

**OUTDOOR EDUCATION**

**STANDARD OPERATING  
PROCEDURES**

**APRIL 2018**

**DUNDEE CITY COUNCIL**

# INDEX

Introduction and General Operating Procedures	1
Main Hazards Risk Assessment Table	16

## Standard Operating Procedures and Risk Assessments

<a href="#">Adventure Water Activities</a>
<a href="#">AOEC Artificial Walls</a>
<a href="#">Archery</a>
<a href="#">Body Boarding</a>
<a href="#">Caves and Coastal Exploration</a>
<a href="#">Chainwalking</a>
<a href="#">Dinghy Sailing</a>
<a href="#">Downhill Mountain Boarding</a>
<a href="#">Downhill Snowsports</a>
<a href="#">Fishing</a>
<a href="#">Hillwalking and Camping Expeditions</a>
<a href="#">Indoor Climb / Mobile Wall</a>
<a href="#">Land Yachting (Blokarting)</a>
<a href="#">Mountain Biking</a>
<a href="#">Orienteering</a>
<a href="#">Paddle Sports (Kayak / Open Canoe)</a>
<a href="#">Pool Traverse</a>
<a href="#">Power Boat</a>
<a href="#">Railway Tunnel Walk (Glenfarg)</a>
<a href="#">Rock Climbing</a>
<a href="#">Shelter Build / Bush Craft</a>
<a href="#">Snow Activities (Sledge / Igloo Building / Snow Shoeing)</a>
<a href="#">Summer Mountaineering</a>
<a href="#">Team Building</a>
<a href="#">Trekking / Touring Snowsports (On Unprepared Surface)</a>
<a href="#">Tyrolean Activities</a>
<a href="#">Winter Mountaineering</a>

## INTRODUCTION

These Standard Operating Procedures are the Council's approved health and safety management regulations which govern both the in-house tuition of outdoor adventure activities licensed in-scope under the Adventure Activities Licensing Service criteria and Service Level Agreements held by the Council with third party external providers of outdoor adventure activities.

Where required legally to register and license, such external providers are regularly inspected by the Adventure Activities Licensing Service and maintain similar quality safety management systems to the Council.

The SOPs are designed to be helpful and comprehensive in terms of group safety management. They do not, however, duplicate instructor training programmes or list instruction techniques or lesson plans. This is the responsibility of the respective National Governing Body, accrediting instruction competencies and the individual leader/instructor.

The SOPs are comprehensively outlined on the Council's website Outdoor Learning pages which can be found at <https://www.dundee.gov.uk/outdoorlearning>.

Oversight of the Council's Outdoor Education Safety Management system is tasked to the inter Departmental Outdoor Education Group who are secretariat supported professionally and administratively by Ancrum Outdoor Centre's management team.

### **Definition and Value of Participation in Outdoor Adventure Activities**

Traditionally, the term "outdoor adventure activities" has been applied to activities out-of-doors which involve some degree of physical challenge and risk. The focus was often on the skills of particular outdoor challenge activities and on developing the confidence to manage in hazardous environments. Such activities still have their place but the concept of outdoor activities has broadened and the term outdoor learning is now more commonly used.

Outdoor Learning can, therefore, now be defined as "active learning through direct experience offering challenge, enjoyment and adventure within a framework of safety".

It is a deliberate interventionist educational process with predetermined objectives and outcomes in a group or individual setting.

A range of visits, journeys and expeditions in land and on water, either for part of the day or for a longer period, are now used as a means of making many aspects of working with participants more developmental. Such activities, especially those which have a residential element, play an important part in promoting the personal and social development of participants, as well as contributing to their understanding of particular subjects and topics.

Sometimes the focus of outdoor learning activities will be on the process by which people learn and this will have implications for the role of both leader and the participants. Experiences may be more self-directed and participants will learn from the process of planning, discovery and reflection, rather than from the directed activity prescribed by the leaders. In these circumstances it is harder to set down precise regulations about safety. Leaders will need to consider the size and make-up of the group, the aims of the activity and the chosen environment, as well as the needs of individuals in terms of their personal development in such areas as relationships, self-esteem, self-confidence and competence.

Outdoor learning activities, with an emphasis on the skills and challenge of living, travelling and learning out-of-doors, have close affinities with environmental learning, which seeks to make people aware of their environment and able to develop their knowledge and understanding of it. Often, but not always, this will be enhanced by an element of "adventure" and may involve some physical challenge. Practical, enquiry-based learning out-of-doors is an important element of study in many subject areas and in new courses and accreditation.

Outdoor education activities provide opportunities for learning through experience and direct investigation of the many features and phenomena to be found out-of-doors. These present participants with practical problems, such as finding a route, crossing a stream, keeping warm and dry, and having due regard for safety. Exploration in towns and in the countryside is often a good starting point for developing awareness and concern for both familiar and unfamiliar aspects of the environment. Participants should not only gain knowledge about places they visit, but should also develop responsible attitudes towards them, to others who visit them and to those who live and work there.

Outdoor Activities by nature have inherent risk control measures that can be implemented to reduce many of the risks presented by Adventure Activities. However rarely can these risks be completely removed.

The duty of care enshrined in the principle of being in delegated charge should not be undertaken lightly: for once it is assumed, it cannot be set aside until young people are returned to care of their parents, guardians or carers. Those who undertake this responsibility must be prepared to exercise the control which the role requires.

## **STANDARD OPERATING PROCEDURES**

### **General Conduct and Appearance**

The Outdoor Learning Group is determined to foster the highest standards of delivery and professionalism in the field of Outdoor Learning tuition. Public perception of the Council may be influenced in many ways but never more so than at the interface of instructional staff with participants. All members of staff are selected for their proven interpersonal skills, as well as for their technical skills. We wish to emphasise to all staff the importance of adopting a person-centred approach to teaching. It is also expected that staff demonstrate high standards of professionalism and personal appearance during their contact with participants.

### **Working Parameters**

It is Council policy to employ only appropriately qualified or trained staff registered under AALS License. Hereafter referred to as Instructors. This covers "Activity Leaders, Instructors and Coaches". It is the Outdoor Learning Group's responsibility to provide guidance to managers to ensure that staff work within the scope of their training qualifications and remain accredited by the relevant National Governing Body.

There will be occasions when circumstances may preclude the safe conduct or continuation of programmed activities. This may be as a result of bad weather, inadequately equipped participants, illness or injury. The Instructor or his appointed depute has the authority to modify the planned programme at their discretion. It is the responsibility of other staff to co-operate fully with that decision.

## **EQUIPMENT**

In using group equipment the Instructor must ensure that:

- The party is prepared for every reasonable eventuality.
- Careful checks on the condition of equipment are made before departure during activity and on return.
- If repairs are to be carried out, the fact is reported to the person responsible.
- Advice and instructions are given on equipment use and its care and transport, in order to develop in the participants a respect for equipment.
- Instructor should be able to offer advice on equipment and other aspects of the activity.

### **In using Personal Equipment**

- The Council will supply all necessary specialised technical equipment such as rock climbing ropes, etc. for staff to carry out their duties. This equipment must be in good repair and suitable for the task. Staff may choose, for their own use and at the Outdoor Learning Worker's discretion, to use items of their own personal equipment.
- The Outdoor Learning Worker must satisfy himself that such equipment is in sound and safe conditions and of suitable design for the task and comparable to that provided for the activity.
- All PPE used must be inspected by a qualified competent person at the requisite service interval.

## **FIRST AID**

Dundee City Council recognises its responsibility under the Health and Safety (First Aid)

Regulations 1981:

- ensure access to first aid materials.
- provide first aid trained staff to support participants engaged in outdoor adventure activities.

Instructor's must hold a nationally recognised first aid qualification (minimum of 16 hours).

## **EMERGENCY PROCEDURES**

**All DCC/ LACD staff must follow their respective service area emergency protocols to:**

- Ensure personal safety.
- Ensure the safety of the remainder of the group.
- Administer first aid to the casualty. Never assume a fatality.
- Seek aid and evacuation, where possible.
- Follow "action in event of serious accident" procedure

## **PHYSICAL FITNESS**

The physical fitness of each member of the party must be determined and matched to the activity hazards. This will normally be determined from medical records, parent/guardian/carer information and the Instructor's experience of, or information on, the group involved.

If any doubt arises over the fitness of an individual they must provide written medical advice as to his level of fitness. It is essential that the medical officer involved in this certification is aware of the level of activity involved and the hazards.

## **HOME BASE PROCEDURES**

A responsible person at the home base must be notified to act as the link between the organisation and its field party. This person must have full information on the Instructors and participants and contingency routes, so that he can contact parents/guardians/carers where appropriate, should unforeseen circumstances arise. The designated person's duty is to receive and convey accurate information to those involved.

**DO NOT** make comment to the media, any media should be directed to the media officer for the council.

## **OPERATION OF VEHICLES AND TRAILERS**

All staff planning to use a Council vehicle must read and adhere to Dundee City Council's Occupational Road Risk Policy (2009).

It is the responsibility of any member of staff driving a Council vehicle to ensure that the seat belts, where fitted, are used at all times.

It is the responsibility of the driver to drive the vehicle in a responsible manner, showing due caution and courtesy to other road users, and to maximise the safety of passengers.

All trailers should be checked regularly as part of the normal equipment checking procedures. Trailers should be checked for road worthiness and security of load every time the trailer is used.

The member of staff responsible must always ensure that the transport arrangements remain under his control and can be adapted in emergencies.

Should private cars be used, the drivers must ensure that adequate insurance arrangements are made.

Strict monitoring of the correct number of passengers and loading regulations must be carried out.

All agencies are required by law to prepare and monitor a transport workplace safety policy which identifies risks and outlines precautions and guidelines to deal with the identified risks.

All enquiries regarding transportation should be directed to the Fleet Manager, Marchbanks Depot.

## **COMPETENCE TO UNDERTAKE ACTIVITIES**

Outdoor Learning workers must hold the relevant / appropriate qualification in the particular activity.

Outdoor Education Activity. - see relevant activity sections for guidance on qualifications

Where no National Governing Body (NGB) award exists or while 'new' activities have been developed and as yet un-supported by a specific qualification. Internal competencies and an in-house training process will be used. (See relevant activity sections for guidance)

The validity of some awards is renewed solely by paying the required annual subscription, with no requirement to up-date or show evidence of CPD. Instructor's therefore should hold a NGB award plus evidence of on-going relevant experience, including seldom used rescue and emergency skills.

Lapsed Qualifications - Outdoor Learning workers are expected to maintain valid qualifications. It is acknowledged that this can be a time consuming and costly process, especially when a large number of qualifications are involved. Where par.8.3 is the situation, the emphasis should be on evidence of 'on-going relevant experience' and CPD, rather than evidence of paying a NGB renewal. It may necessary for a technical advisor to provide clarity on individual cases. Please contact AOC for further information.

## **INSTRUCTOR TO GROUP RATIOS (see individual activity SOPs for ratios)**

A second adult should be at the activity location for all participants under 18 yrs. This adult will come under the above ratios unless they hold a qualification relevant to activity and location.

Instructional assistants / Outdoor Learning personnel in training. The Instructor has authority over any personnel allocated to assist him. It is the Instructor's responsibility to ensure that any instructions or directions given to the Trainee are adequately fulfilled. They should, therefore, be aware of the Trainee's standards and not exceed these capabilities. This includes reliance on them for group management during an activity or in an emergency situation.

Unqualified Instructional assistants or Outdoor Learning personnel in training do not come under Instructor to group ratios.

# **THE RESPONSIBILITIES OF GROUP LEADERS / OUTDOOR LEARNING WORKERS**

## **To prepare and plan by:**

- Knowing the activity – Instructor's should be familiar with the recommendations of the governing activity bodies, should join the training bodies of their sport where appropriate and be familiar with the relevant text books and instruction manuals for the activity concerned.
- Working within limits of qualification and well within personal comfort zone.
- Knowing the group - age, numbers, leader's ability, health problems, experience, fitness, etc.
- Gaining permission to participate, and acknowledge inherent risks of participation.
- Knowing the course programme, aims and timetable, including any examination or test syllabus, where applicable.
- Read the existing Risk Assessments / SOP / and carry out dynamic Risk Assessments.
- Have studied the preceding weather forecasts where appropriate.- knowing the locality and/or alternative venues.
- Structuring the instructional session to include bad weather alternatives.
- Ensuring the availability of the equipment required by the group.
- Reviewing the content, purpose and appropriateness of any lectures required.
- Supporting the decision to return to base, where the safety of the group is at risk.
- Being prepared to refuse to include an individual on an activity where his inclusion in the group will jeopardise his own or the group's safety. The Group Leader must be supportive in such circumstances.

## **To communicate by ensuring that:**

- The group is properly briefed over the programme, meeting times, clothing, etc.
- Participants/group leaders are aware of Instructor authority for total group.
- Participants understand ongoing briefings and instructions.
- Group leaders and other instructional staff are kept informed of particular individual needs or problems.
- Group leaders inform outdoor education workers of any potential problems, needs or difficulties that may be posed by any of the group members, such as participants physical or mental disabilities.
- The Home Base is kept informed of any departure from the programme, particularly any late return, and that it is as soon as possible, informed of any serious accident.
- The group has the opportunity to discuss and review the session at the finish, where appropriate.
- Understand the limit of mobile phone signal.
- Consider alternative means of communication e.g. radios / flares.

## **To instruct and teach by:**

- Ensuring the safety of the group.
- Being prepared to adjust the session content as appropriate to the needs of the participants.
- Ensuring that the group is adequately prepared.
- Being aware of needs, such as warmth, morale, toilet needs etc.
- Maximising interest and enjoyment, using imagination and looking for ways of introducing FUN. Boredom breeds lack of attention to advice and to personal safety, interest must be maintained.

- Being enthusiastic, dynamic and flexible in approach, leading by example and becoming involved with your participants in each activity.
- Setting and maintaining constant standards of group discipline.
- Having a working knowledge of Access legislation and the Wildlife and Countryside Act, for example all rubbish to be taken home, nothing left behind or thrown out of transport windows.

**To behave appropriately, which includes the following:**

- Being well presented and suitably dressed for every occasion.
- Being punctual and keeping to time.
- Being responsible and behaving in a professional and mature manner.
- Showing patience and courtesy, being open to correction and to new ideas.
- No swearing or showing a bad attitude to work.
- Respecting different cultures and their needs.

## **CHECKLIST FOR THE CONDUCT OF OUTDOOR LEARNING ACTIVITIES**

### **Management Objectives**

The organisation should take steps to ensure that:

- Staff are aware of the policies of the Council and sources of advice.
- Clear written statements of aims for Outdoor Learning activities and residential experiences are in place.
- Staff involved in Outdoor Learning activities and residential experiences are aware of these aims.
- The purposes of any visit, journey or activity have been agreed with the appropriate senior manager and are compatible with the overall aims.
- Young people, parents/guardians/carers, relevant advisers and the staff of Outdoor/ Residential Centres, where applicable, know of and accept the agreed aims.
- The purposes are able to be translated into achievable objectives.
- A person is designed as responsible for co-ordinating Outdoor Learning and residential activities in the organisation.
- The Outdoor Learning activities programme offers variety and progression.
- Adequate time and attention is devoted to preparation, review and follow-up.
- The level of risk is set appropriately and that it is integral to the experience and not an unnecessary extra.
- Both the organisation and the activity provider have identified criteria by which evaluation of progress in the work may be conducted.

### **Learning Outcomes**

The organisation should take steps to ensure that:

- It identifies what skills, knowledge and attitudes young people may acquire through outdoor education activities.
- The range and quality of the experiences offered are sufficient for young people to achieve these objectives.
- The intended outcomes of these learning processes result in improved:
  - understanding of environments;
  - technical competence;
  - personal and social skills;
  - social and environmental awareness;
- The experiences meet the needs of all levels of ability.

- Outdoor Learning activities programmes are able to cope with young people at different degrees of intellectual, physical, sensory and emotional development.
- Young people and staff are encouraged to evaluate their own performance.
- Young people are given an opportunity to become actively involved in aspects of the planning, preparation, organisation, recording and review of learning experiences in outdoor/residential situations.
- Where appropriate, the young person's experience is logged and may contribute to accreditation opportunities.

## Communication and Liaison

The organisation should take steps to ensure that:

- Advisory support and procedures for vetting the suitability of proposed expeditions are known and followed.
- Prior to residential visits the procedures of the Council for the approval of such visits are followed and that full consultation with parents/guardians/carers is undertaken.
- Parents/guardians/carers give written consent for visits, including those which extend beyond the normal programme time, for emergency medical treatment and for participation in any programme of activities.

## GENERAL OPERATIONAL PROCEDURES

### Weather

In order to be fully prepared for any anticipated conditions, Instructor's should check weather forecasts prior to the commencement of activities. Activity specific forecast should be sought, applicable to the venue and activity that is taking place.

