



Adventurous Activity Operating Procedures & Risk Assessments (v2)

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1	First Version	SP/RL	Nov 22	SP
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Document Purpose

The aim of this document is to provide easy access to all adventure risk assessments and operating procedures.

Document Updates

- Periodically led by the Operations Manager.
- As and when required by an identified risk or near miss.

Document Availability

- All staff and external persons.

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Adventurous Activity RA Operating Procedures

Weather

Risk Assessment		
<i>Weather Risk Assessment is to be used in conjunction with all Activity Risk Assessments and Site-Specific Risk Assessments. In addition, at times of "Extreme Weather" then the Extreme Weather Operating Policy and Procedure should also be consulted.</i>		
Risk Identified	Who	Risk Mitigation
Hot Weather Dehydration & Other Heat Related Injuries such as heat stroke and sun burn	All	<ul style="list-style-type: none"> - Instructors should be aware of the UV levels and understand that UV can have a harmful effect even when overcast. - The application of sun cream and use of a sun hat is actively encouraged. - Spare sun cream will be provided by the company. - Sun cream should be reapplied throughout the day as well as after water sport activities. - Equipment lists should state sun cream as an essential item for all events. - It is the responsibility of the instructor to check that all participants have a suitable volume of water before starting the activity.
Cold Weather Hypothermia	All	<ul style="list-style-type: none"> - Event/Activities should be evaluated for suitability based on expected/prevaling weather conditions. - High energy activities are encouraged in cold weather. - Participants should be correctly equipped and be carrying spare clothing. - Where possible routes and activities should be conducted in the sun and avoid wind. - It is the responsibility of the guide to enforce strong early discipline to stop the onset of hypothermia. - The instructor should be carrying additional clothing i.e., Insulated Jacket; Hats; Gloves and appropriate equipment to treat effects of hypothermia.
Heavy & Torrential Rain Hypothermia Flooding Paths Bridges Roads & Campsites Unusable.	All	<ul style="list-style-type: none"> - It is the responsibility of the instructor to alter and adapt sessions to limit time in the water if appropriate for the session. - Equipment lists should state waterproof jackets and pants as an essential item for all events. - It is the responsibility of the instructor to pre-empt wet weather and encourage the participants to get "suited up" early. - It is the responsibility of the instructor to find/provide shelter in extreme downpours. - It is the responsibility of the instructor to monitor flood risk and take ground saturation into consideration and adapt/change routes/activity where appropriate. - It is the responsibility of the instructor to monitor surface water and monitor footwear against the need to alter/cancel the planned event/activity.
Wind Effect of Windchill on Participants. Damage to Tents & Equipment.	All	<ul style="list-style-type: none"> - Instructors should remain vigilant to developing weather. - Waterproof or softshell clothing are to be worn to protect against wind.

Loss of Equipment Participants & Staff Blown Over		<ul style="list-style-type: none"> - The instructor should be aware of the extra effort required to counteract the effect of wind and modify/adapt the activity/event appropriately. - It is the responsibility of the instructor to check and assess the risk from local trees.
Storms/Lightning Lightning Static Discharge from Metallic Objects	All	<ul style="list-style-type: none"> - The instructor should reassure participants and discuss the actual risk vs the perceived risk. - In extreme weather, abandon the activity and seek shelter. - Water based activities should be abandoned and not resumed until 30 minutes following thunder or lightning. - Land based activities should be moved lower off high ground and into less exposed areas. - Stay away from lone trees. - Do not camp under or around trees.

Adventurous Activity RA Operating Procedures

Extreme Weather Policy

The Extreme Weather Policy is to be used in conjunction with the Encounter Adventure Weather Risk Assessment, and all Generic & Site-Specific Risk Assessments. A Weather Report should be captured daily and recorded for future reference.



<p>Extreme weather is expected. Red means you should act now to keep yourself and others safe from the impact of the weather. Widespread damage, travel and power disruption and risk to life is likely. You must avoid dangerous areas and follow the advice of the emergency services and local authorities.</p>	<p>There is an increased likelihood of bad weather affecting you, which could potentially disrupt your plans and possibly cause travel delays, road and rail closures, interruption to power and the potential risk to life and property. Amber means you need to be prepared to change your plans and protect you, your family and community from the impacts of the severe weather based on the forecast from the Met Office.</p>	<p>Severe weather is possible over the next few days and could affect you. Yellow means that you should plan to think about possible travel delays, or the disruption of your day-to-day activities. The Met Office is monitoring the developing weather situation and yellow means keep an eye on the latest forecast and be aware that the weather may change or worsen, leading to disruption of your plans in the next few days.</p>
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Hot Weather	Cold Weather & Reduced Daylight Hours
Fluids	
<ul style="list-style-type: none"> • It is essential at the beginning of each event that instructors check each group member has two full 1 litre water bottles. • Each group will be supplied with 4 litres of extra water so that they are able to top themselves up throughout the day in addition to regular top ups by instructors. • (Spare water does not add to weight it replaces weight.) 	<ul style="list-style-type: none"> • It is essential at the beginning of each event that instructors check each group member has two full 1 litre water bottles. • Consideration must be taken on whether it is necessary to carry a hot drink in a flask.

<ul style="list-style-type: none"> • There will be regular water refills at every opportunity these will be pre agreed by the group, so they know when to expect water. 	
<p>Routes & Distance <i>(In times of extreme weather there will be total flexibility in adjusting routes and distance in the interest of safety).</i></p>	
<ul style="list-style-type: none"> • It may be considered that routes across wild country where paths are not easily distinguishable might be rerouted onto clear well-defined paths to mitigate navigational error and therefore limits time in exposed areas. • It may be considered that groups can abandon times in exposed areas of wild country so that they do not spend too much time sat around. • Emergency escape routes must be agreed by groups and instructors. • Groups to take ample break times in areas of shade. • Shorten routes if needed (Possible (extend project time) • Consider earlier start times. (Please note this may mean an earlier start time for instructors) Where possible this may mean an earlier finish time) 	<ul style="list-style-type: none"> • It may be considered that routes across wild country where paths are not easily distinguishable might be rerouted onto clear well-defined paths to mitigate navigational error and therefore limits time in exposed areas. • It may be considered that groups can abandon times in exposed areas of wild country so that they do not spend too much time sat around. • Emergency escape routes must be agreed by groups and instructors. • Groups to take ample break times in areas of shelter. • Shorten routes if needed (Possible (extend project time) • Consider earlier start times. (Please note this may mean an earlier start time for instructors) Where possible this may mean an earlier finish time)
<p>Looking After Skin</p>	
<ul style="list-style-type: none"> • Sun Cream Each day (Quite often Schools are not allowed to give out sun cream • Encourage reapplying sun cream several times throughout the day. • Long sleeved sports top must be worn. • Long trousers must be worn. 	<ul style="list-style-type: none"> • Participants should always be encouraged to dress warmly. • Staff to reiterate the effects of hypothermia.
<p>No Hat, No Hill <i>(Particularly in times of extreme weather Untold Operations Ltd will contact the school prior to the expedition to highlight the importance of brining a hat).</i></p>	
<p><i>It will be the responsibility of School to purchase hats if necessary or take the student to a shop to purchase a hat. Where the school is not present and Encounter Adventure Staff has duty of care, then the participant must be taken to a shop to purchase a hat.</i></p>	
<ul style="list-style-type: none"> • Short Hair? Suggest wearing a t shirt under the hat to protect the neck. • Skin Fade? Ensure sun cream is applied on the back of the head and not just the neck. 	<ul style="list-style-type: none"> • All students must have a hat and gloves. • Untold Operations Ltd will carry a selection of spare hats in addition.
<p>Weight</p>	
<ul style="list-style-type: none"> • Consider Lighter Bags (Day Bags) (If removing tents, then groups must still carry one of the following: A tent outer or a storm shelter) 	<ul style="list-style-type: none"> • Participants will be advised prior to the expedition to bring a blanket/extra sleeping bag and bring extra layers. (These will not be additional weight and they will not have to carry these items). • There should be more emphasis on extra kit carried on “circular days” where not all equipment is carried. A kit signs out sheet will be implemented to ensure groups are appropriately equipped before heading out for the day.

