communications within the operating area.
- 7) The instructor should assess the entry and exit point from the water.

KEY RISK IDENTIFIED: POOR SUPERVISION

Actions to minimise risk:

- 1) There must always be an adult on the bank throughout the activity.
- 2) For ratio of instructor to students, please see operating procedures
- 3) The instructor should position themselves so that they can control the activity at all times.
- 4) The instructor must be on the water in a suitable safety craft before the clients enter the water.
- 5) The qualified instructor should brief any assistants and ensure they clearly understand their role at any given time. Don't assume competence of any accompanying adults.
- 6) The instructor should ensure that clients are supervised and remain safe at all times. This includes while changing, waiting and participating.

KEY RISK IDENTIFIED: DROWNING

Actions to minimise risk:

- 1) An instructor will be present on the water in a suitable craft at all times when clients are on their rafts.
- 2) All participants should wear correctly fitted buoyancy aids when around the water, including when on the banks around water. This includes non-participating adults
- 3) Clients should be briefed on what to do if they find themselves in the water.
- 4) All clients should be dissuaded from entering the water on purpose.
- 5) Rafts should be checked by the instructor before entering the water to minimise the chance of the breaking up.
- 6) The instructor should define activity boundaries with the clients and challenge those who leave the area.
- 7) The instructor should be aware of the swimming capability of each client.
- 8) Clients who wish to get wet should be given the opportunity to do so in an environment and in the numbers deemed low risk by the instructor. As this is not part of the activity the instructor should not feel they must offer this.

KEY RISK IDENTIFIED: SOFT TISSUE INJURY

Actions to minimise risk:

- 1) Instructor must "warm-up" group at session start, focussing especially on shoulders, back and neck.
- 2) Clients should be shown a correct paddling technique.
- 3) Items of jewellery are only to be worn under clothing. No rings or hooped earrings.
- 4) Clients should be warned of risk of trapping fingers between raft parts
- 5) Clients should be shown how to tighten lashings without the chance of rope burn or trapping fingers
- 6) Clients should be taught to lifting the raft correctly with 4 people.

- 7) Splashing activities are to be carefully supervised and clients to be told when this activity is appropriate.
- 8) Split or splintered timber should be assessed for risk before session starts.

KEY RISK IDENTIFIED: RISK OF INJURY TO STAFF (and additional associated risk to students)

Actions to minimise risk:

- 1) Staff to wear the same safety equipment as group.
- 2) No additional risks to be taken during the session including seal launches and personal playing other than demonstration.

KEY RISK IDENTIFIED: HYPOTHERMIA

Actions to minimise risk:

1. Appropriate clothing to suit the activity and weather to be checked before session.
2. Constant assessment of the weather conditions and condition of group should be undertaken and the session modified if required.
3. The session should be designed to include high energy activity to maintain warmth.
4. The instructor is to carry spare clothing, group shelter and warm drink.

KEY RISK IDENTIFIED: CONDITION OF EQUIPMENT

Actions to minimise risk:

- 1) The instructor is responsible for checking the equipment before and after the session.
- 2) Damaged, splintered or split equipment causing a safety concern must not be used until repaired.
- 3) The Senior Instructor will carry out regular checks of equipment and will record this in the equipment log book.
- 4) All safety equipment to have UIAA/BS approval and to be used in accordance with manufacturers' recommendations.
- 5) Clients will be encouraged to undertake checks of equipment as they use it.
- 6) All equipment to be numbered and concerns, wear and repairs reported to the Event Manager/Senior Instructor
- 7) Clients to be encouraged to report any concerns/misuse of equipment.

KEY RISK IDENTIFIED: DAMAGE TO EQUIPMENT

Actions to minimise risk:

- 1) Students instructed in the correct use so as to reduce wear on equipment.
- 2) Strictly no smoking during activities or while wearing safety equipment.
- 3) All equipment is to be stored in a secure/tamper-proof environment while not in use
- 4) Water entry and exit points to be selected to minimise wear on the equipment.

