

Adventurous Activity Risk Assessments and Operating Procedures

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1	Release of Fair Ways Outdoor Adventure risk assessments and operating procedures client pack	Gemma Starks	28/02/22	Ieuan Starks

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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 Technical Manager
- Or as and when required by a identified risk / near miss.

Document availability

- All staff including external persons

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All Risk assessments should be used in conjunction with the Weather Risk Assessment, Site specific risk assessments and accompanied by an ongoing Dynamic Risk assessment process.

Adventurous Activity RA

Weather Risk Assessment

Risk Assessment:

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

Risk identified	To whom	Risk mitigation
INAPPROPRIATE SESSION DELIVERY AS A RESULT OF POOR PLANNING / RESEARCH	All	<ul style="list-style-type: none"> The instructor has the responsibility to check the weather forecast within 24 hours the planned session starts. Plans/venues should be altered as appropriate and wet weather plans initiated as required. It is the job of the instructor to inform the Event Manager/Senior Instructor of any change to the plan. 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.
ADDITIONAL RISK AS A RESULT OF POOR UNDERSTANDING OF EFFECT	Group	<ul style="list-style-type: none"> 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. 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.
ADDITIONAL RISK POSED THROUGH INCORRECT CLOTHING	All	<ul style="list-style-type: none"> 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 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.
SUN BURN	All	<ul style="list-style-type: none"> The use of sun cream and hats is to be activity encouraged Those with sun cream should be encouraged to share it with anyone who does not have theirs available Sun cream will be provided by the company for residential tented camps Sun cream should be re applied as appropriate and after water sports. Sunbathing, especially between the hours of 11am-3pm, is to be discouraged. Equipment lists should state sun cream as an essential item for summer and water based activity sessions
DEHYDRATION		<ul style="list-style-type: none"> The adult in charge should check that each participant has a suitable volume of drink with them before leaving base. Activity sessions should build in drinking breaks to encourage rehydration The activity instructor should have reasonable spare fluids on hot days.

		<ul style="list-style-type: none"> • Session activity should be modified to take into account the weather and predicted exertion levels
COLD	All	<ul style="list-style-type: none"> • Sessions should be evaluated for suitability based on the weather. • Activities in cold weather should be high energy • Participants should be correctly equipped and carry spare clothing. • Wherever possible, during the cooler months (Sept- April), activity venues should be selected to have indoor facilities/changing • Routes and activities should be conducted in the sun and out of the wind. • Wetsuits for water sports (Oct - April)
HYPOTHERMIA	All	<ul style="list-style-type: none"> • Enforce good early discipline to stop the onset of hypothermia. • Instructor to carry additional clothing / appropriate equipment in order to treat it appropriately
EFFECTS OF GETTING WET	All	<ul style="list-style-type: none"> • Alter and adapt session to try to stay dry. • Wear protective waterproof clothing and encourage early 'suited up' • Find / provide shelter in extreme downpours • Monitor flood risk and move activity and routes to take ground saturation into consideration • Monitor surface water and evaluate footwear against the need to cancel/alter the planned activity
WIND	All	<ul style="list-style-type: none"> • Waterproofs are to be used as protection from the wind • Before each night and when wind is forecast, secure tents and equipment • Be aware of the extra effort required to counteract the effects of the wind and modify the session appropriately • Check and assess risk from local trees, especially on campsites. • Check tree maintenance programmes with woodland / campsite owners
STORMS AND LIGHTNING	All	<ul style="list-style-type: none"> • Reassure participants and discuss the actual risk vs the perceived risk • In extreme weather, abandon the activity and seek shelter <ul style="list-style-type: none"> ○ water based activities should be postponed, or activity stopped for 30 minutes following thunder or lightening. ○ land based activities should be moved to lower, less exposed locations. • Stay away from single trees • Do not camp under or around trees

Adventurous Activity RA Operating Procedures

Camping

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 camps:

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 camps:

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:		
<i>To be used in conjunction with the site-specific risk assessments and weather risk assessment.</i>		
Risk identified	To whom	Risk mitigation
LOCATION/SITE SPECIFIC RISKS	All	<ul style="list-style-type: none"> A specific site risk assessment should be carried out before the residential, and steps taken to make safe any concerns. 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. 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.) 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. The campsite will have been assessed for risk from flooding during the planned period of use. Vehicular and pedestrian access and emergency evacuation routes should be identified in advance and kept clear during the camp. Staff to be aware of the mobile reception in the area.
POOR SUPERVISION	Group	<ul style="list-style-type: none"> On-site supervision should remain at 1:12 for under 18s and will be shared between company and school/client 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. Clients under 18 should be remotely supervised at all times during waking hours. At night, dedicated duty member of staff(s) must be available on site and the clients informed of their location. Clear 'duty of care' hand overs between Fair Ways Outdoor Adventures and the groups own adult staff should be made. The event manager is responsible for working with the accompanying client to guide their understanding of supervision and 'duty of care'
ENVIRONMENTAL INJURIES/WEATHER	All	<ul style="list-style-type: none"> Students are to be informed of, and equipped against, the possible effects of the sun, cold and rain. 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. Shelter to be provided in case of poor weather, or groups send to tents Hot and cold drinks to be provided whenever clients are on site. Clients should be supported in all campsite activities and should be immersed gently into camp life.

		<ul style="list-style-type: none"> • There should be no compulsion or consequence from within the group for a refusal to take part. • Sympathetic and considerate support to be provided to all clients by school camp staff
BURNS	All	<ul style="list-style-type: none"> • Clients supervised around any open fire at all times. • A safe seating zone will be identified around the fire based on the size of the fire at any given time. • All stones will be moved from the fire area so as to minimise the chance of hot projectiles. • Clients educated of risks during cooking - the supervising adult will be made aware of the risks and the methods of minimising these. • Clients are to be trained in the use of cooking stoves before being remotely supervised. • Mentholated spirits must not be added to lit flames. • All cooking to be done on stable flat surfaces. • Appropriate tools are to be used during cooking • Damaged cooking equipment should be removed from use.
EXTERNAL INTERFERENCE - WILDLIFE	All	<ul style="list-style-type: none"> • All waste food to be removed from site regularly so as not to encourage animals • Food not to be store in sleeping tents. • All clients to eat in designated areas away from tents • Clients encouraged not to feed any local animals.
EXTERNAL INTERFERENCE - HUMAN	All	<ul style="list-style-type: none"> • Sites will be selected without public access wherever possible • A clearly defined 'School Camp site' should be created where public sites are to be used. • Clients asked to inform staff of any stranger entering the site area. • After dark a limited safe area will apply in which under 18 clients must stay.
TRIPPING	All	<ul style="list-style-type: none"> • Games areas will be checked for holes and tufts of grass before being allocated. • Clients to be encouraged to tie laces securely. • No running to be permitted around tents. • Guy ropes are to be within reasonable distance of tent to reduce trip hazard. • Tents will be lined up/arranged to make movement easy and ensure guy location is predictable. • Coloured guy ropes to be used. • Clients are requested to use torches when moving around after dark. • After dark, a staffed limited safe area will apply.
FIRE	All	<ul style="list-style-type: none"> • Fire extinguishers/water source to be available. • Water or sand to be available around open fires • Clients to be made aware of fire risk to tents, gas and grass. • No smoking on site – dedicated low risk smoking area to be created

		<ul style="list-style-type: none"> • Open fires to be supervised by staff at all times • Cooking to be supervised by staff at all times • Gas bottles to be stored away from clients and fire. • Gas lamps to be secured on flat ground or from secure hanging points • Games not be played in cooking or fire pit areas. • Clients are not to fuel the fire with own rubbish, all fuel will be approved by an instructor. • Tents to have basic fire proofing. • Cooking must only take place in dedicated catering tents, and no other tents. • Trangia stoves must be used more than 3m from tents and metholated sprits kept in a central 'dump point' 4m away from all flames. • Open fires are not to be left unattended and should be put out/made safe before leaving the site.
CONTAMINATION	All	<ul style="list-style-type: none"> • Water to be sourced and provided by camp manager only • Food and waste water to be disposed of in agreed locations only • Toilets to be used rather than hedge rows. • Animals should be removed from rural sites at least 2 weeks prior to use. • Clients are encouraged to wash hands at the end of the sessions, after using the toilet and before food • Washing facilities (clean water and soap) to be available at all times and located in positions that encourage good practise. • Separate tented accommodation allowing client separation and privacy in case of sickness will be available
THEFT	All	<ul style="list-style-type: none"> • Non public sites to be used whenever possible • Clients to be informed of theft risk. • Clients encouraged not bringing valuables to the camp (outlined before event on standard equipment list) • All tents to be closed before leaving site • Valuables to be taken from the site.
BULLYING / PEER PRESSURE / RELATIONSHIPS	All	<ul style="list-style-type: none"> • Staff to monitor conversations and mood of groups throughout activities. Concerns should be highlighted to the client instructor and to the camp manager. • Clients to be informed of the expectation to work as one team accepting differences and personal preferences • Clients should not be put under pressure to engage in any activity with which they appear uncomfortable. • Adult staff should monitor activity to ensure that clients are not under pressure from their peers. • 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. • 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.

