



WELCOME

# A little Housekeeping

1. Covid and personal preference – Hand cleaning, social distancing, masks.
2. Toilets
3. Fire exits and alarms
  - Muster point
4. Tea and Coffee
  - Help yourself to drinks during event
5. Food and catering
  - You can use kitchen facilities for your own catering
6. Clean as you go
7. Parking
8. Security (Front door, your belongings and our equipment)

# Why do this?

## Why do we do this

- Two way process of sharing of good practice and ideas
- Ensuring a common FWOA approach to delivery
- To ensure you are fully briefed and know what we expect from you so you can be sure that you 'did a good job'.
- To support you whilst working in the field
- AALA and Quality Badges expect a more controlled approach to staff training.

## What will you gain from the conference?

- Network with your team
- Understanding of your role on events
- Gain further insight into our health and safety policies
- Receive specific Activity delivery training and Sign offs to allow you to deliver a wider range of activities.
- Have a voice and provide feedback to the company and help shape future policy

*We all attend such events with different qualifications and experiences. It is important that we share ideas and good practice if we are all to gain something from our attendance.*

# Programme

	Times	Group 1	Group 2
Friday	10:00 – 10:15	Intro coffee and biscuits	
	10:15 – 12:30	What's new, first aid updates, what's app groups Tents FWOA way	
	12:30 – 13:00	Lunch break & catch ups	
	13:00 – 14:40	Coracle building training <i>Nathan, Graeme, Ian, Nick, Johnny, Simon, Lizzy</i>	Primary activity delivery <i>Katie, Chloe, Vernon, Andrew, Matt, Lucy</i>
	15:00 – 18:00	Tunnel walk training & sign off <i>Matt, Stephen, Katie, Chloe, Nick, Ian, Lucy, Graeme</i>	Paddle board training & possible sign off <i>Johnny, Vernon, Nathan, Lizzy, Andrew, Simon</i>
	18:30	Evening meal	
Saturday	08:00 – 10:00	D of E training	
	10:20 – 12:00	Primary activity delivery <i>Nathan, Graeme, Ian, Nick, Johnny, Simon, Lizzy</i>	Coracle building training <i>Katie, Chloe, Vernon, Andrew, Matt, Lucy</i>
	12:00 – 12:30	Lunch break & catch ups	
	12:30 – 14:00	Health and safety and child protection	
	14:00 – 16:00	Paddleboard fun /training Jolly	

# Different but the Same!



Fair Ways Community benefit Society bought School Camp Ltd in June 2021

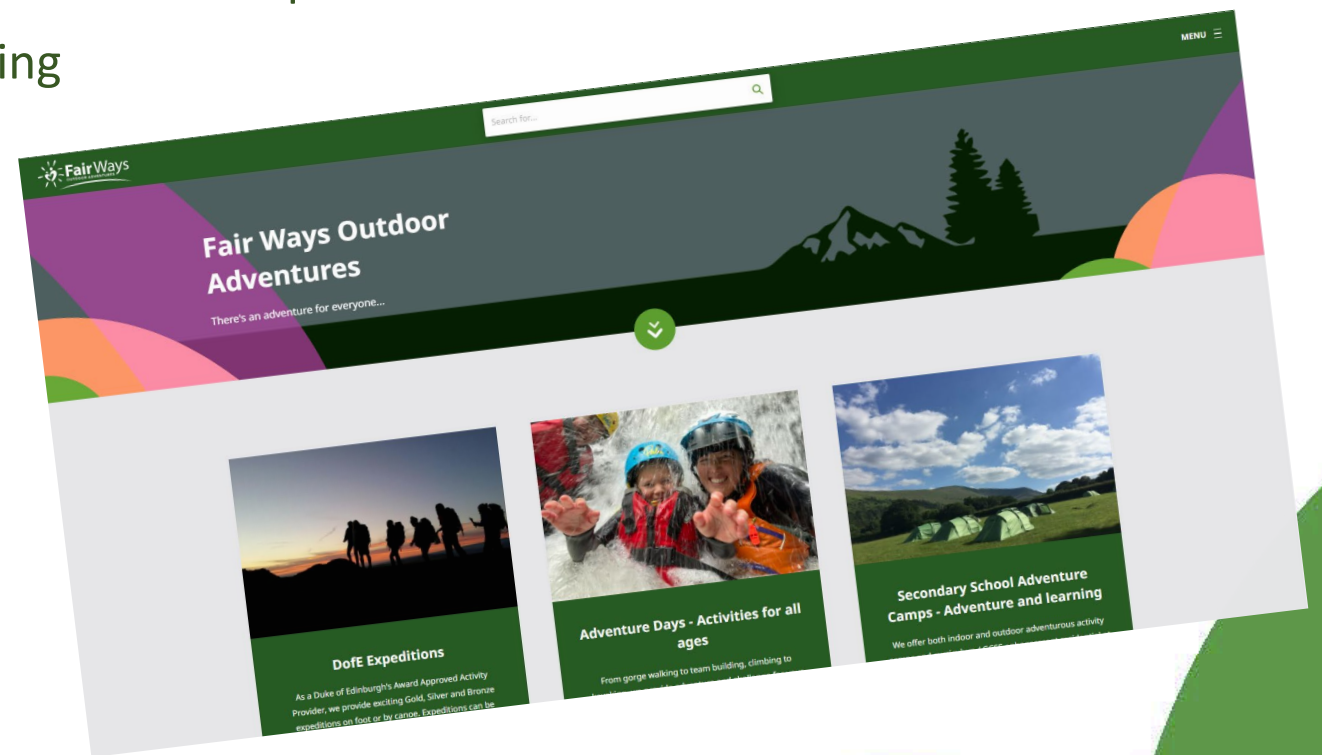
On March the 1<sup>st</sup> School Camp stopped trading

We are now trading as:

**Fair Ways Outdoor Adventures**

FWOA is the abbreviated name that you

Will see in documents and emails.



**Fair Ways Outdoor Adventures is the trading name of Fairways Care Wales Operations Limited (Reg. No. 13197301), a wholly-owned subsidiary of the charity company, Fair Ways Community Benefit Society (Reg. No.8691).**



**Unit 1 Old Legions Place, Perth Y Dion, Resolven, SA11 4NJ**



**[www.adventures.fairways.co](http://www.adventures.fairways.co)**



**[adventures@fairways.co](mailto:adventures@fairways.co)**



**01639 323353**

**Out of hours emergency number: 01639 323101**

**Please take a minute to update your phone contacts**

# Emailing FWOA

For questions, qualifications updates:

[FWOAstaff@FairWays.co](mailto:FWOAstaff@FairWays.co)

Invoices:

[FWOAaccounts@Fairways.co](mailto:FWOAaccounts@Fairways.co)



# You are insured..

Taken from our insurance document –  
Employee shall mean:

- any person under a contract of service or apprenticeship with the member
  - any labour master or labour only sub-contractor or persons supplied by them
  - self employed persons engaged by the Member
- 
- You need to be operating within the remit of your qualifications or our company sign offs
  - You must operate within our risk assessments and operating procedures

Unfortunately, If you operate outside of this then we will struggle to defend your position should the worst happen. Freelance staff may wish to consider having their own additional insurance.



# The Dream Team

## As it stands today...

### Full time:

Ieuan Starks – Head of Service

Gemma Starks – Events and Technical Manager

Matt Leadbeater – Welsh Homes Education Co-ordinator

Stephen Parsons – DofE Co-ordinator

Katie Nutter - Acting assistant manager

### 0 Hour:

Johnny Adams, Ray Hamlett, Adam MacKintosh, Chole Marinelli, Vernon

Authers, Nick Bates, Nathan Aisthorpe, Lizzy Maskey, Elaine Brown

### Freelance contractor:

Andrew Peterken, Sharon Jones, Ian Howells, Barry Dackombe, Lucy

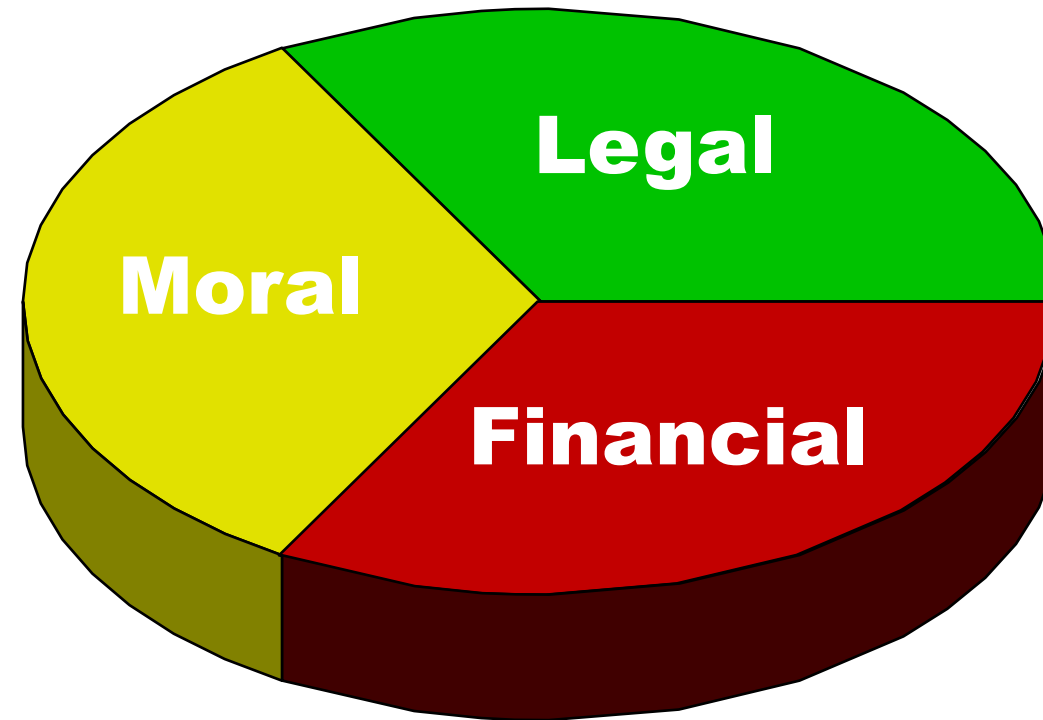
Howell, Simon Ablett, Matt Reid, Graeme Watt.

# Introductions



“Mr. Anon! I recognise you  
from your avatar.”