KEY RISK IDENTIFIED: ENVIRONMENTAL INJURY

Actions to minimise risk:

- 1) Weather – Students are to be informed of, and equipped against, the possible effects of the sun, cold and rain
- 2) Infection risk – Students are encouraged to wash hands at the end of session and before lunch
- 3) Anxiety stress – Provision of clear activity information to all participants. The instructor to instil a culture of challenge by choice with no compulsion or consequence from within the group for a refusal to take part. Sympathetic and considerate support to be provided to all participants. THERE IS NO COMPULSION TO COMPLETE THE ACTIVITY.

SURVIVAL ACTIVITIES - MIXED ACTIVITY SESSIONS

OPERATING PROCEDURES

VENUE

- The venue must be a suitable open, flat space
- Access must be easy and suitable for all clients
- Venue to be agreed by the Event Manager/Senior Instructor

CLIENTS

- The minimum age for survival activities is 7 years old (year 3).
- The maximum age is based upon fitness and health.
- Clients should be asked about specific needs or health issues before the start of the activity. If the instructor has any concerns then the session should be locally modified or the Event Manager/Senior Instructor contacted for advice.

EQUIPMENT DURING SESSIONS

- All equipment should be checked by the instructor before the start of the activity.
- The instructor should check the personal clothing of the group - preferably outdoor clothing that is not flammable
- Appropriate, covered footwear must be worn

STAFF TO WEAR / CARRY	CLIENTS TO WEAR / CARRY	ADDITIONAL SESSION KIT
Well fitting trainers or boots Water + food Medication Watch Mobile phone + numbers	Well fitting trainers or boots Appropriate clothing Medication	Group First Aid kit Group shelter Boundary tape + pegs Fire bucket Fire steels Activity cards
	DESIRABLE	
	Weather related equipment (waterproofs, sun cream etc)	

BEFORE SESSIONS

It is the instructor's responsibility to ensure the following:

- All staff involved are well prepared and the equipment ready prior to the clients' arrival.
- The clients all sign the participation statement and any medical conditions are addressed.
- The session runs smoothly and clients are well informed.
- The Event Manager/Senior Instructor is informed of any incidents, accidents or deviations from the procedures.
- Sessions are only to be run in line with School Camp sign off and any specific activity cards

DURING SESSIONS

- The instructor must never leave a group unsupervised while a fire is lit – don't assume competence of any accompanying adults
- Tools and equipment should never be left unattended or with an unsupervised group
- The instructor should be aware of the group's ability to listen and of any clients becoming restless/disengaged

AFTER SESSIONS

- After the clients have departed, make contact with the Event Manager/Senior Instructor
- Submit a written account of any issues within 12 hours of the session (medical or safety)
- At the end of each day the kit is to be returned to its correct store.
- Equipment is to be cleaned the correct way.
- Any lost kit must be reported immediately.
- Damaged kit must be reported and quarantined not to be used.

ACTIVITY STAFFING

SURVIVAL ACTIVITIES

(Incl. Fire lighting, Cooking, Shelter Building and Problem Solving)

Minimum qualification = Internal sign offs + First Aid

Qualifying assistant = Internal sign offs + First Aid

	Qualified Instructor (working alone)	Qualified Instructor (with accompanying adult)	Instructor + qualifying assistant	Qualified Instructor working in vicinity (shouting distance) of another qualified instructor
Outdoor	1:8	1:12	1:16	2:24
Tool based activities	1:6	1:6	1:12	2:12

RISK ASSESSMENT

To be used in conjunction with the site specific risk assessments and weather risk assessment.