		<ul style="list-style-type: none">• 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.
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Adventurous Activity RA Operating Procedures

DofE Expeditions

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
Appropriate footwear for terrain	Appropriate footwear for terrain	First aid kit
Warm clothing	Water + food	Group shelter
Water + food	Medication	Map + compass
waterproofs	Warm top	Spare clothing
Medication	waterproof	Hot drink and spare food
Watch	Desirable	
Mobile phone + numbers	Hat + gloves	
	Sun cream etc	

Before sessions- it is the instructor's responsibility to ensure the following:
<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 Senior Instructor is informed of any incidents, accidents, or deviations from the procedures.
After sessions:
<ul style="list-style-type: none"> 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.

Staffing:			
DofE – WALKING			
STAFF QUALIFICATIONS			
Non wild country	BEL, or Lowland Leader (or training with logbook & sign off from company's competent person/technical expert) & 16hr first aid qualification.		
Wild country	ML (or H&M – Brecon Beacons, Dartmoor, Peaks) (or training with logbook & sign off from company's competent person/technical expert) & 16hr first aid qualification.		
STAFFING RATIOS			
	Qualified instructor (working alone) All levels / stages	Qualified instructor (with accompanying adult in local area) All levels / stages	Two or more qualified instructors (working in same area) All levels / stages
Bronze	1:8	1:12	2:24
Silver	1:8	1:12	2:24
Gold	1:8	1:12	2:24

DofE – CANOEING			
STAFF QUALIFICATIONS			
	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)	Old style level 3 or UKCC Level 2 with BCU 4* instructor + First Aid		UKCC Level 1 with 3* or other coaching qualification with BCU 4* instructor + First Aid
STAFFING RATIOS			
	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 grade 3)	1:8 + 2* second	1:8 + 2* second	1:8 + 2* second or 2:16 with 2 vehicles

Risk Assessment:		
<i>To be used in conjunction with the site-specific risk assessments and weather risk assessment.</i>		
Risk identified	To whom	Risk mitigation
LOCATION/SITE SPECIFIC RISKS	All	<ul style="list-style-type: none"> The group should identify the initial risks from the maps and plan a safe route before the activity starts. Routes will be checked by the instructor and approved for group use. 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. 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 waiting for pickup. 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. Staff to be aware of mobile reception in the area.
POOR SUPERVISION	Group	<ul style="list-style-type: none"> Ratio of instructor to students to be in line with the activity staffing detailed above. Each walking group should have one 'supervising adult' on the ground at any one time. All staff should be qualified in line with the D of E policy and schools' policy. 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. A staff member should meet/monitor teams regularly throughout the day A staff member should meet the team at specific points that may suggest additional risk to the groups' safety Supervising staff should have the mobile contact details of at least one of the group members.
LACK OF ADEQUATE EQUIPMENT	All	<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, emergency rations, waterproof clothing etc, The instructor is responsible for checking the personal equipment of people on expedition. 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.

SEPARATED GROUP MEMBERS	Group	<ul style="list-style-type: none"> The focus should be on always staying warm dry and safe The groups must remain together unless an emergency plan has been put into operation in which case.... Participants should never be in a group of less than 3 and should equip themselves with adequate kit before splitting the group. Tent, Trangia clothes food etc. In the event of a missing group member the group should contact their supervisor immediately
RISK OF INJURY TO STUDENT RESULTING IN IMMOBILISATION	All	<ul style="list-style-type: none"> Instructor to control behaviour and activities to as to minimise chance of injury 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. Instructor to be aware of any medical situations/histories for everyone 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. Bag weight should be amended if it is deemed that the proposed weight to be carried poses a risk to the individual. Instructor to carry appropriate equipment to manage any immobilisation Incident that may occur. (Emergency kit) Transport to be available throughout the expedition to pick up students who may wish to drop out of the venture.
RISK TO STAFF (causing additional associated risk to students)	All	<ul style="list-style-type: none"> Staff to wear appropriate equipment, as expected to equipment as group. Staff to evaluate their fitness to lead before the session Staff members not to take any additional risks during the day. 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. Staff members should never go into a tent with a student Unless an emergency, staff members should not carry students in their own vehicle.
SOFT TISSUE INJURIES	All	<ul style="list-style-type: none"> Instructor to ensure that any bag/carried weight is appropriate to strength/body weight of participant. Participants are to be shown how to correctly fit the rucksack to their body to distribute weight. Participants made aware of methods to prevent and minimise effect of blisters. Suitable footwear to be worn. Students to be shown correct foot placement were appropriate. Group to be warned of risks from brambles and barbed wire and suitable route around ground cover to be selected. Staff and groups to be aware of the risk of ticks and suitable clothing to be worn in identified areas.
INTERFERENCE FROM EXTERNAL PEOPLE/ANIMALS	All	<ul style="list-style-type: none"> Instructor to assess the risks posed during the day from external people/Animals Participants will be instructed and taught not to take advice or accept items or lifts from strangers In the case if a threat, participants will be instructed to contact the emergency contact/supervisor.

		<ul style="list-style-type: none"> Groups are to always stay together and be encouraged to look out for each other welfare, Where public campsites are to be used, a supervisor will monitor the group overnight and be available should there be problems with another campers/public. Groups should stay away from wild/farm animals and minimise the risk of them being approached by not feeding them.
ROAD TRAFFIC ACCIDENT	All	<ul style="list-style-type: none"> Transportation will be provided in accordance with the school groups policies. Seatbelts must be always worn and groups instructed to do so. Bags and equipment must be packed sensibly into the bus and should not block the exit or move around during journey. Drivers will hold an appropriate license and ensure that they are covered by adequate insurance. 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.
BEING HIT BY A VEHICLE	All	<ul style="list-style-type: none"> Walking routes should use as little road as possible. Where a road is to be used it should be a minor road only. Start and End points should provide enough space for groups to wait and setup away from passing traffic. 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. Groups should be aware of methods of crossing busier roads If there is a predictable risk from a road, then a supervisor should position themselves at this point on the route. Groups should be dropped off and picked up in suitable locations with off road parking.
BURNS	All	<ul style="list-style-type: none"> Groups are to be taught how to use stoves safely. Instructors delivering DofE must be educated in the Fairways OA Policy of stove use prior to training groups. Stove handles should always be present and should be checked before expedition departure, All cooking must be done away from the tents Groups should always be supervised cooking their food. Participants should understand the risk associated with ground/tent fires and from spillages of hot water. No open fires are to be allowed. Education on the risks of smoking around tents and equipment will be given to all participants
POOR COMMUNICATIONS/LACK OF INFORMATION	All	<ul style="list-style-type: none"> Supervisors will always carry an information pack – this will include telephone numbers of all Supervisors. They must always have the medical information for their group to hand. The overall instructor will carry the information for every participant and supervisor on the trip. Each member of staff and each walking group must have a mobile phone. Supervisor's must share information on other groups that may not be their direct responsibility

		<ul style="list-style-type: none"> A home contact will be allocated to aid communication in event of an emergency.
WEATHER/ENVIRONMENTAL INJURIES	All	<ul style="list-style-type: none"> 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, hats, and gloves as appropriate. Instructor to be aware of weather report for the activity period 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. 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.
REDUCED DAYLIGHT HOURS (OCTOBER – MARCH)	All	<ul style="list-style-type: none"> Students are to be informed of, and adequately equipped against the possible effects of colder temperatures as a result of reduced daylight hours. Instructor to take steps to encourage the use of cold weather clothing, hats, gloves and spare warm layers as appropriate. Instructor to undertake a daily weather report for the activity period. Participants are advised prior to the event to bring a spare blanket as well as extra spare layers in order to stay warmer during the nights. These articles will not need to be carried during the expedition and will be transported using client or Fairways OA vehicles. Due to shorter days, instructors can expect an earlier start time. Drop offs or pickups at suitable locations are to be considered in order to support groups in reaching aspired destinations etc. “summits” Groups should be closely supervised or supported after 17:00 for them to reach camp prior to sundown. There should be more emphasis on kit carried on “circular” days where not all equipment is carried. An equipment list and sign out sheet for groups will need to be checked prior to groups heading out for the day. Spare clothing – Hats and Gloves, are to be carried by the EM
Remote Supervision Policy	All	<ul style="list-style-type: none"> Groups are adequately trained in First Aid of which is applicable to the level of the award they are undertaking. In addition, the group must be carrying an adequate group first aid kit. The individual participants should be aware that they are responsible for carrying their own personal medication and blister plasters. The group must be fully aware and understanding of the emergency and lost procedures.

		<ul style="list-style-type: none"> • The group must demonstrate a good navigational ability and be able to locate themselves using a range of map skills and digital means e.g., OS Locate, W3W. • The group must show they have at least two phones per group, ideally on different networks and the means to recharge this phone i.e. battery packs. • The group must provide their phone numbers to the instructor/event manager. • Before extended periods of remote supervision the group would have needed to complete the training programme (green form). • The group must show an innate ability to work well as a group demonstrating strong teamwork skills and cohesion. • Competency is to be assessed by the instructor responsible for the group. • Group is to be met regularly by an instructor in order to check on the welfare of the group.
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Adventurous Activity RA Operating Procedures
Team Building Activities

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	Well fitting trainers or boots	Group First Aid kit
Water + food	Water + food	Group shelter
Medication	Medication	Boundary tape + pegs
Watch	Watch	Activity cards
Mobile phone + numbers	Mobile phone + numbers	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

Staffing:

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

Risk Assessment:

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

Fair Ways Outdoor Adventures 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.