# Why do we need health and safety



# Why do we need health and safety

## 1. Legal

1. Health and Safety law
2. Civil cases, criminal proceedings
3. Notices issued by the HSE

## 2. Moral

1. Duty to fellow human being
2. Prevent pain and suffering

## 3. Financial

1. Benefits gained from good working environment and practices
2. Insurance premiums
3. Uninsured losses
4. Reputation
5. Quality of care

# Health and Safety Law

## Act

- Made by Parliament
- Health and Safety at Work Act 1974 (HASWA 1974)

## Regulations

- Made under the HASWA 1974

## Approved Codes of Practice (ACOPs)

- Approved by the HSE with the consent of the Secretary of State
- Interpretation of how an employer may comply with legislation

## Guidance

- Specific books, leaflets
- Published by the HSE

## Haswa – 1974 - Employers' responsibilities to employees

### General Duty

- Duty of an employer to provide health, safety and welfare at work for all his employees

### Specific Duties

- Safe equipment and procedures
- Safe storage, handling and use of substances
- Information, instruction, training and supervision
- Safe workplace
- Safe working environment and adequate welfare facilities

Prepare HS Policy

Establish a Safety Committee



# Haswa – 1974 - Duty to others

## Duty of every Employer

- that persons not in his employment are not exposed to risks to their HS

## Duty of Employers and Self-employed

- to provide information on risks to persons (not being employees) where their HS might be affected

# Haswa – 1974 – Employees Duties

## Duty of Every Employee While at Work

- To take reasonable care for your HS and anyone else who may be affected by your activities
- Cooperate with your employer
- Don't interfere with or misuse anything that has been provided for HS and welfare
- Follow safe practices, training and instruction
- Report hazards
- Report accidents & near misses

**SAFETY IS EVERYONE'S RESPONSIBILITY!**





# Safety signs

Prohibition signs

“Do not do this”

Mandatory signs

“Obey me”

Warning signs

“Be aware”

Safe condition sign

“Follow me to safety”

Fire equipment signs

“Here it is”





# FWOA Campsite safety signs



# What does this mean for FWOA

1. We work in less predictable environments
2. You (as a representative of the company) are far more responsible for
  1. Your own safety
  2. Setting up / creating safe environments for our clients
  3. Monitoring and acting to ensure safety

# Risk Assessments

**Risk assessment are a route to managing safety, and in our case creating safe environments for our clients.**

What is a risk assessment?

- Procedure to identify hazards and evaluate risks
- Identifies who is at risk and how to control or reduce the risk
- A careful examination of what could cause harm to people, so that you can weigh up whether you have enough precautions or whether you should do more
- Consideration of what could go wrong
- The aim is to eliminate or minimise the risk

# Risk Assessments

Why do we need a risk assessment?

- To communicate risk
- Help prevent harm
- Protect staff and others
- Safeguard children/young people
- Improve the quality of care
- Improve working conditions
- Prevent negative impact
- Legal obligation

# Task

**Make a list of risks that you manage in your role.**

Think about the various locations, and differing nature of the work / activities you undertake.

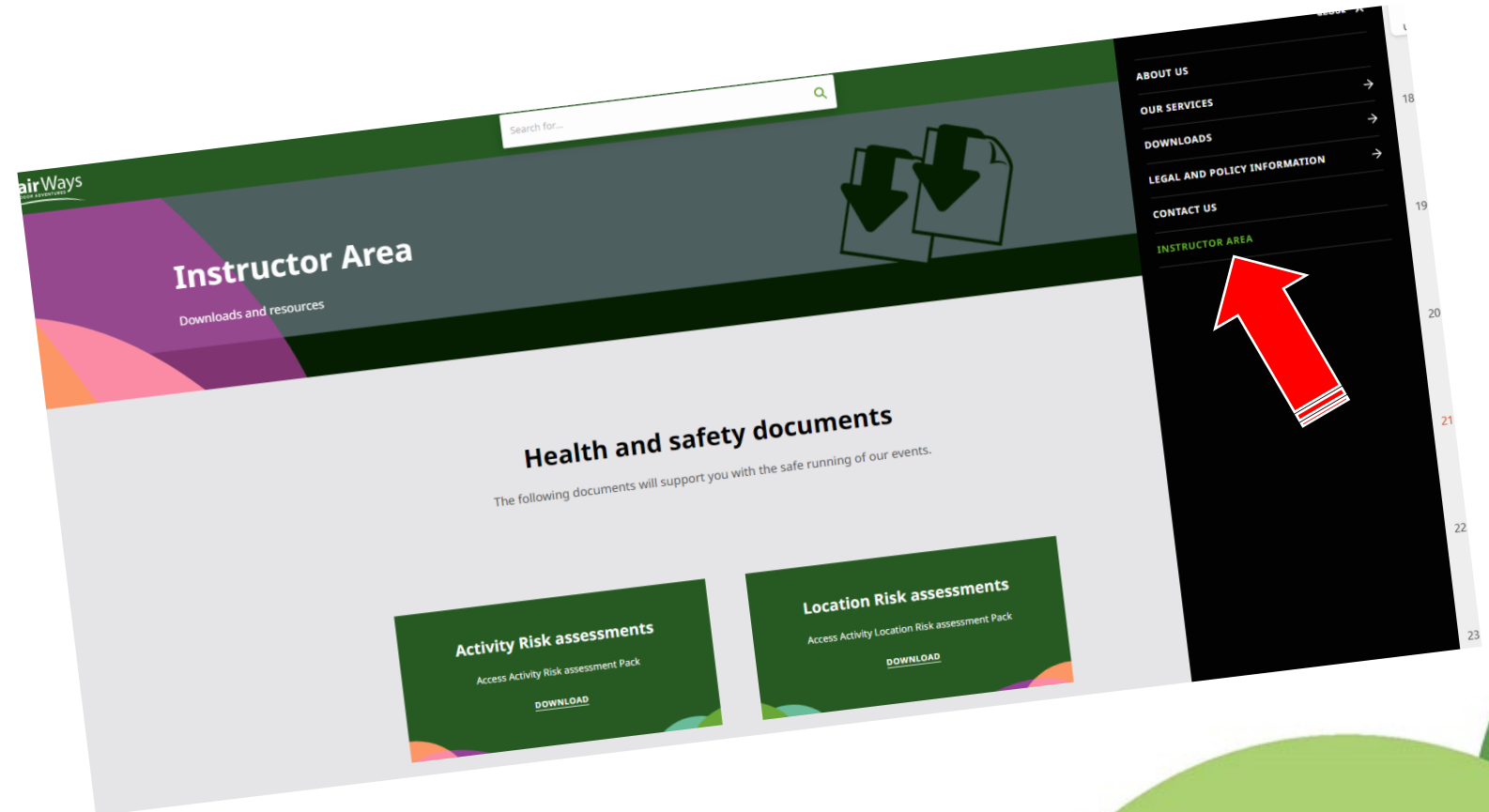
Who are you responsible for protecting and from what.

# Managing Risk

You must be aware of the content of our RAs

[https://adventures.fairways.co/instructor\\_area/](https://adventures.fairways.co/instructor_area/)

Password - FWS\$taff





# Balancing Risk



## Key terms:

- Hazard
- Risk
  - Likelihood
  - Severity
- Control measures
- Record
- Review
- People (who)
- Communication
- Signatures
- Dates

# Stages in Risk Assessments



Five steps to a risk assessment

1. Identify the hazards
2. Who is at risk
3. Evaluate the risk and decide whether more needs to be done
4. Record and communicate the findings
5. Review

# Changes and reviews



## When to review a risk assessment

- Out of date
- Change of activity
- After accident, incident, near miss
- Change of procedures
- New equipment
- Change of law

**Staff should be notified of changes to our risk assessments. Please access the staff area regularly to ensure you have the most up to date version.**

# Changes and reviews

Accidents do happen.

They are accidents because they are unforeseeable, despite the processes in place taken to **avoid** them.

We must all ensure that complacency never contributes to an accident.



# Types of RA used by FWOA

Activity RA

Location RA

Accommodation RA

Weather RA

Lone working RA

Building RA

Display Screen Equipment (DSE)

# Hazards

Slipping/tripping hazards

Electrical hazards

Personal safety

Aggressive behavior

Food preparation

Hot water / surfaces

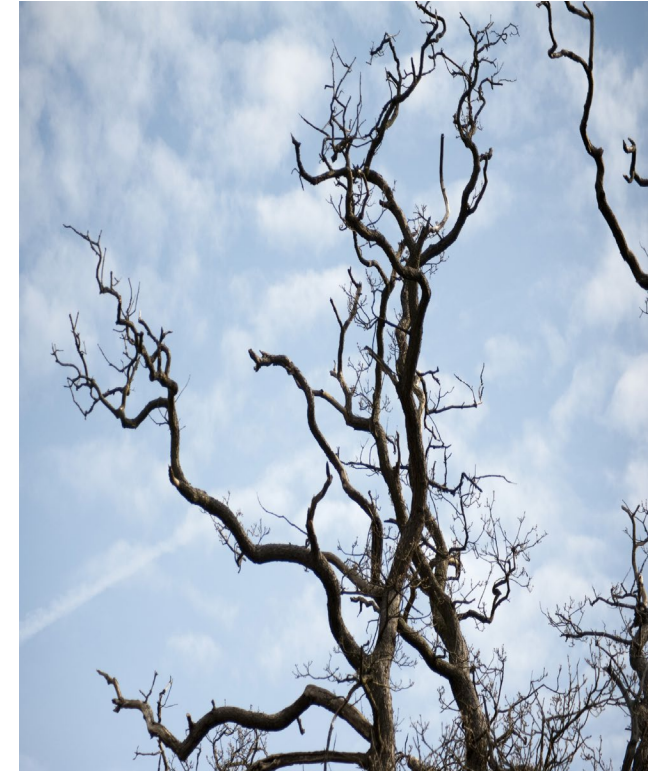
Cleaning products

Lone working

Blood borne viruses

Environmental

# Common Hazards

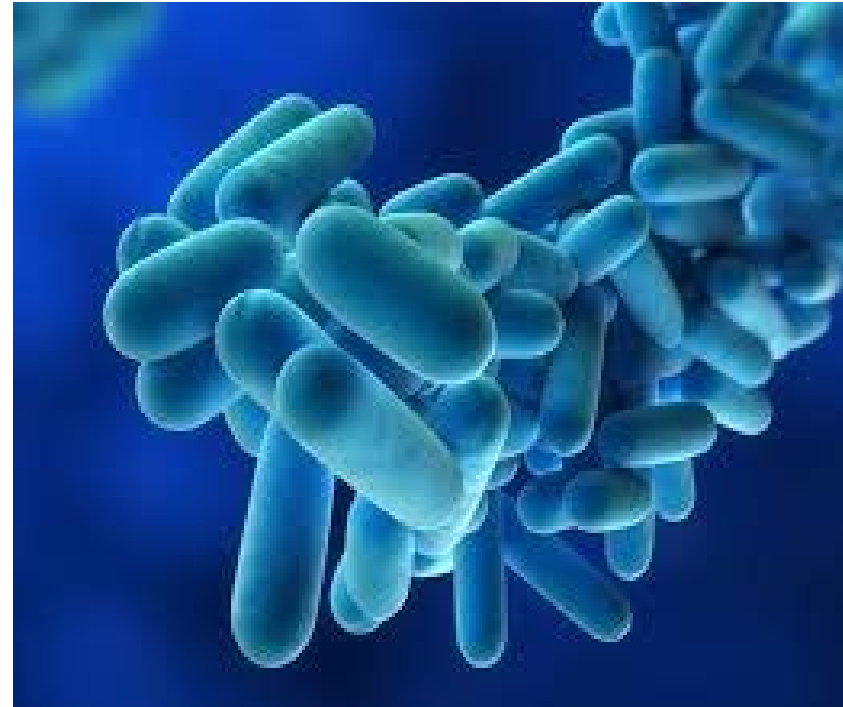


# Water safety - Legionella bacteria

Naturally occurring bacteria  
in natural water systems – lakes, rivers etc.  
in artificial water systems – hot/cold water  
systems, taps etc.