KEY RISK IDENTIFIED: LOCATION/SITE SPECIFIC RISKS

Actions to minimise risk:

- 1) A risk assessment of the venue will be made before the session, and should be consulted by any new staff to the area.
- 2) On arrival at the venue the instructor should identify and initial risks and set safe areas for groups to wait.
- 3) A further site risk assessment should be made as the activity progresses and the group briefed as appropriate.
- 4) Clients are to be briefed of defined 'no go' zones.
- 5) Other area users and members of the public should be assessed for additional risk posed to the group.
- 6) The instructor should be aware of mobile communications within the operating area.
- 7) The instructor should assess the emergency entry and exit points from the area being used.

KEY RISK IDENTIFIED: POOR SUPERVISION

Actions to minimise risk:

- 1) For ratio of instructor to students, please see operating procedures
- 2) The instructor should position themselves so that they can control the activity at all times.
- 3) The qualified instructor should brief any assistants and ensure they clearly understand their role at any given time. Don't assume competence of any accompanying adults.
- 4) The instructor should ensure that clients are supervised and remain safe at all times.

KEY RISK IDENTIFIED: BURNS AND SCALDS – FIRE BASED ACTIVITIES

Actions to minimise risk:

- 1) Fires will only be used in a controlled and static location.
- 2) A safety briefing should be provided by the instructor and no assumptions of knowledge should be made including:
 - a. Stepping over fires
 - b. Safe fireside seating positions
 - c. Flammable clothing
 - d. Which materials conduct heat and stay hot.
 - e. Which materials burn and how they burn.
 - f. What not to burn
- 3) Fires and participant conduct will be monitored at all times.
- 4) A maximum of 4 fires are permitted per instructor, and this number should only be allowed where all four are in clear view of the instructor.

- 5) The fires must be small enough to extinguish by foot and should not contain twigs larger than an Ikea pencil (pencil width and no longer than the palm of a hand). Participants should collect and add no more than a handful of twigs.
- 6) The poking of fires (for enjoyment rather than for control) is not to be permitted. Sticks must not be removed from the fire.
- 7) Boundary tape should be set at a two metre radius from the fire to reduce the risk of flying sparks. Instructors are to ensure that all wood used is as dry as possible. The following woods should preferably NOT be burnt as they are more prone to sparks: Douglas Fir, Spruce, Larch, Sweet Chestnut, Horse Chestnut, Yew.

KEY RISK IDENTIFIED: ENVIRONMENTAL DAMAGE (FIRE)

Actions to minimise risk:

- 1) All fires will be conducted in a prepared environment to be determined by the location.
 - a. A cleared area
 - b. A metal fire plate
- 2) Sand, water or a fire extinguisher will be available
- 3) Fires will only be included in activities as part of an instructor-led activity.
- 4) All fires will be extinguished and double checked by the instructor before leaving the area.
- 5) Fire lighting equipment will only be issued at the time of the activity and will be collected and counted in by the instructor once fires are lit.

KEY RISK IDENTIFIED: SOFT TISSUE INJURY – ACTIVITIES IN FOREST ENVIRONMENTS

Actions to minimise risk:

- 1) Participants should be led through a risk assessment process by the instructor and encouraged to identify risk.
- 2) Gloves are to be used for the collection of materials and wood.
- 3) Running should not be permitted in wooded areas or where there is leaf cover restricting the view of the ground surface.
- 4) Items of jewellery are only to be worn under clothing.
- 5) Suitable clothing should be encouraged, long trousers and suitable footwear.

KEY RISK IDENTIFIED: CUTS – TOOL BASED ACTIVITIES

Actions to minimise risk:

- 1) Participants are to have instruction on the safe use of tools (knives/axes/saws):
 - a. How different materials cut
 - b. Direction of cuts
 - c. The capabilities of a knife vs a saw vs an axe
 - d. Sharp is safe!
- 2) A maximum number of 4 knives OR 1 axe OR 1 saw will be issued by the instructor at any one time.
- 3) Tools must never be passed unless the blade is covered (sheathed or folded).
- 4) There must be a designated area for tools during the session and a secure storage area without client access when not in use. Tools must be returned to the instructor after use and remain in a secure container. When not in use, tools should always have their blade covered (sheathed or folded).
- 5) Participants will not be permitted to move around with tools (activity should be static). There will be a defined area set out for using tools – crates for knife and saw use, tree stump or wooden block for axe use – marked in boundary tape with a two metre radius. When not using tools, participants must be seated behind the instructor.
- 6) All knives and saws will have a blade lock facility and tools will be suitable/designed for the intended use. (Not serrated unless for sawing)
- 7) Axes must never be swung and should only be used with a wooden mallet.