Risk identified	To whom	Risk mitigation
LOCATION/SITE SPECIFIC RISKS		<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 documents and share the information contained in the risk assessment with any supporting adults, and participants. 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		<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 control the group at all times, and once deemed appropriate can set obvious meeting points and a central base location. A boundary will be set up in order to control the activities
ENVIRONMENTAL INJURIES		<ul style="list-style-type: none"> Weather – Students are to be informed of, and equipped against, the possible effects of the sun, cold and rain.

		<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		<ul style="list-style-type: none"> • Instructor to thoroughly check the area being used before activity takes place. • Instructors to nominate a 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 will have a instructor who is not blindfolded. The instructor can vary these ratios depending on areas being used. • 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. • 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		<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		<ul style="list-style-type: none"> • Instructors should ensure that the spider's web is set up on a soft outdoor surface (eg 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 head first, facing upwards, as well as lowered to the ground in a controlled manner.
SHEEP DOG		<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		<ul style="list-style-type: none"> • All equipment should be checked 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		<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		<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

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

Adventurous Activity RA – operating procedures

Survival Activities

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

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	Well fitting trainers or boots	Group First Aid kit
Water + food	Appropriate clothing	Group shelter
Medication	Medication	Boundary tape + pegs
Watch	Desirable	Fire bucket
Mobile phone + numbers	Weather related equipment (waterproofs, sun cream etc)	Fire steels
		Activity cards

Before sessions- it is the instructor's responsibility to ensure the following:
<p>All staff involved are well prepared and the equipment ready prior to the clients' arrival.</p> <ul style="list-style-type: none"> 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:
<p>The instructor must never leave a group unsupervised while a fire is lit – don't assume competence of any accompanying adults</p> <ul style="list-style-type: none"> 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:
<p>After the clients have departed, make contact with the Event Manager/Senior Instructor</p> <ul style="list-style-type: none"> 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.

Staffing:				
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:		
<i>To be used in conjunction with the site-specific risk assessments and weather risk assessment.</i>		
Risk identified	To whom	Risk mitigation
LOCATION/SITE SPECIFIC RISKS		<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.

		<ul style="list-style-type: none"> • 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		<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 control the activity at all times. • 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 supervised and remain safe at all times.
BURNS AND SCALDS – FIRE BASED ACTIVITIES		<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 monitored at all times. • 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)		<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

		<ul style="list-style-type: none"> • 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 INJURY – ACTIVITIES IN FOREST ENVIRONMENTS		<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 • 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		<ul style="list-style-type: none"> • Participants are to have instruction on the safe use of tools (knives/axes/saws): <ol 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		<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.

		<ul style="list-style-type: none"> • 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		<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) so as 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		<ul style="list-style-type: none"> • Students instructed in the correct use so as to reduce wear on equipment. • All equipment is to be stored in a secure/tamper-proof environment while not in use - especially tools, matches and flints.
FALL FROM HAMMOCK		<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 INJURY – WHILE WORKING OUTDOORS		<ul style="list-style-type: none"> • Weather – Students are to be informed of, and equipped against, the possible effects of the sun, cold and rain • Infection risk – Students are encouraged to wash hands at the end of 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. THERE IS NO COMPULSION TO COMPLETE THE ACTIVITY.

Adventurous Activity RA Operating Procedures

Archery

Venue:

- The venue must allow the instructor to ensure a safe environment as recommended in the remit of the award held
- Must not be a 'open' 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	Well-fitting shoes	First aid kit
Long sleeves	Long sleeves	Group shelter
Medication	Medication	Archery maintenance kit
Watch	Desirable	Bows, arrows, bosses, safety net, signage, marking out tape, bow stands, arm guards and finger tabs
Mobile phone + emergency numbers	N/A	Stools or chairs

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 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.
- Quarantine dangerous unserviceable equipment

Staffing:

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
Maximum number of participants at the shooting line = 2 per target (boss) up to a maximum of 4 participants (2 bosses)				

Risk Assessment:

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

Risk identified	To whom	Risk mitigation
RISK OF SOFT TISSUE INJURY TO A PARTICIPANT (INCL. ACTIVITIES STAFF)	All	<ul style="list-style-type: none"> All participants to wear appropriate clothing during the sessions (not loose or bulky) All participants to wear appropriate footwear during the sessions (flat soled and closed toe) All participants to remove loose face jewellery that may be caught during the activity. Stud earrings only. Instructor must ask and be aware of participants' current medical conditions (including minor injuries to activity specific body parts e.g. back, arms) Instructor to "warm-up" group at session start 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. Instructors must demonstrate and promote the use of a correct technique so as to ensure that participants will not cause themselves damage. If a participant's technique cannot be corrected, finger tabs and/or arm braces should be used to minimise discomfort. Instructor to "warm-down" group at the end of session with appropriate stretches.
RISK OF INJURY FROM THE RANGE/EQUIPMENT DURING THE ACTIVITY	All	<ul style="list-style-type: none"> Participants must follow the instruction of the instructor and field captain. Failure to do this will result in removal from the activity All equipment must point down the range at all times. Dropped arrows that cross the shooting line must not be picked up by participants.

		<ul style="list-style-type: none"> • Participants must not run on any part of the range • Participants should be made aware of arrow hazards once crossing the shooting line. • Instructor and participants should walk down the side of the range and approach bosses from the side • The target/boss is to be secured in such a way that it will not fall on participants. • 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) • Additional hazards are to be pointed out to participants as and when identified by the instructor
CONDITION OF EQUIPMENT	All	<ul style="list-style-type: none"> • The instructor is responsible for inspecting equipment before and after each session and reporting any concerns • Any broken/damaged equipment is to be quarantined and reported to the Event Manager/Senior Instructor • Only centre-owned equipment is to be used during sessions • All equipment to have UIAA/BS approval and to be used in accordance with manufacturers' recommendations. • Equipment will undergo a regular inspection which will be recorded in the log book • All equipment will be stored in a secure, dry and cool storeroom between activities. • 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) • Participants will be shown how to collect arrows without causing damage to the equipment.
RISK OF INJURY TO NON PARTICIPANTS	Non participants k	<ul style="list-style-type: none"> • The shooting range must have a clear boundary and be of an approved size and format (see approved site specific diagrams) • 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) • The boundaries should be inspected and secured at the start of each session. • 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 • Spectators and participants awaiting their turn will watch the activity from a designated and defined 'safe' area • Spectators and participants awaiting their turn should be instructed to remain quiet during the activity so as not to distract the archers • 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	All	<ul style="list-style-type: none"> • Weather impact – the instructor is responsible for assessing the impact the weather may pose on the group. The instructor must

		<p>take the necessary actions to reduce the effects of the sun and temperature on participants</p> <ul style="list-style-type: none"> • 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. • Infection risk – the instructor should encouraged participants to wash their hands at the end of session • 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.
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Adventurous Activity RA Operating Procedures
Canoeing 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	Buoyancy aid	Provider approved canoes, paddles, helmets, and Buoyancy aids
Water Sports helmet	Helmets (Grade 2 Water & above, & where planned activity or location increases the risk of head injury)	Group First aid kit
Buoyancy aid	Suitable clothing and shoes	Group shelter
Water + food	Water + food	Map + compass
Medication	Medication	Spare clothing
Watch		Spare paddles
Mobile phone + numbers		Hot drinks and food.
	Desirable	Waterproof bags
	N/A	

Before sessions- it is the instructor's responsibility to ensure the following:
<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.
After sessions:
<ul style="list-style-type: none"> 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.

Staffing:				
Minimum qualification = UKCC Level 2 + First Aid – or Approved Technical sign off + First Aid Qualifying assistant = UKCC Level 1 or other coaching qualification with BCU 2* + First Aid or site-specific sign off with 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
Less adventurous environments	1:8 (syllabus led specific training 16+ only) (with up to 5 boats)	1:12 + adult (6 boats)	2:14 (8 boats)	n/a

Risk Assessment:		
<i>To be used in conjunction with the site-specific risk assessments and weather risk assessment.</i>		
Risk identified	To whom	Risk mitigation
LOCATION/SITE SPECIFIC RISKS		<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 type should be assessed and the session cancelled or altered if outside of the clients' or instructor's comfort zone A full site risk assessment should be made as the activity is set up and the group briefed as soon as possible Clients are to be briefed of defined 'no go' and 'safe' zones around the water.

		<ul style="list-style-type: none"> • 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		<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 control the activity at all times. • 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. • The instructor should ensure that clients are supervised and remain safe at all times. This includes while changing, waiting and participating. • Clients leaving the activity for the bank should be supervised at all times
DROWNING		<ul style="list-style-type: none"> • All participants should wear correctly fitted buoyancy aids when around the water, including when on the banks around water. • 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. • The instructor should direct/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. • 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.
SOFT TISSUE INJURY		<ul style="list-style-type: none"> • Instructor must "warm-up" group at session start, focusing especially on shoulders, back and neck. • Clients should be assessed and taught the correct paddling techniques early in session.