Legionnaire's Disease can be contracted by  
breathing in/inhaling droplets of contaminated  
water

Anybody can catch the disease if exposed (flu like  
symptoms)





# Legionella

Temperature - The bacteria multiply between 20-45<sup>0</sup>C

The bacteria dormant below 20<sup>0</sup>C BUT do not survive above 60<sup>0</sup>C

Nutrients - The bacteria like scale, sludge, rust, sediment

Stagnant Water - The bacteria like stagnant water

Where is this most likely in the areas we operate?

# Reducing the risk



## **Hot water**

Store water 60 – 65°C

Distribute water so that it reaches sentinel tap (first and last outlet on the system) at 50°C

Run the designated tap for 1 minute max

## **Cold water**

To be distributed at less than 20°C

Run the designated outlet for 2 minutes max

**Action must be taken if temperatures are not within the parameters**

# Water safety – Viles desise bacteria

Leptospirosis, also called Weil's disease, is an infection you can get from animals. It's rare in the UK.

How you get leptospirosis - Leptospirosis is spread in the pee of infected animals – most commonly rats, mice, cows, pigs and dogs.

You can get leptospirosis if:

- soil or freshwater (such as water from a river, canal or lake) that contains infected pee gets in your mouth, eyes or a cut – usually during activities like kayaking, outdoor swimming or fishing
- you touch an infected animal's blood or flesh – usually from working with animals or animal parts

Where is this most likely in the areas we operate?

# What does this mean for us

## Where is the risk?

- Campsites
- Indoor Accommodation
- Our HQ

## How to manage accommodation on arrival:

- Flush water systems if suspected unused before use
- Remove / clean tap heads, aerators before use
- Hot water needs to be circulated at 50°C to prevent Legionella Bacteria in the system
- Campsites to be asked if they have a Legionella RA in place

## Our building

- risk assessed
- Regularly flushed systems

# Electrical Safety

**At our building we have Systems in place for checking:**

- Fixed installation inspection
- Portable Appliance Testing (PAT)
- Visual checks
- Correct use of extension leads

**In accommodation we use:**

- Visual checks / risk assessment on arrival
- Providers asked if they have systems in place



# Dynamic risk assessment



# COSHH

What is this?

# Labeling of substances

- Pictograms
- Signal words
- Hazard statements (e.g. causes serious eye irritation)
- Precautionary statements (e.g. keep out of reach of children)



Always refer to safety data sheets





# A few Gold Rules

1. Only use the products detailed in the COSHH folder
2. Do not mix chemicals
3. Never decant chemicals unless the container is properly labelled
4. Always store chemicals in a safe place away from clients
5. Never use any substance for any other purpose than what it was designed for
6. Always wear the appropriate clothing and use the correct equipment
7. Keep the safety data sheets and assessments in a safe accessible place
8. Always add chemical to water rather than water to chemicals
9. Always follow manufacturer instructions
10. Remember – More is not always better!

# What does this mean for us

## What do we use?

- Meths
- Gas
- Bleach sprays

# Working At Height

Fair Ways policy states:

- Staff are **not** permitted to work at heights exceeding 1 meter
- Staff are **not** permitted to use a ladder
- Staff are permitted to use a small step ladder
- Furniture must not be used as a means of accessing something from height

Good News - Climbing Instructors or excluded from these rules but must operate within NGB guidance using safety backups as appropriate.

Loading of trailers and or roof racks must be done from the floor, and trailers must not be climbed upon when loading.

Can you think of any other incidents where these rules would impede our delivery?



# Fire Safety

## Fire Prevention

- Identify hazards

- Take action

- Keep your eyes open to help identify fire hazards and take action to deal with them

## Evacuation

- Rapid evacuation

- Assisting visitors

- Assist with the rapid and safe evacuation of the premises in the event of a fire including assisting visitors and members of the public who may not be familiar with the fire evacuation

## Extinguishing fires

- Help put out small fires

- Not expected to take risks



# Fire Safety – Local arrangements

On arrival at accommodation / campsite:

- Identify, evaluate and test suitability of existing fire systems
- Identify fire risks and establish control measures
  - No go zones
  - Cooking zones
  - Marked out fire area
- Install fire equipment (if required) eg catering tent
  - Fire extinguisher
  - Blanket
  - Fire Buckets
- Install fire signage / muster point (if required)
- Communicate fire procedures to clients and staff
  - Discuss controlling risk cooking, tents, bbq, open fires etc
  - Agree audible alert (whistle)
  - Confirm muster point
- Undertake a walk through of procedures with clients and FWOA staff



# Fire Equipment



Cook tent  
Vehicles



Campsite

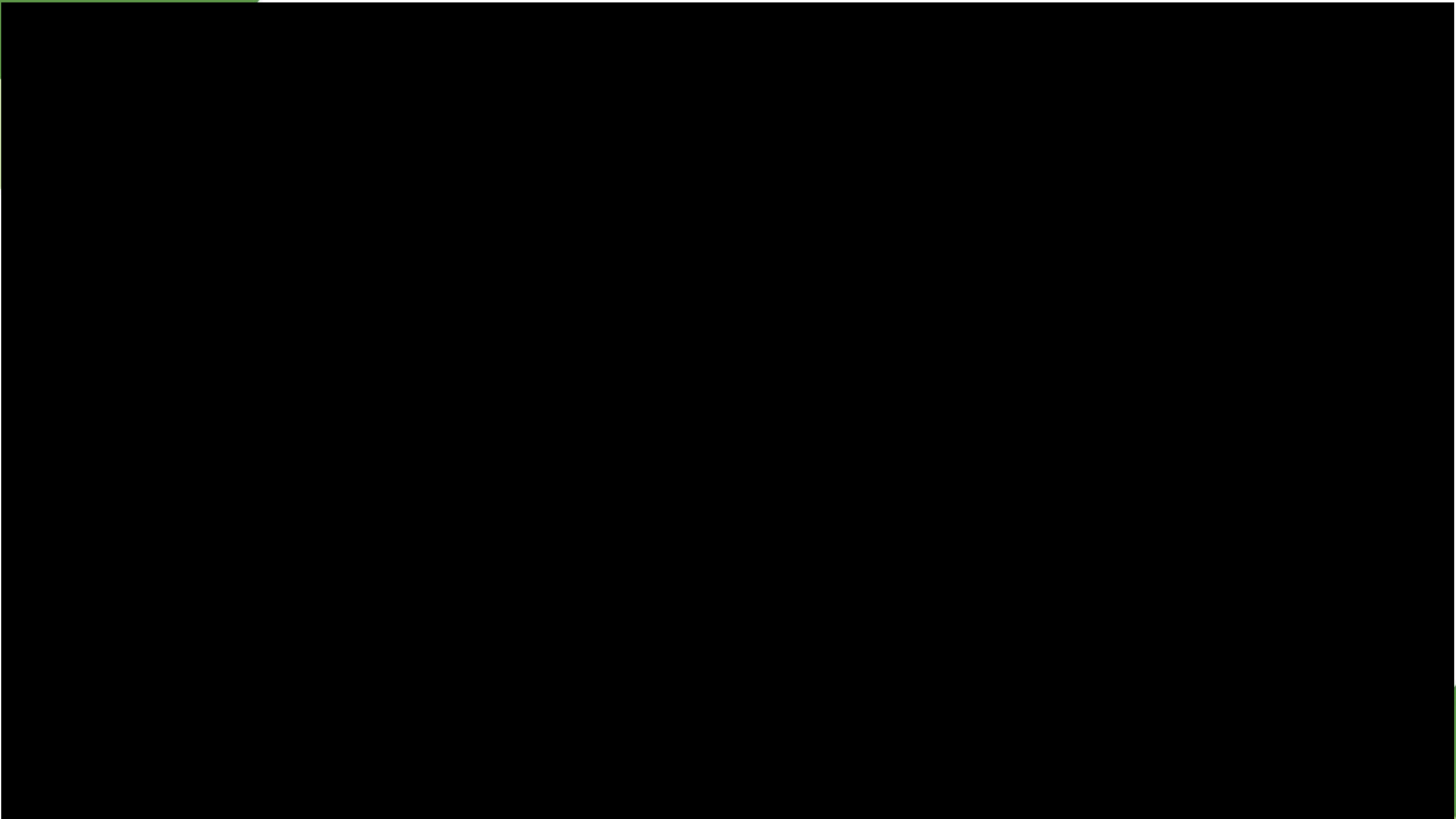


Cook tent

Class 'F' – Cooking oils and fats

Use: Wet Chemical, Fire Blanket









# BBQs and Fires



## **Accidents happen:**

Unfortunately earlier this year one of the Fair Ways Schools was badly damaged by fire

## **BBQ Risk assessment must be in place:**

Leave coals to cool in the BBQ preferably for 48 hours where possible

If required to dispose of sooner, ensure coals/ash are cold to the touch, douse with water if required

Do not dispose of coals in the bin until you are satisfied they are fully extinguished

If the ashes are hot they can melt plastic bins and cause a fire.

FWOA fire lighting activity training requires you to use water to fully extinguish a fire.