First Aid

It is important for each group to receive a brief about how to recognise the signs and symptoms of hypo/hyperthermia. Constant welfare checks must be made at every opportunity.

Clothing

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| <ul style="list-style-type: none">• Students should be adequately covered.• Girls should be wearing long trousers. Short shorts are not accepted. Crop tops are discouraged. | <ul style="list-style-type: none">• Students to be informed of and adequately equipped against the possible effects of colder temperatures because of reduced daylight hours.• Instructor to encourage the use of colder weather clothing. |
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Additional Information on Reduced Daylight Hours

- Due to shorter days Instructors should expect earlier start times.
- Drop off/ Pickups to be considered to support groups in reaching aspired destinations i.e., summits.
- Closer supervision should be considered after 17:00 to ensure groups reach camp before sundown.

Adventurous Activity RA Operating Procedures

Camping

Operating Procedures	
Venue:	<ul style="list-style-type: none">• All camping venues must be –<ul style="list-style-type: none">○ Within easy access to a road.○ Have mains water.○ Toilet or chemical toilet facilities.• It must have the following –<ul style="list-style-type: none">○ Clear definable boundaries○ A risk assessment that has been carried out prior to the residential.○ It has been used previously and has been well researched by the instructor or senior management prior to the visit.
Clients:	<ul style="list-style-type: none">• The minimum age or camping is 8 years old. There is no maximum age for camping.

Pre/During Session	
	<ul style="list-style-type: none">✓ All clients must have signed a participation statement prior to undertaking the activity.✓ Activities on site are set up to run smoothly. Both Instructor and Client are well informed, and expectations are clear.✓ The Event Manager is informed of any incidents or deviations from the procedures that may or could affect the activity/campsite.✓ All equipment is monitored and checked by the instructor as it is issued and used. Any issues with equipment are recorded and the item quarantine until it can be fixed or responsibly disposed of.✓ The event manager will ensure staffing ratios are always adhered too.
Post Session	
	<ul style="list-style-type: none">✓ After clients have departed the event manager should inform company management if not already there.✓ Submit a written account of any issues, medical, or incidents.✓ Kit to be cleaned before returning to its storage location.✓ Damaged kit to be reported, recorded, and replaced.✓ Lost equipment to be reported and tracked down.✓ Any area specific issues should be reported to the event manager and risk assessments and operating procedures updated accordingly.✓ Evaluation form to be sent to school. Feedback should be acted upon.

Risk Assessment

Risk Assessment is to be used in conjunction with the "Weather" Risk Assessment and relevant Area-Specific Risk Assessments. In addition, at times of "Extreme Weather" then the Extreme Weather Operating Policy and Procedure should also be consulted.

Risk Identified	Who	Risk Mitigation
Location Specific Risks	All	<ul style="list-style-type: none"> - A site-specific risk assessment will be carried out prior to camp. Steps will be taken to mitigate any risk. - Hazards are to be identified prior to a visit; safe areas will be identified which will be communicated to the clients. - Clients will be given clear boundaries of where they can go at both day and night. - Any possible contamination from animal waste, chemical/industrial waste or plants will be assessed prior to the client's arrival and this will be clearly communicated to the clients. - Hazard tape will be used to mark out any serious hazards. - Campsites will be assessed for their risk from flooding during its planned use. - Access and egress will be identified and made clear to ensure both vehicular and pedestrian access throughout the day and night. - Staff will be aware of mobile coverage throughout the event.
Poor supervision	Group	<ul style="list-style-type: none"> - Instructor ratios will be maintained as per the ratio detailed in the operating procedures. - All staff to be working in areas that are within the remit of their qualifications. - At night the event manager will be the on-call. - A clear hand over of 'duty of care' will be made between Encounter Adventure Staff and Client Staff. - A first Aider will always be present on site when clients are on site as well with a central first aid kit. - The event manager will take responsibility in guiding the client on their understanding of supervision and 'duty of care'
External Interference from Wildlife	Group	<ul style="list-style-type: none"> - All waste food is to be disposed correctly. Participants to be encouraged to pick up any waste food that may have dropped on the ground. - Open food should not be stored in tents. Where this is not possible, participants should be encouraged to seal it properly and store it in their rucksacks appropriately. - Clients are encouraged to eat away from their tents and not in them. A designated area should be identified. - Clients are encouraged not to feed any local wildlife.
External Interference from Humans	Group	<ul style="list-style-type: none"> - Non-public sites will be used where possible. - A clearly defined area will be identified for the clients should public sites be used. - Clients to be encouraged to inform staff if they see any strangers walking around the campsite. - An after dark limited safe area will be identified for any clients under the age of 18. They must stay here. - All participants will be encouraged to go to the toilet in no less than threes.

Slips Trips and Falls	Group	<ul style="list-style-type: none"> - Participants encouraged to tie laces securely. - No running around tent areas will be permitted. - Guy ropes should be secured at an appropriate distance to the tent to reduce trip hazards. - Only visible guy ropes will be used. - Clients are encouraged to use torches after dark to move around. - Flip flops and sliders are not allowed due to the risk of slipping with wet feet caused by evening and morning dew.
Fires	All	<ul style="list-style-type: none"> - Fire Extinguisher or water source should be available. - No open fires will be used on DofE Expeditions. - Clients will be made aware of the fire risk to tents, gas, and grass. - No smoking for staff or clients on site. A smoking policy will be implemented. - Cooking to be always supervised by instructors. - Stoves must be used more than 3 metres from tents. - In times of hot weather where fire risk is greater, all stove cooking must be done on a hard service. If this is not possible then a separate area must be defined and managed carefully by instructors.
Contamination	All	<ul style="list-style-type: none"> - Water sources are to be identified. On arrival to a non-public site such as a scout site, water will be run for at least two minutes before initial use. - Food and waste to be disposed of in an agreed location. - Toilets are to be used as opposed to hedge rows. - On rural sites, animals should have been removed 2 weeks prior to the visit. - Clients are encouraged to wash their hands before eating. And after using the toilet. - Washing facilities will be made available along with soap. - Separate tent accommodation will be provided to allow for client separation in the case of sickness.
Theft	All	<ul style="list-style-type: none"> - Non-public sites should be identified and used where possible. - Clients are to be informed of the risk of theft. - Clients are encouraged not to bring valuable belongings to site. - Tents should be closed before leaving site. - Staff and Client should ensure all vehicles are locked when they are not present.