- For **Land based activities** a regional forecast should be consulted and consider a specific mountain forecast where appropriate.
- For **Inland Water based activities** a regional forecast should be sought and where appropriate river levels obtained.
- For **Coastal based water activities** a regional forecast should be obtained and specific consideration should be taken to the Tide levels, Swell, Wind and Temperature.

### Instruction

All activities will be delivered by an experienced and where appropriate, qualified Instructor. The minimum qualification or experience pre-requisites for each activity and the entitlements of such qualifications are highlighted in the separate activity specific Operation Procedures.

A record of staff qualifications for licensable activities will be recorded on the Dundee City Council Qualification and Accreditation database and a copy of the qualification certificates will be kept on file. For non-licensable activities copies of qualification and in house accreditations will be kept on file.

Instructor's who take part in additional staff training and development will have their participation recorded and stored in personnel files.

It is appropriate for Dundee City Council Instructor's to operate abroad on foreign trips with Dundee City Council Service Users within the remit of a UK Based

qualification unless there are local governing restrictions such as Alpine Guide restrictions in France.

Activity staff will teach the activities in a progressive manner, and aim to stretch the comfort zone of the participants without taking them into a panicked state. The Instructor will make every effort to ensure that participants work within their ability levels and that the participants are capable of taking part safely and enjoyably. Careful consideration of the group fitness level, venue difficulty, weather conditions and equipment available.

## **Equipment**

Dundee City Council is very well resourced, and suitable equipment for activities is available from Ancrum Stores. These stores are manned and responsibility for the maintenance and checking of the equipment lies with the stores controller. The stores controller checks the equipment in line with the manufactures guidelines.

It is the responsibility of the Instructor to ensure that the group have the appropriate clothing and equipment for the activity and expected conditions. It is also the responsibility of the Instructor to make sure that the equipment is suitable for use. The Instructor must also make sure that any safety equipment is used within its use parameters and correctly fitted.

The Instructor must make sure that any damaged or lost equipment is recorded and reported, and that any damaged items are withdrawn from use until it is repaired and checked by an appropriate person.

Instructor are to ensure that appropriate emergency equipment is carried on the activities, which should include as a minimum: -

- First Aid Kit
- Group Shelter / Thermal Wrap / Bivi bag
- Communication - Mobile/Radio

## **Group**

Appropriate supervision levels for the number of participants taking part in an activity should be carefully considered. In this document, appropriate supervision levels for each individual activity will be stated. This is usually between 1:8 and 1:10 depending on the severity of the activity.

Where it is anticipated that a group may require additional support needs (E.g. behaviour or emotional) the ratio of qualified staff: participants should be reduced. Consideration should be given to the quantity of support that the group may be expected to need when considering these ratios.

When working with young people or vulnerable adults, there should be a minimum of two responsible adults supervising the group. Where additional support for the participants within a group may be required it may be appropriate to arrange for more than two responsible adults to supervise a group. When two responsible adults are supervising such a group, only one of the adults need be qualified in the technical aspect of the adventure activity, however both adults should be familiar with the supervision of groups and acquainted with the needs of the young people or vulnerable adults.

## SWIMMING ABILITY

Sheltered water - non swimmers wearing 50 Newton (min) personal buoyancy can be introduced to canoeing / kayaking provided ([see AALA inspector guidance notes - IGN 7.03](#)). ALL OTHER WATER CONDITIONS REQUIRE A SWIMMING ABILITY OF 50 METRES.

- **Low level coasteering at Auchmithie & Elie / body boarding / Tarfside gorge walk / white water rafting** (up to grade 3) - non swimmers wearing 50 Newton (min) personal buoyancy can be introduced to gorge walking/rafting provided ([see AALA inspector guidance notes - IGN 7.03](#)) with the **approval and prior knowledge of the supervising instructor**
- Note: The route/ activity may need to be amended to cater for non swimmers safely and the participants comfort/ enjoyment levels will need to be closely monitored.
- **Note** - XXS (junior) personal buoyancy are 40 Newton where this type fits a participant better this should be used, this does not exclude a non-swimmer from participating.
- **Note** - The approval of the supervising instructor is paramount - a more experienced instructor may well be happy but a less experienced newly qualified instructor may not.

## Consent to Participate

Participants must have a completed parental / adult consent form before participating in activity.

## ON ACTIVITY SAFETY MANAGEMENT

The group leadership must ensure:

- There is clear understanding of the Instructor authority to limit or withdraw individuals/group from the activity due to safety/weather/behaviour factors or curtail an activity.
- Maximum participation
- Participant respect (both ways)
- Need to develop participant personal growth and encouragement
- Participants morale and fitness
- Ongoing assessment of emergency options
- The minimising of any developing risk/hazards.

## POST ACTIVITY SAFETY MANAGEMENT

The group leadership must ensure:

- Equipment failure/defects reported to stores
- Participant and agency evaluation is followed up
- Participant log books/records are completed
- Any near miss/incident reports are completed for ongoing evaluation
- Public relations follow up is engaged where appropriate
- Participants receive post activity advice re future opportunities

## **INCIDENT / ACCIDENT REPORTING**

The Council operates incident/accident reporting to assist in a culture of continuous improvement in the management, tuition and operation of outdoor education.

A proforma is available to leaders to use this system – which is underpinned by a “no blame culture”. Dundee City Council have an online Health & Safety Incident Report Form available to all staff.

Copies of the above must be sent to the Outdoor Learning Manager, Ancrum Outdoor Centre, 10 Ancrum Road, Dundee, DD2 2HZ to comply with AALS legal requirements over safety management analysis and ongoing safety quality assurance.

These reports are regularly evaluated by key personnel to improve professional practice.

## **DUNDEE CITY COUNCIL OUTDOOR LEARNING ADVISORY SERVICE**

The Council maintains current Outdoor Learning documents at reference <https://www.dundee.gov.uk/outdoorlearning> to allow leaders and management personnel access to advice, standard operating procedures, information on safety/accreditation and personnel competences.

It is a legal Adventure Activities Licensing Scheme requirement for all Council personnel teaching Outdoor Learning to be registered with the Council and to maintain their qualification accreditation and first aid validations with the relevant national governing body.

Ancrum Outdoor Centre operates the Council's Adventure Activities Scheme License RO 946 which is annually inspected by external inspectors and moderated on an ongoing basis by the Council's team of accredited technical advisers.

This ongoing assessment complemented by staff in service and National Governing Body license requirements assists in the quality control of tuition across the Council.

External providers of outdoor adventure tuition must be Adventure Activities Licensing Agency recognised for in scope designated activities and have a valid Service Level Agreement with the Council (see intranet website for details). The activities listed in this section when operated in controlled locations are at present (2003) designated as outwith AALS in scope status.

## **INSURANCE**

The Council is insured for participation in outdoor adventure activities on the basis that the activity is approved as an outdoor education recognised activity and that the activity is conducted in accordance with the Council's approved Standard Operating Procedures for Outdoor Education and under the technical tuition of suitable qualified personnel or from independent third party providers holding Service Level Agreements for specific outdoor activity tuition with the Council.

## OTHER INFORMATION / GUIDANCE

Ancrum Outdoor Centre's website can be found at <http://www.ancrum.com/> where course, coaching and training opportunities data can be accessed.

The Council's Outdoor Learning Team are always willing to offer advice over any aspect of the Council's Outdoor Education provision and to encourage the development of outdoor learning activity and outdoor skills provision via specialist outdoor clubs/organisations.

Should you wish to enquire over any aspect of this SOP, please contact the Outdoor Learning Manager at 10 Ancrum Road, Dundee, DD2 2HZ Tel 01382 435911 or email [ancrum.centre@dundee.gov.uk](mailto:ancrum.centre@dundee.gov.uk), website: <http://www.ancrum.com/>.

### Ancrum OEC Emergency Late back / On call procedure

The following procedure is for the designated home base contact.

- 1) If the Instructor has not returned at the expected return time on the emergency board or contacted the 'on call' person by expected return time the designated person (see below) must try to make contact as soon as possible.
- 2) If contacted then ask for estimated time of return.
- 3) If no contact is made then attempt to contact regularly for a maximum of 30 mins, consider sending text message.
- 4) If contact is still not made the designated person is to contact a member of the Outdoor Learning Workers and / or Management for guidance. List of numbers available at Ancrum
- 5) If not possible to contact the above(4) the emergency services should be contacted 40mins after the expected return time.
- 6) If contact is possible with above(4) then a joint decision is to be made about when to call the emergency services. This should not be more than 1 hour after the expected return time.
- 7) The designated person is to remain in the building to help with the situation, other staff may be asked to stay late or come into Ancrum to assist as required. If you are on call and not in the centre you should make your way to the centre 40mins after expected return time, if required to coordinate the incident from the centre.
- 8) If required a Resource Assistant or OEW will assist with the return of the group.
- 9) Keep Management notified of developments.

Designated person -

Monday to Friday 9am - 5pm	Admin Staff
Monday to Thursday 5pm to 9pm	Resource assistant

Out-with above after 9pm (e.g. Residential) an 'on-call' person must be designated prior to activity taking place.

Friday 5pm to Monday 9.00am	On call person
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**NOTE:** Instructors have a responsibility to contact the centre as soon as they can if they expect to be late. This is of paramount importance to avoid unnecessary call outs.

## **While 'On Call'**

- 1) You must be contactable by telephone at all times
- 2) You must have access to the group's emergency information and make yourself aware of groups that are out by checking the emergency board and the emergency group folder.
- 3) If needed consult the activity leader to check area/ route of the activity.
- 4) You should be able to access the centre within a reasonable amount of time (40mins)
- 5) You must be in a fit state to drive and take charge of a group (not under the influence of drugs / alcohol)
- 6) You are not an emergency service, you are not expected to go out on activity and search for or attempt to rescue groups.
- 7) Once all groups are safely back you are deemed not 'on call'

## **Instructors / group leader responsibility**

- 1) Mobile phone must be kept on during session and travel
- 2) If working outside of normal hours (9am - 9pm Mon to Thurs, 9am - 5pm Fri) you should inform the designated person at the commencement and completion of activity.
- 3) You must inform the designated person at the earliest opportunity if you are delayed.
- 4) Inform the designated person when activity has finished if more than 30mins drive from base.
- 5) If you have an accident or incident you should follow Dundee City Council's policy as issued.
- 6) You should inform the designated person of your activity and expected return times and number of participants (through use of the 'emergency information board' located in reception or by data sheet)
- 7) You must inform the designated person if you change your planned activity or times.
- 8) You have the right to curtail or cancel the planned activity due to weather / group issues - but must ensure you inform the designated person.

**Note: the late back procedure kicks in 30mins after your expected return time, and various people / emergency services become involved in your safe return.**

<b>Location: Various</b>	<b>Assessor: DS, JL</b>
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Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
<b>Slip/Trip/Fall</b>		x	x	<ul style="list-style-type: none"> <li>Leader to take make appropriate route choices</li> <li>Leader to brief clients on what to expect.</li> <li>Clients/leader to wear suitable footwear.</li> </ul>	5	2	10					
<b>Weather / Environmental</b>  Weather conditions could be such that the group are unable to participate in an activity safely  <ul style="list-style-type: none"> <li>Unexpected conditions may mean that the group are ill-equipped and exposed to excessive hot, cold or wet conditions.</li> <li>Attack from wildlife</li> </ul>		x	x	<ul style="list-style-type: none"> <li>Leaders to check weather forecast, and where appropriate tide charts, swell forecasts or river levels before commencing an activity. Leaders to ensure that the venue is appropriate for the expected weather.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Continuous assessment of the conditions to be carried out during the activity.</li> <li>Session can be curtailed or activity changed to reduce exposure to unexpected conditions.</li> </ul>				
		x	x	<ul style="list-style-type: none"> <li>Leaders to ensure group have appropriate clothing and equipment for expected weather and conditions.</li> </ul>	2	4	8					
		x	x	<ul style="list-style-type: none"> <li>Avoid areas if possible eg nesting birds. Give group specific instructions if likely to come into contact with wildlife / stock / snakes</li> </ul>	1	5	5					

<p>Natural event such as Avalanche, Rock fall, Tidal surge, Flash flood, Contaminated water</p>		x	x	<ul style="list-style-type: none"> <li>• Check relevant forecasts such as SAIS, River levels, SEPA. Ensure conditions are monitored during the day. Take appropriate routes to avoid excessive risk. Take action swiftly if conditions change. Follow signs of contamination.</li> <li>• <b>Note</b> Natural events can and do happen without any warning, experience can lead to 'sixth sense' listen to instincts</li> </ul>	1	5	5					
<p><b>Poor Group Fitness and Ability</b></p> <ul style="list-style-type: none"> <li>• Leading to additional risk because of exposure and low activity levels</li> <li>• Leading to an impact on activity timings, distances covered, safe havens not reached or possible activity benightment.</li> <li>• Leading to additional hazards with groups and individuals who have poor co-ordination, amplifying risks from the terrain and natural environment.</li> </ul>		x	x	<ul style="list-style-type: none"> <li>• Leaders to ensure that appropriate equipment to be used for expected weather conditions</li> <li>• Leaders to ensure relevant emergency Equipment is carried on activities: e.g. <ul style="list-style-type: none"> <li>○ First Aid Kit</li> <li>○ Group Shelter</li> <li>○ Thermal Wrap</li> </ul> </li> <li>• Leaders to choose appropriate venue / activity choice for ability/ fitness levels</li> </ul>	2	4	8	None				

<p>Equipment/ Clothing Failure</p> <ul style="list-style-type: none"> <li>• Leading to additional exposure to the elements.</li> <li>• Leading to a serious accident Eg. rope or karabiner breakage in climbing activities.</li> <li>• Miss fitting equipment issued leads to a serious accident</li> </ul>	x	x	x	<ul style="list-style-type: none"> <li>• Equipment should be appropriate to task or activity, and in a good state of repair</li> <li>• All Items of equipment checked prior to use and on return to stores.</li> <li>• All PPE inspected by competent individual on a regular basis.</li> <li>• Faulty and damaged equipment reported and removed from use until repaired or replaced.</li> <li>• Staff issuing and fitting equipment will be appropriately trained.</li> </ul>	1	5	5	None				
<p>Instructional/ Leader Error</p> <ul style="list-style-type: none"> <li>• Leading to injury or loss of group or group member (Eg1 Leader gets lost on the hill while navigating. Eg2 Instructional error while teaching belaying leads to unsafe techniques being used)</li> <li>• Activities are pitched to the group at such a level where they are working beyond their ability levels leading to a potentially dangerous situation.</li> <li>• Staff suffering 'skill fade' or working only at low level activities</li> <li>• Compliancy with repetitive tasks</li> </ul>	x	x	x	<ul style="list-style-type: none"> <li>• Experienced and where appropriate Qualified Staff will lead the activities and staff will have an induction to Dundee city councils processes and procedures</li> <li>• Activities will be taught in a progressive manner to stretch client abilities and consideration to the group ability should be made when considering venues and conditions.</li> <li>• Ongoing staff training will help to keep staff current within their qualifications.</li> <li>• Peer working / appraisal</li> </ul>	2	5	10	None				

<p>Group</p> <ul style="list-style-type: none"> <li>Behaviour or emotional needs of group not being met leading to amplified problems with young people or vulnerable adults.</li> <li>An incident occurs on an activity, where the group require to be separated while maintaining supervision. An example may include an injury where the casualty cannot continue with an activity.</li> <li>A group member not understanding or not following instructions</li> </ul>	x	x	x	<ul style="list-style-type: none"> <li>Ratios should be reduced to as needed for Behaviour Or Emotional needs groups</li> <li>At least two responsible adults to supervise young people and vulnerable adult groups. It may be appropriate to increase this supervision levels beyond this minimum.</li> <li>Clear instructions given as needed, second adult should be able to supervise group if required.</li> </ul>	2	5	10	None				
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<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20> *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)  
**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality  
**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

**Review Date: April 2019**



## STANDARD OPERATING PROCEDURES: ADVENTURE WATER ACTIVITIES

### DEFINITION AND SCOPE OF ACTIVITIES

The activities involved are undertaken on foot and can involve the traverse of sea cliffs, journeying up and down gorges or crossing water obstacles by swimming or with rope assistance.

Locations are hill or coastal based and accessed/egressed on foot or marine craft from designated locations. The activities can involve scrambling, climbing, wading, swimming, abseiling, jumping or crossing obstacles by the use of ropes.

The major activities covered within this section are as follows:

- canyoning
- coasteering
- gorge walking
- burn walking
- Rock pooling
- Body Boarding

## PRECAUTIONS TO MINIMISE HAZARDS

It is essential that the Standard Operating Procedures are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

The specific hazards above are not exhaustive and additional hazards or combinations may arise during the course of an activity necessitating ongoing attention to minimise or control the risk(s) to a manageable level.

## SEASONAL CONSTRAINTS

The activities can take place all year. The normal accepted operating season is from 1 April to 31 October. Out with the above dates the water/air temperature is usually too low for prolonged activity on location.

## LOCATION CONSTRAINTS

Access to inland sites may be subject to restrictions due to commercial, military restrictions or disease prohibition.