		<ul style="list-style-type: none"> No rings or hooped earrings are to be worn. Other items of jewellery are only to be worn under clothing. Clients should be taught to lift boats correctly, with four people. Smaller framed clients should work in groups of six to move boats Boats should be lifted onto trailers by a minimum of two people. Clients should not be expected to lift canoes above their head height. Clients should be shown how to empty boats in a way that minimises the weight being lifted. 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. Splashing activities are to be carefully supervised and clients to be told when this activity is appropriate. Correct capsize procedure should be taught so as to minimise the risk of bruising and scrapes while exiting the canoe.
RISK OF INJURY TO STAFF (and additional associated risk to students)		<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 seal launches and personal playing other than demonstration.
YPOTHERMIA		<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. Planned wet activities should be correct placed in the session so that clients remain dry and warm for the majority of the session. The instructor is to carry spare clothing, group shelter and warm drink.
CONDITION OF EQUIPMENT		<ul style="list-style-type: none"> The instructor is responsible for checking the equipment before and after the session. Damaged equipment causing a safety concern must not be used until repaired. The Senior Instructor will carry out Periodic checks of equipment and will record this in the equipment log book. All safety equipment to have UIAA/BS approval and to be used in accordance with manufacturers' recommendations.

		<ul style="list-style-type: none"> • Clients will be encouraged to undertake checks of equipment as they use it. • All equipment to be numbered and concerns, wear and repairs reported to the Event Manager/Senior Instructor • Clients to be encouraged to report any concerns/misuse of equipment. • Canoes should be fitted with buoyancy.
DAMAGE TO EQUIPMENT		<ul style="list-style-type: none"> • Students instructed in the correct use so as to reduce wear on equipment. • Strictly no smoking during activities or while wearing safety equipment. • All equipment is to be stored in a secure/tamper-proof environment while not in use • Water entry points to be selected to minimise wear on the equipment.
ENVIRONMENTAL INJURY		<ul style="list-style-type: none"> • Weather – Students are to be informed of, and equipped against, the possible effects of the sun, cold and rain • Infection risk – Students are encouraged to wash hands at the end of 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. THERE IS NO COMPULSION TO COMPLETE THE ACTIVITY.

Adventurous Activity RA Operating Procedures

Canoeing 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	Buoyancy aid	Provider approved canoes, paddles, helmets, and Buoyancy aids
Water Sports helmet	Helmets (Grade 2 Water & above, & where planned activity or location increases the risk of head injury)	Group First aid kit
Buoyancy aid	Suitable clothing and shoes	Group shelter
Water + food	Water + food	Map + compass
Medication	Medication	Spare clothing
Watch		Spare paddles
Mobile phone + numbers	Desirable	Hot drinks and food.
	Windproof top	Waterproof bags

Before sessions- it is the instructor's responsibility to ensure the following:
<ul style="list-style-type: none"> • 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:
<ul style="list-style-type: none"> • 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.

Staffing qualifications:				
	Minimum qualification		Qualifying assistant	
Grade 1/2 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_site-specific sign off with 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 site-specific sign off with first aid	
Staffing ratios:				
	Qualified Instructor (working alone)	Qualified Instructor (with accompanying adult)	Instructor + qualifying assistant	Qualified Instructor working in vicinity (shouting distance) of another qualified instructor
Grade 2/3 water	n/a	n/a	2:10 (6 boats)	n/a
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:		
<i>To be used in conjunction with the site-specific risk assessments and weather risk assessment.</i>		
Risk identified	To whom	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 type should be assessed and the session cancelled or altered if outside of the clients' or instructor's comfort zone A full site risk assessment should be made as the activity is set up and the group briefed as soon as possible Clients are to be briefed of defined 'no go' and 'safe' zones around the water. 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 control the activity at all times. 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. The instructor should ensure that clients are supervised and remain safe at all times. This includes while changing, waiting and participating. Clients leaving the activity for the bank should be supervised at all times
DROWNING	All	<ul style="list-style-type: none"> All participants should wear correctly fitted buoyancy aids when around the water, including when on the banks around water. 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. The instructor should direct/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.

		<ul style="list-style-type: none"> • 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. • Clients who wish to get wet or practise a capsized 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.
SOFT TISSUE INJURY	All	<ul style="list-style-type: none"> • Instructor must “warm-up” group at session start, focusing especially on shoulders, back and neck. • Clients should be assessed and taught the correct paddling techniques early in session. • No rings or hooped earrings are to be worn. Other items of jewellery are only to be worn under clothing. • Clients should be taught to lift boats correctly, with four people. Smaller framed clients should work in groups of six to move boats • Boats should be lifted onto trailers by a minimum of two people. Clients should not be expected to lift canoes above their head height. • Clients should be shown how to empty boats in a way that minimises the weight being lifted. • 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. • Splashing activities are to be carefully supervised and clients to be told when this activity is appropriate. • Correct capsized procedure should be taught so as to minimise the risk of bruising and scrapes while exiting the canoe.
RISK OF INJURY TO STAFF (and additional associated risk to students)	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 seal launches and personal playing other than demonstration.
HYPOTHERMIA	All	<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.

		<ul style="list-style-type: none"> • The session should be designed to include high energy activity to maintain warmth. • Planned wet activities should be correct placed in the session so that clients remain dry and warm for the majority of the session. • The instructor is to carry spare clothing, group shelter and warm drink.
CONDITION OF EQUIPMENT	All	<ul style="list-style-type: none"> • The instructor is responsible for checking the equipment before and after the session. • Damaged equipment causing a safety concern must not be used until repaired. • The Senior Instructor will carry out Periodic checks of equipment and will record this in the equipment log book. • All safety equipment to have UIAA/BS approval and to be used in accordance with manufacturers' recommendations. • Clients will be encouraged to undertake checks of equipment as they use it. • All equipment to be numbered and concerns, wear and repairs reported to the Event Manager/Senior Instructor • Clients to be encouraged to report any concerns/misuse of equipment. • Canoes should be fitted with buoyancy.
DAMAGE TO EQUIPMENT	All	<ul style="list-style-type: none"> • Students instructed in the correct use so as to reduce wear on equipment. • Strictly no smoking during activities or while wearing safety equipment. • All equipment is to be stored in a secure/tamper-proof environment while not in use • Water entry points to be selected to minimise wear on the equipment.
ENVIRONMENTAL INJURY	All	<ul style="list-style-type: none"> • Weather – Students are to be informed of, and equipped against, the possible effects of the sun, cold and rain • Infection risk – Students are encouraged to wash hands at the end of 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. THERE IS NO COMPULSION TO COMPLETE THE ACTIVITY.

Adventurous Activity RA Operating Procedures

Coasteering

Venue:

- The venue must be within the remit of the instructor's award.
- Only approved sites to be used by instructor in line with their sign off/certificate
- Instructor must have been assessed by Fairways Outdoors Adventure approved tech expert

Clients:

- The minimum age for coasteering see site specific risk assessment
- 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 a senior member of instructor team 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/ carry	Additional session kit
Full length wetsuit	Suitable wetsuit and shoes	All in Waterproof bag:
study footwear	Medication to be given to instructor	Group First Aid kit
Water helmet	Water Helmet	Personal Locating Beacon (PLB)
Buoyancy aid	Buoyancy aid	Group shelter
Water knife	Desirable	Warm top
Throw bag around waist	Shorts over wetsuit	Group medication
		Mobile phone + emergency numbers
		Hot drinks (depending on weather/air temperature)

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.

Staffing:

Minimum qualifications = Sign off from companies' competent person/ technical expert.

ML or cave leader with an advanced water safety qualification, with coastal and specific venue knowledge & appropriate First Aid

Qualifying assistant = must be approved by fairways outdoor adventures
and hold a relevant first aid

Accompanying adult assistant = site-specific sign off with first aid

	Qualified instructor (with accompanying adult with site specific sign off)	Instructor + qualifying assistant	Qualified instructor working in vicinity (shouting distance) of another qualified instructor
Outdoor – Adventurous remote environments	1:6	2:12	4:24

Risk Assessment:

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

Risk identified	To whom	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 safely. • On arrival, clients should be escorted wherever there are cliffs or a risk of falling into the water. • 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. • Dynamic risk assessments should be carried out 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.

		<ul style="list-style-type: none"> • Clients are to be briefed of defined 'no go' and 'safe' zones around the coast and on entry to each new area. • Clients to be briefed before jumping and only jumps approved on the site specific risk assessment used. • 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. • 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 control the activity at all times. • 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. • The instructor should ensure that clients are supervised and remain safe at all times. This includes while changing, waiting and participating. • 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.
CONDITION OF EQUIPMENT	All	<ul style="list-style-type: none"> • Safety equipment will be inspected, maintained and recorded on a monthly basis. • 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 • Clients to be encouraged to report any concerns/misuse of equipment.
DROWNING	All	<ul style="list-style-type: none"> • All participants must wear correctly fitted buoyancy aids when in and around the water, including when on the shoreline and beach. • 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 these areas.