Adventurous Activity RA Operating Procedures

DofE Walking

Operating Procedures	
Pre/During Session	
✓	Staff should familiarise themselves with the route and access agreements of specific areas. For Gold Qualifying expeditions routes will be sent out in advance.
✓	Instructors will check the equipment of groups before they set off on their expedition.
✓	Instructors will be required to have read the operating procedures and risk assessments.
✓	Instructors will have been made aware of any relevant medical information for their groups.
✓	The event manager will capture a weather report prior the expedition and decisions will be made on how to deal with prevailing conditions.
✓	All clients must have signed a participation statement prior to undertaking the activity.
✓	Instructor to train using the trainer's checklist. This must be completed for the group to progress.
✓	If qualifying the instructor will revisit the use of a map and compass prior to the group departing.
✓	Instructors to reinforce good walking technique.
✓	Clear briefings on what to do in the event of an emergency or getting lost. (To be revisited at the start of qualifying expedition.
✓	Remind groups to get in contact if they think they are going to be late to a checkpoint.
✓	Instructor will contact group frequently to check navigation and group welfare.
✓	A continual reassessment on the weather will be made throughout the day.
Post Session	
✓	After clients have departed the event manager should inform company management if not already there.
✓	Submit a written account of any issues, medical, or incidents.
✓	Kit to be cleaned before returning to its storage location.
✓	Damaged kit to be reported, recorded, and replaced.
✓	Lost equipment to be reported and tracked down.
✓	Any area specific issues should be reported to the event manager and risk assessments and operating procedures updated accordingly.
✓	Evaluation form to be sent to school. Feedback should be acted upon.

Equipment		
Instructor	Clients	Additional Session Kit
✓	✓	✓

Staffing			
Qualifications			
Non-Wild Country		Wild Country	
BEL, or Lowland Leader & minimum 16hr first aid qualification.		ML (or Hill and Moorland – Brecon Beacons, Peak District, Dartmoor) & minimum 16hr first aid qualification.	
Ratios			
Award Level	Qualified Instructor (Working Alone)	Qualified Instructor (with accompanying <i>instructor in local area</i>)	Two or more Qualified Instructors (Working in the same area)
Bronze	1:8	1:12	2:24
Silver	1:8	1:12	2:24
Gold	1:8	1:12	2:24

Risk Assessment		
<p><i>Risk Assessment is to be used in conjunction with the “Weather” Risk Assessment and relevant Area-Specific Risk Assessments. In addition, at times of “Extreme Weather” then the Extreme Weather Operating Policy and Procedure should also be consulted.</i></p>		
Risk Identified	Who	Risk Mitigation
Location/ Site Specific Risk	Group	<ul style="list-style-type: none"> - Groups will identify initial risks during route planning session. They will plan a safe route that will be fully checked and approved by the instructor before use. - Groups and all participants must have undertaken instructor led training in the type of the terrain they will be using and will be provided with the skills to succeed. - Additional supervision will provide to participants should it be out of their normal comfort zone. - Access and emergency egress will be identified in advance of the trek and each point will be individually risk assessed in terms of vehicle access as well as the suitability in terms of a group waiting for pick up. - Instructor working on walking events in all terrains should be familiar with the risk assessment. - Instructors should be aware of mobile coverage in areas and take steps to improve coverage where possible.
Poor Supervision	Group	<ul style="list-style-type: none"> - Instructor ratios will be maintained as per the ratio detailed in the operating procedures. - Each walking group should have at least one supervising adults on the ground at any one time. - All staff to be working in areas that are within the remit of their qualifications. - Groups are to maintain proximity to each other until they have demonstrated navigational competence and sensibility to navigate sections alone under remote supervision. In this case the instructor/supervisor should monitor progress and location throughout. - Instructors should meet and monitor groups progress throughout the day on a regular basis. - Instructors should meet groups in locations which have an element of additional risk. This will be highlighted and

		discussed in the supervision plan prior to the start of the expedition day.
Lack of Adequate Equipment	All	<ul style="list-style-type: none"> - Instructors are expected to carry an adequate first aid kit and appropriate safety kit which includes an emergency shelter appropriate to the size of the group; spare food; emergency rations and waterproof clothing. - Instructors are responsible for checking all participants have the correct kit which enables them to safely take part in the expedition i.e., footwear, clothing, food, and water. - The instructor should encourage participants to wear the correct level of clothing as determined by environmental conditions.
Groups Lost Unaccounted Persons	Group	<ul style="list-style-type: none"> - Groups must remain together unless instructed to do if an emergency plan has been put into operation. - Should the above be the case participants should not be in a group of less than three and should be carrying the appropriate kit before splitting the group. - In the event of a missing group member the group should contact the instructor immediately. - In the event of an unaccounted person the unaccounted person procedure must be acted upon.
Risk of Injury to Student Resulting in Immobilization	Group	<ul style="list-style-type: none"> - Instructors are to control behaviour and activities to minimise chance of injury. - While alone participants should understand and be made aware of the additional risks potentially involved with treating and injury outdoors. They should be encouraged to take steps to assess risk and prevent any unforeseeable injuries. - Instructors are to be made aware of relevant medical and historic for all participants under their care in advance. Instructors should check this information against the planned activity and make appropriate decisions based on the needs of the group and individuals. - Instructors should check that participants are carrying the necessary medication and support as expected. - Should there be any real risk or threat to an individual that requires additional medical support then the decision must be made to increase supervision for that group. - The weight an individual is carrying may be reduced and measures taken should weight pose an additional risk to any individuals due to medical reasons. - Instructor to carry the required kit to deal with an incident that immobilises a group. Emergency kit. - Transport will be available throughout the expedition should any participants wish to drop out.
Risk to Staff (Causing additional Risk to Participants)	All	<ul style="list-style-type: none"> - Staff to wear and carry the appropriate equipment required for the activity. - Staff to evaluate and keep on top of their personal fitness before leading groups. - Instructors should not take any additional risk throughout the day. - For groups in wild country an additional instructor should be available unless where a group has received

		<p>appropriate training a second adult working with another other group in the area will suffice as long a mobile coverage is strong.</p> <ul style="list-style-type: none"> - Staff should not enter a participant’s tent. - Unless in an absolute emergency, instructors should never carry students in their own vehicle.
Soft tissue injuries due to incorrect equipment and environmental reasons.	All	<ul style="list-style-type: none"> - Instructors to ensure bag weight is appropriate to the strength/size and weight of an individual. - Participants are shown how to correctly fit a rucksack. - Participants to be trained in how to prevent and minimise the effect of blisters. - Suitable footwear should be worn. Boots for wild country and moorland. Walking shoes acceptable in lowland terrain. - Groups to be made aware of risks caused by brambles and barbed wire. Suitable routes avoiding this should be taken. - Instructors and groups to be aware of the risk presented by the presence of ticks. Suitable clothing should be worn in identified area i.e., shorts, gaiters.
Interference from External People and Animals	All	<ul style="list-style-type: none"> - Instructor will identify risk posed by external persons and animals periodically throughout the day. - Participants advised not to take advice from strangers neither should they accept lifts or gifts. - If participants feel they are under threat, they will be instructed to contact the emergency number immediately. - Groups are instructed to stay together and look out for each other’s welfare. - Whilst on a public campsite instructors will monitor the welfare of the group during the day. The responsibility of looking after the groups welfare during the night will be the supporting school staff, supported by the event manager. - Groups are advised to stay clear from farm animals and any wild animals they may cross. They should not approach or attempt to feed the animals no matter how confident they feel.
Road Traffic Accidents	All	<ul style="list-style-type: none"> - The company only supplies a support vehicle that may be used to transport groups short distances. All transportation will be provided in accordance with the school groups policy. Untold Operations Ltd or its associated trading names does not provide transportation. - Seatbelts must always be used by both instructors and participants. - Bags and equipment must be packed appropriately in the support vehicle and must not block exits or be able to move around during a journey. - Drivers must hold an appropriate licence and hold adequate insurance. - No undue risk should be taken. Drivers should be aware of road limitations and size of vehicle. Staff should be confident in driving minibuses and vans.