# Fire Evacuation

- Once the alarm has been sounded, evacuation of the site is the next critical step
- Fire Warden or Senior Person on Duty help coordinate the evacuation using these principals:
  - Guiding people to a place of safety
  - Performing a sweep of the area
  - Reporting at assembly point
  - Preventing access
- Undertake (or nominate someone) the roll call at designated fire assembly point to ensure everybody is accounted for

# Comfort break..

Grab a drink.. and anything else you need to do!



# Something a little different



# Tents

**Omega 350:**



**Scafell 300:**



**Tempest 200 & 300:**



**N.B We do not issue students with porch ground sheets as they just become a water / mud trap.**

# Tents

Minimum 14 peg standard approach  
(22 pegs per tent supplied)



Spend time on setup to get it right – ensure instructors take this seriously  
Recap details of a tent pitch don't assume instructor know!  
Get groups and Instructors staff to go around and check after activities.  
This should save EM getting up to repegging on a residential camp

# Tent Issue & Collection

Issued:



(22)



Collected:



# Tent Issue & Collection

## Tent peg and pole bags

- Collected (counted) after setup and stored with activity equipment
- Collected separately (not peg and pole bag inside tent bag)
- Peg and pole bags do not get reissued on the camp.

## Pegs

- Counted back from students
- Bent pegs separated

## Poles

- Split / bent poles separated
- Slight curve is ok!

## Inner tents

- Dried in sun
- Kept away from wet outer
- Brought to central location turned inside out.
- Turned back the right way and collect in large blue bags (several per bag)

## Outer tents

- Shaken to remove all water
- Guy ropes tied up (by instructor)
- FOLDED / ROLLED not stuffed
- Returned in the tent bag (reissued) to central location



**Lets do it...**

Lets go camping.. (or at least pretend!)

# First Aid

**All activity staff are First Aid trained**

**First aid Kits always at hand:**

- **Campsite (central)**
- **Carried by instructors**
- **Vehicles**
- **Stores**



Event first aid kit (Green Box)

Must remain at central point

Secured by a break open tab so we know its been used.

If any item used will be considered a minor to be recorded on minors form

Encourage teachers to use a school kit which then does not need recording!

Can be used to replenish freelance staff who use items from their own kits (more than plaster)

Restocked on return to stores

Contracted staff first aid kit (Red Dry Bag)

Used in the field

Includes mask and field dressing

Restocked from green box above at end of jobs (record taken)

# Defibrillators

## Where?

Depends on Job:

- Indoor Accommodation - Central point or in main vehicle
- Camping Accommodation - in the main FWOA transport (normally minibus).
- In HQ / stores (if not out on jobs)
- @ Schools we rely on their having one

FWOA have purchased 2 AEDs and 1 will be on every job.

**How?** - <https://www.youtube.com/watch?v=O6drnMno9nY>





# Key First Aid Updates from RCUK & ERC

**Recovery position** – To be used only when needed and not routinely. As a rule of thumb, if an unresponsive casualty has no evidence of trauma, they should be placed in the recovery position. If a casualty has physical trauma they should be left in the position found, ideally flat with their airway open. Only if you believe their airway to be at risk should the casualty be placed in the recovery position, injured side down

**Concussion** – When treating a concussion with a cold compress, this should not be applied for longer than 20 minutes

**Control of bleeding** – If a dressing becomes soiled, rather than apply another dressing on top, the soiled dressing should be removed, the bleeding controlled again and a new dressing reapplied

# Accident Management



## **Accident**


An unplanned uncontrolled event which happens unexpectedly and unintentionally, typically resulting in an injury or ill health

## **Near miss**

An event not causing harm, but has the potential to cause injury or ill health

# Minor Incident reporting

## MINOR INCIDENT REPORTING FORM

<i>Job Code:</i>	<i>Client:</i>	
<i>Date(s):</i>	<i>Event Manager:</i>	
<b><i>Who (or What Equipment):</i></b>	<b><i>What &amp; How:</i></b>	<b><i>Action Taken:</i></b>
<i>Name:</i>		
<i>Role: Student / Teacher / Staff / Visitor</i>		
<i>Date:</i>		
<i>Time:</i>		
		<i>Recorded by:</i>
<b><i>Who (or What Equipment):</i></b>	<b><i>What &amp; How:</i></b>	<b><i>Action Taken:</i></b>
<i>Name:</i>		
<i>Role: Student / Teacher / Staff / Visitor</i>		
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		<i>Recorded by:</i>
<b><i>Who (or What Equipment):</i></b>	<b><i>What &amp; How:</i></b>	<b><i>Action Taken:</i></b>
<i>Name:</i>		
<i>Role: Student / Teacher / Staff / Visitor</i>		
<i>Date:</i>		
<i>Time:</i>		
		<i>Recorded by:</i>

# Minor Incident – what to report

Please report the following issues on the minor incident form. Your session should finish at this form as most sessions will have something to put down!

- Trips, Slips and Falls
- Cuts grazes
- Splinters
- Sun burn
- All ticks (removed or un-removed)
- Any first aid even if applied by teacher or student under your advice
- Advice for further follow up provided
- Conflict between students
- Emotional responses to situations - fear
- Session related tears of any kind
- Any accidental inappropriate student interaction – verbal or physical
- Near misses
- Incorrect / damaged or lost equipment

The days issues will be followed up that evening, by the Event Manager and those with an increased duty of care. Please ensure correct / full names are used so they can do this.



# Accident & Near miss reporting

Job Code:		Date form was completed:	Form completed by:
Who had accident?	Client/ staff name:		Date of Birth:
	Home address:		Client / Staff personal contact number (over 18):
	Known dietary / medical history:		Emergency contact number (for under 18s):
	Emergency contact name / Parent (for under 18s):		Contact number:
Those present?	Instructor in charge name & Qualification:		Witness contact number:
	Witnessing adult(s) name & role:		
	Others present (adults / students & numbers):		
What happened? <small>PTO for notes &amp; (continue on paper if required)</small>	Date of incident:	Time of incident (24hr):	Location: (incl. grid reference & or postcode)
	Nature of the activity, the location, weather and the lead up to the incident:		
	Description of incident:		
	Injury observed and treatment given at scene:		
After the incident	What external assistance / treatment was required? (doctor, hospital, mountain rescue)		
	Was the person taken direct from the incident to hospital		Yes
	In your professional opinion what might have stopped the accident from occurring?		
Photos must be taken / emailed to staff@schoolcamp.co.uk (tick those taken)		Was accident related to equipment?	
Location		Equipment	Direct Incident shots (Non-invasive)
Office	Reviewed by:		Follow up actions?
	Reported to HSE?		
Yes			
No			

**ACCIDENT / NEAR MISS FORM (completion notes)**

**Notes for EVENT MANGER**  
It is your job to ensure this form is completed fully with as much detail as possible – you should support the instructor in recording the events of the incident (using the guide below), but should be careful not to put words into anyone's mouths.

In the event of additional adult(s) begin present a written statement must be taken from them – This must focus on the questions in the What happened and After the incident section of the form. This statement must be dated and signed.

This form must be completed on the same day as the incident and must be emailed to the office and the duty senior staff member informed.

Photos must be taken. These should show the site, equipment, surrounding area, any contributing features. The exact location of the incident must be recorded. The event manager should visit the incident site.

**Who had accident?**  
It is near impossible to get this information after the casualty has departed. These could be sought from medical / permission forms, the school, accompanying adults or the casualty themselves.  
Home Address: House number, road, town and postcode.  
Known dietary: A list of what you knew about the patient before the accident as reported by individual verbally or on medical / consent form

**Those present?**  
Instructor in charge name:  
The most qualified (in relation to the activity) member of staff with the group.  
Please report qualification relevant to the activity, and others relevant.  
Witnessing adult name & role: - Please try to get at least one independent adult witness  
The Witness should have seen the accident or build up to the incident.  
This can be School Camp staff or accompanying adults with the incident.  
Others present (adults / students & numbers):  
Number in your care (group) at the time - Students (number)  
Accompanying adults number, other school staff (number)

**What happened?** Please provide as much detail as possible and continue on paper if required  
Location: (incl. grid reference & or postcode) –  
In the case of a remote location please provide 8/10 figure grid reference or a 'what3words' location  
In addition you may opt to email a GPS location / a pin on a map  
Nature of the activity, the location, weather and the lead up to the incident:  
Please detail the lead up to the accident / incident - Remoteness, distance from road, the terrain (any grade to the activity), weather conditions, equipment, structure of the session and progression of the group to this point.  
Description of incident:  
Describe what you saw or what they, or another person said happened – please try and capture exact words and who  
What did the casualty say / report - please try and capture exact words and who  
Describe the immediate location of the incident, the exact activity being completed at that moment  
Describe the instructions / briefing that the group / individual were given just before the activity  
Explain your location in relation to the incident and those of accompanying / supporting staff  
Treatment given at scene:  
What did the casualty say / report – please try and capture exact words  
What was your first impression and what level of urgency did you feel there was.  
What first aid was given and by whom.  
Moving the casualty - was the casualty moving themselves or did you move them and why.

**After the incident**  
How did the casualty get moved from the scene and who by, where did they go, who did you hand over to?  
How were the other group members managed.  
Where did any equipment involved go, was it inspected and were there any clues or damage found?

**Office**  
If student was taken direct to hospital for any other reason than a check-up (ie received any treatment) then a RIDDOR report should be made.  
Forms and any emails supporting information must be reviewed immediately by a Senior staff

NO ONE OTHER THAN SENIOR STAFF MANAGING THE INCIDENT \* and must then have personal data removed

# Major Accident management

## ***Immediately after a major crisis:***

- Wherever possible all individuals will be moved away from the incident site.
- Dial 999 / Report to event manager / Call advice line
- Provide emergency First Aid
- It is critical that Students, School and FWOA staff do not share any information, to any external person through any form communication media – create an immediate no phones policy
- The incident site must be preserved at much as possible.

## ***After initial management:***

- Students and staff not involved to be 'kept in the dark' in the first instance.
- Total communication ban to remain in place until lifted by Event manager – phones collected by School?
- The Event manager and trip leader will manage all communications.
- All information is to be fully disclosed immediately to the event manager – and an accurate written record kept.
- Record of all witnesses contact details and statements taken by the event manager
- All details of the incident and individuals involved must be kept confidential.
- Photos only to be taken by Event Manager or on their instruction.
- FWOA staff are only to discuss the event at the time and with those present - idle discussion and theorising must not occur

# Food Safety

Discuss..

Is catering our highest risk activity?!