		<ul style="list-style-type: none"> 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. The effect of the tide and the individuals swimming ability should be considered throughout the activity and the activity modified to ensure safe practice.
RISK OF INJURY FROM A FALL WHILE SCRAMBLING	All	<ul style="list-style-type: none"> Ensure that the 'line' undertaken is direct as possible and discourage deviations. Ensure that there is a clear line to deep water under proposed scrambling routes Staff and/or second to spot scrambling spots.
INJURY FROM HITTING HEAD ON ROCKS OR FROM FALLING OBJECTS	All	<ul style="list-style-type: none"> All staff and clients to wear helmets at all times. No objects to be thrown into the water. Staff to ensure that clients are in 'safe' zones while others scramble above Staff to ensure the water is clear of swimmers before group jumping into water
SOFT TISSUE INJURY - ABRASIONS, BRUISES, AND SPRAINS	All	<ul style="list-style-type: none"> Instructor must "warm-up" group at session start, Clients should be assessed and taught the effective 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 and avoid incidents. Water entry points to be selected for ease of access to minimise slips/falls. 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. Clients are to be shown how to defensively swim and use their feet to push away from rocks. Routes are to be selected to minimise the chance of rock and barnacle damage in swell. Long sleeve and legged wetsuits to be worn to protect from irritate from contact with jellyfish, rocks and barnacles.
MINOR 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

		<ul style="list-style-type: none"> • All jumps must be feet 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 allowed.
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.
WILDLIFE ENCOUNTERS	All	<ul style="list-style-type: none"> • All activities are to be conducted in sheltered waters within 10m of the shoreline or set of rocks. • Staff and clients to stay clear of wildlife and not encage with them. • Groups should stay clear of long seaweed that may entrap clients. • Groups should stay clear of sensitive areas that may get damaged during the activity or that are used for breeding. • Long sleeved and legged wetsuits to be worn to protect from irritation from contact with jellyfish or other marine life.
DAMAGE TO EQUIPMENT	Group	<ul style="list-style-type: none"> • Clients instructed in the correct use and reduced impact on equipment, • Strictly no smoking during activities • All equipment to be checked and quarantined if damage is found.
ENVIRONMENTAL INJURY	All	<ul style="list-style-type: none"> • 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, • Infection risk – Clients are encouraged to wash hands at the end of session and before lunch • 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.

Adventurous Activity RA Operating Procedures

Gorge Walking

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 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:	
<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 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/ carry	Additional session kit
Full length wetsuit	Suitable wetsuit and shoes	All in Waterproof bag:
study footwear	Medication to be given to instructor	Group First Aid kit
Water helmet	Water Helmet	Personal locating beacon (PLB)
Buoyancy aid	Buoyancy aid	Group shelter
Water knife		Warm top
Throw bag worn around waist	Desirable	Group medication
	N/A	Mobile phone + emergency numbers
		Hot drinks (depending on weather/air temperature)

Before sessions- it is the instructor's responsibility to ensure the following:	
<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 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:	
<ul style="list-style-type: none"> 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:	
<ul style="list-style-type: none"> 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. 	

Staffing:				
<p>Minimum qualifications = Sign off from companies' competent person/ technical expert, or</p> <p>ML or cave leader with an advanced water safety qualification, with appropriate first aid</p> <p>Qualifying assistant = Other national Outdoor leader qualification and known water confidence + First Aid</p> <p>Accompanying adult assistant = site-specific sign off with first aid</p>				
	Qualified instructor (with accompanying adult)	Instructor + qualifying assistant	2 qualified instructors working together	Qualified instructor working in vicinity (shouting distance) of another qualified instructor
Outdoor – Adventurous remote environments	1:6	2:12	2:14	n/a

Risk Assessment:		
<i>To be used in conjunction with the site specific risk assessments and weather risk assessment.</i>		
Risk identified	To whom	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.

		<ul style="list-style-type: none"> • 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 control the activity at all times. • 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. • The instructor should ensure that clients are supervised and remain safe at all times. This includes while changing, waiting and participating. • Clients leaving the activity for the bank should be supervised at all times
CONDITION OF EQUIPMENT	All	<ul style="list-style-type: none"> • Safety equipment will be inspected, maintained and recorded on a monthly basis. • 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 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.

		<ul style="list-style-type: none"> 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 A FALL WHILE SCRAMBLING	All	<ul style="list-style-type: none"> Ensure that the 'line' undertaken is direct as possible and discourage deviations. Staff and second 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 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.
MINOR 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 BRAKES	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.

		<ul style="list-style-type: none"> • 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 during activities • All equipment use to be logged.
ENVIRONMENTAL INJURY	All	<ul style="list-style-type: none"> • 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 • Infection risk – Clients are encouraged to wash hands at the end of session and before lunch • 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.

Fair Ways Outdoor Adventures - Climbing Wall Wearing Of Helmets Policy For Children – U18

We do not always require helmets to be worn.

The choice to do so will be made by a suitable experienced instructor. The decision will be based on:
If this is a stand-alone activity or leading to outdoor climbing sessions (thus promoting a best practice norm), other groups using the venue, and the indoor venues own policy.

Helmets will always be worn for outdoor climbing session.

Policy justification:

There are three main causes of head injury within an indoor climbing wall:

Groups – prior to accepting bookings for external groups attention is made to our policy of not enforcing the wearing of helmets. Parents are able to accept this policy or inform us that helmets must be worn.

Impact with the floor. This can be due to an uncontrolled descent either due to too much slack in the belay system or poor reactions of the belayer or being lowered too fast. Climbers can hit the ground feet first then fall backwards and strike the back of the head on the floor.

Mitigation. All sessions are supervised by a qualified instructor or a volunteer who has received appropriate training. The likelihood of a climber falling and hitting the ground due to an error of belaying has been removed by the use of a specialist belay device that auto locks in the event of a fall. The lowering of a climber is supervised by the instructor who either controls the descent or holds the brake rope while the climber is being lowered. The floor of the climbing wall is a special impact surface called 'rubber crumb' and this significantly reduces the impact.

Impact with the climbing wall surface and holds. This can be caused in the same way as above.

Mitigation. During 'top-roping' any falling is minimal and as such the climber is unlikely to build up any momentum. Impact with the wall is usually prevented by the climber fending off with their hands and feet. It is possible that the face can strike against a climbing hold but a helmet would not prevent this.

Falling objects. Any object dropped from height can pose a serious risk. The climbing wall is 12m high. Mobile phones are the most likely reason for an impact from a falling object.

Mitigation. All climbers are told to remove objects from pockets before climbing. Most children's groups are restricted to a specific area of the wall so it is unlikely that other customers would create a risk if something was dropped from their pocket on an adjacent line.

Other Activities:

Bouldering – Helmets are not generally worn while indoor bouldering.

Auto Belay – There is an increased risk of strangulation from helmet straps when descending on an Auto Belay. **For this reason the wearing of helmets is not recommended while climbing on the Auto Belay lines.**

Lead Climbing – The wearing of helmets while lead climbing is mandatory for U18.

Sources of information:

- ABC Safety and Management Guidelines (Issue 6) Chapter 2.9 Helmet Policy
- BMC Climbing Wall Manual Chapter 6.8 Accidents
- BMC 'Young People - A Parents Guide'

Adventurous Activity RA Operating Procedures

Improvised rafting

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
Kayaking helmet	Medication	Raft building kit
Buoyancy aid	Water Helmet	Group First aid kit
Water + food	Buoyancy Aid	Group shelter
Medication	Desirable	Spare clothing
Watch	Change of clothes	Spare paddles
Mobile phone + numbers	Windproof top	Hot drinks and food.
		Waterproof bags

Before sessions- it is the instructor's responsibility to ensure the following:
<ul style="list-style-type: none"> • 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:
<ul style="list-style-type: none"> • 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.

Staffing:			
	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:		
<i>To be used in conjunction with the site specific risk assessments and weather risk assessment.</i>		
Risk identified	To whom	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 type should be assessed and considered to enable the clients to maintain position with little or no paddling skills. • A full site risk assessment should be made as the activity is set up and the group briefed as soon as possible • Clients are to be briefed of defined 'no go' 'buoyancy zones' and 'safe' zones around the water. • 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 assess the entry and exit point from the water.

		<ul style="list-style-type: none"> • If the instructor is bank based the group should have limited access to the water and be in easy reaching distance by a throw line. • If the instructor
POOR SUPERVISION	Group	<ul style="list-style-type: none"> • There must always be an adult on the bank throughout the activity. • For ratio of instructor to students, please see operating procedures • The instructor should position themselves so that they can control the activity at all times. • The instructor must be able to access the water at all times if required. • 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 supervised and remain safe at all times. This includes while changing, waiting and participating.
DROWNING	All	<ul style="list-style-type: none"> • The instructor must be able to access the water at all times if required, when clients are on their rafts, this could include the use of a boat. • All participants and instructor should wear correctly fitted buoyancy aids when around the water, including when on the banks around water. This includes non-participating adults • Clients should be briefed on what to do if they find themselves in the water. • All clients should be dissuaded from entering the water on purpose. • Rafts should be checked by the instructor before entering the water to minimise the chance of the breaking up. • The instructor should define activity boundaries with the clients and challenge those who leave the area. • The instructor should be aware of the swimming capability of each client. • 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.
SOFT TISSUE INJURY	All	<ul style="list-style-type: none"> • Instructor must "warm-up" group at session start, focussing especially on shoulders, back and neck. • Clients should be shown a correct paddling technique. • Items of jewellery are only to be worn under clothing. No rings or hooped earrings.