<p>Roads and byways open to all traffic.</p>	<p>All</p>	<ul style="list-style-type: none"> - Routes should include as little road as possible. - Expedition starts and finish points should allow for enough space for setting up and briefing/debriefs. - All Groups will receive a safety briefing for walking along and across roads. - Groups will be taught how to minimise the risk of walking down roads. i.e., single file, hi vis jackets. - Groups will be taught methods of crossing roads. - No groups will cross A roads without an instructor. It will be the responsibility of the instructor to give the “cross now” instruction on any A Roads. - Predictable risks on roads will be pre-empted and checked if not sure by the instructor. If deemed a risk, then an instructor will always meet the group and support the crossing. - Groups will only be picked up or dropped off at suitable locations where parking is available.
<p>Stove Use</p>	<p>Group</p>	<ul style="list-style-type: none"> - Groups will be taught how to use stoves safely. - All instructors delivering DofE will be educated in the company stove use policy prior to training groups. - Stove handles must be present and must be checked prior to the expedition departure. - All stove use must be done away from tents. - Groups should always have an instructor supervising. At gold they should be trained to a level where they have demonstrated competence in stove use. - The company does not encourage the use of stoves in open/wild country. - Instructors should be aware of the risk of wildfire in the location. - No open fires are allowed. - Participants to be educated in the risk associated with ground/tent fires from spillages of hot water. - Participants are not allowed to smoke in or around tents. - Smoking if agreed by client support staff must always be done at campsite.
<p>Poor communication/Lack of Information</p>	<p>Group</p>	<ul style="list-style-type: none"> - Instructors will have access to the event information pack and have the contact details of all instructors on the ground. - They must have been made aware of the medical information of the group and if necessary, have it to hand. - The event manager will have a master list of medical information, of both instructor and participant. They will also have a list of group emergency numbers so that they can contact the group in the event of an emergency. - Every member of staff must have a mobile phone. - All groups must have What 3 Words and OS locate downloaded on to their phone. - Instructors to share information on other groups even if they are not their direct responsibility. - A home contact will be allocated to aid communication in the event of an emergency.
<p>Weather/Environmental Injuries.</p>	<p>All</p>	<ul style="list-style-type: none"> - All staff and participants are to be adequately equipped against the possible effects of the sun, cold, rain. - An accurate weather report will be captured daily to inform any further decisions.

		<ul style="list-style-type: none"> - Infection risk – Students encouraged to wash hands throughout the day before handling food. - The company discourages drinking water from non-treated water i.e., springs, rivers. Instructors to ensure any water that is sourced from non-treated water is treated or filtered by an appropriate source. - Anxiety of stress. Clients are made clear of the activity provision. - Instructors to instil the culture of challenge by choice. Sympathetic and considerate support will be provided to all participants. There is no compulsion to complete the activity.
Reduced Daylight Hours	Group	<ul style="list-style-type: none"> - Students to be informed of and adequately equipped against the possible effects of colder temperatures because of reduced daylight hours. - Instructor to encourage the use of colder weather clothing. - Participants will be advised prior to the expedition to bring a blanket/extra sleeping bag and bring extra layers. (These will not be additional weight and they will not have to carry these items). - Due to shorter days Instructors should expect earlier start times. - Drop off/ Pickups to be considered to support groups in reaching aspired destinations i.e., summits. - Closer supervision should be considered after 17:00 to ensure groups reach camp before sundown. - There should be more emphasis on extra kit carried on “circular days” where not all equipment is carried. A kit signs out sheet will be implemented to ensure groups are appropriately equipped before heading out for the day. - Spare clothing will be kept in stock to support the expedition if required.

Adventurous Activity RA Operating Procedures

Outdoor Climbing

Operating Procedures	
Venue:	<ul style="list-style-type: none">• The venue must be in the remit of the instructor's award.• Bottom roped single pitch climbing only to be undertaken on this operating procedure.• Access must be within easy reach of the capabilities of the clients.• Previously used & well researched by the instructor.
Clients:	<ul style="list-style-type: none">• 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, the session should be locally modified, or the Operations Manager/Senior Instructor called for advice.
Equipment:	<ul style="list-style-type: none">• All equipment should be checked by the instructor delivering the session prior to the activity start.• The group instructor should check the personal equipment of the group before departing for the activity venue.

Pre/During Session <i>(it is the instructor's responsibility to ensure the following)</i>	
	<ul style="list-style-type: none">✓ All staff involved are well prepared and the equipment is ready prior to the client's arrival.✓ The clients have all signed either the "Group Booking & Participation Consent Form" (if part of an organisation or an "Individual Booking & Participation Consent Form"✓ Any Medical Conditions are understood and addressed, either with the Organisations Group Leader or the individual.✓ The clients are well informed. & session runs smoothly.✓ The Operations Manager/Senior Instructor is informed of any incidents, accidents or deviations from procedure and the relevant forms completed.
Post Session <i>(it is the instructor's responsibility to ensure the following)</i>	
	<ul style="list-style-type: none">✓ After the clients have departed, contact the Operations 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 equipment is to be returned to its correct store.✓ Equipment is to be cleaned in the correct way.✓ Any lost equipment is to be reported immediately.✓ Damaged kit must be reported and quarantined (Red Bag or Red Bucket)

Equipment		
Instructor	Clients	Additional Session Kit
<ul style="list-style-type: none"> ✓ Well-fitting trainers or boots ✓ Climbing Helmet ✓ Climbing Harness ✓ Water + Food ✓ Medication ✓ Watch ✓ Mobile Phone 	<ul style="list-style-type: none"> ✓ Well Fitting Trainers or Boots ✓ Climbing Helmet ✓ Climbing Harness ✓ Water + Food ✓ Medication ✓ Weather related equipment. 	<ul style="list-style-type: none"> ✓ Provider Approved Hardware, Ropes and Group Issue Helmets and Harnesses ✓ Group First Aid Kit ✓ Group Shelter ✓ Map and Compass ✓ Spare Clothing ✓ Spare Harness and Helmet

Staffing			
Qualifications			
Minimum qualification = RCI + Minimum 16hr Outdoor First Aid With Site Specific Knowledge of site. (If using Tidal Sea Craggs additional Sea cliff validation required) Qualifying assistant = SPA trained or other coaching qualification with climbing experience + Minimum 16hr Outdoor First Aid			
Ratios			
Venue	Qualified Instructor (Working Alone)	Qualified Instructor (with accompanying competent adult)	Qualified Instructor + Qualifying Assistant Instructor
Outdoor	1:9 (3 Lines Only)	1:12 (3 Lines)	2:12 + Adult (4 Lines)