KEY RISK IDENTIFIED: EXPOSURE

Actions to minimise risk:

1. Appropriate clothing to suit the activity and weather to be checked before session.
2. Constant assessment of the weather conditions and condition of group should be undertaken and the session modified if required.
3. The session should be designed to include high energy activity to maintain warmth were required

4. The instructor is to carry spare clothing, group shelter for all sessions, and warm drink or stove in cooler months.

KEY RISK IDENTIFIED: POISONING/ILLNESS – FOOD BASED ACTIVITIES

Actions to minimise risk:

- 1) Participants will be educated to the risks of eating foods found in the wild.
- 2) All food to be consumed by the group will be supplied by the instructor and will be sourced from reliable source (shop, farm, company store) so as to ensure that there is no misidentification of edible matter.
- 3) Participants are to be encouraged to use alcohol gel to cleanse hands before eating.
- 4) Non tap water used in activities will be boiled or treated after careful consideration by the instructor.

KEY RISK IDENTIFIED: DAMAGE TO EQUIPMENT

Actions to minimise risk:

- 1) Students instructed in the correct use so as to reduce wear on equipment.
- 2) All equipment is to be stored in a secure/tamper-proof environment while not in use - especially tools, matches and flints.

KEY RISK IDENTIFIED: FALL FROM HAMMOCK

Actions to minimise risk:

1. Instructors will provide participants with adequate training regarding the safe hanging of hammocks from trees.
2. All hammocks would be checked by the instructor before loading/client use.
3. The hammocks will be maintained by the company to ensure material fatigue is adequately monitored
4. The ground underneath the hammock should be cleared of sharp materials

KEY RISK IDENTIFIED: ENVIRONMENTAL INJURY – WHILE WORKING OUTDOORS

Actions to minimise risk:

- 1) Weather – Students are to be informed of, and equipped against, the possible effects of the sun, cold and rain
- 2) Infection risk – Students are encouraged to wash hands at the end of session and before lunch
- 3) Anxiety stress – Provision of clear activity information to all participants. The instructor to instil a culture of challenge by choice with no compulsion or consequence from within the group for a refusal to take part. Sympathetic and considerate support to be provided to all participants. THERE IS NO COMPULSION TO COMPLETE THE ACTIVITY.

TEAM BUILDING TASKS/PERSONAL DEVELOPMENT ACTIVITIES RISK ASSESSMENT

OPERATING PROCEDURES

VENUE

- The venue must be a safe, flat area with easy access
- Previously used/well researched by instructor
- Approved by Event Manager/Senior Instructor

CLIENTS

- The minimum age for team building is 7 years.
- The maximum age is based upon fitness and health.
- Clients should be asked about specific needs or health issues before the start of the activity. If the instructor has any concerns then the session should be locally modified or the lead instructor contacted for advice.

EQUIPMENT DURING SESSIONS

- All equipment should be checked by the instructor before the start of the activity.
- The instructor should check the personal equipment of the group

STAFF TO WEAR / CARRY	CLIENTS TO WEAR / CARRY	ADDITIONAL SESSION KIT
Well fitting trainers or boots Water + food Medication Watch Mobile phone + numbers	Well fitting trainers or boots Appropriate clothing Medication	Group First Aid kit Group shelter Boundary tape + pegs Activity cards Team building kits
	DESIRABLE	
	Weather related equipment (waterproofs, sun cream etc)	

BEFORE SESSIONS

It is the instructor's responsibility to ensure the following:

- All staff involved are well prepared and the equipment ready prior to the clients' arrival.
- The clients all sign the participation statement and any medical conditions are addressed.
- The session runs smoothly and clients are well informed.
- The Event Manager/Senior Instructor is informed of any incidents, accidents or deviations from the procedures.