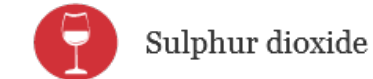
# Allergies

## All event are Nut free

- Includes FWOA staff
- Clients

## How to manage cross contamination

- Understand requirement / importance
- Clean down
- Separate
  - Tongs
  - Cooking surfaces
  - Pans
  - Staff?
- Serve dietary needs first



# Common Dietary needs

**Vegetarian** - Vegetarians eat a diet that does not include meat of any kind.

**Pescatarian** - includes fish, but no other meats.

**Vegan** - People who enjoy a vegan diet do not eat any food that comes from animals.

**Gluten Free** - Gluten is the general name for the proteins found in wheat and is most commonly found in bread products, but can be hidden in many other items. (celiac disease)

**Wheat Free** - a dietary restriction where you cannot have wheat and wheat by-products.

**Lactose free** – free from milk, no dairy products

**Halal** – Meat must be slaughtered or prepared prescribed by Islamic law must have the halal certification. During Ramadan, Muslims worldwide fast from sunrise to sunset during.

**Paleo** - The Paleo diet (or lifestyle as it is often called) has been gaining in popularity and is a diet based on the types of foods presumed to have been eaten by early humans.

**Kosher** – Meat & dairy must be accepted by Jewish law as fit for eating or drinking. There are many strict specifications within this diet that also prescribes the style of preparation.

**Nut Free** – most of our camps but dependant on school. Harder on DofE, with pack lunches brought by students, teachers and FWOA staff .

# Signage



# Groups Self Catering

## **Train the group:**

What are each others needs

Meals that will cater for all with only basic modification (eg Pasta)

Discourage segregation (Weighs more, Takes more time, Needs more pans, Creates more washing up!)

Effective food hygiene through education (Basic Hygiene, teach cleaning, Hand washing discuss Temperatures

## **Encourage**

Foods that are low risk

Long life

Don't needs refrigeration

**Know, understand and promote the schools Nut policy**

# Staff wages

- More contracted staff this year
- Freelance agreements to be in place

<b>0 Hour Staff</b>	A	B	C	D
Day / Shift rate (min 11 hours averaged)	£ 110.00	£ 121.28	£ 130.31	£ 139.62
Day rate (inc holiday paid)	£ 123.29	£ 135.93	£ 146.05	£ 156.48
Training and overtime rate	£ 10.00	£ 11.03	£ 11.85	£ 12.69
Overnight on Call	£ 20.00	£ 22.06	£ 23.70	£ 25.38

<b>Freelance contractors</b>	A	B	C	D
Shift rate	£ 119.00	£ 129.00	£ 139.00	£ 149.00
Overnight on Call	£ 30.00	£ 30.00	£ 30.00	£ 30.00

<b>Full time Instructors (paid hourly)</b>	A	B	C	D	E	F
Wage	£ 19,500.00	£ 20,292.00	£ 21,021.00	£ 21,860.00	£ 22,718.00	£ 23,201.00
Hourly	£ 10.00	£ 10.41	£ 10.78	£ 11.21	£ 11.65	£ 11.90

<b>Full time Co-Ordinator role Instructors</b>	A	B	C	D	E	F
Wage	£ 24,000.00	£ 25,000.00	£ 26,000.00	£ 27,000.00	£ 28,000.00	£ 29,000.00



# Expenses at a glance..

	Fuel	Driving time	Overnight on call	Lift Share	Food	Campsite fees accommodation	Training
<b>Contracted Staff</b>	<p>Normal drive to work (in Wales) unpaid</p> <p>Expected to drive a FWOA vehicle. Where not available paid 25ppm.</p> <p>All pre agreed milage claimable after first 50 mile – No Cap</p> <p>Local milage on DofE paid</p>	<p>Unpaid</p> <p>Wherever possible should be built into days / undirected time</p> <p>Local milage paid.</p>	<p>EM may direct 2 hour of your time. Must stay on site / fit to work.</p> <p>Full time: Fixed number built into contract - – paid overtime if exceeds 3 hours.</p> <p>0 hours: 2 hours of training / overtime rate – paid overtime if exceeds this.</p>	<p>Expected to share to ease carbon footprint.</p>	<p>Offered where provided to the group</p> <p>Reasonable pre approved expenses for extended periods way (where unable to cater for (£10 a day)</p>	<p>Arranged and paid for all away nights. Normally at same venue as group.</p> <p>Other where pre approved by manager</p>	<p>Full time: Built into contract / working days.</p> <p>0 hours: Paid at training rate per hour</p>
<b>Freelance Staff</b>	<p>25ppm claimable with £80 Cap</p> <p>Local milage on DofE paid up to cap.</p>	<p>Unpaid</p>	<p>EM may direct 2 hour of your time. Must stay on site / fit to work. £35</p>	<p>At own discretion</p>	<p>Offered where provided to the group</p>	<p>Paid by company where provided to the group (or where you are on call)</p>	<p>Annual attendance required</p> <p>Costs (fuel) only reclaimable</p>

All milage claims are based on fair and transparent claims, and must be based on actual milage driven for the purpose of work. In the case of back to back jobs, or where you do not go home between jobs then actual milage only is claimable. In such circumstances, local campsite accommodation may be claimable, please discuss with a manger.

# Dates Available

19-Mar		GL22-BT1-T	Hammersmith	Bronze Training	G&Latymer
25-Mar	27-Mar-22	GL22-SP1-T	New forest	Silver Practice	G&Latymer
1-Apr	5-Apr-22	REI22-GP1-S	Brecon Beacons	Gold Practice	Reigate College
23-Apr		Day22-SCO1-S	Dolygaer	canoe/climb	scouts
7-May	8-May-22	GL22-BP1-T	Chiltern hills	Bronze Training	G&Latymer
21-May	22-May-22	GL22-BP2-T	Chiltern hills	Bronze Training	G&Latymer
28-May	31-May-22	GL22-GP1-T	Brecon Beacons	Gold Practice	G&Latymer
29-May	1-Jun-22	PUT22-GP1-T	Brecon Beacons	Gold Practice	Putney High
1-Jun	5-Jun-22	STG22-GP1-T	Dolygaer	Gold DofE practice	St Georges
3-Jun		DAY22-NEW1-S	Brecon Beacons	Activity Days	1st Newport
6-Jun	7-Jun-22	BGT22-Y31-S	Windsor	Year 3 camp	Bishopsgate
9-Jun	10-Jun-22	GL22-BQ1-T	Chiltern hills	Bronze Assessment	G&Latymer
11-Jun	12-Jun-22	PUT22-BP1-T	Chiltern hills	Bronze Practice	Putney High
13-Jun	17-Jun-22	AS22-Y71-T	Brecon Beacons	Mult Activity Camp (y7)	Abbey School
14-Jun	16-Jun-22	AS22-Y71-T	Brecon Beacons	Mult Activity Camp (y7)	Abbey School
25-Jun	26-Jun-22	PUT22-BQ1-T	Chiltern Hills	Bronze Assessment	Putney High
27-Jun	29-Jun-22	BGT22-Y41-S	Goring Heath	Year 4 camp	Bishopsgate
1-Jul	3-Jul-22	GL22-SQ1-T	Perbeck Hills	Silver Assessment	G&Latymer
8-Jul	12-Jul-22	REI22-GQ1-S	Brecon Beacons	Gold Assessment	Reigate College
10-Jul	12-Jul-22	REI22-GQ1-S	Brecon Beacons	Gold Assessment	Reigate College
14-Jul	15-Jul-22	SM22-Y21-S	Tetbury	Primary overnight	St Marys Tetbury
18-Jul	21-Jul-22	SPS22-1-T	Dolygaer	Yr10 & 12 Adventure	Space Studio

# Enough of the paperwork?

Lets Lunch:



# DofE The FWOA Way

## Significant Changes/Updates:

1. Supervising/Training 2 Groups
2. Instructor Delivery Packs
3. First Aid Delivery & kits issued.

# Terminology

**“Training” Expedition** – In 2018 the DofE made changes to the award by saying it was no longer required to undertake a practice expedition at Bronze, They did however state that adequate training had to be in place. Therefore, at Bronze our schools now take part in a training expedition which is seen as an extension to the training day they completed in School.

**“Practice” Expedition**

**“Qualifying” Expedition** – The term Assessment is no longer being used

**Checkpoint (CP)** - An obvious place where groups can check their location and time against the map and your route card. Also, a good opportunity to take a break and work on project.

**Waypoint (WP)** - For route planning. 2 - 3 waypoints are provided to groups to help guide their routes and avoid obvious hazards. Whilst these are not checkpoints (the group may decide that certain waypoints would be good places to stop).

**Approved Crossing Point (ACP)** - These are points that we have highlighted as specific road crossings that must have an instructor present. These would be marked on the group maps in red and the group must be informed that they must wait at that point for an instructor. These include road crossings and railway crossings.

# Instructor Delivery Pack

- Pointer
- White Board Marker
- White Board
- Giant Compass
- Giant Map
- Resources (Relevant)
- Example Group Pack (On Training Days)
- Transfer Sheets (**Yellow & Confidential**)

# Supervising Two Groups

In three sub groups discuss -

What methods might you use to facilitate the training of two groups at the same time?

# DofE Staffing

Staffing:			
DofE – WALKING			
STAFF QUALIFICATIONS			
<b>Non wild country</b>	BEL, or Lowland Leader (or training with logbook & sign off from company's competent person/technical expert) & 16hr first aid qualification.		
<b>Wild country</b>	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
<b>Bronze</b>	1:8	1:12	2:24
<b>Silver</b>	1:8	1:12	2:24
<b>Gold</b>	1:8	1:12	2:24



# Master Map

Location	Area	OS Grid No.	Type	Grid Ref.	W3W	Notes	Review
Underpass	Chelmsford & The Rodings	OS183	Crossing	TL 681 053	<a href="https://w3w.co/scary.gosh.oasis">https://w3w.co/scary.gosh.oasis</a>	Underpass	
Margaretting Road	Chelmsford & The Rodings	OS183	Orange Road	TL 671 044	<a href="https://w3w.co/punchy.palace.needed">https://w3w.co/punchy.palace.needed</a>	Group must be accompanied when walking up this road.	
Margaretting Road	Chelmsford & The Rodings	OS183	Permissive Footpath	TL 672 044	<a href="https://w3w.co/violin.assets.motor">https://w3w.co/violin.assets.motor</a>	There is a permissive footpath present.	
A1060	Chelmsford & The Rodings	OS183	Do Not Use	TL 647 095	<a href="https://w3w.co/hikes.airports.beams">https://w3w.co/hikes.airports.beams</a>	Very Fast A Road, Not a suitable location to cross.	