Risk Assessment		
<i>Risk Assessment is to be used in conjunction with the "Weather" Risk Assessment and relevant Area-Specific Risk Assessments. In addition, at times of "Extreme Weather" then the Extreme Weather Operating Policy and Procedure should also be consulted.</i>		
Risk Identified	Who	Risk Mitigation
Location/Site Specific Risks	All	<ul style="list-style-type: none"> - On arrival at the climbing venue, the instructor should identify risks and set safe areas for groups to wait. - A dynamic risk assessment of the venue should be made as the activity is set up and group should be briefed as soon as possible. - Group to be briefed of defined "no go" and "safe" zones around climbing venue. - Other climbers and members of the public should be assessed for additional risk posed to the group.
Poor Supervision	Group	<ul style="list-style-type: none"> - For ratio of instructor to participants please see operating procedures. - Beginner groups should have a maximum instructor ratio of 1 instructor: 3 Ropes. - An additional adult member of staff should be present at the site for every 12 students if providing for an organisation (School, Youth Group) - Beginners, other climbers, and members of the public should be assessed for additional risk posed to the group.
Condition of Equipment	All	<ul style="list-style-type: none"> - All equipment is managed in accordance to the company Equipment Policy. - Visual equipment checks to be made at the beginning of every session. Any concerns of damage or wear reported to the Operations Manager/Senior Instructor. - Encourage participants to undertake checks of equipment as they use it and report any concerns/misuse of equipment.
Climbing Setup	Group	<ul style="list-style-type: none"> - Climbs are to be set up in accordance with the RCI/SPA syllabus and expected good practice and procedures. - Climbs are to be set up with secure anchors (If using gear placement – Minimum of 2) – anchors to be assessed by instructor during set up.

		<ul style="list-style-type: none"> - No moving ropes are to be run over sharp edges. - Area above climb should be cleared from loose debris. - Multiple climbs are to be set up so that the instructor always ensure correct supervision. - All climbs are to be set up in the same way, either belayed from the bottom or top of the crag. - Belay areas should be on level and secure ground, free from debris and clutter.
Falling	Group	<ul style="list-style-type: none"> - Instructor to check that harness and helmets are correctly fitted prior to the start of any climb. - Suitability of climbs to be assessed against the groups, age, ability, and experience. - Belay systems and climber tie in to be checked by instructor before each climb. - All inexperienced students are to be directly supervised while belaying. - Ensure that the 'line' undertaken is direct as possible and discourage deviations. - Ensure belay rope is kept tight. - A small number of experienced climbers (assessed by a qualified member of staff) may be allowed to deviate from this working procedure.
Incorrect Belaying	Group	<ul style="list-style-type: none"> - Outdoor Climbing is only to be run by National Governing Body qualified staff in an agreed safe working practice (i.e company operating procedures, risk assessments and the RCI/SPA syllabus) - Lowering to take place with the supervision of instructor and with 2 participants on the rope for inexperienced belayers. - All participants to be supervised with back up on live rope if inexperienced. - Instructor to check that all belay devices are loaded correctly.
Injury to staff (and additional associated risk to group)	All	<ul style="list-style-type: none"> - Instructor to wear PPE throughout session and should be secured whilst belaying and setting up. - Instructor to be belayed when giving demonstration and whilst climbing to belay point at top of abseil. - Instructor to ensure group is in the "safe zone" whilst setting up. - If group are unknown, or deemed at risk to be left alone another adult should supervise the group. - Instructors having to undertake scrambles to set up climb should do so in a careful and controlled manner. They should not attempt scrambles that they feel uncertain about. - Instructors should secure themselves and always take precautionary measures. No soloing.
Falling Objects	All	<ul style="list-style-type: none"> - All instructors, visitors and students wear helmets while at the venue. A "safe zone" will be identified. Where the group can remove any PPE. - No objects (rocks) to be thrown. - All equipment and personnel to be secured at top of the wall. - Group should be taught the "below" command (what it means; what they should do"

		<ul style="list-style-type: none"> - Group to remain in the “safe zone” whilst instructor is setting up. - All loose items (pockets) are to be removed and secured before climbing. - Area above climb should be cleared from loose debris during setup.
Injury to Participants	All	<ul style="list-style-type: none"> - Instructor to “warm up” group prior to the session starting. - Instructor only to choose routes that are appropriate to the group, age, experience. - Appropriate clothing and footwear to be worn. - No rings or hooped earrings to be worn. - Other items of jewellery are only to be worn under clothing. (Watches, bangles, and bracelets must be covered by secure clothing. - Ensure all long hair is tied back (supply of hair bands as part of climbing kit) - No loose clothing to be worn (loose straps, cords, etc to be tucked in to clothing)
Damage to Equipment	Group	<ul style="list-style-type: none"> - Group instructed in the correct use and reduced impact on equipment (e.g. not standing on ropes) - Strictly no smoking during climbing activities. - Ropes to be checked after fall. - All equipment uses to be logged. - All equipment to be stored in a dry, tamper proof environment and ropes stored out of reach whilst not in use. - Climbs are to be set up to minimise rope where on the rock. (Rope protectors)
Environmental Risk	All	<ul style="list-style-type: none"> - Group to be informed prior to event of specific weather considerations and what weather specific equipment they will be expected to have. - Groups will be encouraged to wash hands at the end of session and before lunch.
Psychological Risk	Group	<ul style="list-style-type: none"> - All participants will be informed of expectations of activity prior to the event. - Instructor to in-still a culture of challenge by choice with no compulsion or consequence within the group for refusal to take part. - Sympathetic and considerate support to be provided to all participants.

Adventurous Activity RA Operating Procedures

Trail Cycling

Operating Procedures	
Venue:	<ul style="list-style-type: none"> The venue must be in the remit of the instructor's award. Must be within the capabilities of the clients. Previously used & well researched by the instructor.
Clients:	<ul style="list-style-type: none"> 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:	<ul style="list-style-type: none"> All equipment should be checked by the instructor before the start of the activity. The instructor should check the personal equipment of the group

Pre/During Session <i>(it is the instructor's responsibility to ensure the following)</i>
<ul style="list-style-type: none"> ✓ 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.
Post Session <i>(it is the instructor's responsibility to ensure the following)</i>
<ul style="list-style-type: none"> ✓ After the clients have departed, contact 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.

Equipment		
Instructor	Clients	Additional Session Kit
<ul style="list-style-type: none"> ✓ Well Fitting Shoes ✓ Cycle Helmet ✓ Water + Food ✓ Glasses (Goggles) ✓ Medication ✓ Watch ✓ Mobile Phone (or Radio) 	<ul style="list-style-type: none"> ✓ Well Fitting Shoes ✓ Cycle Helmet ✓ Water + Food ✓ Medication ✓ Gloves ✓ Glasses 	<ul style="list-style-type: none"> ✓ First Aid Kit ✓ Group Shelter ✓ Bike Pump ✓ Spare Inner Tubes ✓ Map + Compass ✓ Bike Maintenance Tools ✓ Spare Clothing

Staffing			
Qualifications			
Trail Cycling Minimum Qualification – TCL (Limited to Forest Tracks with no off-track riding Qualifying assistant – TCL Training or other coaching qualification with biking experience and minimum 16 hr Outdoor First Aid			
Ratios			
Venue	Qualified Instructor (Working Alone)	Qualified Instructor (with accompanying competent adult)	Qualified Instructor + Qualifying Assistant Instructor
Outdoor (Trail Cycling)	1:8	1:10 +Adult	2:12 + Adult