## TUITION RATIOS

Coasteering / Gorge walk / Canyon

- 1 instructor to 8 participants
- Non technical gorge / burn walk
- 1 Instructor to 10 participants

## LEADER QUALIFICATIONS

Activity	Minimum Leading Qualification	National Governing Body
All	First Aid Accreditation (minimum 15 hour status)	Accredited first aid agencies
<b>PLUS</b>		
<b>Gorge Walking / Canyonning</b>	In-House instructor Competency including SRT (or similar award)	Dundee City Council
<b>Coasteering</b>	In-House instructor Competency including SRT (or similar award) surf life saving awards	Dundee City Council
<b>Burn Walks</b>	Site induction and hold relevant leadership awards	Dundee City Council
<b>Body Boarding</b>	In-house competency AND Surf lifesaving awards	Dundee City Council

The National Governing Bodies contact data relevant to this section are as follows:

- National Coasteering Charter [www.nationalcoasteeringcharter.com](http://www.nationalcoasteeringcharter.com)
- Scottish Canoe Association – [www.canoescotland.org.uk](http://www.canoescotland.org.uk)
- Mountain Leader Training Scotland – [www.mltuk.org](http://www.mltuk.org)
- British Rock and Water Association
- Surf Life Saving UK

## **EQUIPMENT – PARTICIPANTS**

Gorge/ Coast/ Body Board

- Wetsuit
- Boots
- Helmet
- Buoyancy Aid

Burnwalk

- Legs covered
- Boots
- Helmet

## **EQUIPMENT – GROUP SAFETY**

The group must have access to: -

- A First Aid Kit
- Shelter (to be carried with group if not in close proximity to a shelter)

In addition, depending on the activity, the Group may require on activity access to:

- watch
- first aid supplies
- OS map (1:50000 scale)/compass
- GPS
- hot drink or means of making one
- emergency rations
- throw line
- knife
- 2 meter tape sling and HMS Karabiner
- snorkel/mask

## **ACCESS / ENVIRONMENT**

Gorges being of nature damp and moist have delicate eco systems which can be easily disrupted under foot. It is, therefore, helpful to tread carefully and keep to established paths. Over use of specific sites should be avoided.

# RISK ASSESSMENT

ASSESSMENT REF NO coast 1

Activity: Coasteering Generic including Rock pooling

Location: various

Assessor: DS, FO

Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
Falling rock / collision with rock		x	x	Participants should be given the appropriate equipment, and follow all instructor briefs, staff trained in First aid, Dynamic risk assessment of venues  Progressive sessions taking conditions into account	1	5	5	Staff to continue to update 'info-log' for any changes to venues				
Weather / sea conditions		x	x	staff should monitor weather conditions prior to and during trip	2	3	6	None				
No communication		x	x	poor network coverage, , carry VHF and e-pirb, contact coast guard when coasteering,	5	1	5	None				
Drowning / hypothermia		x	x	Use of relevant equipment, staff judgment on route and conditions, staff trained in surf life saving, progressive sessions	1	5	10	None				
Injury from jumping		x	x	Good technique/ jump appropriate to client / location choice / safety brief / progressive jumps	1	5	10	None				

Injury from creatures / plants		x	x	Staff training, safety brief, avoid problem areas	1	4	4	None				
Improper / ill fitting equipment / equipment failing		x	x	Staff to check participants before entering water / stores staff to maintain and inspect equipment	1	5	5	None				
Panic		x	x	Progressive sessions/ group control judgement on conditions / session should be well within leaders own comfort zone	2	4	8	None				
Poor Judgement from instructional staff		x	x	Staff to attend regular CPD and technical advisor to be current, including attendance on national cpd events.	2	5	10	Attendance on local and national cpd				
Slip trip fall from height	x	x	x	Good group management and robust safety brief, appropriate equipment	1	5	10	None				
Rip tides / high winds / hazardous water features eg pour over		x	x	Staff training, Weather / tide forecast, dynamic risk assessment	2	5	10	None				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20> *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

<b>Review Date: April 2019</b>
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# RISK ASSESSMENT

ASSESSMENT REF NO:

**Activity:** Gorge walking inc. Canyoning      **Location:** various      **Assessor:** DS, FO

Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
Falling rock / collision with rock	x	x	x	participants should be given the appropriate equipment, and follow all instructor briefs	1	5	10	None				
Weather / river levels		x	x	staff should monitor weather conditions prior to and during trip and carry out dynamic risk assessments	1	5	10	None				
Drowning / hypothermia		x	x	Issued with relevant equipment, staff judgment on route and conditions	1	5	10	None				
Injury from jumping		x	x	Good technique/ jump appropriate to client / location choice / good safety brief	1	5	10	None				
Panic		x	x	Progressive sessions/ group control	2	4	8	None				
Entrapment		x	x	Participants shown correct swimming techniques	1	5	10	None				
Slip / trip / fall from height	x	x	x	Good route choice, robust safety brief	1	5	5	None				
Slip / trip / fall on same level	x	x	x	Good route choice, robust safety brief	1	3	3	None				
Equipment failure / ill fitting equipment		x	x	Regular checks and staff to visually check equipment and fitting on day	1	4	4	None				
Slip while jumping		x	x	Progressive jumps and robust safety brief	1	5	10	None				
Changes to river e.g. trees falling		x	x	Staff to carry out dynamic risk assessments	2	5	10	none				

**Further actions approved by:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Urgency of Action** = (20> Very High) (16-20 High) (9-15 Moderate) (4-8 Low) (1-3 Very Low)  
**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality  
**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

**Review Date: April 2019**



## **STANDARD OPERATING PROCEDURES: Ancrum Outdoor Centre on site wall**

### **Definition and Scope of Activities**

Use of the AOEC on site wall

The major activities covered within this section are as follows:

- Bouldering on the indoor wall
- Bouldering on the outside bouldering wall
- Roped climbing on the outside wall.

### **PRECAUTIONS TO MINIMISE HAZARDS**

It is essential that the Standard Operating Procedures are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

The specific hazards identified above are not exhaustive and additional hazards or combinations may arise during the course of an activity necessitating ongoing attention to minimise or control the risk(s) to a manageable level.

## **SEASONAL CONSTRAINTS**

Climbing activities can take place all year

## **TUITION RATIOS**

The tuition ratios are:

1 Leader to 8 participants

## **TUITION LEADER QUALIFICATIONS**

All leaders must hold valid first aid certificate

Minimum qualifications:

- On site induction for non roped climbing
- CWI or RCI (CWA / SPA)

Staff that have completed the CWI or RCI training course can run sessions on the wall provide they have:

- Completed an induction and training session
- Provide a session plan to the senior climbing instructor

Some sessions will be observed by the senior climbing instructor who will record details of the session.

The National Governing Bodies contact data relevant to this section are as follows:

- Mountain Leader Training – [www.mltuk.org](http://www.mltuk.org)

## **EQUIPMENT – PARTICIPANTS**

All participants must have access to windproof/waterproof/protective clothing, appropriate to conditions

- Harness and helmet for roped climbing

## **ACCESS/ENVIRONMENT**

The outside wall needs to be set up before use. It involves lowering two panels down and putting ropes up over the anchor bar. Both panels must be down before people climb on the wall. The ropes can be put up by the use of tracer cords which should be in place. It is possible to access the bar from the top of the ski slope.

# RISK ASSESSMENT

Activity: AOEC Climbing Wall				Location: Various				Assessor: DS, JL					
Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score	
	Public	Client	Leader		Probability	Severity	Rating						
Injury from the folded panels	x	x	x	Two persons to be present while lowering / raising the boards  Padlocks / chains to be checked when used, ensure padlocks are secured at the end of the session.	1	4	4	None					
Failure of bolts and top anchors	x	x	x	Anchors to be inspected as per regulations.	1	5	5	None					
Loose hold or bolts on wall	x	x	x	Tighten any loose holds, brief groups on not to touch bolts / ice axe holds with hands	3	2	6	Holds may come loose at any point. Tools are kept with the wall to allow holds to be tightened up on site.					
Getting body part / clothing caught on / in the wall		x	x	Good observation from instructors, loose clothing to be removed/ tucked in.	2	3	6	None					
Object falling from height	x	x	x	Pockets emptied and no loose object carried up the wall  helmets to be worn if deemed necessary by instructor  Good group control at the base of the wall as there is not a lot of space.	2	3	6	None					

Fall from height		x	x	Appropriate safety systems to be used.	1	5	5	None				
Hitting wall / shutter cover on descent or during a fall.		x	x	Padding in place on both. Slow belaying when close to objects.  Close observation of peer belaying to ensure it is tight enough.	2	3	6	None				
Falling into the wall / corners / other person while bouldering	x	x	x	Non- climbers not on the matting.  Helmets to be considered  Crash mats to be used when climbing harder routes  Spotting to be considered	2	3	6	None				
Doors opening unexpectedly	x	x	x	Place signs on doors when climbing taking place  Brief groups on doors	2	2	4	Ensure signs are in place				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20> *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

<b>Review Date: April 2019</b>
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## STANDARD OPERATING PROCEDURES: ARCHERY

### Definition and Scope of Activities

The activity involves the use of equipment indoors and outdoors.

Locations vary from prepared surfaces to grass.

### SEASONAL CONSTRAINTS

There are no seasonal constraints involved with the operation.

### LOCATION CONSTRAINTS

There are no specific location constraints except that the surface and area must be appropriate and clear of members of the public and have a good drop out area.

### TUITION RATIOS

The tuition ratios are:

1 instructor to 12 participants maximum for Flu Flu.

1 instructor to 12 participants for indoor archery - Clatto Barns (suggest no more than 4 shooting at any given time)

Participants requiring increased leader supervision or possessing certain disabilities may require additional staffing or reduced participant ratios.

A second adult should be present at the group location with participants under 18 years of age.

### TUITION LEADER QUALIFICATIONS

Please see the following grid:

<b>Activity</b>	<b>Minimum Tuition Qualification</b>	<b>National Governing Body</b>
All	First Aid Accreditation (minimum 16 hour status)	Accredited first aid agencies
<b>PLUS</b>		
Archery	Community Leader Award / Scottish Field Archery certificate of competence	GNAS / Scottish Field Archery Association/ Scottish Target and Field Archery Association
Flu Flu	Has Completed one of the above and /or hold an outdoor leadership award	GNAS / Scottish Field Archery Association/ Scottish Target and Field Archery Association.
'Sucker' archery	A adult who is experienced in managing groups. (min6 months in leadership roles)	GNAS / Scottish Field Archery Association/ Scottish Target and Field Archery Association

### EQUIPMENT - PARTICIPANTS

Participants must be adequately equipped for the activity and location in use.

The equipment must be well maintained, serviced and set to the individual operational needs of the participant by Qualified Instructors / Storepersons.

All participants may require location access to windproof / waterproof / protective clothing if outdoors (weather dependent).

### EQUIPMENT - GROUP SAFETY

In addition, the Group requires easy access to:

- First aid supplies
- Mobile phone
- Shelter
- Archery Repair Kit

# RISK ASSESSMENT

ASSESSMENT REF NO: Archery 1

Activity: Archery - Generic				Location: Various			Assessor: DS, DH					
Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
Injuries from equipment	x	x		Participants should be given the appropriate equipment depending on which type of archery / regular inspections of equipment	1	3	3					
Loose articles being trapped in the Bow	x	x		All loose articles of clothing and hair should be kept out of sight in case it gets tangled with the bow, can use wrist guards	2	3	6					
Slip / trip / when collecting arrows	x	x		Staff should check the area for any hazards prior to activity appropriate brief on how to collect arrows	1	4	4					
Injuries from fired arrows.	x	x		When arrows are being fired people should under no circumstances cross the firing line until told to do so	1	5	5					
Loss of group control while waiting	x	x		Use of support staff if needed, also group briefed at start of session	2	3	6					
Injury from surrounding area	x	x		Good group supervision area checked prior to activity	2	2	4					

Inappropriate tuition progression	x	x		Instructor trained and assessed in the activity and group briefed on the use of each bow	1	5	5				
Sunburn	x	x		Participants told to wear appropriate sun cream if outside on sunny bright days.	2	2	4				
Wildlife/members of the public.	x	x		Participants briefed on what to do when wildlife/ members of the public enter the area group is using	1	5	5				
Participant firing at others/ rebounds	x	x		Group briefed prior to activity re consequences of misfiring/ aiming at others and rebounds	2	5	10				
Novice not shooting at target	x	x		Strict supervision and clear safe brief prior to issuing equipment by qualified instructor	2	5	10				
Overdrawn arrow injuring archer	x	x		Correct arrow length chosen for each participant by qualified instructor	1	3	3				
Miss-use of equipment	x	x		Participants under close supervision by qualified instructor and any miss-use of equipment will result in offending person being removed from activity	2	5	10				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20> *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

<b>Review Date: April 2019</b>
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## STANDARD OPERATING PROCEDURES: Body Boarding

### Definition and Scope of Activities

Using body boards to catch and surf waves in a beach environment.

The major activities covered within this section are as follows:

- Body boarding at Lunan Bay
- Body boarding at one of the St Andrews beaches (East or West Sands)
- Body boarding at any other suitable venue.

### PRECAUTIONS TO MINIMISE HAZARDS

#### **Checking weather and Surf forecast: -**

Instructors should check the surf forecast prior to participation and consider the expected conditions for the duration of the activity. Other forecasts may assist in giving an idea of expected conditions.

#### **Pre activity brief / instruction points at start of session.**

- Evacuation procedures – It should be highlighted to participants the evacuation signals and procedure in case of an incident or emergency. This may be a whistle or Fog horn.
- Participants should only venture deep enough to where they can still stand.

- Rips/ undercurrents – It should be highlighted that participants if caught in rips or undercurrents they should move perpendicularly to the currents. Undercurrents that go along the beach are particularly common at Lunan Bay. In a rip participants should progress parallel to the beach until they are out of the rip. If caught by strong undercurrents participants should head across the current in the direction of the beach.
- Means of communication – Highlight any signals that may be used over a large distance. Signals need to be established and may include: 'move this way' and 'are you OK?' but must include a signal where the participants can highlight they need help.

### **Site management for Body boarding**

**Safe area for body boarding** - should be marked out on the beach; a zone of 40m marked on the beach is ample. The young people should be briefed on staying in the area and monitoring their position laterally on the beach to keep themselves in this area. It may be necessary to move this area as the tide and wave conditions change.

The group will need to be monitored to ensure they stay in this area as this makes supervising the group far easier. This will become more of an issue in conditions where the waves are angular to the beach.

**Continual assessment of changing conditions** – The beach area is a dynamic environment and instructors should continually assess the working area for the suitability of the group. Consider Rips, undercurrents, wave height/ strength, group ability.

### **SEASONAL CONSTRAINTS**

Body boarding involves prolonged submersion in cold water and is more suited to participation from April to October.

### **LOCATIONAL CONSTRAINTS**

At Lunan- The safe area will need to be set up away from the fishing nets.

At St Andrews other water users may need to be monitored.

Any zoning should be well clear of any rocks or hazards in the water.

Both beaches are well used by picnickers and other members of the public and therefore attention should be paid for any rubbish for example tin cans or broken glass.

### **TUITION RATIOS**

Ratio: 1:10 Minimum age: 8+

There must always be two adults when working with young people. 1 qualified staff member to 10 participants.

### **TUITION LEADER QUALIFICATIONS**

Minimum qualifications for leading groups in body boarding activities are:

- Complete a surf life saving award (beach or coasteering)
- Activity Induction.

## **EQUIPMENT – PARTICIPANTS**

- Wetsuit
- Buoyancy Aid
- Neoprene Gloves (optional)
- Neoprene Booties
- Helmet

## **EQUIPMENT – GROUP SAFETY**

- Whistle or fog horn
- first aid supplies
- Throw line
- Vinegar
- Beach markers
- Tow/ throw line
- Towel
- Knife
- Fresh water
- Goggles
- Mobile/ VHF

The following item may be considered necessary if venturing a significant distance from the vehicle: -

- Hot Drink
- Spare Clothes
- Cags or Wind/waterproof jackets
- Emergency Shelter.
- Map

## **ACCESS / ENVIRONMENT**

There is a public car park at both St Andrews and Lunan Bay where the beach is easily accessed. The car Park at St Andrews is often very busy and it may be difficult to find a space.

# RISK ASSESSMENT

ASSESSMENT REF NO coast 1

Activity: Bodyboard				Location: Various				Assessor: JL DS				
Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
Weather / sea conditions/ increasing swell		x	x	Staff should monitor weather conditions prior to and assess changes continually during activity. If wave height exceeds student's abilities/confidence then the activity should be moved to a safer location or stopped.	2	3	6	Consider narrowing/ reducing the size of the working area to make the environment more manageable.  Increase frequency of rest breaks to reduce likelihood of students tiring.  Increase frequency of communication with students				
Drowning / hypothermia		x	x	Use of relevant equipment, staff judgment on route and conditions, staff trained in surf life saving, progressive sessions	1	5	5	None				
Injury from rocks		x	x	Activity to take place away from rocks,	1	5	10	None				
Improper / ill fitting equipment / equipment failing		x	x	Staff to check participants before entering water / stores staff to maintain and inspect equipment	1	5	5	None				
Panic		x	x	Progressive sessions/ group control judgement on conditions / session should be well within participants leaders own comfort zone	2	4	8	Establish a 'Help' signal with participants.				