		<ul style="list-style-type: none"> • Clients should be warned of risk of trapping fingers between raft parts • Clients should be shown how to tighten lashings without the chance of rope burn or trapping figures • Clients should be taught to lifting the raft correctly with 4 people. • Splashing activities are to be carefully supervised and clients to be told when this activity is appropriate. • Split or splintered timber should be assessed for risk before session starts.
RISK OF INJURY TO STAFF (and additional associated risk to students)	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 seal launches and personal playing other than demonstration.
HYPOTHERMIA	All	<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. • The instructor is to carry spare clothing, group shelter and warm drink, if far from base and no adult help to take group back if cold.
CONDITION OF EQUIPMENT	All	<ul style="list-style-type: none"> • The instructor is responsible for checking the equipment before and after the session. • Damaged, splintered or spilt equipment causing a safety concern must not be used until repaired. • The Senior Instructor will carry out regular checks of equipment and will record this in the equipment log book. • All safety equipment to have UIAA/BS approval and to be used in accordance with manufacturers' recommendations. • Clients will be encouraged to undertake checks of equipment as they use it. • All equipment to be numbered and concerns, wear and repairs reported to the Event Manager/Senior Instructor • Clients to be encouraged to report any concerns/misuse of equipment.
DAMAGE TO EQUIPMENT	All	<ul style="list-style-type: none"> • Students instructed in the correct use so as to reduce wear on equipment. • Strictly no smoking during activities or while wearing safety equipment.

		<ul style="list-style-type: none"> • All equipment is to be stored in a secure/tamper-proof environment while not in use • Water entry and exit points to be selected to minimise wear on the equipment.
ENVIRONMENTAL INJURY	All	<ul style="list-style-type: none"> • Weather – Students are to be informed of, and equipped against, the possible effects of the sun, cold and rain • Infection risk – Students are encouraged to wash hands at the end of 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. THERE IS NO COMPULSION TO COMPLETE THE ACTIVITY.

Adventurous Activity RA Operating Procedures

Kayaking – 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	Buoyancy aid	Provider approved canoes, paddles, helmets, decks and Buoyancy aids
Kayaking helmet	Helmet	Group First aid kit
Buoyancy aid	Suitable clothing and shoes	Group shelter
Spray deck	Water + food	Spare clothing
Water + food	Medication	Spare paddles
Medication	Desirable	Hot drinks and food.
Watch	Windproof top	Waterproof bags
Mobile phone + numbers		

Before sessions- it is the instructor's responsibility to ensure the following:
<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.
After sessions:
<ul style="list-style-type: none"> • 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.

Staffing:			
Minimum qualifications = Approved Technical sign off + First Aid			
Qualifying assistant = UKCC Level 1 or other coaching			
qualification with BCU 2* + First Aid or Site-specific sign off with first aid			
	Qualified Instructor (with accompanying adult)	Instructor + qualifying assistant	Qualified Instructor working in vicinity (shouting distance) of another qualified instructor
Grade 1 water	1:8 including adult	2:12	n/a

Risk Assessment:		
<i>To be used in conjunction with the site specific risk assessments and weather risk assessment.</i>		
Risk identified	To whom	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 type should be assessed and the session cancelled or altered if outside of the client's or instructor's comfort zone • A full site risk assessment should be made as the activity is set up and the group briefed as soon as possible • Clients are to be briefed of defined 'no go' and 'safe' zones around the water. • 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.

		<ul style="list-style-type: none"> The instructor should be aware of 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 control the activity at all times. 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. The instructor should ensure that clients are supervised and remain safe at all times. This includes while changing, waiting and participating. Clients leaving the activity for the bank should be supervised at all times
DROWNING	All	<ul style="list-style-type: none"> All participants should wear correctly fitted buoyancy aids when around the water, including when on the banks around water. 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. Kayaks should be correctly fitted to the clients to enable easy access and exit. The instructor should directed 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. 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 challenge if they do so.
SOFT TISSUE INJURY	All	<ul style="list-style-type: none"> Instructor must "warm-up" group at session start, focussing especially on shoulder back and neck. Clients should be assessed and taught the correct paddling techniques early in session. No rings or hooped earrings are to be worn. Other items of jewellery are only to be worn under clothing. Clients should be taught to lift boats correctly. Smaller framed clients should work in pairs to move boats Boats should be lifted onto trailers by two people. Clients should not be expected to lift kayaks above their head height. Clients should be shown how to empty boats in a way that minimises the weights being lifted. 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. Splashing activities are to be carefully supervised and clients to be told when this activity is appropriate. Correct capsize procedure should be taught so as to minimise the risk of bruising and scrapes while exiting the kayak.

RISK OF INJURY TO STAFF (and additional associated risk to students)	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 seal launches and personal playing other than demonstration.
HYPOTHERMIA	All	<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. • Planned wet activities should be correct placed in the session so that clients remain dry and warm for the majority of the session. • The instructor is to carry spare clothing, group shelter and warm drink.
CONDITION OF EQUIPMENT	All	<ul style="list-style-type: none"> • The instructor is responsible for checking the equipment before and after the session. • Damaged equipment causing a safety concern must not be used until repaired. • The Senior Instructor will carry out regular checks of equipment and will record this in the equipment log book. • All safety equipment to have UIAA/BS approval and to be used in accordance with manufacturers' recommendations. • Clients will be encouraged to undertake checks of equipment as they use it. • All equipment to be numbered and concerns, wear and repairs reported to the Event Manager/Senior Instructor • Clients to be encouraged to report any concerns/misuse of equipment. • Kayaks should be fitted with buoyancy.
DAMAGE TO EQUIPMENT	All	<ul style="list-style-type: none"> • Students instructed in the correct use so as to reduce wear on equipment. • Strictly no smoking during activities or while wearing safety equipment. • All equipment is to be stored in a secure/tamper-proof environment while not in use • Water entry points to be selected to minimise wear on the equipment.
ENVIRONMENTAL INJURY	All	<ul style="list-style-type: none"> • Weather – Students are to be informed of, and equipped against, the possible effects of the sun, cold and rain • Infection risk – Students are encouraged to wash hands at the end of 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. THERE IS NO COMPULSION TO COMPLETE THE ACTIVITY.

Adventurous Activity RA Operating Procedures

Kayaking – 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 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	Buoyancy aid	Provider approved canoes, paddles, helmets, decks and Buoyancy aids
Kayaking helmet	Helmet	Group First aid kit
Buoyancy aid	Suitable clothing and shoes	Group shelter
Spray deck	Water + food	Spare clothing
Water + food	Medication	Spare paddles
Medication	Desirable	Hot drinks and food.
Watch	Wetsuits and cags	Waterproof bags
Mobile phone + numbers		

Before sessions- it is the instructor's responsibility to ensure the following:
<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.
After sessions:
<ul style="list-style-type: none"> 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.

Staffing qualifications:				
	Minimum qualification		Qualifying assistant	
Grade 2 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, _site-specific sign off with first aid	
Grade 3 water	UKCC Level 3 + First Aid		UKCC Level 1 with 3* or other coaching qualification with BCU 4* instructor + First Aid, _site-specific sign off with first aid	
Staffing ratios:				
	Qualified Instructor (working alone)	Qualified Instructor (with accompanying adult)	Instructor + qualifying assistant	Qualified Instructor working in vicinity (shouting distance) of another qualified instructor
Grade 2 water	1:8 (syllabus led specific training 16+ only)	1:8 including adult	2:10	2:12
Grade 3 water	n/a	n/a	2:8	n/a

Risk Assessment:		
<i>To be used in conjunction with the site specific risk assessments and weather risk assessment.</i>		
Risk identified	To whom	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.

		<ul style="list-style-type: none"> • 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 • A full site risk assessment should be made as the activity is set up and the group briefed as soon as possible • Clients are to be briefed of defined 'no go' and 'safe' zones around the water. • 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 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 control the activity at all times. • 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. • The instructor should ensure that clients are supervised and remain safe at all times. This includes while changing, waiting and participating. • Clients leaving the activity for the bank should be supervised at all times
DROWNING	All	<ul style="list-style-type: none"> • All participants should wear correctly fitted buoyancy aids when around the water, including when on the banks around water. • 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. • Kayaks should be correctly fitted to the clients to enable easy access and exit. • The instructor should directed 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. <p>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 challenge if they do so.</p>
SOFT TISSUE INJURY	All	<ul style="list-style-type: none"> • Instructor must "warm-up" group at session start, focussing especially on shoulder back and neck.