Risk Assessment		
<i>Risk Assessment is to be used in conjunction with the “Weather” Risk Assessment and relevant Area-Specific Risk Assessments. In addition, at times of “Extreme Weather” then the Extreme Weather Operating Policy and Procedure should also be consulted.</i>		
Risk Identified	Who	Risk Mitigation
Location/Site Specific Risks	All	<ul style="list-style-type: none"> - The instructor should identify the initial risks from maps and plan a safe route before the activity starts. - 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. - 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. - 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. - Staff to be aware of mobile reception in the area.
Poor Supervision	Group	<ul style="list-style-type: none"> - For ratio of instructor to students, please see operating procedures. - Beginners and members of the public should be assessed for additional risk posed to the group. - The instructor should always control the group and once deemed appropriate can set obvious meeting points as identified by geographical/navigational features (e.g. on uphill sections)
Incorrect Equipment/Equipment Failure	Group	<ul style="list-style-type: none"> - 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. - The instructor is responsible for checking the personal equipment of the clients. Footwear, clothing, and food/drink should be appropriate to the activity. - The instructor should encourage the group to adopt the correct level of clothing as determined by the environment throughout the session. (waterproofs)

		<ul style="list-style-type: none"> - 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. - Mountain bikes are to be fitted to each client. Seats, brakes, and handlebars are to be adjusted to meet individual needs. - Bikes are to be checked by instructor as issued to clients. - Bikes are to be regularly inspected by the company for wear that may cause a danger while being used. - Bikes will be serviced appropriately in accordance with the amount of use they receive.
Separated Group Members	Group	<ul style="list-style-type: none"> - The instructor should ensure they are aware of group size throughout activity. - Group management systems to be used throughout the activity including the use of buddy and back marker systems as appropriate. - 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. - 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.
Risk of injury to student/equipment resulting in immobilisation	All	<ul style="list-style-type: none"> - Instructor to control behaviour and activities to minimise chance of injury. - Cycle helmet to be always worn during the activity. - Activities are to be planned to match the clients' capabilities. - A warmup activity should be run to assess capabilities and to introduce tasks. - Group to be warned of risks from surfaces, brambles, roots and taught how to select a route. - 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. - Instructor to carry appropriate equipment to manage any medical immobilisation Incident that may occur. (First aid and group emergency kit) - Instructor to carry appropriate equipment to manage any bike immobilisation Incident that may occur. (Repair/tool kit) - Instructor to repair the bike at trackside and if not possible look to swap bike with the client or plan a suitable evacuation. - 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.
Injury to staff (and additional associated risk to group)	All	<ul style="list-style-type: none"> - Instructor to wear the same safety equipment as group. - Instructor to evaluate own fitness to lead before the session. - Instructors not to take any additional risks during the day.

Soft Tissue Injuries	All	<ul style="list-style-type: none"> - Instructor to establish a “warm-up” pace at start of session. - Instructor to choose routes suitable for ability and age. - Long sleeves and trousers are to be worn during the activity. - The wearing of protective eye wear is to be encouraged during the activity. - Gloves are desirable during the activity and are to be included on client equipment lists. - Instructor to ensure that any bag/carried weight is appropriate to strength/body weight. - Suitable footwear to be worn. Clients to be shown correct foot placement where appropriate.
Environmental Risk	All	<ul style="list-style-type: none"> - Group to be informed prior to event of specific weather considerations and what weather specific equipment they will be expected to have. - Groups will be encouraged to wash hands at the end of session and before lunch.
Other Trail Users & Animals	All	<ul style="list-style-type: none"> - Groups to be encouraged to remain on a certain side of the trail. - Groups encouraged to remain vigilant throughout.
Psychological Risk	Group	<ul style="list-style-type: none"> - All participants will be informed of expectations of activity prior to the event. - Instructor to in-still a culture of challenge by choice with no compulsion or consequence within the group for refusal to take part. - Sympathetic and considerate support to be provided to all participants.

Adventurous Activity RA Operating Procedures

Gorge Walking

Operating Procedures	
Venue:	<ul style="list-style-type: none">• 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 point.• Instructor must have full knowledge of concordat agreement and follow it.
Clients:	<ul style="list-style-type: none">• The minimum age for gorge walking is 10 years. (8 Years if delivering to family groups where the parents or guardians are present.• 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:	<ul style="list-style-type: none">• 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 always worn.• 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

Pre/During Session	
	<ul style="list-style-type: none">✓ Instructors to gain full weather forecast for venue and water catchment area.✓ All staff involved are well prepared and the equipment is ready prior to the client's arrival.✓ The clients have all signed either the "Group Booking & Participation Consent Form" (if part of an organisation or an "Individual Booking & Participation Consent Form"✓ Any Medical Conditions are understood and addressed, either with the Organisations Group Leader or the individual.✓ The clients are well informed. & session runs smoothly.✓ 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.✓ The Operations Manager/Senior Instructor is informed of any incidents, accidents or deviations from procedure and the relevant forms completed.
Post Session	
	<ul style="list-style-type: none">✓ After the clients have departed, contact the Operations 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 equipment is to be returned to its correct store.✓ Equipment is to be cleaned in the correct way.✓ Any lost equipment is to be reported immediately.✓ Damaged kit must be reported and quarantined (Red Bag or Red Bucket)

Equipment		
Instructor	Clients	Additional Session Kit
✓	✓	✓

Staffing			
Qualifications			
Minimum Qualifications = Sign off from Technical Advisor and ML/HML or Cave Leader with advanced water safety qualification + Minimum 16hr Outdoor First Aid Qualifying assistant = ML/HML with minimum FSRT + Minimum 16hr Outdoor First Aid			
Ratios			
Venue	Qualified Instructor (Working Alone + Adult Groups only or Family Groups)	Qualified Instructor + Qualifying Assistant Instructor	2 Qualified Instructors Working Together
Adventurous Remote Environments	1:6	2:12	2:14

Risk Assessment		
<i>Risk Assessment is to be used in conjunction with the "Weather" Risk Assessment and relevant Area-Specific Risk Assessments. In addition, at times of "Extreme Weather" then the Extreme Weather Operating Policy and Procedure should also be consulted.</i>		
Risk Identified	Who	Risk Mitigation
Location/Site Specific Risks	All	<ul style="list-style-type: none"> - On arrival at the venue the instructor should identify initial risks and set safe areas for groups to change and wait. - The speed and water level should be assessed, and the session cancelled or altered if outside of the clients' or instructor's comfort zone. - 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. - Clients are to be briefed of defined 'no go' and 'safe' zones around the gorge and on entry to each new area. - Other water users and members of the public should be assessed for additional risk posed to the group. - The instructor should be aware of mobile communications within the operating area. - The instructor should be aware of the entry and exit points within the operating area.
Poor Supervision	Group	<ul style="list-style-type: none"> - For ratio of instructor to students, please see operating procedures. - The instructor should position themselves so that they can always control the activity. - 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.