Group becoming separated		x	x	Zoned area marked out on beach, appropriate safety brief.	3	2	6				
Jelly fish		x	x	Group to wear full body wetsuits, footwear and gloves	3	2	6				
Rip tides / high winds / hazardous water features eg pour over		x	x	Staff to assess conditions, Weather / tide forecast, dynamic risk assessment	2	5	10	None			
Students unable to hear instruction/commands due to wind direction, sound of the surf or distance.				<ul style="list-style-type: none"> <li>• Students briefed in appropriate signalling methods prior to entering the water. This may include the use of a whistle, flag or arm signals/visual commands. An emergency evacuation procedure and signal must also be established at this safety address.</li> <li>• Students encouraged to look to the instructor after each wave to receive feedback relating to either performance or safety.</li> <li>• The use of boundary indicators on the beach (such as beach flags or markers) to ensure/assist in keeping the group in a manageable area to facilitate better communication.</li> </ul>	4	2	8				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20> *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

<b>Review Date: April 2019</b>
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## **STANDARD OPERATING PROCEDURES: Caves and Coastal exploration**

### **Definition and Scope of Activities**

Exploration of sea caves and coastal environment from Victoria park Arbroath to Usan.

The major activities covered within this section are as follows:

- Cave exploration at Carlinheugh Bay (bottom of Seaton Den)
- Coastal exploration at Arbroath Cliffs
- Coastal exploration at Eithe Haven and Usan

### **PRECAUTIONS TO MINIMISE HAZARDS**

It is essential that the Standard Operating Procedures are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

### **SEASONAL CONSTRAINTS**

Coastal exploration can take place all year. However due to the exposed nature of coastal environment the weather / wind / tides will need to be assessed prior to trip.

## **LOCATIONAL CONSTRAINTS**

The coastal environment from Victoria Park to Usan leads itself to exploration the leader should be familiar with the area to be visited.

The tides can have an impact on the routes and access to the caves. Tides should be checked before embarking on a trip. The information log has information on the tidal impact on the caves.

## **TUITION RATIOS**

The tuition ratios are:

1 Leader to 10 participants

## **TUITION LEADER QUALIFICATIONS**

Minimum qualifications for leading groups at the caves are:

- Hold an outdoor leadership NGB Award such as ML /LLA/ TCL, and hold a valid First Aid Certificate.
- The Leader must complete the in-house induction.

## **EQUIPMENT – PARTICIPANTS**

All participants must have access to windproof/waterproof/protective clothing, appropriate to conditions, and suitable footwear.

Helmets must be worn by under 18s while in the caves

## **EQUIPMENT – GROUP SAFETY**

Staff must have access to a torch while in the caves.

Additional equipment to be considered depending on location / conditions:

- safety rope (minimum spec. 20 metres 8.5mm)
- watch
- first aid supplies
- OS map (1:50000 scale)
- Group shelter

## **ACCESS/ENVIRONMENT**

As locations are Coast based there may be access restrictions due to land use. Access permission should follow national access codes of practice – see below

Coastal cliffs often provide an important habitat for nesting birds and species of moss/alpines not normally found at lower levels. Groups should exercise care to reduce unnecessary disturbance and damage from overuse of specific sites.

# RISK ASSESSMENT

<b>Activity: Coastal walks / Exploration / Caves</b>	<b>Location: Various</b>	<b>Assessor: DS, JL</b>
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Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
Hazardous Surroundings / slip trip fall / disorientated	x	x		staff should have good knowledge of the surrounding area give a sound safety brief and appropriate equipment	2	5	10	Use of appropriate footwear				
Walking into rocks in the dark caves	x	x		staff should have access to a light source at all times	5	2	10	None				
Panic in a dark cave	x	x		all participants should be briefed on what to expect prior to trip staff have access to light	4	1	4	None				
Tidal changes / trapped by tide	x	x		Tidal charts to be checked observation of conditions	1	1	1	None				
stuck in small caves	x	x		check size of caves suits the participant , clothing to be check for snag hazards	1	4	4	None				
Slip / trip / fall from height	x	x		Good route choice, robust safety brief	1	5	5	Spotting where appropriate				
Attack from nesting birds	x	x		Avoid nesting areas	1	3	3	None				
Rock fall / hold breaking /	x	x		Helmets to be worn, good route choice / robust safety brief.  Caves to be checked during trips and any changes shared with the team	1	5	5	None				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20> Very High) (16-20 High) (9-15 Moderate) (4-8 Low) (1-3 Very Low)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

**Review Date: April 2019**



## **STANDARD OPERATING PROCEDURES: CHAINWALK**

### **Definition and Scope of Activities**

The via - ferrata at Ellie, Fife will be the main venue for the activity.

The major activities covered within this section are as follows:

- Traversing using via - ferrata

### **PRECAUTIONS TO MINIMISE HAZARDS**

It is essential that the Standard Operating Procedures are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

The specific hazards identified above are not exhaustive and additional hazards or combinations may arise during the course of an activity necessitating ongoing attention to minimise or control the risk(s) to a manageable level.

## **SEASONAL CONSTRAINTS**

Chain walk activities can take place all year. Caution should be taken if there is snow or ice around the chain walk especially when walking on the path at the top of the chain walk. The venue is exposed to wind and rain, and the chains become slippery when wet.

## **LOCATION/ TIDE/ WEATHER CONSTRAINTS**

Access/ Egress to the chain walk is restricted by high tide. Both ends of the chain walk cut off around 4m of tide. At Low tide some of the more challenging 'chains' can be omitted however when the tide is higher than around 2.7m the two more challenging chains cannot be omitted and the group will be forced to tackle them.

The chain walk may not be appropriate for groups with very low/ limited ability and fitness levels.

The tide should be checked before going. Beware of spring tides and allow plenty of time to tackle the chain walk.

In extremely windy conditions some large waves can be generated around the chain walk, especially when there is a strong South westerly through to South Easterly wind.

## **AGE LIMITS**

The minimum age for participating in the chain walk is 8.

Additional time may be necessary for very young people.

## **TUITION RATIOS**

The tuition ratios are:

1 Leader to 8 participants

## **TUITION LEADER QUALIFICATIONS**

Minimum qualifications for leading groups on the chain walk are:

- Hold a relevant group leadership NGB Award such as ML, TCL, SPA, L2 Coach and hold a valid First Aid Certificate.
- The Leader must have completed in-house training and assessment or hold MIA award or above. The National Governing Bodies contact data relevant to this section are as follows:
- Mountain Leader Training – [www.mltuk.org](http://www.mltuk.org)

## **EQUIPMENT – PARTICIPANTS**

All participants must have access to windproof/waterproof/protective clothing, appropriate to conditions, safety harness if using rope / cows-tails, helmet, cowtails (lanyards) and suitable footwear.

Instructors should carry a safety rope, 2HMS karabiners, 8 or 16ft sling and a rope knife.

## **EQUIPMENT – GROUP SAFETY**

Additional equipment to be considered depending on location / conditions:

- safety rope (minimum spec. 20 metres 8.5mm)
- watch
- first aid supplies
- OS map (1:50000 scale)/compass
- hot drink or means of making one
- 4 Karabiners
- group emergency shelter
- 2 8ft Slings
- ATC

## **ACCESS/ENVIRONMENT**

As locations are Coast based there may be access restrictions due to land use. Access permission should follow national access codes of practice – see below

Coastal cliffs often provide an important habitat for nesting birds and species of moss/alpines not normally found at lower levels. Groups should exercise care to reduce unnecessary disturbance and damage from overuse of specific sites.





## STANDARD OPERATING PROCEDURES: DINGHY SAILING

### Definition and Scope of Activities

The activities involved use marine sailing craft of various types to participate on water designated as lochs, reservoirs, estuaries, rivers or the open sea.

Sailing activities are undertaken at the following locations Camperdown Dock (inland) and Grassy Beach (Coastal). Most activity on the water is accessed by jetties, slipways, pontoons or from suitable shorelines.

The major activities covered within this section are as follows:

- expeditioning (including Duke of Edinburgh's Award)
- dinghy sailing
- orienteering on marine sailing craft (see Section 8)

## **EQUIPMENT**

### **Camperdown Docks**

- Toppers
- Optimist
- Quest
- Pico
- Janneau

### **Grassy Beach**

- Wayfarer Dinghy (Dundee Sailing Club)
- Toppers
- Northcraft RIBs (Coach / Safety craft)

## **FACILITIES**

### **Camperdown Docks**

- Changing facilities (male and female)
- Toilets
- Showers
- Facilities to make hot drinks
- Training rooms

### **Grassy Beach**

- Changing facilities (male and female)
- Toilets
- Showers
- Facilities to make hot drinks
- Training room

## **ROLES AND RESPONSIBILITIES**

### **Centre Manager**

As RYA RTE Principal, Responsible for ensuring that all RYA courses are delivered to the standard required by the RYA. That all Instructors are suitably experienced and qualified. To ensure all equipment is maintained to the best possible standard.

### **Chief Instructor**

Has the day to day responsibility for the standards of training, equipment maintenance and wellbeing of students and instructors

### **Dinghy Instructors**

Responsible to the Chief Instructor for the effective delivery of RYA training courses. The prompt reporting of defects or issues affecting the delivery of training to the Chief Instructor.

## **STAFFING**

The number of staff allocated to each course will be dependent on the location of the course, number and age of students. For Sailing courses a minimum 1 Senior Dinghy Instructor and one other adult with the appropriate L2 Powerboat qualification. For Power courses one instructor to every three students.

## SAFETY

The safety of students and Centre staff is of the utmost importance. The Senior Instructor is to ensure that a suitable and sufficient risk assessment is carried out prior to all planned courses specific for the intended training location. Taking account of the following;

- Number and age of students
- Type of course
- Number of staff allocated to course
- Location, inland or coastal
- Tides (Grassy Beach only)
- Weather Forecast
- Water Temperature
- Port Movements (Grassy Beach only)
- Royal Tay Yacht Club Activities (Grassy Beach only)

A location specific safety briefing is to be given at the start of every course.

## OPERATING AREAS

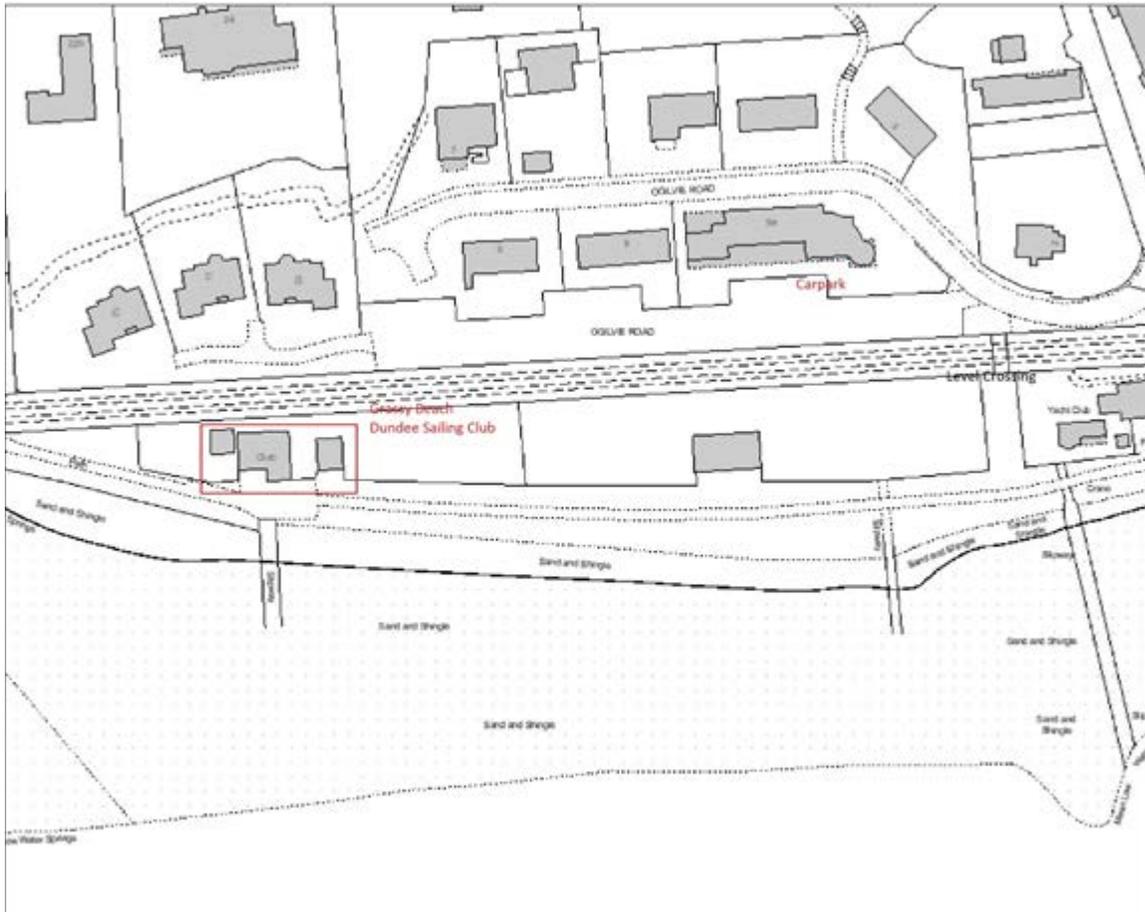
### Camperdown Docks

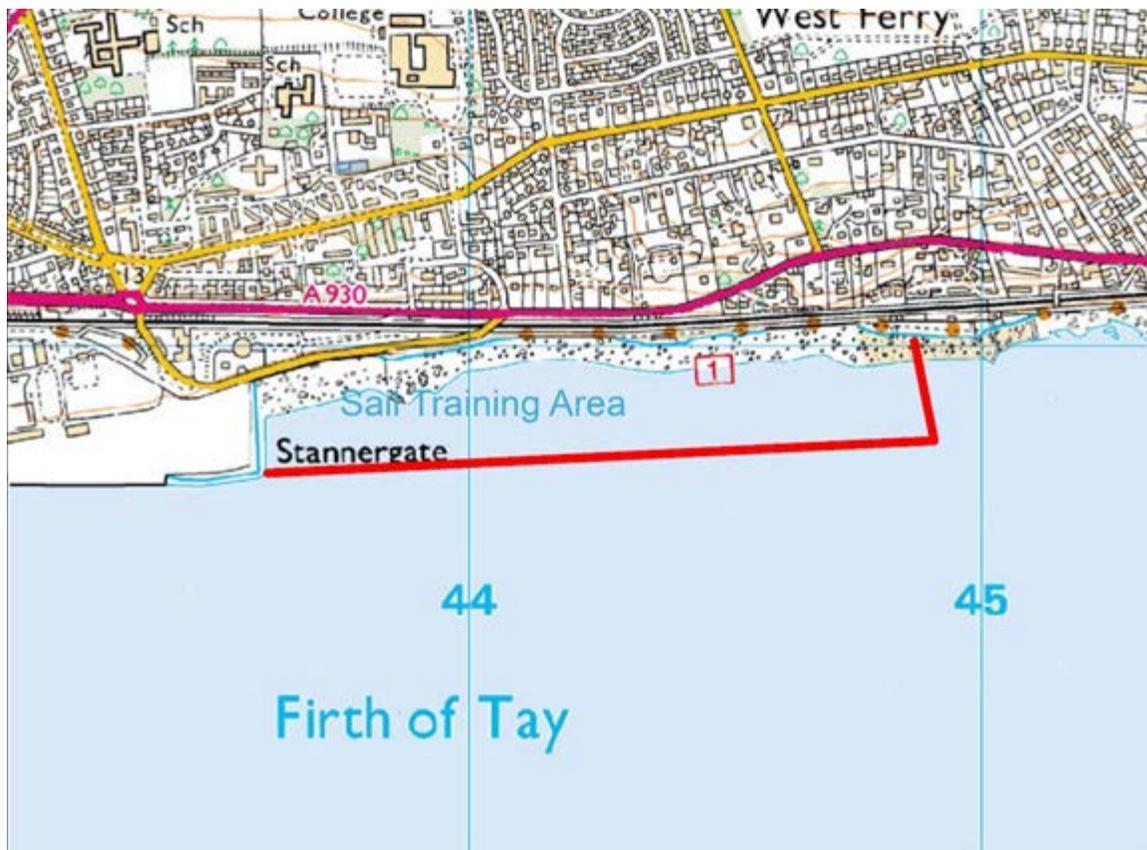
An ideal environment for novice children to get their first experience of sailing. Appears a very benign environment but remember that all of the dangers associated with water are present here.