# Award Level Expectations

In three sub groups discuss -

What would you expect to cover for each of these areas and at what depth?

Food Selection/Menu Planning/Weight and Calorie Intake

Navigation/Compass Work/Bearings

First Aid and Emergency Procedures

Expedition Project? What should this look like?

Risk Awareness

# Remote Supervision

Remote supervision is when the **safety and well-being** of a group is monitored from a distance, with limited direct contact with the group.

You are always expected to be within 20 mins (30 Minutes for Gold) of your group when you have duty of care.  Or moving towards!

This is relevant through the day and overnight when you have on call duties.

Key points:

- You are responsible for your team
- You must pass your duty of care to others if you are not able to meet this obligation.



# Apps

*Risk Assessment Excerpt - 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.*

We are asking all DofE groups to download the following apps -

## What 3 Words

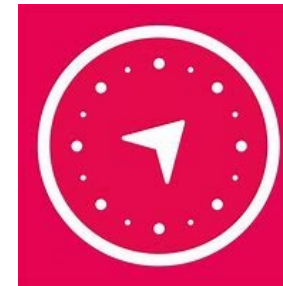


Free app that provides a location of every 3-metre square

Share Location by message or WhatsApp etc

Can now provide a Grid Ref

## OS Locate



Free app that provides a 10 Figure Grid Ref

Share Location by message or WhatsApp etc

Emergency use only, automatically installs with 'in use' Location Settings so, it doesn't drain battery.

How to set Grid Ref -

- Settings
- Display settings
- Country Specific Systems
- Set the Grid Ref

# Emergency Procedures

- Risk Assessment Excerpt –
- 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.

## Lost procedure.

1. **STOP and DON'T PANIC!**
2. Are you late to your next checkpoint? If you are more than 20 mins late, then call the contact number overleaf
3. Look around you. Make a list of the things / features you can see that would be on the map (boundaries, ponds, buildings, hills/contours, woods etc)
4. Look at the map - can you find this collection of features? Can you identify where you are?
5. Work out the last place you knew you were on the map.
6. Look at the route you had planned to take. Is there a point where you could have easily gone wrong? E.g., a path junction, a path meeting a track (that might have looked like a path)
7. Follow the possible wrong route on the map with the corner of the compass. Can you now find the collection of features where you currently are?
8. Look at the last place you knew you were on the map. Work out how long ago you were there and calculate the maximum distance you could have travelled (remember 20 mins/km rule)
9. Work out a circle on the map the size of the distance you could have walked and look in this area for the collection of features that you can see.
10. Could you retrace your steps?
11. If you are confident that you know the route back then retrace your steps until you reach your last know position, or you see a feature that is on the map and that helps you to work out where you are.
12. If all the above fails and you do not know where you are then call the contact numbers overleaf (NOT 999).

**Your Emergency Contact Numbers are:** Please write these on your maps

1)

2)

## Late to a checkpoint (end of your planned route leg)

If you are behind time and will be late to the end of leg, please call the contact number (overleaf) and they will let your instructor know. **BRONZE = 20 mins late SILVER = 20 mins late GOLD = 30 mins late.**  
**If you do not get an answer, LEAVE A MESSAGE.** Make sure you include your group number, your telephone number, your location, the time, and how far behind time you are.

## Emergency procedure:

1. Assess the situation – DON'T PANIC!
  2. Start providing first aid to the injured party **and** get someone to work out where you are.
  3. Call 999 if the emergency is life threatening or call the emergency number below if it is not life threatening. If you are calling 999 you must call our emergency number at the same time or immediately afterwards.  
*Get ready to provide your name, your telephone number, your location (what three words), what happened and the symptoms of the casualty. Please also provide them with our contact number (below) so they can contact us.*
- If you have no signal:**
1. Split your group evenly and ½ walk to find signal. Take your bags, a map, and ensure you have the details of the location of the accident; the easiest access point (nearest road) and the symptoms of the injury.
  2. Walk towards civilisation (a road, village, or farm) or a high point, checking for mobile signal every 2/3 minutes.
  3. Find a phone or get signal, make the call and RETURN TO YOUR GROUP.
  4. Monitor the casualty, are they getting better or worse. Call 999 if the injury becomes life threatening.
  5. Is the casualty mobile? Can they be moved safely? If so, can you move them towards help (a road, village, or farm).

**Groups must ensure these numbers are also written on their maps.**

# First Aid Delivery

## In School Training –

Three PPPs of First Aid (Preserve, Promote, Prevent)

Practical demonstration of the “Safe Air Way” (Recovery Position)

Practical CPR Demonstration – All individuals must engage in demonstrating correct compressions technique.

*The Resuscitation Council UK (RCUK) has stated that they are supportive of training providers who may wish to omit practical teaching and assessment of rescue breaths in first aid training while COVID-19 transmission rates are high.*

# First Aid Delivery

INJURY	PRACTICAL	DISCUSSION
Concussion		✓
Hypothermia/Hyperthermia		✓
Sprains & Breaks	✓	
Bites & Stings		✓
Shock		✓
Cuts/Grazes/Bleeds	✓	✓
Burns/Scalds		✓

If you run out of time then make sure you note this on the trainers checklist. **This will make sure that any further coverage is done on the training/practice expedition.**



# Clean Bag Policy



# Tents

**Omega 350:**



**Scafell 300:**



**Tempest 200 & 300:**



**N.B We do not issue students with porch ground sheets as they just become a water / mud trap.**

# Tent Issue & Collection

Issued:



(22)



Collected:



# Trangia Policy

## Attaching gas bottles:

- Check if the gas tap has been left turned on
- There will be a hiss and smell of gas when attaching the gas canister
- Screw the gas canister on until tight
- Once detached, check gas canister has sealed (listen for escaping gas)

## Use:

- The Trangia must always be supervised
- Pans must not be put on the burner at any time without liquid
- The frying pan should be used as first choice for any frying

## Lighting:

- Check canister is screwed on tightly
- Check gas tap is off before lighting
- Ensure windshield is NOT attached to stop gas build up and flare on lighting
- Only one student should light a Trangia
- Light a match, hold it on the burner and then slowly turn on the gas (max 1/4 of a turn at a time)
- Only use long matches

## Storage:

- Gas burners to be stored inside Trangias
- Gas canisters to be kept out of the main tent compartment at all times





We do not approve the use of the pan handle left on top of the lid as a flag to mark a hot Trangia. Groups should be taught that handles get hot when left on lit Trangia's and that they should never be left touching any metal part.



The pan lid/frying pan should be put on the Trangia with the lip upwards for easy removal with the handle



Teach participants to line up the gas pipe so that canister is as far away as possible from the Trangia

# Maps

**Your map not ours** enables you to:

- Familiarise yourself with the area first
- Keep a record of issues from the last time you worked in the area
- Find the start location!

**And us to:**

- Simplify the process of getting maps to at jobs (schools provide their own maps)
- Manage map loss and costs.



**Printed not electronic maps**

- Despite advantages of electronic maps being more up to date(?) and not getting damaged, printed maps
- Can be used in all weather
- Have no battery issues
- Show larger area so you can consider the 'bigger picture'
- Allow you to record times / notes on it
- Means your using same format as clients

**Have both!**

Your welcome to scratch the code off any of our maps if this is an updated edition 😊

# Assessor Reports

Need to contain:

- Date
- Assessor Notification number
- FWOA contact details - **01639 323353**
- Upload with FWOA email address - **adventures@fairways.co**

# Bronze

The team were fantastic and successfully completed their 2 day Bronze expedition in the Surrey Hills from the 2<sup>nd</sup> - 3<sup>rd</sup> July 2016. The group worked very well together, sharing out different roles. Their attention to navigational detail enabled them to complete their route whilst enjoying the good weather and beautiful views.

Claire showed great leadership and time keeping skills and this enabled the team to stick to their planned schedule. Well done on passing your expedition, I hope to see you doing Silver in future?

D Smith (Assessor SE1658) Fair Ways Outdoor Adventures – 01639 323 353

\*\* Please upload using [adventures@fairways.co](mailto:adventures@fairways.co) as your email address \*\*



# Silver

The group completed their Silver Assessed Expedition in the New Forest, from 23rd-25th September, in good weather. The team were well prepared and met the challenges of the expedition as an efficient team. Their campcraft was competent and the menu was well thought out offering some unusual meals!

Claire persevered to meet the challenges that the expedition presented for her, particularly in terms of terrain on Day 1, and she showed great creativity in her camp cooking. Well done and congratulations on passing your Silver Expedition.

D Smith (Assessor SE1658) Fair Ways Outdoor Adventures – 01639 323 353

\*\* Please upload using [adventures@fairways.co](mailto:adventures@fairways.co) as your email address \*\*

# Gold

The group planned a 4 day 3 night expedition in the Brecon Beacons from the 10<sup>th</sup> – 14<sup>th</sup> July 2019. (Notification number WA-1905-16-GNQ).

During the expedition they experienced a range of weather conditions and followed routes of varying challenges from day to day. On the whole they demonstrated excellent navigation skills, and their excellent team work enabled them to effectively and efficiently overcome any problems. Their camp craft was excellent, their area was always clean and tidy and cooking carried out safely and efficiently each evening. I was particularly impressed by their efficiency and early starts in the morning.

Claire was a good team player and learnt perseverance. She worked well in a team. I was impressed by her cheery disposition throughout the expedition and her determination to carry on despite the bad weather.

The groups aim was the use of litter to create art; I was very impressed with this original aim and particularly enjoyed the Finding Nemo artwork!

**<Optional – for those presenting the aim at the end of the expedition>** The group verbally presented the findings of their expedition aim to me on the final day, along with sketches and records made on route. I am happy that the time spent allocated to the aim and the subsequent presentation sufficiently meets the requirements for the expedition section.

I am pleased to confirm that the expedition met the conditions of this section, and that the group met the gold expedition standard.