		<ul style="list-style-type: none"> - The instructor should ensure that clients are always supervised and remain safe. This includes while changing, waiting, and participating. - Clients leaving the activity for the bank should be always supervised
Condition of Equipment	All	<ul style="list-style-type: none"> - Safety equipment will be inspected, maintained, and recorded monthly. - All equipment to have UIAA/BS approval and to be used in accordance with manufacturers' recommendations. - Encourage clients to undertake checks of equipment as they use it. - All equipment to be numbered and concerns or wear reported to the Event Manager/Senior Instructor - Visual equipment checks to be made at the beginning of every session
Drowning	All	<ul style="list-style-type: none"> - All participants and instructors should wear correctly fitted buoyancy aids when in and around the gorge, including when on the banks around gorge/water. - The instructor should directly engage the group by setting tasks and activities that keep clients within a safe distance of the instructor. - The instructor should define activity boundaries with the clients and challenge those who leave the area. - The instructor should use clear instructions ensuring the clients understand. If using hand signals, they should be discussed before use. - The instructor should be aware of the swimming capability of each client.
Risk of Injury from fall whilst scrambling.	All	<ul style="list-style-type: none"> - Ensure that the 'line' undertaken is direct as possible and discourage deviations. - Instructors to spot scrambling spots
Injury from falling objects	All	<ul style="list-style-type: none"> - All staff and clients to wear helmets while around the site. - No objects to be thrown. - Clients should be trained to respond to "below" command. - Staff to ensure that clients are in 'safe' zones while others scramble above
Soft Tissue Injury	All	<ul style="list-style-type: none"> - Instructor must "warm-up" group at session start, - Clients should be assessed and taught the correct swimming techniques early in session. - Clients should be assessed and taught the correct way of entering shallow water. - Clients should be made aware of any specific dangers under the water. - Clients should be made aware of the risks of wearing rings and jewellery and be asked to remove both the start of the session. - Clients should be warned of the risk of slipping on wet rocks and encouraged to maintain space to avoid incidents. - Water entry points to be selected for ease of access to minimise slips/falls.

Major Breaks and spinal damage	All	<ul style="list-style-type: none"> - 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. - Clients should be shown a safe way of jumping feet first into the water. - All jumps must be feet first entry and there are to be no flips or somersaults of any sort. - Clients should be made aware of any specific dangers under the water and set target areas for their jumps. - No jumps over 8 meters to be taken by client or instructor
Abrasions, bruises, sprains, minor breaks	All	<ul style="list-style-type: none"> - Clients should be made aware of specific dangers at the start of the session or the start of a particular section of the gorge. - Clients should be assessed and taught the correct way of entering shallow water. - Clients should be made aware of any specific dangers under the water. - 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. - Water entry points to be selected for ease of access to minimise trips/falls.
Risk of Injury to staff (and additional associated risk to clients)	All	<ul style="list-style-type: none"> - Staff to wear the same safety equipment as group. - No additional risks to be taken during the session including larger jumps and personal playing other than demonstration. - Staff to ensure that clients are in 'safe' zones while they are setting up or checking areas. - If the group are unknown, or deemed at risk to be left alone, another adult should be present to supervise clients.
Damage to equipment	All	<ul style="list-style-type: none"> - Clients instructed in the correct use and care of equipment. - Strictly no smoking whilst wearing activity equipment and PPE. Items should be removed and participant and an agreed "safe smoking place" should be allocated. - All equipment uses to be logged.
Environmental Risk	All	<ul style="list-style-type: none"> - Group to be informed prior to event of specific weather considerations and what weather specific equipment they will be expected to have.
Psychological Risk	Group	<ul style="list-style-type: none"> - All participants will be informed of expectations of activity prior to the event. - Instructor to in-still a culture of challenge by choice with no compulsion or consequence within the group for refusal to take part. - Sympathetic and considerate support to be provided to all participants.

Adventurous Activity RA Operating Procedures

Primary Outdoor Learning

(Inc. Fire Lighting, Cooking, Shelter Building, Problem Solving, Play based Activities & Tool Based Activities)

Operating Procedures	
Venue:	
	<ul style="list-style-type: none">• 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:	
	<ul style="list-style-type: none">• 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:	
	<ul style="list-style-type: none">• 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

Pre/During Session	
	<ul style="list-style-type: none">✓ 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.
Post Session	
	<ul style="list-style-type: none">✓ After the clients have departed, contact 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.✓ Any tools (i.e. knives and axes) locked away in a vehicle or camp lock box.✓ 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

Equipment		
Instructor	Clients	Additional Session Kit
<ul style="list-style-type: none"> ✓ Well Fitting Shoes ✓ Water + Food ✓ Medication ✓ Watch ✓ Mobile Phone (or Radio) 	<ul style="list-style-type: none"> ✓ Well-fitting trainers or boots ✓ Appropriate Clothing ✓ Medication ✓ Weather related equipment. 	<ul style="list-style-type: none"> ✓ Group First Aid Kit ✓ Group Shelter ✓ Boundary Tape + Pegs ✓ Fire Bucket ✓ Fire Steels ✓ Activity Cards

Staffing			
Qualifications			
Internal Sign Offs - Minimum 16hr Outdoor First Aid Qualifying Assistant - Internal Sign Offs + Minimum 16hr Outdoor First Aid			
Ratios			
Venue	Qualified Instructor (Working Alone)	Qualified Instructor (with accompanying <i>competent</i> adult)	Qualified Instructor + Qualifying Assistant Instructor
Outdoor	1:8	1:12	1:16
Tool Based Activities	1:6	1:6	1:12

Risk Assessment		
<i>Risk Assessment is to be used in conjunction with the "Weather" Risk Assessment and relevant Area-Specific Risk Assessments. In addition, at times of "Extreme Weather" then the Extreme Weather Operating Policy and Procedure should also be consulted.</i>		
Risk Identified	Who	Risk Mitigation
Location/Site Specific Risks	All	<ul style="list-style-type: none"> - A risk assessment of the venue will be made before the session and should be consulted by any new staff to the area. - On arrival at the venue the instructor should identify and initial risks and set safe areas for groups to wait. - In wooded areas specific attention should be made to overhead dead wood and dead / unstable trees. - A further site risk assessment should be made as the activity progresses and the group briefed as appropriate. - Clients are to be briefed of defined 'no go' zones. - Other area users and members of the public should be assessed for additional risk posed to the group. - The instructor should be aware of mobile communications within the operating area. - The instructor should assess the emergency entry and exit points from the area being used.

Poor Supervision	Group	<ul style="list-style-type: none"> - For ratio of instructor to students, please see operating procedures. - The instructor should position themselves so that they can always control the activity. - 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. - The instructor should ensure that clients are always supervised and remain safe.
Burns & Scalds – Fire Based Activities	Group	<ul style="list-style-type: none"> - Fires will only be used in a controlled and static location. - A safety briefing should be provided by the instructor and no assumptions of knowledge should be made including: <ul style="list-style-type: none"> 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. - Fires and participant conduct will be always monitored. - 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. - 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. - The poking of fires (for enjoyment rather than for control) is not to be permitted. Sticks must not be removed from the fire. - 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.
Environmental Damage (Fire)	All	<ul style="list-style-type: none"> - All fires will be conducted in a prepared environment to be determined by the location. <ul style="list-style-type: none"> a. A cleared area. b. A metal fire plate - Sand, water, or a fire extinguisher will be available. - Fires will only be included in activities as part of an instructor-led activity. - All fires will be extinguished and double checked by the instructor before leaving the area. - 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.
Soft Tissue Injuries – Activities in Wooded Environments	Group	<ul style="list-style-type: none"> - Participants should be led through a risk assessment process by the instructor and encouraged to identify risk. - Gloves are to be used for the collection of materials and wood. - Running should not be permitted in wooded areas or where there is leaf cover restricting the view of the ground surface. - Monitor area for eye level branches etc