## Grassy Beach

Vehicle access to Grassy Beach is restricted. Students arriving in their own cars or by Ancrum mini bus should park in the RTYC carpark at the bottom of Ogilvie Rd. Access to the foreshore is via a level crossing over the main East Coast railway line. Extreme caution must be exercised when crossing. Visibility is very good in both directions and trains can be heard before they are seen, When groups of children arrive by mini bus the adult in charge is to manage and supervise all children across the crossing.





The normal sail training area at Grassy Beach is shown outlined in red above. In practice the sailing area is defined by the Dundee Sailing Club slipway, the Z and R race marks in a line to the corner marked Stanergate on the map above. This area has been chosen to minimize the effect of the tide, Care should be taken when operating close inshore near low water springs. The sailing area can be amended at the Senior Instructors discretion to suit tidal or wind conditions or the course being run. For example for a Day Sailing course, where the passage planning element may call for a sail up or down river. In these instances this should form part of the Instructors pre-planning and the proposed sailing area approved by the Centre Manager.

## **ACCIDENTS**

The aim is avoid accidents altogether by conducting training in a safe and controlled manner, using well maintained equipment, delivered by suitably qualified instructors. That said accidents will and do happen. It is therefore important that everyone involved in delivering the training course is aware of and follows the Emergency Action Plan and notifies the appropriate people and services. The priority is to attend to any injured person and get them and the rest of the group to a place of safety. If medical assistance beyond that of first aid is required a May Day call should be made on VHF ch 16 and or a 999 call requesting the required service or services. If a casualty requires the attendance of an ambulance then consider transporting the casualty to Broughty Ferry or Tayport harbours where there is good access for emergency service vehicles.

## **ACCIDENT REPORTING**

All accidents are to be recorded and the Centre Manager notified in accordance with current Centre instructions.

## **PRECAUTIONS TO MINIMISE HAZARDS**

It is essential that the Standard Operating Procedures are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

### **Capsize and Entrapment**

As Clatto is of such a size and depth it is impossible for a craft the size of a topper to fully invert. A safety boat will be in attendance of all sailing activities. All sailing craft will have mast floatation limiting the chance of a partial inversion.

All safety boat crew will be made aware of the danger of entrapment, especially the awareness of lack of air pockets in many boats. The aim should be to prevent entrapment by provision of mast head floatation. In the event of a capsize, immediate identification of the boats crew should be made by the safety boat. In the event of the inversion the safety boat should aim to immediately right the boat by getting on the centre board in the standard way. In some circumstances lifting the bow may also be considered.

At this point in time this centre operates only Toppers and Optimists any entrapment situations will exclude wire shrouds and trapeze systems and possibly involve main sheers and webbing straps - to this end rescue boats are equipped with serrated knives.

As part of the brief students will be made aware of the potential areas of foot entrapment for the type of craft being used.

The specific hazards identified in Para 3.2 are not exhaustive and additional hazards or combinations may arise during the course of an activity necessitating ongoing attention to minimise or control the risk(s) to a manageable level.

## **SEASONAL CONSTRAINTS**

There are no seasonal constraints on the activity listed but novice instruction usually operates between 1 April and 31 October.

## **LOCATION CONSTRAINTS**

Access to inland sites may be subject to restrictions due to commercial/military activities or byelaws/seasonal access.

All participants engaged in water based activities must be able to swim 50 metres unaided. (see [AALA Note:7.03](#))

## TUITION RATIOS

The tuition ratios are as follows:

Participants in Boat	Ratio Instructor to Boat
3 in day sailing dinghies	1:6 (Single Handed)
3 (exposed open water or tidal)	1:1 (Multi Handed)

A senior instructor must be present on the delivery of RYA courses

A senior instructor must also be present if the sailing is to take place on the estuary

Participants requiring increased leader supervision or possessing certain disabilities may require additional staffing or reduced participant ratios.

A second adult should be present at the group location with participants under 16 years of age.

## TUITION LEADER QUALIFICATIONS

Please see the following grid:

Activity	Minimum Tuition Qualification	National Governing Body
All	First Aid Accreditation (minimum 16 hour status)	Accredited first aid agencies.
<b>PLUS FOR SHELTERED NON TIDAL INLAND WATER</b>		
Dinghy Sailing	Instructor (Non Tidal)	Royal Yachting Association
<b>PLUS FOR TIDAL OR EXPOSED/OPEN WATER</b>		
Dinghy Sailing	Senior Instructor (Coastal)	Royal Yachting Association
<b>PLUS FOR POWER BOAT COVER</b>		
Rescue Boat (Inland & Sheltered Water)	Power Boat Level 2 Instructor	Royal Yachting Association
or		
Rescue Boat (Tidal Exposed/Open Water)	Power Boat Level 2 (Coastal Endorsement)	Royal Yachting Association
<b>PLUS FOR DUKE OF EDINBURGH'S AWARD EXPEDITION ASSESSMENT</b>		
Sailing Expeditions	Accredited Assessor	Duke of Edinburgh's Award
<b>PLUS FOR DISABILITIES</b>		
Dinghy Sailing	Orientation Training relative to disabilities	Royal Yachting Association

The Dundee City Council does not operate an internal competence system where National Governing Bodies provide instructional/leader awards for the specified activity

Competence clearances are not valid for ex UK tuition purposes or beyond novice level inland sheltered non tidal water use.

Most UK qualifications are valid ex UK, some however, require the certification of an additional module or language test. In certain countries it is not permitted to tutor outdoor pursuits without an international recognised accredited licence.

It is, however, usual to be permitted to lead participants without undertaking tuition under UK accredited leader qualifications.

The National Governing Bodies contact data relevant to this section are as follows:

- Royal Yachting Association – [www.rya.org.uk](http://www.rya.org.uk)

### **EQUIPMENT – PARTICIPANTS**

Participants must be adequately equipped for the activity and location in use.

The equipment must be well maintained, serviced and set to the individual operation needs of the participant by experienced accredited personnel eg buoyancy aid.

Participants under 16 years of age must be helmeted for novice sessions.

All participants must have location access to

- windproof/waterproof/protective clothing
- buoyancy aid
- helmet
- wetsuit/drysuit
- appropriate footwear

In bright sunshine access to sunglasses is desirable.

All boats must have fitted buoyancy and be capable of floating horizontally.

Each boat (outwith sheltered inland non tidal water) must be capable of having sails reefed afloat, be equipped with a bailer and a paddle.

In tidal exposed open waters each boat should be able to anchor independently.

### **EQUIPMENT – GROUP SAFETY**

In addition, the Group require on activity access to:

- watch
- first aid supplies
- emergency rations
- group emergency shelter
- means of communication with base

The power boat should be equipped with the following (outwith sheltered controlled inland water):

- VHF Radio
- flares

- torch/spare batteries
- throw line
- binoculars
- foghorn or airhorn
- bailer
- boat spares
- small spares (engine)
- pliers or shackle key
- map chart outwith normal area
- anchor or warp
- spare fuel
- oars/row locks or paddles
- towing system

### **ACCESS/ENVIRONMENT**

As locations are water/sea based there may be access restrictions due to land/water use. Access permission should follow national access codes of practice – **see below**.

There is a need to ensure that water quality is protected from contamination from fuel spillage or rubbish. Every effort should be taken to achieve minimal environmental impact on water either inland or tidal.

Group leaders should be aware of the dangers of polluted water caused either naturally or by animal waste.

# RISK ASSESSMENT

**ASSESSMENT REF NO: Sailing**

Activity: Sailing - Dinghy				Location: Various				Assessor: RC, AB				
Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
launch/recovery Procedures	x	x	x	Staff/clients shown/briefed on the launch/recovery procedure prior to session, including using any other vehicles needed.	2	5	10	None				
Loss of group control	x	x	x	Staff to work within re-mitt of qualifications and in defined area	2	5	10	None				
Injury from equipment		x	x	Participants given robust safety brief and to wear appropriate safety equipment/all equipment checked and maintained participants shown correct use of equipment	2	5	10	None				
collision between craft		x	x	group briefed at start of session and follow set procedure, rya ratios not exceeded	2	2	4	None				
entrapment		x	x	rescue boat on water during sailing session, constant headcount maintained, clients briefed on capsized drill	2	5	10	None				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20> Very High) (16-20 High) (9-15 Moderate) (4-8 Low) (1-3 Very Low)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

**Review Date: April 2018**



## **STANDARD OPERATING PROCEDURES: DOWNHILL MOUNTAIN BOARDING**

### **Definition and Scope of Activities**

The activity involves the use of equipment to descend inclines mainly on grass surfaces.

Uplift is usually by walking.

Locations vary from prepared surfaces to purpose built trails.

### **PRECAUTIONS TO MINIMISE HAZARDS**

It is essential that the Standard Operating Procedures are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

The specific hazards identified are not exhaustive and additional hazards or combinations may arise during the course of an activity necessitating ongoing attention to minimise or control the risk(s) to a manageable level.

### **SEASONAL CONSTRAINTS**

The activity can take place all year round

## LOCATION CONSTRAINTS

Lochee Park/ Any small sloped hill with good run out can be used if Instructor is trained to ATBA level 1/Core Instructor

Perth (Magdalene Hill) can be used if instructor is trained to ATBA level 2/ Centre Instructor or has received site specific training

## TUITION RATIOS

The tuition ratios are: 1 instructor to 10 participants maximum.

Participants requiring increased leader supervision or possessing certain disabilities may require additional staffing or reduced participant ratios.

A second adult should be present at the group location with participants under 18 years of age.

## TUITION LEADER QUALIFICATIONS

Please see the following grid:

Activity	Minimum Tuition Qualification	National Governing Body
All	First Aid Accreditation (minimum 16 hour status)	Accredited first aid agencies
<b>PLUS</b>		
Mountain Boarding( Lochee Park/ other grassy slope with ample run out)	Level 1/Core Instructor	ATBA UK
Mountain Boarding (Perth Track)	Level 2/ Centre Instructor	ATBA UK

## EQUIPMENT - PARTICIPANTS

Participants must be adequately equipped for the activity and location in use.

The equipment must be well maintained, serviced and set to the individual operational needs of the participant by qualified instructors.

All participants must be helmeted and wear protective knee and elbow pads and wrist guards protection. Participants must wear long sleeves tops and full length trousers. Walking Boots or Boots with adequate ankle protection must also be worn.

All participants must have location access to windproof / waterproof / protective clothing as required.

## EQUIPMENT - GROUP SAFETY

In addition, the Group requires easy location access to:

- Mountain Board Repair Kit
- First aid equipment

# RISK ASSESSMENT

ASSESSMENT REF NO: **Boarding 1**

Activity: Mountain Boarding			Location: Various			Assessor: DS, FO						
Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
Protected from the Elements		x	x	appropriate equipment given to group	2	2	4	None				
Falling over		x	x	Good progressive instruction, Surveying the terrain is also essential, group given Helmets, knee/ elbow/ wrist pads, boots to be worn	5	3	15	None				
Collisions with obstacles		x	x	Check area and lay out an controlled area	2	4	8	None				
Collision with member of public / animal other group member	x	x		Lay out controlled area, have designated boarding area, brief group on what to do if member of public / animal enters area.	1	4	4	None				

Injury from board	x	x	x	Board correctly fitted to participants/ group briefed on how to move boards, and store at top of hill	2	3	6	None				
Equipment failure	x	x	x	Boards visually check by staff before each session. Regular checks by competent person	1	4	4	None				
Foot coming out of bindings while boarding		x	x	Robust safety brief, min shoe size 2.	2	4	8	None				
Slip /trip /fall while walking to and from venue	x	x		Good route choice appropriate equipment worn by participants	2	2	4	None				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20+ *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

<b>Review Date: April 2019</b>
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## STANDARD OPERATING PROCEDURES: ORIENTEERING

### Definition and Scope of Activities

The activity involved can use various forms of transport including foot to navigate between set points using maps/charts in order to compete against the clock or improve map reading/compass skills.

Locations are varied and can include country parks, forests, moorland and open countryside.

The major activities covered within this section are: -

- Orienteering in controlled areas (School grounds, country parks, set permanent orienteering courses etc)
- Orienteering in uncontrolled areas (Large forests, open countryside)

### PRECAUTIONS TO MINIMISE HAZARDS

**Suitable venue, and progressive activity** – The primary consideration to risk management within orienteering is choosing a venue that is suitable for the group, and their level of ability. The venue should be suitable for the groups to navigate without coming to harm, and appropriate to their navigating ability. The activity and development of navigation skills should be grown in such a way to reduce the likelihood of the group getting lost.

**Recall Time or signal** – It should be highlighted to participants that no matter how far they have progressed around the course they must return by a set time. A re-call signal may also be appropriate for example a whistle or fog horn however this may not be possible in larger orienteering areas.

### SEASONAL CONSTRAINTS

Orienteering can take place all year.

### LOCATION CONSTRAINTS

There are no further location constraints outwith military training areas/disease prohibition restrictions.

### TUITION RATIOS

The tuition ratios are:

1 instructor to 20 participant's maximum in controlled areas

1 instructor to 10 participants in uncontrolled areas.

Participants requiring increased leader supervision or possessing certain disabilities may require additional staffing or reduced participant ratios.

A second adult should be present at the group location with participants under 18 years of age.

### TUITION LEADER QUALIFICATIONS

Please see the following grid:

Activity	Minimum Tuition Qualification	National Governing Body
All	First Aid Accreditation (minimum 16 hour status)	Accredited first aid agencies.
<b>Orienteering in controlled Areas Eg. School playgrounds, Playparks or Small country parks with Boundaries.</b>		
Orienteering (on Foot)	OLC pack induction Site induction BOF Level 1 or Any other Leadership qualification where navigation is assessed Eg TCL	British Orienteering Federation British Sports Trust  MLTUK
<b>Orienteering in Uncontrolled Areas</b>		
Orienteering on foot	BOF Level 2 or Mountain Leader	British Orienteering federation MLTUK British Sports Trust
<b>PLUS FOR DISABILITIES</b>		
All	Orienteering Training Relative to Disabilities	National Governing Body

## **EQUIPMENT – PARTICIPANTS**

Participants must be adequately equipped for the activity and location in use. This may include: -

- map
- compass
- water Proof
- warm Clothing
- boots
- sun cream
- sun Glasses
- watch

## **EQUIPMENT – GROUP SAFETY**

In addition, the Group may require on activity access to:

- first aid supplies
- full area OS map (1:50000 scale) (uncontrolled areas)
- hot drink or means of making one (if cold)
- emergency rations
- shelter

# RISK ASSESSMENT

ASSESSMENT REF NO: **Orienteering 1**

Activity: Orienteering / Navigation				Location: Various			Assessor: DS, DH					
Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
Slip / trip / fall injury from vegetation and terrain		x		Participants should wear appropriate clothing depending on weather conditions and ground cover	4	2	8	None				
Getting lost/ Loss of group control		x		<ul style="list-style-type: none"> <li>Staff should set out proper guidelines for returning times, country codes and boundaries.</li> <li>Staff suitably qualified/ experienced to supervise course/ venue.</li> <li>Group suitable trained/briefed/ experienced for course/ route choices. Progressive activity.</li> <li>Appropriate ratios for venue/ group.</li> <li>Where appropriate, group re-call signal agreed with group.</li> <li>Groups accompanied by a responsible adult if appropriate.</li> <li>Clients new to orienteering should work in groups.</li> </ul>	4	2	8	None				

Injury from equipment	x	x		Participants should be given proper training on how to use, hold and control the equipment prior to use	1	2	2	None				
Traffic danger	x	x		Routes chosen to avoid road and /or participants given good briefing about roads	1	5	5	None				
Animals (horses/ dogs etc)		x	x	Appropriate briefing on action if group may be expected to encounter animals	1	4	4	None				
Vegetation (nettles/ brambles etc)		x	x	Appropriate clothing worn Suitable venue/ route choices	4	1	4	None				
Weather		x	x	Appropriate clothing worn Suitable venue/ route choices	3	2	6	None				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20> *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

<b>Review Date: April 2019</b>
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## STANDARD OPERATING PROCEDURES: MOUNTAIN BIKING

### Definition and Scope of Activities

The activities involved use cycle equipment of various types to tour on an unprepared surface usually designated by paths, fences, markers or trees.

The unprepared surface is usually sand, gravel or compressed soil/grass.

Locations are countryside based usually forest trails, routes up glens or over moorland paths. Some routes can be purpose built and incorporate technical challenges to the participant's level of cycling competence.

The major activities covered within this section are as follows:

- mountain biking
- cycle touring off road
- orienteering on cycle (see Section 8)
- expeditioning (including Duke of Edinburgh's Award)

## PRECAUTIONS TO MINIMISE HAZARDS

It is essential that the Standard Operating Procedures are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

The specific hazards identified are not exhaustive and additional hazards or combinations may arise during the course of an activity necessitating ongoing attention to minimise or control the risk(s) to a manageable level.

## SEASONAL CONSTRAINTS

Mountain biking can take place all year.