D Smith (Assessor SE1658) Fair Ways Outdoor Adventures – 01639 323 353

\*\* Please upload using [adventures@fairways.co](mailto:adventures@fairways.co) as your email address \*\*

# Programme

	Times	Group 1	Group 2
Friday	10:00 – 10:15	Intro coffee and biscuits	
	10:15 – 12:30	What's new, first aid updates, what's app groups Tents FWOA way	
	12:30 – 13:00	Lunch break & catch ups	
	13:00 – 14:40	Coracle building training <i>Nathan, Graeme, Ian, Nick, Simon, Lizzy</i>	Primary activity delivery <i>Katie, Chloe, Vernon, Andrew, Johnny, Matt, Lucy</i>
	15:00 – 18:00	Tunnel walk training & sign off <i>Matt, Stephen, Nick, Ian, Lucy, Graeme, Andrew</i>	Paddle board training & possible sign off <i>Johnny, Vernon, Nathan, Lizzy, Simon</i>
	18:30	Evening meal	
Saturday	08:00 – 10:00	D of E training	
	10:20 – 12:00	Primary activity delivery <i>Nathan, Graeme, Ian, Nick, Simon, Lizzy</i>	Coracle building training <i>Vernon, Andrew, Matt, Lucy, Johnny,</i>
	12:00 – 12:30	Lunch break & catch ups	
	12:30 – 14:00	Health and safety and child protection	
	14:00 – 16:00	Paddleboard fun /training Jolly	

# Duty of Care

We do not verbally accept duty of care, but accept we have a duty of care

- The accompanying teachers / trip leaders have the 'duty of care' (DOC) at all times.
- This is only clouded where the remit of the activity or the environment is outside of their normal understanding / remit. In this this circumstance we have an increased duty of care, and they should not be left alone in DOC.
- In campsite and accommodation teachers will always have DOC and we provide a minimal support service.
- For all personal / emotional issues please always refer immediately to these teachers / trip leaders
- Teachers / trip leaders should share relevant information with you each session enabling to you target the activity correctly. Please ask for any information.
- You may be asked to support teachers with their supervision / duty of care overnight, but they should be directing you as to what they want / if they need your help.

# Child Protection - Types

## Bullying:

FWOA recognises that bullying is relatively common within youth groups.

Physical or mental forms of bullying are easily carried out in sporting and residential activities and staff should be observant at all times.

Staff should actively challenge the behaviour of clients in order to minimise bullying so as to provide a fear free environment.

## Physical Abuse:

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

## Neglect:

Neglect involves the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and development.

Neglect may involve failure to:

- Provide adequate food, clothing or shelter (including exclusion from home or abandonment)
- Protect from physical and emotional harm or danger
- Meet or respond to basic emotional needs

# Child Protection - Types

## Emotional Abuse:

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent effects on the child's emotional development

Emotional abuse may involve:

- Conveying to a child that they are worthless, unloved, inadequate, or valued only insofar as they meet the needs of another person
- Imposing developmentally inappropriate expectations e.g. interactions beyond the child's developmental capability, overprotection, limitation of exploration and learning, preventing the child from participation in normal social interaction
- Causing a child to feel frightened or in danger e.g. witnessing domestic violence, seeing or hearing the ill treatment of another

## Sexual abuse:

Sexual abuse involves forcing or enticing a child to take part in sexual activities, including prostitution, whether or not they are aware of what is happening.

Sexual abuse may involve:

- Activities may involve physical contact, including penetrative and non-penetrative acts.
- Non contact activities, including use of photos, pictures, cartoons, literature or sound or video recordings via internet

# Child Protection

## Confidentiality and Disclosure

All staff must be aware, and inform young person, that they cannot promise that they will keep the disclose secret.

In the case of a clear disclosure of abuse being made, staff must remember that theirs is a listening and recording role only asking who, where, and when only.

You should record all the information immediately after the disclosure in order to maintain accuracy of information disclosed.

All concerns or disclosures must be reported immediately to the Child Protection Officer by telephone, within a maximum of 24 hours. You will be asked to follow this up in writing to accurately provide the information disclosed.

You must ensure that you have confirmation that you report has been received

All matters relating to child protection are confidential and must not be discussed with anyone, including other FWOA staff.

Remember that allegations can be made against those both on and off the camp, including parents, teachers, other pupils, the public and FWOA staff

In all cases you should look to listen, record, protect (separate) and report.

# Child Protection

## Reporting:

All concerns should be raised immediately.

In the majority of occasions a child protection issue will be dealt with via the processes of the groups organisation / school / care home etc. Discussion with the client should be undertaken by the Event manager / Lead instructor to the lead adult.

A report of any concern must be name to the department Child Protection Officer, by the event manager. We will follow up the report to ensure appropriate action has been taken.

Where the concern relates to our staff, the event manager or organisations / schools trip leader then an immediate report should be made to the appropriate line manager. Had of department / Head of Service (Ieuan Starks) via the out of hours/advice number.



# Keeping yourself safe

We must operate in a way that ensures that unwarranted allegations are not easily made.

- Minimum numbers
  - The company will never ask you to work with less than 3 young clients.
  - If you find yourself in a 1:1 position, you should immediately move the situation within sight of another staff member
- Electronically safe
  - Photographs of client should not be stored on personal devices
  - Photographs must never be taken in and around tents, toilets or during the changing stages of any activity. Even just using a phone could be misconstrued as photo recording.
  - Staff should not give out personal phone numbers to young people.
- Locationally safe
  - Do not enter sleeping, changing or toilet areas without a clear reason, and without advanced verbal warning

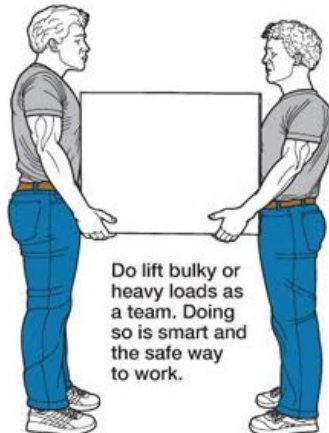
It is not appropriate for instructors to befriend any clients on social media, nor for you to pass your contact details to them.

# Manual handling – the Dos

- Take time to protect yourself
- Work with another person (communicate first and lift together)
- Pack (repack) items / split down equipment into manageable loads
- Use wheel tubs, trailer trollies, sack trucks etc
- Follow training / NGB advice
- Know your capabilities and work below this.

## LIFTING DO'S & DON'TS

### DO LIFT AS A TEAM



### DO TURN WITH LEGS



### DO USE YOUR LEGS

Do lift the load using your powerful leg and buttocks muscles. Your feet should be wide apart, head and back upright. Keep abdominal muscles tight and the load in close.



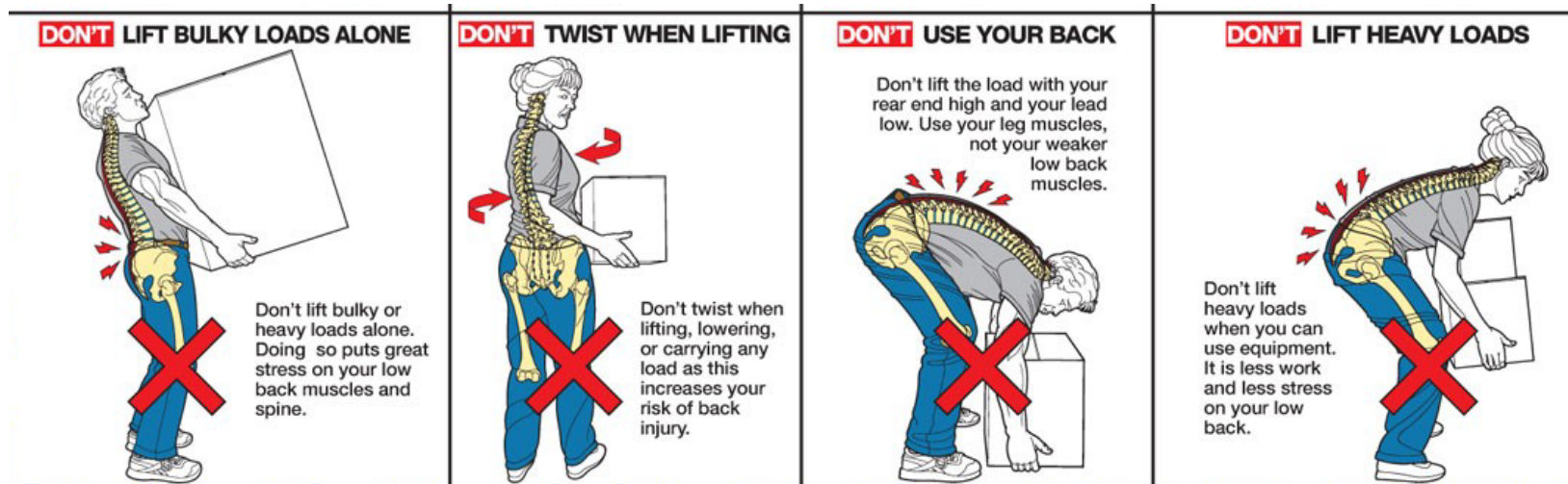
### DO USE EQUIPMENT

Do use equipment like hand trucks, dolly's, or forklifts to do the heavy lifting. It's much less work and less risk of injury.



# Manual handling – the Donts

- Don't expect others to be able to do what you can
- Carry more to save time
- Don't push yourself
- Don't feel compelled to do it just because it needs to be done



# Manual handling

## **Canoes**

You – 2 persons, Follow NGB advice

Clients – 4-6 persons – Must be trained

## **Marquees**

You – Poles (pack evenly) 2 persons per set. Canvasses - 2-4 persons (assess) or pack individual parts into the back in the van.

Erection of marquee - Lift of frames – minimum 3 persons (ideally 4) - follow marquee RA.

Clients – Not to carry

## **Archery Bosses – Light but large**

You – two person or roll

Clients – Not to carry

## **Packing transport (lifting into)**

You – assess crates, place into van (waist height), then separately lift / move within van

Clients – Not to carry

## **Tesco deliveries – now packed in one person loads by shops – no not repack crates / overload**

You – single person, lift with legs, preferable not from the floor.

Clients -2 person

# Working Alone

**We all have a responsibility to look after our team:**

Examples of working alone -

- Traveling for work
- Setting up before group arrives
- Remote monitoring groups on DofE

You are not working alone when you are with a group as long as they have been adequately trained to watch out for you. Examples include:

- Working with a group and teacher
- When you are directly with a group with no teacher

# Working Alone

## Fundamentals:

- You must have a mobile phone
- Establish a buddy, who will check in with you on you across the day, check you are back before heading home etc.
- You must undertake a dynamic personal risk assessment
- Your line manager / work 'buddy' must know where you are – report if the plan changes.
- Do not take additional risks
- If you are about to increase the risk / undertake a higher risk activity then call in and again afterwards.

**On a job:** The event manager / lead instructor will be the point of contact and will check you in and out each day.

**Working alone:** You must call the out of hours number at the agreed times (minimum = end of day)

# The what if..

Groups and or accompanying adults must know what to do if you are no longer able to lead.

In the case of DofE supervision you should be clear when you will see the group so they know when to contact the emergency contact, ie when to report you missing!