		<ul style="list-style-type: none"> - Inspect wooded areas for dead trees / wood in tree canopy. - Items of jewellery are only to be worn under clothing. - Suitable clothing should be encouraged, long trousers and suitable footwear.
Cuts – Tool Based Activities	Group	<ul style="list-style-type: none"> - Participants are to have instruction on the safe use of tools (knives/axes/saws): <ul style="list-style-type: none"> 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! - A maximum number of 4 knives OR 1 axe OR 1 saw will be issued by the instructor at any one time. - Tools must never be passed unless the blade is covered (sheathed or folded). - 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). - 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. - 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) - Axes must never be swung and should only be used with a wooden mallet.
Exposure	Group	<ul style="list-style-type: none"> - Appropriate clothing to suit the activity and weather to be checked before session. - Constant assessment of the weather conditions and condition of group should be undertaken, and the session modified if required. - The session should be designed to include high energy activity to maintain warmth were required. - The instructor is to carry spare clothing, group shelter for all sessions, and warm drink or stove in cooler months.
Poisoning/Illness – Food Based Activities	Group	<ul style="list-style-type: none"> - Participants will be educated to the risks of eating foods found in the wild. - 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) to ensure that there is no misidentification of edible matter. - Washing of hands is to be arranged by instructor participants must use alcohol gel to cleanse hands before eating. - Non tap water used in activities will be boiled or treated after careful consideration by the instructor.
Damage to Equipment	Group	<ul style="list-style-type: none"> - Students instructed in the correct use so as to reduce wear on equipment.

		<ul style="list-style-type: none"> - All equipment is to be stored in a secure/tamper-proof environment while not in use - especially tools, matches and flints.
Fall from Hammock	Group	<ul style="list-style-type: none"> - Instructors will provide participants with adequate training regarding the safe hanging of hammocks from trees. - All hammocks would be checked by the instructor before loading/client use. - The hammocks will be maintained by the company to ensure material fatigue is adequately monitored. - The ground underneath the hammock should be cleared of sharp materials
Environmental Risk	All	<ul style="list-style-type: none"> - Group to be informed prior to event of specific weather considerations and what weather specific equipment they will be expected to have.
Psychological Risk	Group	<ul style="list-style-type: none"> - All participants will be informed of expectations of activity prior to the event. - Instructor to in-still a culture of challenge by choice with no compulsion or consequence within the group for refusal to take part. - Sympathetic and considerate support to be provided to all participants.

Adventurous Activity RA Operating Procedures

Team Building Activities

Operating Procedures	
Venue:	<ul style="list-style-type: none">• The venue must be a safe, flat area with easy access.• Previously used/well researched by instructor.• Approved by Event Manager/Senior Instructor.
Clients:	<ul style="list-style-type: none">• 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:	<ul style="list-style-type: none">• All equipment should be checked by the instructor before the start of the activity.• The instructor should check the personal equipment of the group

Pre/During Session	
	<ul style="list-style-type: none">✓ 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.
Post Session	
	<ul style="list-style-type: none">✓ After the clients have departed, contact 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

Equipment		
Instructor	Clients	Additional Session Kit
<ul style="list-style-type: none"> ✓ Well fitting trainers or boots ✓ Water + Food ✓ Medication ✓ Watch ✓ Mobile Phone + Numbers 	<ul style="list-style-type: none"> ✓ Well fitting trainers or boots ✓ Water + Food ✓ Medication ✓ Watch ✓ Weather related equipment (Waterproofs etc. 	<ul style="list-style-type: none"> ✓ Group First Aid Kit ✓ Group Shelter (if off site) ✓ Boundary Tape + Peg ✓ Activity Cards ✓ Team Building

Staffing			
Qualifications			
Minimum qualification = Internal sign offs + Minimum 16hr Outdoor First Aid Qualifying assistant = Internal sign offs + Minimum 16hr Outdoor First Aid			
Ratios			
Venue	Qualified Instructor (Working Alone)	Qualified Instructor (with accompanying <i>competent</i> adult)	Qualified Instructor + Qualifying Assistant Instructor
Outdoor	1:12	1:24	2:24
Indoor	1:12	1:24	2:24

Risk Assessment		
<p><i>Risk Assessment is to be used in conjunction with the "Weather" Risk Assessment and relevant Area-Specific Risk Assessments. In addition, at times of "Extreme Weather" then the Extreme Weather Operating Policy and Procedure should also be consulted.</i></p> <p>Encounter Adventure 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.</p> <p>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.</p> <p><u>In addition to the dynamic risk assessment process, the following control methods will be implemented.</u></p>		
Risk Identified	Who	Risk Mitigation
Location/Site Specific Risks	All	<ul style="list-style-type: none"> - The Event Manager/Senior Instructor will inspect and identify the risks created by the environment before the activity starts. - The Event Manager/Senior Instructor is to read this document and share the information contained in the risk assessment with any supporting adults, and participants.

		<ul style="list-style-type: none"> - 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. - Boundaries and emergency evacuation points should be identified in advance. - Staff to be aware of mobile reception in the area.
Poor Supervision	Group	<ul style="list-style-type: none"> - For ratio of instructor to students, please see operating procedures. - 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. - The instructor should always control the group, and once deemed appropriate can set obvious meeting points and a central base location.
Environmental Injuries	Group	<ul style="list-style-type: none"> - Instructor to take steps to encourage the use of sun cream, sunhats and hats and gloves as appropriate. - Infection risk – Students are encouraged to wash hands at the end of the session and before lunch. - 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.
Blindfold Activities	Group	<ul style="list-style-type: none"> - Instructor to thoroughly check the area being used before activity takes place. - Instructors to nominate an instructor who is not blindfolded to take control of group when in a wide-open clear area. - 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. - Confidence and trust are 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. - No running is allowed during blindfold activities. - The instructor must monitor activities and step in if any blindfolded participant is being directed into danger.
Pioneering Activities	Group	<ul style="list-style-type: none"> - 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. - Helmets are to be worn during the manufacture of any large scale pioneering with timbers over 1.5 m in length. - Participants should be warned of the risk of rope burn, when tightening knots and be shown methods of holding ropes that reduce the change of rope burn. - Participants must not create any bridge or rope suspended walkways more than 50 cm above the ground.

Spiders Web	Group	<ul style="list-style-type: none"> - Instructors should ensure that the spider’s web is set up on a soft outdoor surface (e.g. grass) or with safety matting. - The web should not be stretched tight thus enabling a participant to get suspended if they were to fall into the web. - No jumping or diving through the web is to be allowed. - 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. - Students being passed through the web need to be passed though headfirst, facing upwards, as well as lowered to the ground in a controlled manner.
Sheep Dog	Group	<ul style="list-style-type: none"> - The instructor needs to arrange a safe word with the group which will be used if student wearing blindfold needs to be stopped. - No running is allowed during this activity. - The instructor must monitor activities and step in if a blindfolded participant is being directed into danger.
Island Hopping	Group	<ul style="list-style-type: none"> - All equipment should check before use for splinters and splits in the wooden planks. - 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. - 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. - 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.
Gutter Ball	Group	<ul style="list-style-type: none"> - 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 - 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.
Walkers/Skis	Groups	<ul style="list-style-type: none"> - Group shown how to lift and move the walkers and warned about finger entrapments and planks swinging and hitting shins. - Planks are not to be lifted more than knee height or launched/thrown across the ground