## LOCATION CONSTRAINTS

Use of remote mountain routes or exposed ground in winter conditions is prohibited with participants under 16 years of age.

There are no further location constraints outwith military training/disease prohibition restrictions.

A second adult should be present at the group location with participants under 18 years of age.

## TUITION RATIOS

The tuition ratios are: -

- 1 instructor to 10 participants maximum
- 1:8 in remote ground
- 1:6 remote technical ground
- 1:6 after dark.

Participants requiring increased leader supervision or possessing certain disabilities may require additional staffing or reduced participant ratios.

A second adult should be present at the group location with participants under 18 years of age.

## TUITION LEADER QUALIFICATIONS

All leaders must hold current first aid certificate, and should operate with the remit of their own qualification. The following information is for guidance only. Please see relevant governing bodies for complete remit information.

Hazard Level	Group Instructor/Leader	Technical Adviser
Mountain Country - winter conditions	Either; CTC Advanced Mountain Bike Leader; or SMBLA Mountain Bike Leader with Winter Riding Module; or BOB Level 3 Award Plus The relevant on-foot qualification (i.e. ML	Either; CTC Leader Trainer ; or SMBLA Mountain Bike Leader Tutor with Winter Module; or BOB Tutor, Plus The relevant mountaineering qualification (i.e. MIA with

Hazard Level	Group Instructor/Leader	Technical Adviser
	(W))	MLTB Leader Award - Winter)
Mountain Country - Intermediate Conditions Some snow (e.g. a light dusting or avoidable patches) or lightly freezing conditions (e.g. overnight frost) prevalent or forecast.	Either; CTC Advanced Mountain Bike Leader; or SMBLA Mountain Bike Leader with Winter Module; or BOB Level 3 Award Plus The relevant on-foot qualification (i.e. ML (W))	Either; CTC Leader Trainer; or SMBLA Mountain Bike Leader Tutor; or BOB Tutor; Plus The relevant mountaineering qualification (i.e. MIA with MLTB Leader Award - Winter)
Mountain Country - Summer Conditions	Either; CTC Advanced Mountain Bike Leader; or SMBLA Mountain Bike Leader; or BOB Level 3 Award; or MIAS Mountain Bike Instructor, Grade Three; Plus The relevant on-foot qualification (i.e. ML)	Either; CTC Leader Trainer; or SMBLA Mountain Bike Leader Tutor; or BOB Tutor; or MIAS Grade Six Trainer/Assessor; Plus The relevant mountaineering qualification (i.e. MIA)
Lowland Country - Off-road cycling cycle routes, bridle ways or other technical routes in open country more than a 30 minutes walk (or 2.5 km which ever is the less) from a refuge or accessible road	Either; CTC Technical Mountain Bike Leader; or SMBLA Mountain Bike Leader; or BOB Level 2 Award; or ABCC Preliminary Cycling Coach; or MIAS Mountain Bike Instructor Grade Two Plus The relevant on-foot qualification e.g. BELA, WGL or ML.	Either; CTC Leader Trainer; or SMBLA Mountain Bike Leader /Tutor; or BOB Tutor; or ABCC Tutor; or MIAS Grade Five Trainer /Assessor Plus The relevant mountaineering qualification (i.e. MIA).
Lowland Country - trail riding (non-licensable) public highways, cycleways, forestry tracks and non-technical routes no further than a 30 minutes walk (or 2.5 km whichever is the less) from a refuge or accessible road.	Either; CTC Mountain Bike Leader; or SMBLA Trail Cycle Leader; or BOB Level 1 Award; or ABCC Preliminary Cycling Coach Award; or BSCA Mountain Bike/Off Road Leader; or MIAS Grade 1 Award Plus The relevant on-foot	Either; CTC Leader Trainer; or SMBLA Tutor; or BOB Tutor; or ABCC Tutor; or BSCA Tutor; or MIAS Grade 4 Trainer/Assessor Plus The relevant on-foot qualification (e.g. ML)

Hazard Level	Group Instructor/Leader	Technical Adviser
	qualification e.g. BEL or WGL	

The National Governing Bodies contact data relevant to this section are as follows:

- Scottish Mountain Bike Leaders Association – [www.scuonline.org](http://www.scuonline.org)
- The Duke of Edinburgh's Award – [www.thaward.org.uk](http://www.thaward.org.uk)
- Mountain Leader Training Scotland – [www.mltuk.org](http://www.mltuk.org)
- British Association of Ski Patrollers - [www.basp.org.uk](http://www.basp.org.uk)
- Scottish Cyclist Union – [www.scuonline.org](http://www.scuonline.org)

## **EQUIPMENT – PARTICIPANTS**

Participants must be adequately equipped for the activity and location in use.

The equipment must be well maintained, serviced and set to the individual operational needs of the participant by experienced accredited personnel eg gears and brakes and cycle size.

Participants must be helmeted on all mountain bike activities.

### **On multi day expeditions**

- access to sleeping bag
- cooking utensils
- stove/fuel, torch
- sufficient food
- tent and
- spare clothing.

Equipment should be carried via panniers or cycle trailer on multi day routes or via small back packs on day routes.

In bright sunshine access to sunglasses is advisable.

## **EQUIPMENT – GROUP SAFETY**

In addition, the Group require on activity access to:

- watch
- first aid supplies
- OS map (1:50000 scale)/compass
- hot drink or means of making one
- emergency rations
- group emergency shelter
- repair kit and tools (capable of dealing with puncture repairs, inner tube replacement, chain link replacement and brake/gear adjustment).

## **ACCESS/ENVIRONMENT**

As locations can be mountain based there may be access restrictions due to land use. Access permission should follow national access codes of practice – **see below**.

The use of high plateau should be avoided due to then vegetation and delicate moss/lichen eco systems.

Group Leaders should respect conservation in management requests to minimise the impact of cycles on fragile path surfaces especially in wet weather.

# RISK ASSESSMENT

ASSESSMENT REF NO:

Activity: Mountain bike			Location: Various					Assessor: DS LJ				
Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
Falling from bike and hitting head		x	x	All participants to wear an approved cycle helmet that has passed EN 1078	2	5	10	None				
Falling from bike injuring other part of body		x	x	Progressive sessions and route choice appropriate to clients and weather	2	5	10	None				
Colliding with other participants / members of public / objects	x	x	x	All participants briefed on group riding. Leader qualified in MTB leadership.  Progressive sessions and route choice appropriate to clients and weather  Instructors to brief about safe riding distances where appropriate.	2	5	10	None				
Receiving injury from bike itself eg foot slipping from pedal		x	x	Platform pedals fitted. Appropriate footwear to be worn. Group instructed in correct use of gears and brakes	3	3	9	None				

Losing control of bike because of terrain eg tree roots, rocks etc.	x	x	x	Location and activity relevant to group's ability. Difficult sections walked over. Group instructed on correct riding techniques where appropriate.	2	5	10	None				
Equipment failure	x	x	x	Equipment checked prior to use by leader, checked when returned to stores, Inspected regularly by competent person	1	5	5	None				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20> *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

<b>Review Date: April 2019</b>
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## **STANDARD OPERATING PROCEDURES: LAND YACHTING (BLOKARTING)**

### **Definition and Scope of Activities**

The activities involved use wheeled craft of various types powered by sail to participate on land on designated areas such as beaches, local parks, tarmac surfaces.

Most activity is accessed by public road and requires a suitable amount of wind in the right direction for the chosen location.

### **PRECAUTIONS TO MINIMISE HAZARDS**

It is essential that the Standard Operating Procedures are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

Personnel must be aware of entrapment issues that may arise and how to resolve a situation resulting in entrapment

## SEASONAL CONSTRAINTS

There are no seasonal constraints on the activity listed but novice instruction usually operates when winter conditions do not exist.

## LOCATION CONSTRAINTS

Access to inland sites may be subject to restrictions due to commercial/military activities or byelaws/seasonal access.

## TUITION RATIOS

The tuition ratios are as follows:

1 Instructor to 6 Blokarts

Participants requiring increased leader supervision or possessing certain disabilities may require additional staffing or reduced participant ratios.

A second adult should be present at the group location with participants under 16 years of age.

## TUITION LEADER QUALIFICATIONS

Please see the following grid:

Activity	Minimum Tuition Qualification	National Governing Body
All	First Aid Accreditation (minimum 16 hour status)	Accredited first aid agencies.
<b>PLUS</b>		
Land Yachting	Dundee city council blokart competency <i>or</i> Royal Yachting Association instructor	LACD / RYA
<b>PLUS FOR DISABILITIES</b>		
	Orientation Training relative to disabilities	None.

- Royal Yachting Association – [www.rya.org.uk](http://www.rya.org.uk)

## EQUIPMENT – PARTICIPANTS

Participants must be adequately equipped for the activity and location in use.

Participants have access at the location, depending on weather conditions

- waterproof/windproof clothing
- appropriate footwear
- gloves
- glasses/goggles (when sand is blowing)

The equipment must be well maintained, serviced and set to the individual operation needs of the participant by experienced accredited personnel.

Participants must be helmeted for all sessions.

All carts must have seat belts fitted.

Each cart must have a selection of sails available to suit prevailing wind conditions and group weight/ability.

### **EQUIPMENT – GROUP SAFETY**

In addition, the Group may require on activity access to:

- watch
- first aid supplies
- emergency rations
- group emergency shelter
- means of communication with base

### **ACCESS/ENVIRONMENT**

As locations are water/sea based there may be access restrictions due to land/water use.

There is a need to ensure that water quality is protected from contamination from fuel spillage or rubbish. Every effort should be taken to achieve minimal environmental impact on water either inland or tidal.

Group leaders should be aware of the dangers of polluted water caused either naturally or by animal waste.

# RISK ASSESSMENT

**ASSESSMENT REF NO: Blokarting 2**

<b>Activity: Blokarting</b>	<b>Location: Various</b>	<b>Assessor: DS, BF</b>
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Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
Collisions with objects and other karts	x	x	x	Check area for debris before each session. Selection of area free of obstacles. Group briefed on steering	2	3	6	None				
Harm to the Public	x	x	x	Keep the participants inside the designated area, brief group on what to do should member of public or animals enter area	2	4	8	None				
Loss of control	x	x	x	Progressive session and wind speed generally should be under 30mph	2			None				
Sand in eyes		x	x	Use goggles if needed	4	2	8	None				
Kart entering water		x	x	Keep group in controlled area, Tides checked before and during session	1	4	4	None				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20> *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

**Review Date: April 2019**



## **STANDARD OPERATING PROCEDURES: INDOOR CLIMBING AND MOBILE WALL**

### **Definition and Scope of Activities**

Locations for indoor climbing are purpose built climbing centres, outdoor built walls and mobile climbing towers.

The major activities covered within this section are as follows:

- Indoor roped climbing
- Bouldering
- Abseiling from towers
- AOC mobile tower
- Other mobile towers.

### **PRECAUTIONS TO MINIMISE HAZARDS**

It is essential that the Standard Operating Procedures are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

The specific hazards identified are not exhaustive and additional hazards or combinations may arise during the course of an activity necessitating ongoing attention to minimise or control the risk(s) to a manageable level.

### **SEASONAL CONSTRAINTS**

Indoor climbing activities can take place all year.

The mobile wall cannot be used in high winds, during lightning or storms or extremely heavy rain.

### **LOCATION CONSTRAINTS**

Mobile wall must be sited on a level site

### **MOBILE WALL INDUCTION / SPECIFIC SECTION**

- Leaders must complete the in-house induction process prior to working on mobile wall sessions.
- The wall must be erected according to induction and manufactures guidelines.
- Auto belays must be hung as directed.
- Members of the public must not enter the area while the wall is being erected or dismantled.
- The 'front facing section' of the wall should not used with an auto-belay.
- A walk round inspection should be carried out by before the wall is opened to members of the public.
- If large numbers are expected a queue system and crowd management should be in place .
- Staff should rotate tasks to avoid task fatigue which may lead to errors.

### **TUITION RATIOS**

The tuition ratios are:

#### **Indoor climbing**

1 Leader to 8 participants

Note: The above ratio can be increased to 1:12 where the participants are deemed competent: for example hold N.I.C.A.S 2 awards, where the leader is in a supervising role.

#### **Mobile wall**

Min 2 staff who have completed the induction for the wall and 1 of which holds an CWI /RCI award min

Minimum of three members of staff where the event is expected to be particularly busy eg local fetes.

### **TUITION LEADER QUALIFICATIONS**

All leaders must hold valid first aid certificate

Minimum qualifications

Indoor climbing

CWI

Mobile wall

CWI + Induction

The National Governing Bodies contact data relevant to this section are as follows:

- Mountain Leader Training – [www.mltuk.org](http://www.mltuk.org)

## **EQUIPMENT – PARTICIPANTS**

All participants must have access to windproof/waterproof/protective clothing, appropriate to conditions, Harness and Helmet if roped climbing

Members of the public climbing on the mobile wall should tie back or remove items of clothing hair which may get caught on holds or cables. Items of personal property which may fall out of pockets or from the person should not be carried on the wall.

# RISK ASSESSMENT

ASSESSMENT REF NO: artificial climb

<b>Activity: Climbing indoor / Mobile wall*</b>	<b>Location: Various</b>	<b>Assessor: DS, JL</b>
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<b>Hazard</b> <small>* denotes mobile tower specific</small>	<b>Who might be harmed?</b>			<b>Existing controls</b> What makes the hazard less risky? What makes these controls effective?	<b>Risk</b>			<b>Further actions</b> Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
* moving the wall  Collision with person/ property/ vehicle	x	x	x	Two persons to be present (min) while the wall is being moved.  No un-trained persons should move the wall  Spotter should be considered when reversing the wall  Trailer and vehicle regularly inspected,	1	5	5	None				
*Setting up of wall  Injury to staff/public during the setup of the wall	x	x	x	Two persons (min) to be present while the wall is being set up  Wall set up according manufactures guidance  Hydraulics and all mechanical elements checked before use and regularly inspected  Cordoned are to be set before erecting the wall.	1	5	5	None				

Failure of bolts and top anchors	x	x	x	Use judgement to assess the bolts.  *wall bolts inspected regularly	1	5	5	None				
Hold spinning		x	x	Tighten any loose holds as they are discovered.	3	2	6	Holds may come loose at any point, Tools are kept with the wall to allow holds to be tightened up on site.				
Getting body part / clothing caught on / in the wall		x	x	Good observation from instructors, loose clothing to be removed/ tucked in.  *Hook holds on mobile wall turned down or to the side.	2	3	6	None				
*Mechanical failure of the wall	x	x	x	Wall inspected regularly  Set up by trained personal, on site inspections of the wall	1	5	5	None				
Object falling from height	x	x	x	Pockets emptied and no loose object carried up the wall  Nothing left loose at the top of the wall  helmets to be worn if deemed necessary by instructor	2	3	6	None				
Auto belay failure		x	x	Belays inspected as per service instructions.  Visual check by instructor prior to use  Clients instructed in use  Observation from instructors  Used within manufactures guidelines  *set up as instructed	1	5	5	Rescue protocol in place Record any jams including the device ID number and location on the wall when the jam occurs.				

Fall from height		x	x	Appropriate safety systems to be used.	1	5	5	None				
*Loss of crowd control eg persons coming into operations area.	x	x	x	Use of barrier to keep operation area clear.  Queuing systems in place and method of controlling the number of persons inside operations area.	3	2	6	Staff to be vigilant and remove any unwanted presence from operating area. The police often attend the local fetes and may be of further assistance.				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20> *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

<b>Review Date: April 2019</b>
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## **STANDARD OPERATING PROCEDURES: Hillwalking**

### **Definition and Scope of Activities**

The activities involved are all undertaken on foot and may be conducted on a day or multi day expedition basis.

The activity takes place on tracks, open land, forest, moorland, Hill / mountain or on snow / ice under winter conditions.

Locations are lowland open land / glens / mountain / and open country beyond vehicle based road access.

The major activities covered within this section are as follows:

- Hillwalking
- Expeditioning (including Duke of Edinburgh's Award)
- Mountaineering (without ropes).
- Orienteering on foot

### **PRECAUTIONS TO MINIMISE HAZARDS**

It is essential that the Standard Operating Procedures are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

The specific hazards identified in Risk Assessment are not exhaustive and additional hazards or combinations may arise during the course of an activity necessitating ongoing attention to minimise or control the risk(s) to a manageable level.

### **SEASONAL CONSTRAINTS**

Open country foot trekking can take place all year. The normal accepted summer season is from 1 April to 31 October. Snow covered ground at any time of year would indicate winter conditions. However a slight 'dusting' of snow or occasional patches of snow underfoot, where conditions would not lead to a slip and downhill slide, would not be deemed as winter conditions.

### **LOCATION CONSTRAINTS**

Use of remote high mountain plateau when winter conditions are present or forecast is prohibited with under 16yr olds.