		<ul style="list-style-type: none"> • Clients should be assessed and taught the correct paddling techniques early in session. • No rings or hooped earrings are to be worn. Other items of jewellery are only to be worn under clothing. • Clients should be taught to lift boats correctly. Smaller framed clients should work in pairs to move boats • Boats should be lifted onto trailers by two people. Clients should not be expected to lift kayaks above their head height. • Clients should be shown how to empty boats in a way that minimises the weights being lifted. • 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. • Splashing activities are to be carefully supervised and clients to be told when this activity is appropriate. • Correct capsize procedure should be taught so as to minimise the risk of bruising and scrapes while exiting the kayak.
RISK OF INJURY TO STAFF (and additional associated risk to students)	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 seal launches and personal playing other than demonstration.
HYPOTHERMIA	All	<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. • Planned wet activities should be correct placed in the session so that clients remain dry and warm for the majority of the session. • The instructor is to carry spare clothing, group shelter and warm drink.
CONDITION OF EQUIPMENT	All	<ul style="list-style-type: none"> • The instructor is responsible for checking the equipment before and after the session. • Damaged equipment causing a safety concern must not be used until repaired. • The Senior Instructor will carry out regular checks of equipment and will record this in the equipment log book. • All safety equipment to have UIAA/BS approval and to be used in accordance with manufacturers' recommendations. • Clients will be encouraged to undertake checks of equipment as they use it. • All equipment to be numbered and concerns, wear and repairs reported to the Event Manager/Senior Instructor • Clients to be encouraged to report any concerns/misuse of equipment. • Kayaks should be fitted with buoyancy.

DAMAGE TO EQUIPMENT	All	<ul style="list-style-type: none"> • Students instructed in the correct use so as to reduce wear on equipment. • Strictly no smoking during activities or while wearing safety equipment. • All equipment is to be stored in a secure/tamper-proof environment while not in use • Water entry points to be selected to minimise wear on the equipment.
ENVIRONMENTAL INJURY	All	<ul style="list-style-type: none"> • Weather – Students are to be informed of, and equipped against, the possible effects of the sun, cold and rain • Infection risk – Students are encouraged to wash hands at the end of 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. THERE IS NO COMPULSION TO COMPLETE THE ACTIVITY.

Adventurous Activity RA Operating Procedures

Outdoor Climbing

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	Well-fitting trainers or boots	Provider approved Hardware, Ropes and group issue helmets and harnesses
Climbing helmet	Climbing helmet	
Climbing harness	Climbing harness	Group First aid kit
Water + food	Water + food	Group shelter
Medication	Medication	Map + compass
Watch	Desirable	Spare clothing
Mobile phone + numbers	Weather related equipment (waterproofs , sun cream etc)	Spare harness and helmet Client medical information

Before sessions- it is the instructor's responsibility to ensure the following:				
<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 Senior Instructor is informed of any incidents, accidents or deviations from the procedures. 				
After sessions:				
<ul style="list-style-type: none"> 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. 				
Staffing:				
Minimum qualification = Single Pitch Award + First Aid or Approved Technical sign off + 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:		
<i>To be used in conjunction with the site specific risk assessments and weather risk assessment.</i>		
Risk identified	To whom	Risk mitigation
LOCATION/SITE SPECIFIC RISKS	All	<ul style="list-style-type: none"> On arrival at the climbing site, the instructor should identify initial risks and set safe areas for groups to wait. A full site risk assessment should be made as the activity is set up and the group briefed as soon as possible Students to be briefed of defined 'no go' and 'safe' zones around climbing wall. 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 students, 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.

		<ul style="list-style-type: none"> • 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"> • Instructor responsible for maintenance of climbing kit to undertake checking and recording procedure for all climbing equipment on a monthly basis. • All equipment to have UIAA/BS approval and to be used in accordance with manufacturers' recommendations. • Encourage students 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 • Students/clients to be encouraged to 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 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 are to be assessed by instructor during set up. • No moving ropes are to be run over sharp edges • Area above climb to be cleared from loose debris • Multiple climbs are to be set up so that the instructor can ensure correct supervision at all times • 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 clutter.
RISK OF INJURY FROM A FALL WHILE CLIMBING	Group	<ul style="list-style-type: none"> • For ratio of instructor to students, please see operating procedures • The fitting of harnesses and helmets is to be checked by an instructor at start of session. • All climbs are to be assessed as suitable for the group's age, ability and experience. • All bouldering activities are to be closely supervised by the instructor with mats or spotters in place. • All belay systems, including climber, 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 that 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.

TECHNICAL BELAY FAILURE	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 SPA syllabus) Lowering to take place with the supervision of instructor and with 2 students on the rope for inexperienced belayers. All student belayers to be supervised with back-up on live rope if inexperienced. Instructor to check that all belay devices are loaded correctly. Dynamic belay devices must be used.
RISK OF INJURY TO STAFF (and additional associated risk to students)	All	<ul style="list-style-type: none"> Staff to wear the same safety equipment as group. While belaying and setting up at the top of climbs, staff to be secured at all times Staff to be belayed when giving a demonstration and while climbing to belay point at top of abseil. Staff to ensure that students are in 'safe' zones while they are setting up. If the group are unknown, or deemed at risk to be left alone, another adult should be present to supervise students. 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.
INJURY FROM FALLING OBJECTS	All	<ul style="list-style-type: none"> All staff, visitors and students to wear helmets while around the site. No objects to be thrown. All equipment and personnel to be secured at top of wall. Students should be trained to respond to "below" command. Staff to ensure that students are in 'safe' zones while setting up. All loose items to be removed and shoes secured before climbing Students to remove loose items from pockets before climbing Area above climb to be cleared from loose debris during setup
SOFT TISSUE INJURY	All	<ul style="list-style-type: none"> Instructor to "warm-up" group at session start Instructor only to choose routes suitable for ability and age Appropriate clothing and footwear to be worn. No rings or hooped earrings are to be worn Other items of jewellery are only to be worn under clothing. (Metal watches, bangles and bracelets must be covered by secure clothing)
DAMAGE TO EQUIPMENT	Group	<ul style="list-style-type: none"> Students 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 a fall. All equipment use to be logged. All equipment is to be stored in a secure/tamper-proof environment and ropes to be stored out of reach while not in use Climbs are to be set up to minimise rope wear on the rock
ENVIRONMENTAL INJURY	All	<ul style="list-style-type: none"> Weather – Students are to be informed of, and equipped against, the possible effects of the sun, cold and rain

		<ul style="list-style-type: none"> • Infection risk – Students are encouraged to wash hands at the end of 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. THERE IS NO COMPULSION TO COMPLETE THE ACTIVITY.
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Adventurous Activity RA Operating Procedures

Paddleboarding – Flat Water

Venue:
<ul style="list-style-type: none"> 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:
<p>CLIENTS</p> <ul style="list-style-type: none"> The minimum age for paddle sports 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:
<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 The instructor should where possible get the boards part inflated for the group before the start of the session using an electric pump. 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
<p>Warm water clothing</p> <p>Water Sports helmet</p> <p>Buoyancy aid</p> <p>Water + food (if appropriate)</p> <p>Medication</p> <p>Watch</p> <p>Mobile phone + numbers</p>	<p>Buoyancy aid</p> <p>Helmets (where planned activity or location increases the risk of head injury)</p> <p>Suitable clothing and shoes</p> <p>Water + food</p> <p>Medication</p>	<p>Provider approved Stand up paddle boards, leash waist belts, paddles, helmets, and Buoyancy aids</p> <p>Group First aid kit</p> <p>Group shelter</p> <p>Map + compass</p> <p>Spare clothing</p> <p>Spare paddles</p> <p>Hot drinks and food (where appropriate)</p> <p>Waterproof bags</p>
	Desirable	
	Wetsuit	

Before sessions- it is the instructor's responsibility to ensure the following:
<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.
After sessions:
<ul style="list-style-type: none"> 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.

Staffing qualifications:			
Minimum qualification Sheltered water = BCU Stand Up paddle board sheltered water leader (or equivalent) sign off from approved technical staff			
Minimum qualification Open water = BCU Stand Up paddle board open water leader (or equivalent) sign off from approved technical staff			
Qualifying assistant = UKCC Level 1 or other paddling qualification + First Aid or site-specific sign off with first aid			
Staffing ratio:			
	Qualified instructor (with accompanying adult)	Instructor + qualifying assistant	Qualified instructor working in vicinity (shouting distance) of another qualified instructor
Sheltered water less than 200m to shore	1:8 including adult	2:12	n/a
Open water less than 500m to shore	1:6 including adult	2:12	n/a

Risk Assessment:		
<i>To be used in conjunction with the site specific risk assessments and weather risk assessment.</i>		
Risk identified	To whom	Risk mitigation
LOCATION/SITE SPECIFIC RISKS		<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.

		<ul style="list-style-type: none"> • The speed and water type should be assessed and the session cancelled or altered if outside of the clients' or instructor's comfort zone/remit • A full site risk assessment should be made as the activity is set up and the group briefed as soon as possible • Clients are to be briefed of defined 'no go' and 'safe' zones around the water. • Clients briefed on shallow water, drop to knees to avoid falling in shallow water. • 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		<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 control the activity at all times. • 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. • The instructor should ensure that clients are supervised and remain safe at all times. This includes while changing, waiting and participating. • Clients leaving the activity for the bank should be supervised at all times
DROWNING		<ul style="list-style-type: none"> • All participants should wear correctly fitted buoyancy aids when around the water, including when on the banks around water. • All clients must be made aware of a correct fall off/recovery procedure and be clear of any instructions that may be given to them while in the water. • All clients must be made aware of a correct use of the leash and how it is to be used. • The instructor should direct/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.