AFTER SESSIONS

- After the clients have departed, make contact with the Event Manager/Senior Instructor
- Submit a written account of any issues within 12 hours of the session (medical or safety)
- At the end of each day the kit is to be returned to its correct store.
- Equipment is to be cleaned the correct way.
- Any lost kit must be reported immediately.
- Damaged kit must be reported and quarantined not to be used.

ACTIVITY STAFFING

RISK ASSESSMENT

TEAMBUILDING

Minimum qualification = Internal sign offs + First Aid

Qualifying assistant = Internal sign offs + First Aid.

	Qualified Instructor (working alone)	Qualified Instructor (with accompanying adult)	Instructor + qualifying assistant	Qualified Instructor working in vicinity (shouting distance) of another qualified instructor
Outdoor	1:12	1:24 + adult	2:24	n/a
Indoor	1:12	1:24 + adult	2:24	n/a

*To be used in conjunction with company operating procedures, specific location risk assessments
& weather risk assessment*

School Camp Ltd staff are experienced in assessing risk on sight and the company adopts an ongoing/dynamic risk assessment process throughout our events. Due to the nature of the activities often being open ended tasks, this is particularly relevant in the case of team building activities.

On sight assessments will include (but are not limited to) slipping, tripping, eye height hazards, electricity, water hazards, clothing and weather. Risks identified will be managed through the way in which the activity is run and the instructions given to the group. For this reason it is important that participants listen and take part in the prescribed manner.

In order to back up the dynamic risk assessment process, the following control methods will be put in place.

KEY RISK IDENTIFIED: LOCATION/SITE SPECIFIC RISKS

Actions to minimise risk:

- 1) The Event Manager/Senior Instructor will inspect and identify the risks created by the environment before the activity starts
- 2) The Event Manager/Senior Instructor is to read this documents and share the information contained in the risk assessment with any supporting adults, and participants.
- 3) Groups should only be taken into new outdoor areas with a prior safety briefing. Extra supervision should be provided if people are to enter areas outside of their comfort and ability zones.
- 4) Boundaries and emergency evacuation points should be identified in advance.
- 5) Staff to be aware of mobile reception in the area.

KEY RISK IDENTIFIED: POOR SUPERVISION

Actions taken to minimise the risk

- 1) For ratio of instructor to students, please see operating procedures
- 2) When working in public areas, members of the public should be assessed for additional risk posed to the group. Participants should be encouraged to stay in groups. Wherever possible a private location will be used.
- 3) The instructor should control the group at all times, and once deemed appropriate can set obvious meeting points and a central base location.
- 4) A boundary will be set up in order to control the activities

KEY RISK IDENTIFIED: ENVIRONMENTAL INJURIES

Actions taken to minimise the risk

- 1) Weather – Students are to be informed of, and equipped against, the possible effects of the sun, cold and rain.
- 2) Instructor to take steps to encourage the use of sun cream, sunhats and hats and gloves as appropriate.
- 3) Infection risk – Students are encouraged to wash hands at the end of the session and before lunch
- 4) Anxiety stress – Provision of clear activity information to all participants. The instructor to instil a culture of challenge by choice with no compulsion or consequence from within the group for a refusal to take part. Sympathetic and considerate support to be provided to all participants.