### **TUITION RATIOS**

The maximum tuition ratios are:

- |         |   |
|---------|---|
| Summer: | 1 instructor to 10 participants<br>1 instructor to 8 participants when using remote supervision |
| Winter: | 1 instructor to 8 participants.   |

**NOTE** Competent adult: An adult assistant who can be deemed competent would not come under ratios. An application should be made to the technical advisor (or person designated by the TA) to be deemed a competent assistant. Ancrum Outdoor Centre should be contacted in the first instance. Once application is approved the person is then deemed 'competent' and no longer come under ratios, **nor** do they increase ratios.

### **TUITION LEADER QUALIFICATIONS**

All leaders must hold current first aid certificate, (min 16hrs relevant to the outdoor environment) and should operate with the remit of their own qualification. The following information is for guidance only. Please see relevant governing bodies for complete remit information.

Non remote walks in a defined area such as small forests, coastal paths and country parks may be lead by Leaders who may not hold a walking qualification providing they hold another qualification where navigation has been assessed (e.g. Trail cycle leader or British Orienteering Federation Level 2). In such circumstances, the walk could be up to and around 2km from the drop off point. Remotely supervising a group (e.g. DofE expedition) would not be appropriate under this criteria.

BEL (Basic Expedition Leader): Summer conditions

- Low-lying rural countryside, farmland, valleys, and small areas of forest.
- Lowland glens and valleys from which reliable access to communication or external assistance is feasible without undue delay.
- Gentle to moderate rolling terrain with no steep slopes to negotiate.
- Camping on Official sites and in farm based fields with access to toilets and tap water

LLA (Lowland Leader Award) : Summer Conditions

- Above areas
- Walks must not cross and hazardous terrain
- Throughout the walk the group should never be generally more than 3km from key access point

- Escape routes should lie within the defined terrain for the lowland leader award.
- Walks must follow paths or tracks that are marked on a map and clearly visible on the ground
- Walks must use bridges or other recognised crossing point
- Camping if leader has completed the expedition module

#### HML (Hill and moorland Leader award): Summer Conditions

- Above areas plus
- Open, uncultivated, non-mountainous high or remote country, known variously As upland, moor, bog, fell, hill or down
- Areas enclosed by well-defined geographical or man-made boundaries such as classified roads (areas that merge with mountain regions and do not have well defined boundaries are excluded)
- Areas of remoteness that are easily exited in a few hours, returning to a refuge or an accessible road
- Areas where movement on steep or rocky terrain is not required (in either a planned or unplanned situation)
- Camping if leader completed the expedition module

#### ML (Mountain Leader): Summer

- Above area plus
- Wild / Remote country, Mountainous
- Wild remote camping

#### ML (Mountain Leader): Winter

- Above areas in winter conditions

#### Duke of Edinburgh

- D of E supervisor accreditation in addition to the Technical Qualification.
- Assessors
- Complete the DofE assessor course
- Hold technical qualification relevant to the mode of transport and operate within the remit of the award **or**
- Been deemed 'competent' by technical advisor and complete the relevant application

The National Governing Bodies contact data relevant to this section are as follows:

- The Duke of Edinburgh's Award – [www.dofe.org](http://www.dofe.org)
- Mountain Training UK – [www.mountain-training.org](http://www.mountain-training.org)
- Sports Leaders UK - [www.sportsleaders.org.uk](http://www.sportsleaders.org.uk)
- Rescue Emergency Care – [www.recfirstaid.net](http://www.recfirstaid.net)
- British Mountain Guide Association – [www.bmg.org.uk](http://www.bmg.org.uk)
- British Association of Ski Patrollers - [www.basp.org.uk](http://www.basp.org.uk)

### **CAMPING / EXPEDITIONS**

All types of group and individual camping, this section also make reference to teaching and training of camping activities.

- Teaching camping skills
- Official campsites / grounds – access to water / toilets / washing areas
- Farm / field / forest based camping areas with tap water supplied
- Wild camping
- Bothy use

Teaching skills should be completed in a controlled environment. Participants must be competent in camping skills before being supervised remotely, if camping equipment forms part of emergency plan

Participants must have access to same sex staff during an over-night stay

Ratios max 1 leader to 10 participants – ratios must also be aligned with the mode of transport and environment e.g.1 leader to 8 participants in winter

Ratios should be reduced as required, particularly with groups with additional support needs.

Please see camping / expeditions risk assessment

Camping in official camp grounds:

- Groups should be pre-booked and permission granted from owners
- Designated group area defined to both site owner / others users (including other young people) and group
- Groups should use 'buddy' system when using communal facilities or inform others when using facilities, as appropriate
- Robust safety brief covering: Boundaries, vehicles, behaviour, Farm/ field / forest based camping – access to tap water and near to vehicles
- Permission granted from land owner and restrictions / instructions adhered to
- Animal issues (faeces, interactions, infections)
- Outdoor Access code adhered to

Wild Camping

- Permission granted from land owner and restrictions / instructions adhered to
- Use of water purification system (tablets, boil, filters)
- Animal issues (faeces, interactions, infections)
- Outdoor Access code adhered to
- Emergency plan in place

Bothy

- Permission granted from land owner and restrictions / instructions adhered to
- Outdoor Access code adhered to
- Building structure to be checked for safety
- Other users to be considered (tents carried)
- Fire / stoves in building to be controlled by staff
- Child protection to be considered for sleeping arrangements

## **EQUIPMENT – PARTICIPANTS**

All participants must have access to

- windproof/waterproof/protective clothing, appropriate to prevailing and forecasted conditions
- personal first aid supplies
- an emergency bivibag

**and, dependent on location:**

- ice axe/crampons ( winter )
- food / water
- personal avalanche transceiver
- avalanche probes and shovel.

During planned overnight trips:

- sleeping bag
- Insulated sleeping mat
- tent or bivi bag
- stove/fuel
- torch
- sufficient food / water
- spare clothing

In bright sunshine/adverse weather access to sunglasses/ski goggles is recommended.

#### **EQUIPMENT – GROUP SAFETY**

Additional equipment to be considered depending on location / conditions:

- safety rope (minimum spec. 30 metres 8.5mm)
- watch
- first aid supplies
- Map of area
- hot drink or means of making one
- emergency rations
- group emergency shelter or tent
- crampon repair kit
- torch

#### **ACCESS/ENVIRONMENT**

As locations are mountain based there may be access restrictions due to land use. Access permission should follow national access codes of practice – **see below**

Unfarmed land and moorland are rich habitats for a wide variety of flora and fauna which can be easily disrupted or damaged. The principle of minimal environmental impact is recommended.

# RISK ASSESSMENT

ASSESSMENT REF NO: Hillwalking 1

Activity: Hill walking				Location: Various			Assessor: DS, JL					
Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
exhaustion		x	x	Progressive route and good route choice	2	3	6	None				
Ill fitting equipment and equipment failure		x	x	Check equipment prior to and during activity	1	2	2	None				
Getting lost		x	x	Check forecast and work within qualification remit  Remote supervision should only be used by leaders trained / experienced an understanding the seriousness of the technique.	2	3	6	Leaders using sound judgement on students skill level before using remote supervision.				
Avalanche		x	x	Staff to check SAIS or other forecast and avoid avalanche prone areas. Equipment should be issued as needed e.g. Transceivers	2	5	10	None				
Injury from equipment		x	x	Staff to train participants in the use of equipment e.g. ice axe	1	4	4	None				

Adverse Weather Conditions		x	x	Forecast Checked and interpreted for intended area Campsite located with weather and environmental conditions considered Equipment appropriate for expected conditions	3	2	6	None				
Darkness		x	x	Torches and spares Night routes (eg toilets) identified and free from hazards Use of 'glow-sticks' or other lighting if required	5	1	5	None				
Other user / negative interactions	x	x	x	Robust safety brief and information for all parties Use of 'buddy' systems if group required Defined boundaries and accepted behaviour	1	5	5	None				
Illness		x	x	Medical information collected and examined Required medications to be taken Base and emergency contacts know to all Robust brief including detail on emergency plan Staff to hold relevant valid first aid certificate Good personal hygiene	2	4	8	Ongoing FA CPD				
Getting lost from camp		x	x	Robust safety brief Clear defined boundaries Use of 'glow-sticks' or other lighting if required Use of 'buddy' systems if group required				None				

Stove injuries	x	x	x	Group trained in correct use of stove by competent person Robust safety brief Adverse weather plan Stoves well maintained and /or inspected by competent person Use in well ventilated places Stable base / not moved while hot / no stepping over etc Fuel stored correctly	3	2	6	On going leader CPD to maintain up-to date knowledge				
Food Poisoning		x	x	Robust safety brief on hygiene and cleanliness Washing hands before food preparation and eating	2	4	8	None				
Drinking contaminated water	x	x	x	Use of designated collection / washing/ toilet areas Use of purification system (chemical / boil / filters etc) Provide water if needed Information from land owners etc	2	4	8	Staff continued CPD				
Ticks		x	x	Information on treatment and identifications Tick twisters / tweezers carried Staff trained in First aid	2	4	8	Staff continued CPD				
Tents / ground / etc catching fire	x	x	x	Robust safety brief Stoves / fires not left un-attended Fires to be kept controlled Flames kept away from tents	1	5	5	None				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20> *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

<b>Review Date: April 2019</b>
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## **STANDARD OPERATING PROCEDURES: FISHING**

### **Definition and Scope of Activities**

The activity involves the use of equipment around different water venues.

Entry to each location is by foot.

Locations vary from Stable, level areas to specially created platforms.

### **SEASONAL CONSTRAINTS**

Instructors to dynamically risk assess each location in winter time for suitability..

### **LOCATION CONSTRAINTS**

There are no location limitations, common places that area used include: Clatto Park; The Dighty Burn (Bridgefoot) and Riverside Drive, Broughty ferry. Some venues may require fishing permits and these should be obtained where appropriate.

## **TUITION RATIOS**

The tuition ratios are: 1 instructor to 10 participants. However some venues and sites may require reduced supervision ratios where environmental constraints do not suit larger groups. eg. Fishing from areas where the tide may affect access, or fishing from rocky coastal outcrops. Participants with additional support needs should require additional supervision or a reduced participant: instructor ratio.

A second adult should be present at the group location with participants under 18 years of age.

## **TUITION LEADER QUALIFICATIONS**

Any leader delivering fishing activities should hold a valid first aid certificate.

## **EQUIPMENT - PARTICIPANTS**

Participants must be adequately equipped for the weather and terrain for the location used

All participants may require location access to windproof / waterproof / protective clothing.

## **EQUIPMENT - GROUP SAFETY**

In addition, the Group may require easy location access to:

- First aid supplies/ Emergency Shelter
- Mobile phone
- Boots/ Wellies

# RISK ASSESSMENT

ASSESSMENT REF NO: Fishing

Activity: Fishing				Location: Various				Assessor: DS, FO				
Hazard	Who might be harmed?			Existing Controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion date	New Residual Risk Score
	Public	Client	Ladder		Probability	Severity	Rating					
Loss of group control	x	x	x	The site chosen is appropriate for the age and ability of the group.	1	4	8	None				
Falling into water - particularly near deep, or fast moving water		x	x	<p>The group leader ensures that:</p> <p>Group members fish only beside shallow placid waters (eg. Ponds /small burns) unless there are stable/specially created platforms then reservoir/lakes/tidal areas can be used.</p> <p>Group members kept away from hazardous sites (eg. steep, slippery slopes or deep water) also briefed and encouraged to sit down whilst fishing.</p> <p>Throwline available in the event of rescue from the water where in situ life rings are not present.</p> <p>Buoyancy aids are available for any participants who wish to wear one.</p>	2	3	6	None				

Injury sustained by equipment	x	x	x	Group leader to brief group on: How to cast and land fish,(adult helper there to help land fish if required) Cut the line if hooks cannot be extricated from branches or weeds at the bottom of the water.	2	3	6	None				
Handling fishing equipment Sharp equipment(Hooks/Scissors) Injuries/Infection/Illness		x	x	Group members briefed regarding dangers of hooks and correct way of handling them/ also not to stand behind another group member whilst they are casting.  Also good brief on how to cast correctly and how to unhook fish.  Any cuts or wounds are washed and treated correctly.	2	3	6	None				
Handling Fish		x	x	Members are briefed on how to handle each fish correctly and safely.	2	2	4	None				
Water quality		x	x	Local advice is obtained regarding water quality.  Fishing not permitted in high risk areas  Group members briefed to cover up any sores/cuts etc and encouraged to wash hands before handling food.  Entering the water is discouraged.	1	2	2	None				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20> *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

<b>Review Date: April 2019</b>
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## **STANDARD OPERATING PROCEDURES: DOWNHILL SNOWSPORTS ON PREPARED SURFACES – NATURAL AND MAN MADE**

### **Definition and Scope of Activities**

The activities involved use ski or snowboard equipment of various types to descend inclines on a prepared surface usually designated by fences, poles or markers.

Uplift is usually by mechanical means or skins fitted to the underneath surface of skis.

The prepared surface can be snow (piste), sand or a proprietary artificial slope matting.

Locations vary from indoor artificial ski slopes to mountain based locations or low level forest trails (below 600m) where pre cut Nordic tracks can be prepared. Most activity on the mountains operates from an alpine ski designated centre where pistes are designated by fencing and signage and uplift is provided mechanically.

The major activities covered within this section are as follows:

- alpine skiing
- free heel skiing
- nordic skiing
- ski blading
- snowboarding

### **PRECAUTIONS TO MINIMISE HAZARDS**

It is essential that the Standard Operating Procedures are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

The specific hazards identified not exhaustive and additional hazards or combinations may arise during the course of an activity necessitating ongoing attention to minimise or control the risk(s) to a manageable level.

### **SEASONAL CONSTRAINTS**

There are no seasonal constraints involved with the operation of indoor/outdoor artificial ski slopes out with inclement weather or maintenance shut down.

All snow skiing outside is dependent on sufficient snow depth on piste and takes place in Scotland usually during the period January – April annually but may occur outwith these margins as a result of weather patterns.

### **LOCATION CONSTRAINTS**

Use of prepared pistes or ski surfaces are usually commercially controlled and used for a set fee. There are some pre cut way marked Nordic trails managed in Scotland by Forest Enterprise and operated when snow conditions allow.

### **TUITION RATIOS**

The tuition ratios are:

Alpine ski-ing 1 instructor to 10 participants maximum Artificial Ski Slope

Alpine ski-ing 1 instructor to 8 participants maximum snow

Snow Boarding instructor to 6 participants maximum Artificial Ski Slope

Snow Boarding instructor to 6 participants maximum dry snow

Participants requiring increased leader supervision or possessing certain disabilities may require additional staffing or reduced participant ratios.

A second adult should be present at the group location with participants under 18 years of age.

### **TUITION LEADER QUALIFICATIONS**

Please see the following grid:

<b>Activity</b>	<b>Minimum Leading Qualification</b>	<b>National Governing Body</b>
All	First Aid Accreditation (minimum 16 hour status)	Accredited first aid agencies.

<b>Activity</b>	<b>Minimum Leading Qualification</b>	<b>National Governing Body</b>
<b>PLUS</b>		
Alpine Skiing/Ski Blading (Snow/Artificial Ski Slope)	Alpine Ski Leader or Alpine Ski Instructor	Snowsport Scotland  British Association of Snowsport Ski instructors
Alpine Skiing/Ski Blading (Artificial Slope only)	Artificial Ski Slope Instructor or Alpine Ski Instructor level 1	Snowsport Scotland  British Association of Snowsport Instructors
Nordic Skiing	Nordic Ski Leader or Nordic Ski Instructor	SnowsportScotland  British Association of Snowsport Instructors
Telemark Skiing	Mountain Ski Leader (Telemark) or Telemark Ski Instructor	Snowsport Scotland  British Association of Snowsport Instructors
Snowboarding	Snowboard Leader or Snowboard Instructor	Snowsport Scotland  British Association of Snowsport Instructors
<b>PLUS (FOR DISABILITIES)</b>		
Alpine Skiing	Adaptive Ski Module	Snowsport Scotland  British Association of Snowsport Instructors

The National Governing Bodies contact data relevant to this section are as follows:

- British Association of Snowsport Instructors – [www.basi.org.uk](http://www.basi.org.uk)
- Snowsport Scotland - [www.snowsportsotland.org](http://www.snowsportsotland.org)
- British Association of Ski Patrollers - [www.basp.org.uk](http://www.basp.org.uk) (recommended First Aid Accreditation)

## **EQUIPMENT – PARTICIPANTS**

Participants must be adequately equipped for the activity and location in use.

The equipment must be well maintained, serviced and set to the individual operational needs of the participant by experienced accredited personnel eg ski bindings.

Participants under 16 years of age must be helmeted on piste, Snowsport, ski activities and all participants helmeted on snowboard activities.

All participants must have access to

- Appropriate windproof/waterproof/protective clothing
- gloves/mitts
- head gear

In bright sunshine/adverse weather access to sunglasses/ski goggles is essential.