		<ul style="list-style-type: none"> • 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. • Clients who wish to get wet or practise a fall off/recovery, should be given the opportunity to do so in an environment deemed low risk by the instructor. Clients should be requested not to purposefully fall off and should be challenged if they do so.
SOFT TISSUE INJURY		<ul style="list-style-type: none"> • Instructor must “warm-up” group at session start, focusing especially on shoulders, back and neck. • Clients should be assessed and taught the correct paddling techniques early in session. • No rings or hooped earrings are to be worn. Other items of jewellery are only to be worn under clothing. • Clients should be taught to lift boards correctly and carry with a partner, especially in windy conditions. • Boards should be lifted onto trailers by a minimum of two people. • Correct fall off/recovery procedure should be taught to minimise the risk of bruising and scrapes while landing awkwardly on board/paddle. • Correct pumping technique should be shown to reduce risk of injury. • Clients should be warned of the risk of being hit by other boards and/or paddles and encouraged to maintain space and avoid incidents by ducking, stopping, or pushing away. This includes being hit by a paddle or hit in the side by a board. • Splashing/pirate activities are to be carefully supervised and clients to be told when this activity is appropriate.
RISK OF INJURY TO STAFF (and additional associated risk to students)		<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 personal playing other than demonstration.
HYPOTHERMIA		<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.

		<ul style="list-style-type: none"> Planned wet activities should be correct placed in the session so that clients remain dry and warm for the majority of the session. The instructor is to carry spare clothing, group shelter and warm drink.
CONDITION OF EQUIPMENT		<ul style="list-style-type: none"> The instructor is responsible for checking the equipment before and after the session. Damaged equipment causing a safety concern must not be used until repaired. The Senior Instructor will carry out Periodic checks of equipment and will record this in the equipment log book. All safety equipment to have UIAA/BS approval and to be used in accordance with manufacturers' recommendations. Clients will be encouraged to undertake checks of equipment as they use it. All equipment to be numbered and concerns, wear and repairs reported to the Event Manager/Senior Instructor Clients to be encouraged to report any concerns/misuse of equipment. Stand Up Paddleboards should be fitted with removable leashes.
DAMAGE TO EQUIPMENT		<ul style="list-style-type: none"> Students instructed in the correct use so as to reduce wear on equipment. Strictly no smoking during activities or while wearing safety equipment. All equipment is to be stored in a secure/tamper-proof environment while not in use Water entry points to be selected to minimise wear on the equipment.
ENVIRONMENTAL INJURY		<ul style="list-style-type: none"> Weather – Students are to be informed of, and equipped against, the possible effects of the sun, cold and rain Infection risk – Students are encouraged to wash hands at the end of 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. <p>THERE IS NO COMPULSION TO COMPLETE THE ACTIVITY.</p>

Adventurous Activity RA Operating Procedures
Paddleboarding – Moving 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 paddle sports 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
- The instructor should where possible get the boards part inflated for the group before the start of the session using an electric pump.
- 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	Buoyancy aid	Provider approved Stand up paddle boards, quick release waist leashes, paddles, helmets, and Buoyancy aids
Water Sports helmet	Helmets (where planned activity or location increases the risk of head injury)	Group First aid kit
Buoyancy aid	Suitable clothing and shoes	Group shelter
Water + food (if appropriate)	Water + food	Map + compass
Medication	Medication	Spare clothing
Watch		Spare paddles
Mobile phone + numbers	Desirable	Hot drinks and food (where appropriate)
	Wetsuits and cags	Waterproof bags

Before sessions- it is the instructor's responsibility to ensure the following:
<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.
After sessions:
<ul style="list-style-type: none"> • 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.

Staffing qualifications:			
Minimum qualification Sheltered water = BCU Stand Up paddle board moving water leader (or equivalent)			
Qualifying assistant = site-specific sign off with first aid or higher award			
Staffing ratio:			
	Qualified instructor (with accompanying adult)	Instructor + qualifying assistant	Qualified instructor working in vicinity (shouting distance) of another qualified instructor
Moving water up to grade 2	1:6 including adult	2:12	n/a

Risk Assessment:		
<i>To be used in conjunction with the site specific risk assessments and weather risk assessment.</i>		
Risk identified	To whom	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 type should be assessed and the session cancelled or altered if outside of the clients' or instructor's comfort zone/remit • A full site risk assessment should be made as the activity is set up and the group briefed as soon as possible

		<ul style="list-style-type: none"> • Clients are to be briefed of defined 'no go' and 'safe' zones around the water. • Clients briefed on shallow water, drop to knees to avoid falling in shallow water. • 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 control the activity at all times. • 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. • The instructor should ensure that clients are supervised and remain safe at all times. This includes while changing, waiting and participating. • Clients leaving the activity for the bank should be supervised at all times
DROWNING	All	<ul style="list-style-type: none"> • All participants should wear correctly fitted buoyancy aids when around the water, including when on the banks around water. • All clients must be made aware of a correct fall off/recovery procedure and be clear of any instructions that may be given to them while in the water. • All clients must be made aware of a correct use of the leash and how it is to be used. • The instructor should direct/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. • Clients who wish to get wet or practise a fall off/recovery, should be given the opportunity to do so

		<p>in an environment deemed low risk by the instructor. Clients should be requested not to purposefully fall off and should be challenged if they do so.</p>
SOFT TISSUE INJURY	All	<ul style="list-style-type: none"> • 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 boards correctly and carry with a partner, especially in windy conditions. • 5) Boards should be lifted onto trailers by a minimum of two people. • 6) Correct fall off/recovery procedure should be taught to minimise the risk of bruising and scrapes while landing awkwardly on board/paddle. • 7) Correct pumping technique should be shown to reduce risk of injury. • 8) Clients should be warned of the risk of being hit by other boards and/or paddles and encouraged to maintain space and avoid incidents by ducking, stopping, or pushing away. This includes being hit by a paddle or hit in the side by a board. • Splashing/pirate activities are to be carefully supervised and clients to be told when this activity is appropriate.
RISK OF INJURY TO STAFF (and additional associated risk to students)	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 personal playing other than demonstration.
HYPOTHERMIA	All	<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. • Planned wet activities should be correct placed in the session so that clients remain dry and warm for the majority of the session. • The instructor is to carry spare clothing, group shelter and warm drink.

CONDITION OF EQUIPMENT	All	<ul style="list-style-type: none"> • The instructor is responsible for checking the equipment before and after the session. • Damaged equipment causing a safety concern must not be used until repaired. • The Senior Instructor will carry out Periodic checks of equipment and will record this in the equipment log book. • All safety equipment to have UIAA/BS approval and to be used in accordance with manufacturers' recommendations. • Clients will be encouraged to undertake checks of equipment as they use it. • All equipment to be numbered and concerns, wear and repairs reported to the Event Manager/Senior Instructor • Clients to be encouraged to report any concerns/misuse of equipment. • Stand Up Paddleboards should be fitted with removable leashes.
DAMAGE TO EQUIPMENT	All	<ul style="list-style-type: none"> • Students instructed in the correct use so as to reduce wear on equipment. • Strictly no smoking during activities or while wearing safety equipment. • All equipment is to be stored in a secure/tamper-proof environment while not in use • Water entry points to be selected to minimise wear on the equipment.
ENVIRONMENTAL INJURY	All	<ul style="list-style-type: none"> • Weather – Students are to be informed of, and equipped against, the possible effects of the sun, cold and rain • Infection risk – Students are encouraged to wash hands at the end of 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. THERE IS NO COMPULSION TO COMPLETE THE ACTIVITY

Adventurous Activity RA Operating Procedures

Trail Cycling

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	Well-fitting shoes	First aid kit
Cycle helmet	Cycle helmet	Group shelter
Water + food	Water + food	Bike pump
Glasses	Medication	Spare inner tubes
Medication	Desirable	Map + compass
Watch	Gloves	Bike maintenance tools
Mobile phone + numbers	Glasses	Spare clothing

Before sessions- it is the instructor's responsibility to ensure the following:	
<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. 	
After sessions:	
<ul style="list-style-type: none"> 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. 	

Staffing:				
<p align="center">MOUNTAIN BIKING (under 600m)</p> <p align="center">Minimum qualification = Approved Technical sign off + First Aid</p> <p align="center">Qualifying assistant = TCL training or other coaching qualification with biking experience + First Aid or site-specific sign off with first aid</p>				
	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:		
<i>To be used in conjunction with the site-specific risk assessments and weather risk assessment.</i>		
Risk identified	To whom	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

		<p>should be provided if the participants are to enter areas outside of their comfort and ability zones.</p> <ul style="list-style-type: none"> • 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 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)
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) • 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 so as to minimise chance of injury. • Cycle helmet to be worn at all times during the activity. • Activities are to be planned to match the clients' capabilities • A warm up 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.
RISK OF INJURY TO STAFF (additional associated risk to students)	All	<ul style="list-style-type: none"> • Staff to wear the same safety equipment as group. • Staff to evaluate their fitness to lead before the session • Staff members 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 INJURIES	All	<ul style="list-style-type: none"> • Weather – Students are to be informed of, and 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 • 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 non-drinking water source. • 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.
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