SCENARIO SPECIFIC: BLINDFOLD ACTIVITIES

Actions taken to minimise the risk

- 1) Instructor to thoroughly check the area being used before activity takes place.
- 2) Instructors to nominate an instructor who is not blindfolded to take control of group when in a wide open clear area.
- 3) If the session is to take place in wooded area or similar then each blindfolded student will have an instructor who is not blindfolded. The instructor can vary these ratios depending on areas being used.
- 4) Confidence and trust is to be developed prior to any large scale blindfold activities are to be undertaken. If in doubt of the sensibility of the participants, the activity should be strictly controlled and fewer participants blindfolded at any one time.
- 5) No running is allowed during blindfold activities.
- 6) The instructor must monitor activities and step in if any blindfolded participant is being directed into danger.

SCENARIO SPECIFIC: PIONEERING ACTIVITIES

Actions taken to minimise the risk

- 1) A suitably experienced staff member must check all knots before any participant climbs on any structure built. Poorly tied/insecure knots must be altered or tightened before use. In the case of tall structures, guy ropes must be used to secure the structure immediately after erecting.
- 2) Helmets are to be worn during the manufacture of any large scale pioneering with timbers over 1.5 m in length.
- 3) Participants should be warned of the risk of rope burn, when tightening knots and be shown methods of holding ropes that reduce the chance of rope burn.
- 4) Participants must not create any bridge or rope suspended walkways more than 50 cm above the ground.

ACTIVITY SPECIFIC: SPIDERS WEB

Actions taken to minimise the risk

- 1) Instructors should ensure that the spider's web is set up on a soft outdoor surface (eg grass) or with safety matting.
- 2) The web should not be stretched tight thus enabling a participant to get suspended if they were to fall into the web.
- 3) No jumping or diving through the web is to be allowed
- 4) When being lifted through the higher gaps there must be least 2 students on either side to assist with the lift. One student needs to be nominated to look after the head of the student being passed through the web and the remaining participants and instructor should actively spot.
- 5) Students being passed through the web need to be passed through head first, facing upwards, as well as lowered to the ground in a controlled manner.

ACTIVITY SPECIFIC: SHEEP DOG

Actions taken to minimise the risk

- 1) The instructor needs to arrange a safe word with the group which will be used if student wearing blindfold needs to be stopped.
- 2) No running is allowed during this activity.
- 3) The instructor must monitor activities and step in if a blindfolded participant is being directed into danger.

ACTIVITY SPECIFIC: ISLAND HOPPING

Actions taken to minimise the risk

- 1) All equipment should be checked before use for splinters and splits in the wooden planks.
- 2) Participants are to be made aware of the risk of finger entrapment and that hands need to be well away from planks before they can be stood on.
- 3) Wooden planks to be moved slowly and group warned on the weight when holding objects away from their body. Safe lifting is to be actively promoted by the instructor
- 4) Instructor needs to be vigilant throughout the activity, to ensure students are watching out for each other, especially when the group are moving planks of wood.

ACTIVITY SPECIFIC: GUTTER BALL

Actions taken to minimise the risk

- 1) Participants must be made aware of the dangers of getting hit by each other and must not sword fight with the gutter lengths. The gutter is only to be used to travel the balls (or water if weather is appropriate) from A to B
- 2) The balls are only to be used for rolling down the gutter and must not be thrown, launched or flicked for risk of hitting another participant.

ACTIVITY SPECIFIC: WALKERS

Actions taken to minimise the risk

- 1) Group shown how to lift and move the walkers and warned about finger entrapments and planks swinging and hitting shins.

- 2) Planks are not to be lifted more than knee height or launched/thrown across the ground.

The risk assessment controls above can be used to run similar activities with similar equipment. All other activities provided in our team building and personal development days are to be assessed on sight and managed in a similar manner to those above.