The following card will be issued to all groups and or accompanying staff:



**YOUR EVENT MANAGER / MAIN CONTACT:**

---

**ALL HOURS EMERGENCY NUMBER : 01639 323101**

**EMERGENCY SERVICES :** Dial **112** (works from locked phone) or **999** and ask for: **Police for Mountain Rescue** if you're in mountains, quarries, gorges or some distance from a road; or **Ambulance** if you're in campsite, building, close to road.

**INSTRUCTOR DOWN PROCEDURE**

Don't panic \* Ensure group are safe and away from danger \* Stay together \* Repeatedly shout for help (someone might be close) \* Work out incident location (address, grid reference, place name, walking to/from) \* Telephone for emergency help \* If safe, provide First Aid (First Aid kit in leaders bag) \* Priorities: listen & feel for breathing (if none, start 30 chest compressions to 2 breaths) \* Stop any bleeding \* Put casualty in recovery position, keep them warm & regularly monitor consciousness and breathing \* Call your School Camp Event Manager or emergency line if no answer \* Check group & put on extra layers \* Find most sheltered position for group to wait (within eyesight) \* If no phone signal, record position & take group to find signal/help. Return to casualty if safe.

\* Always ensure own & group security/safety over instructor \*

# Quarantine Bags

Large RED bags will be supplied on all camps to store and return

Safety kit with concerns:

- BAs
- Harnesses
- Helmets
- Metalwork
- Trangia Gas Adapters
- These items should also be recorded on the daily incident sheet.

Also:

- Worn out equipment needing replacement eg Maps
- Damaged equipment eg Compasses
- Damaged tents that cant be repaired on the camp





# Driving our vehicles

## Vehicles are insured for:

- All drivers over with company approval.
- **BUT** Check each vehicle for **age restrictions** which are recorded on driver log-book and sun visor
- Vehicle with seats over 5 persons - Over 25 & must have been driving for 2 years (car licence).

## Reporting:

- Complete log book on each use
- Report any damage, accidents or faults
- Time/location/driver

## Passengers:

- Customers and staff only
- No friends/family/randomers/hitchhikers

## Insured use:

- FWOA business only from A to B without diversion
- No private use

## Driving style:

- Drive slower - minibus speed limits are lower
- Allow extra space and stopping distance
- Be courteous – they are sign written vans!

## Your responsibilities:

- Loading and vehicle weight
- Checking your licence
- Seatbelts
- Vehicle condition before use and visibly check condition of rear of vehicle in front of groups
- Cleaning / checking interior after use
- Speeding tickets and fines!

## Loading and unloading:

- Students must always get out on the kerb side of the road. If this is not possible then rear doors should be used

## Driver briefing to group:

- Inform them of anticipated journey length
- No throwing of any items (in or out)
- Remain seated until you are told to disembark
- Take your rubbish with you or provide a bin bag
- Do not distract the driver in any way (noise, torches etc)
- Seat belts for your comfort and safety, (over shoulder and clipped in)
- No communication with other vehicles (or no radio!)
- Keep walkways clear throughout the journey

# Driver Log book

Must be completed on each use



FWOA Ltd – Driver Log		Vehicle Reg:			Sheet No:	
<b>Date Out</b>	Driver	Start time	Start ODO	End ODO	Date back	
/ /					/ /	
<b>Notes:</b>					Signature:	
/ /					/ /	
<b>Notes:</b>					Signature:	

# Ending Sessions

Clear public handovers must be made at the end of activities, and end of days.

## **By instructors:**

After the session review, said to all the group in front of the responsible teacher/leader.

*“Unfortunately this is the end of our session and I am no longer responsible for you. Your Teachers/Leaders will be looking after you from now on. It will be them who will tell you what you are allowed to do and you must see them if you have an problem. Over to you Miss/Sir/Name”*

## **Transfer of our responsibilities by the event manager / Lead instructor at the end of the day:**

- Said to whole camp in front of the teacher/leader

or

- Said to the lead teacher in front of other staff.

# WhatsApp group

- Created by EM / lead instructor
- Specific group per job
- Reporting function
- Communication function
- Delete and leave
- EM / lead instructor shares with office

N.B Supervision f DofE groups can be in separate groups as long as all key date is shared into the main group.



# Data Security in the field

Any paperwork printed on Yellow Paper is covered by the updated Data protection Act is handled under our data protection policy. Its contents must not be shared directly with clients or other instructor only the Event manager.

You are accountable for any yellow paperwork issued to you in order for you to perform your duties. It cannot be 'lost' and must be returned to the event manager at the end of the event.



The Event pack contains confidential information as is only to be accessed by the Event Manager.

In the Event of Data being taken away from the Event. We will ask for an email statement to say when, where and how this was destroyed

**CONFIDENTIAL**  
This pack contains confidential information for Event Manager use only and must be returned to office.

**EVENT INFORMATION PACK**

Event code: \_\_\_\_\_  
 Event date: \_\_\_\_\_  
 Client: Hiday 8th March - Monday 12th March 2018  
 Event name: Hiding Valley High School  
 Event manager: Dave Silver Practice  
 Gold Card Notification Number: Gemma Starks

Controlled data sheet type:

Intended for:	Number of copies:
Event manager only	1
Event manager only	1
Instructors	2
Inc. Blank Accident Form	0
	0

Confidential data marked and to be returned to pack at end of every activity / staff / staff personal data

Total Yellow Forms

School Camp Ltd, Unit 1, Old Lighthouse Place, North Y Don, Farnborough, North, SA11 4HL  
 Tel: 01629 710349 Email: info@schoolscamp.co.uk

*Blue Section 710349 NOTES PACK*

# Collecting data in 'the field'

We collect data in the following ways

- Minor incident report forms (yellow)
- Accident and near miss reporting forms (yellow)
- Students participant forms
- Mobile number collection forms
- Photographs where permission has been given by teachers / participant over 16
- DofE group transfer sheets

We issue data in the following way - Via WhatsApp group

- Group lists (first name and initial, key medical, key dietary)
- Accompanying adults have the responsibility on every occasion to share information with you about individuals if they think it is relevant. Please get in the habit of starting sessions with what do I need to know.

# Removing data from ‘the field’

Take data away from events:

- No data should be removed from jobs
- You must delete the WhatsApp group at the event and remove all associated media from your phone.
- In the Event of Data being taken away from the Event. We will ask for an email statement to say when, where and how this was destroyed
- Photos other than those that a normal passer by would want to keep MUS be deleted from devices at the end of the event
- The only data you may retain is first name second name and DofE number for the purpose of report writing.

# PART of something bigger

## **P** Professional

WE **DO** WHAT WE **SAY** WE **WILL**

We approach challenges  
with **optimism**  
and **enthusiasm**

WE DON'T  
JUDGE,  
WE  
**NOTICE**

WE PUT THE  
**NEEDS OF THE SERVICE**  
BEFORE OUR OWN  
**PERSONAL GAINS**

## **A** Accepting

WE **DON'T**  
**GIVE UP**  
ON PEOPLE

WE **VALUE**  
ALL INDIVIDUALS  
AND ARE  
**WILLING TO**  
**CHALLENGE**  
THEM

WE **EMBRACE** EACH OTHER'S  
**DIFFERENCES AS MUCH AS**  
OUR **SIMILARITIES**

We **accept responsibility**  
for **our actions**

## **R** Reflective

WE **GIVE**  
FEEDBACK,  
WE **INVITE**  
FEEDBACK,  
WE **LISTEN**  
TO FEEDBACK.

WE **LOOK**  
**INWARD**  
BEFORE WE  
**LOOK**  
**OUTWARD**

We **learn**  
as much from  
**our mistakes**  
as from **our**  
**successes**

WE **LISTEN** TO EACH OTHER  
**LEARN** FROM EACH OTHER  
AND **GROW** TOGETHER

## **T** Transparent

WE **ARE**  
**ALWAYS**  
WILLING TO  
**EXPLAIN WHY**

WE HAVE THE  
**COURAGE**  
TO BE OPEN  
AND  
**HONEST**

We live **by our**  
**values** even  
when **no-one**  
is looking

WE **EARN TRUST**  
THROUGH OUR  
**TRANSPARENCY**



# Dates Available

19-Mar		GL22-BT1-T	Hammersmith	Bronze Training	G&Latymer
25-Mar	27-Mar-22	GL22-SP1-T	New forest	Silver Practice	G&Latymer
1-Apr	5-Apr-22	REI22-GP1-S	Brecon Beacons	Gold Practice	Reigate College
23-Apr		Day22-SCO1-S	Dolygaer	canoe/climb	scouts
7-May	8-May-22	GL22-BP1-T	Chiltern hills	Bronze Training	G&Latymer
21-May	22-May-22	GL22-BP2-T	Chiltern hills	Bronze Training	G&Latymer
28-May	31-May-22	GL22-GP1-T	Brecon Beacons	Gold Practice	G&Latymer
29-May	1-Jun-22	PUT22-GP1-T	Brecon Beacons	Gold Practice	Putney High
1-Jun	5-Jun-22	STG22-GP1-T	Dolygaer	Gold DofE practice	St Georges
3-Jun		DAY22-NEW1-S	Brecon Beacons	Activity Days	1st Newport
6-Jun	7-Jun-22	BGT22-Y31-S	Windsor	Year 3 camp	Bishopsgate
9-Jun	10-Jun-22	GL22-BQ1-T	Chiltern hills	Bronze Assessment	G&Latymer
11-Jun	12-Jun-22	PUT22-BP1-T	Chiltern hills	Bronze Practice	Putney High
13-Jun	17-Jun-22	AS22-Y71-T	Brecon Beacons	Mult Activity Camp (y7)	Abbey School
14-Jun	16-Jun-22	AS22-Y71-T	Brecon Beacons	Mult Activity Camp (y7)	Abbey School
25-Jun	26-Jun-22	PUT22-BQ1-T	Chiltern Hills	Bronze Assessment	Putney High
27-Jun	29-Jun-22	BGT22-Y41-S	Goring Heath	Year 4 camp	Bishopsgate
1-Jul	3-Jul-22	GL22-SQ1-T	Perbeck Hills	Silver Assessment	G&Latymer
8-Jul	12-Jul-22	REI22-GQ1-S	Brecon Beacons	Gold Assessment	Reigate College
10-Jul	12-Jul-22	REI22-GQ1-S	Brecon Beacons	Gold Assessment	Reigate College
14-Jul	15-Jul-22	SM22-Y21-S	Tetbury	Primary overnight	St Marys Tetbury
18-Jul	21-Jul-22	SPS22-1-T	Dolygaer	Yr10 & 12 Adventure	Space Studio