WATER SPORTS ON CANALS

OPERATING PROCEDURES

REFER TO SPECIFIC ACTIVITY OPERATING PROCEDURES

ACTIVITY STAFFING

WATER SPORTS ON CANALS				
Minimum qualification = UKCC Level 2 + First Aid Qualifying assistant = UKCC Level 1 or other coaching qualification with BCU 2* + First Aid				
	Qualified Instructor (working alone)	Qualified Instructor (with accompanying adult)	Instructor + qualifying assistant	Qualified Instructor working in vicinity (shouting distance) of another qualified instructor
Canoeing	1:8 (syllabus led specific training 16+ only) (6 boats)	1:12 including adult (6 boats)	2:14 (8 boats)	n/a
DofE canoeing	1:8	1:8	1:8	2:24 + adult
Kayaking	1:8	1:8 including adult	2:12	n/a
Raft building	1:12 + adult	1:12 + adult	1:12	2:20 + adult

RISK ASSESSMENT

To be used in conjunction with the site specific risk assessments and weather risk assessment.

KEY RISK IDENTIFIED: ACCESS AND EGRESS POINTS

Actions to minimise risk:

- Access and egress points will be determined in advance by the company
- Where unapproved points are to be used then the instructor should complete a visual risk assessment prior to use by clients.
- Access and egress points will have safe minibus parking and boat loading points.
- Clients should exit the vehicle and unload boats on the pavement side of any road location.
- An adult spotter can always be used on the road.
- Buoyancy aids should be fitted before operating on the water's edge.
- The depth of the drop from the towpath to craft must be a simple step down, within the capabilities of the group.
- Mobile signal is desirable at access and egress points.

KEY RISK IDENTIFIED: OTHER USERS – TRAFFIC

Actions to minimise risk:

- Groups will be instructed in the waterways code
- Give way to larger vessels

- Show consideration to other users in similar craft
- Quiet canals are to be used for unaccompanied groups (DofE expeditions)

KEY RISK IDENTIFIED: DEEP WATER

Actions to minimise risk:

- Participants to be made aware of the risk of mud in the bottom of the canals and the chance of getting feet stuck.
- No vertical jumping into canals – under any circumstances
- All locks are to be portaged by participants – accompanied or unaccompanied
- Observation of the lock workings should be an organised, instructor-led activity
- Unaccompanied groups should be instructed to stay clear of lock
- Portage to be undertaken on the same side of the canal – no crossing of waterway above lock gates
- Buoyancy aids to be worn at all times

KEY RISK IDENTIFIED: PORTAGES

Actions to minimise risk:

- Groups will portage as a group and look after each other safety.
- Exit from the water will take place before the obstacle at a point with appropriate access to the towpath
- Re-entry to the water should be undertaken away from the obstacle with appropriate access to the water
- Unaccompanied groups must be taught how to spot appropriate points and how to enter and exit craft safety
- Trolleys are to be provided for longer portages (over 50m) and when groups are unaccompanied
- Equipment should be removed from the craft in order to reduce the weight of the craft during portages
- Portages will be carried out for ALL LOCKS, ALL BRIDGES with head clearance of less than 1m.

KEY RISK IDENTIFIED: TUNNELS

Actions to minimise risk:

- All tunnels must be inspected by the company before use.
- Tunnels must be on maintained sections of National Waterways
- Groups should have access to torches before entering tunnels
- Helmets must be worn in tunnels with head room of less than 2ft clearance
- Groups must remain together through the tunnel
- Constant communication from front to back of group should take place.
- Unaccompanied groups should be remotely supervised at tunnel entry and exit.

KEY RISK IDENTIFIED: BRIDGES

Actions to minimise risk:

- Participants should wear helmets for any bridge with a clearing of less than 2m
- Bridges with clearance of less than 1m must be portaged – it may be possible to float boats under the bridge, but participants must exit boats.
- Groups may paddle through automated bridges if opened by another canal user or waterways officer
- Visual inspection of bridges to take place before paddling underneath
- Checks for oncoming traffic to be undertaken before proceeding
- Unaccompanied groups should be taught how to undertake basic checks themselves.

KEY RISK IDENTIFIED: AQUEDUCTS

Actions to minimise risk:

- All clients must remain seated in their boat while crossing aqueducts.
- Under no circumstances should any one exit the craft on the aqueduct.
- Unaccompanied groups should be remotely supervised across aqueducts.