Wrist guards are available for use

## **EQUIPMENT – GROUP SAFETY**

Additional equipment depending location:

- watch
- first aid supplies
- piste map /maps relevant to nordic route/compass
- whistle
- hot drink or means of making one
- emergency rations
- exposure kit/emergency shelter
- torch
- means of communicating base

Binding repair or setting should be referred to accredited technicians located at ski centres.

## **ACCESS/ENVIRONMENT**

Other than private pre cut Nordic way marked trails there is usually no access restrictions within designated ski season periods.

The use of skis on areas of thin snow cover can be damaging to underlying frail vegetation and mosses. Care should be taken to avoid such erosion especially early/late in the ski season.

# RISK ASSESSMENT

ASSESSMENT REF NO: Skiing 1

Activity: Generic Skiing/Snowboarding				Location: Various			Assessor: DS, LJ, DH					
Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
Injury from falling	x	x	x	Participants should be given the appropriate equipment, staff to teach progressive session.	2	5	10	None				
Collisions	x	x	x	Robust safety brief and progressive sessions, staff to monitor non-participants locations	2	5	10	None				
Equipment failure	x	x	x	Regular equipment checks and staff to perform visual checks before and during session	1	4	4	None				
Extremes of weather		x	x	Staff to check forecast and provide clients with appropriate equipment. Conditions observed during day and activity adjusted as needed.	2	4	8	None				
Avalanche	x	x	x	Staff to check SAIS and avoid avalanche prone slopes	1	5	5	Instructors/ groups should follow ski patrol advice.				
Getting lost, white out etc		x	x	Staff to work within remit of qualifications	1	5	5	None				

Ski tow failure	x	x	x	Ski lift company to carry out regular checks	1	5	5	None				
Driving issues	x	x	x	Follow instructions from police etc drive according to road condition	1	5	5	None				
Environmental injuries		x	x	Appropriate equipment worn/carried for the conditions instructors trained to recognise potential problems	2	5	10	None				
Hand injuries from dry slope surfaces		x	x	Appropriate equipment	3	3	6	None				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20> *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

<b>Review Date: April 2019</b>
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## **STANDARD OPERATING PROCEDURES: INDOOR CLIMBING AND MOBILE WALL**

### **Definition and Scope of Activities**

Locations for indoor climbing are purpose built climbing centres, outdoor built walls and mobile climbing towers.

The major activities covered within this section are as follows:

- Indoor roped climbing
- Bouldering
- Abseiling from towers
- AOC mobile tower
- Other mobile towers.

### **PRECAUTIONS TO MINIMISE HAZARDS**

It is essential that the Standard Operating Procedures are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

The specific hazards identified are not exhaustive and additional hazards or combinations may arise during the course of an activity necessitating ongoing attention to minimise or control the risk(s) to a manageable level.

### **SEASONAL CONSTRAINTS**

Indoor climbing activities can take place all year.

The mobile wall cannot be used in high winds, during lightning or storms or extremely heavy rain.

### **LOCATION CONSTRAINTS**

Mobile wall must be sited on a level site

### **MOBILE WALL INDUCTION / SPECIFIC SECTION**

- Leaders must complete the in-house induction process prior to working on mobile wall sessions.
- The wall must be erected according to induction and manufactures guidelines.
- Auto belays must be hung as directed.
- Members of the public must not enter the area while the wall is being erected or dismantled.
- The 'front facing section' of the wall should not used with an auto-belay.
- A walk round inspection should be carried out by before the wall is opened to members of the public.
- If large numbers are expected a queue system and crowd management should be in place .
- Staff should rotate tasks to avoid task fatigue which may lead to errors.

### **TUITION RATIOS**

The tuition ratios are:

#### **Indoor climbing**

1 Leader to 8 participants

Note: The above ratio can be increased to 1:12 where the participants are deemed competent: for example hold N.I.C.A.S 2 awards, where the leader is in a supervising role.

#### **Mobile wall**

Min 2 staff who have completed the induction for the wall and 1 of which holds an CWI /RCI award min

Minimum of three members of staff where the event is expected to be particularly busy eg local fetes.

### **TUITION LEADER QUALIFICATIONS**

All leaders must hold valid first aid certificate

Minimum qualifications

Indoor climbing

CWI

Mobile wall

CWI + Induction

The National Governing Bodies contact data relevant to this section are as follows:

- Mountain Leader Training – [www.mltuk.org](http://www.mltuk.org)

## **EQUIPMENT – PARTICIPANTS**

All participants must have access to windproof/waterproof/protective clothing, appropriate to conditions, Harness and Helmet if roped climbing

Members of the public climbing on the mobile wall should tie back or remove items of clothing hair which may get caught on holds or cables. Items of personal property which may fall out of pockets or from the person should not be carried on the wall.

# RISK ASSESSMENT

**ASSESSMENT REF NO: artificial climb**

<b>Activity: Climbing indoor / Mobile wall*</b>	<b>Location: Various</b>	<b>Assessor: DS, JL</b>
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<b>Hazard</b> <small>* denotes mobile tower specific</small>	<b>Who might be harmed?</b>			<b>Existing controls</b> What makes the hazard less risky? What makes these controls effective?	<b>Risk</b>			<b>Further actions</b> Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
* moving the wall  Collision with person/ property/ vehicle	x	x	x	Two persons to be present (min) while the wall is being moved.  No un-trained persons should move the wall  Spotter should be considered when reversing the wall  Trailer and vehicle regularly inspected,	1	5	5	None				
*Setting up of wall  Injury to staff/public during the setup of the wall	x	x	x	Two persons (min) to be present while the wall is being set up  Wall set up according manufactures guidance  Hydraulics and all mechanical elements checked before use and regularly inspected  Cordoned are to be set before erecting the wall.	1	5	5	None				

Failure of bolts and top anchors	x	x	x	Use judgement to assess the bolts.  *wall bolts inspected regularly	1	5	5	None				
Hold spinning		x	x	Tighten any loose holds as they are discovered.	3	2	6	Holds may come loose at any point, Tools are kept with the wall to allow holds to be tightened up on site.				
Getting body part / clothing caught on / in the wall		x	x	Good observation from instructors, loose clothing to be removed/ tucked in.  *Hook holds on mobile wall turned down or to the side.	2	3	6	None				
*Mechanical failure of the wall	x	x	x	Wall inspected regularly  Set up by trained personal, on site inspections of the wall	1	5	5	None				
Object falling from height	x	x	x	Pockets emptied and no loose object carried up the wall  Nothing left loose at the top of the wall  helmets to be worn if deemed necessary by instructor	2	3	6	None				
Auto belay failure		x	x	Belays inspected as per service instructions.  Visual check by instructor prior to use  Clients instructed in use  Observation from instructors  Used within manufactures guidelines  *set up as instructed	1	5	5	Rescue protocol in place Record any jams including the device ID number and location on the wall when the jam occurs.				

Fall from height		x	x	Appropriate safety systems to be used.	1	5	5	None				
*Loss of crowd control eg persons coming into operations area.	x	x	x	Use of barrier to keep operation area clear.  Queuing systems in place and method of controlling the number of persons inside operations area.	3	2	6	Staff to be vigilant and remove any unwanted presence from operating area. The police often attend the local fetes and may be of further assistance.				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20> *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

<b>Review Date: April 2019</b>
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## **STANDARD OPERATING PROCEDURES: Hillwalking**

### **Definition and Scope of Activities**

The activities involved are all undertaken on foot and may be conducted on a day or multi day expedition basis.

The activity takes place on tracks, open land, forest, moorland, Hill / mountain or on snow / ice under winter conditions.

Locations are lowland open land / glens / mountain / and open country beyond vehicle based road access.

The major activities covered within this section are as follows:

- Hillwalking
- Expeditioning (including Duke of Edinburgh's Award)
- Mountaineering (without ropes).
- Orienteering on foot

### **PRECAUTIONS TO MINIMISE HAZARDS**

It is essential that the Standard Operating Procedures are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

The specific hazards identified in Risk Assessment are not exhaustive and additional hazards or combinations may arise during the course of an activity necessitating ongoing attention to minimise or control the risk(s) to a manageable level.

### **SEASONAL CONSTRAINTS**

Open country foot trekking can take place all year. The normal accepted summer season is from 1 April to 31 October. Snow covered ground at any time of year would indicate winter conditions. However a slight 'dusting' of snow or occasional patches of snow underfoot, where conditions would not lead to a slip and downhill slide, would not be deemed as winter conditions.

### **LOCATION CONSTRAINTS**

Use of remote high mountain plateau when winter conditions are present or forecast is prohibited with under 16yr olds.

### **TUITION RATIOS**

The maximum tuition ratios are:

- |         |   |
|---------|---|
| Summer: | 1 instructor to 10 participants<br>1 instructor to 8 participants when using remote supervision |
| Winter: | 1 instructor to 8 participants.   |

**NOTE** Competent adult: An adult assistant who can be deemed competent would not come under ratios. An application should be made to the technical advisor (or person designated by the TA) to be deemed a competent assistant. Ancrum Outdoor Centre should be contacted in the first instance. Once application is approved the person is then deemed 'competent' and no longer come under ratios, **nor** do they increase ratios.

### **TUITION LEADER QUALIFICATIONS**

All leaders must hold current first aid certificate, (min 16hrs relevant to the outdoor environment) and should operate with the remit of their own qualification. The following information is for guidance only. Please see relevant governing bodies for complete remit information.

Non remote walks in a defined area such as small forests, coastal paths and country parks may be lead by Leaders who may not hold a walking qualification providing they hold another qualification where navigation has been assessed (e.g. Trail cycle leader or British Orienteering Federation Level 2). In such circumstances, the walk could be up to and around 2km from the drop off point. Remotely supervising a group (e.g. DofE expedition) would not be appropriate under this criteria.

BEL (Basic Expedition Leader): Summer conditions

- Low-lying rural countryside, farmland, valleys, and small areas of forest.
- Lowland glens and valleys from which reliable access to communication or external assistance is feasible without undue delay.
- Gentle to moderate rolling terrain with no steep slopes to negotiate.
- Camping on Official sites and in farm based fields with access to toilets and tap water

LLA (Lowland Leader Award) : Summer Conditions

- Above areas
- Walks must not cross and hazardous terrain
- Throughout the walk the group should never be generally more than 3km from key access point

- Escape routes should lie within the defined terrain for the lowland leader award.
- Walks must follow paths or tracks that are marked on a map and clearly visible on the ground
- Walks must use bridges or other recognised crossing point
- Camping if leader has completed the expedition module

#### HML (Hill and moorland Leader award): Summer Conditions

- Above areas plus
- Open, uncultivated, non-mountainous high or remote country, known variously As upland, moor, bog, fell, hill or down
- Areas enclosed by well-defined geographical or man-made boundaries such as classified roads (areas that merge with mountain regions and do not have well defined boundaries are excluded)
- Areas of remoteness that are easily exited in a few hours, returning to a refuge or an accessible road
- Areas where movement on steep or rocky terrain is not required (in either a planned or unplanned situation)
- Camping if leader completed the expedition module

#### ML (Mountain Leader): Summer

- Above area plus
- Wild / Remote country, Mountainous
- Wild remote camping

#### ML (Mountain Leader): Winter

- Above areas in winter conditions

#### Duke of Edinburgh

- D of E supervisor accreditation in addition to the Technical Qualification.
- Assessors
- Complete the DofE assessor course
- Hold technical qualification relevant to the mode of transport and operate within the remit of the award **or**
- Been deemed 'competent' by technical advisor and complete the relevant application

The National Governing Bodies contact data relevant to this section are as follows:

- The Duke of Edinburgh's Award – [www.dofe.org](http://www.dofe.org)
- Mountain Training UK – [www.mountain-training.org](http://www.mountain-training.org)
- Sports Leaders UK - [www.sportsleaders.org.uk](http://www.sportsleaders.org.uk)
- Rescue Emergency Care – [www.recfirstaid.net](http://www.recfirstaid.net)
- British Mountain Guide Association – [www.bmg.org.uk](http://www.bmg.org.uk)
- British Association of Ski Patrollers - [www.basp.org.uk](http://www.basp.org.uk)

### **CAMPING / EXPEDITIONS**

All types of group and individual camping, this section also make reference to teaching and training of camping activities.

- Teaching camping skills
- Official campsites / grounds – access to water / toilets / washing areas
- Farm / field / forest based camping areas with tap water supplied
- Wild camping
- Bothy use

Teaching skills should be completed in a controlled environment. Participants must be competent in camping skills before being supervised remotely, if camping equipment forms part of emergency plan

Participants must have access to same sex staff during an over-night stay

Ratios max 1 leader to 10 participants – ratios must also be aligned with the mode of transport and environment e.g.1 leader to 8 participants in winter

Ratios should be reduced as required, particularly with groups with additional support needs.

Please see camping / expeditions risk assessment

Camping in official camp grounds:

- Groups should be pre-booked and permission granted from owners
- Designated group area defined to both site owner / others users (including other young people) and group
- Groups should use 'buddy' system when using communal facilities or inform others when using facilities, as appropriate
- Robust safety brief covering: Boundaries, vehicles, behaviour, Farm/ field / forest based camping – access to tap water and near to vehicles
- Permission granted from land owner and restrictions / instructions adhered to
- Animal issues (faeces, interactions, infections)
- Outdoor Access code adhered to

Wild Camping

- Permission granted from land owner and restrictions / instructions adhered to
- Use of water purification system (tablets, boil, filters)
- Animal issues (faeces, interactions, infections)
- Outdoor Access code adhered to
- Emergency plan in place

Bothy

- Permission granted from land owner and restrictions / instructions adhered to
- Outdoor Access code adhered to
- Building structure to be checked for safety
- Other users to be considered (tents carried)
- Fire / stoves in building to be controlled by staff
- Child protection to be considered for sleeping arrangements

## **EQUIPMENT – PARTICIPANTS**

All participants must have access to

- windproof/waterproof/protective clothing, appropriate to prevailing and forecasted conditions
- personal first aid supplies
- an emergency bivibag

**and, dependent on location:**

- ice axe/crampons ( winter )
- food / water
- personal avalanche transceiver
- avalanche probes and shovel.

During planned overnight trips:

- sleeping bag
- Insulated sleeping mat
- tent or bivi bag
- stove/fuel
- torch
- sufficient food / water
- spare clothing

In bright sunshine/adverse weather access to sunglasses/ski goggles is recommended.

#### **EQUIPMENT – GROUP SAFETY**

Additional equipment to be considered depending on location / conditions:

- safety rope (minimum spec. 30 metres 8.5mm)
- watch
- first aid supplies
- Map of area
- hot drink or means of making one
- emergency rations
- group emergency shelter or tent
- crampon repair kit
- torch

#### **ACCESS/ENVIRONMENT**

As locations are mountain based there may be access restrictions due to land use. Access permission should follow national access codes of practice – **see below**

Unfarmed land and moorland are rich habitats for a wide variety of flora and fauna which can be easily disrupted or damaged. The principle of minimal environmental impact is recommended.

# RISK ASSESSMENT

ASSESSMENT REF NO: Hillwalking 1

Activity: Hill walking				Location: Various			Assessor: DS, JL					
Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
exhaustion		x	x	Progressive route and good route choice	2	3	6	None				
Ill fitting equipment and equipment failure		x	x	Check equipment prior to and during activity	1	2	2	None				
Getting lost		x	x	Check forecast and work within qualification remit  Remote supervision should only be used by leaders trained / experienced an understanding the seriousness of the technique.	2	3	6	Leaders using sound judgement on students skill level before using remote supervision.				
Avalanche		x	x	Staff to check SAIS or other forecast and avoid avalanche prone areas. Equipment should be issued as needed e.g. Transceivers	2	5	10	None				
Injury from equipment		x	x	Staff to train participants in the use of equipment e.g. ice axe	1	4	4	None				

Adverse Weather Conditions		x	x	Forecast Checked and interpreted for intended area Campsite located with weather and environmental conditions considered Equipment appropriate for expected conditions	3	2	6	None				
Darkness		x	x	Torches and spares Night routes (eg toilets) identified and free from hazards Use of 'glow-sticks' or other lighting if required	5	1	5	None				
Other user / negative interactions	x	x	x	Robust safety brief and information for all parties Use of 'buddy' systems if group required Defined boundaries and accepted behaviour	1	5	5	None				
Illness		x	x	Medical information collected and examined Required medications to be taken Base and emergency contacts know to all Robust brief including detail on emergency plan Staff to hold relevant valid first aid certificate Good personal hygiene	2	4	8	Ongoing FA CPD				
Getting lost from camp		x	x	Robust safety brief Clear defined boundaries Use of 'glow-sticks' or other lighting if required Use of 'buddy' systems if group required				None				

Stove injuries	x	x	x	Group trained in correct use of stove by competent person Robust safety brief Adverse weather plan Stoves well maintained and /or inspected by competent person Use in well ventilated places Stable base / not moved while hot / no stepping over etc Fuel stored correctly	3	2	6	On going leader CPD to maintain up-to date knowledge				
Food Poisoning		x	x	Robust safety brief on hygiene and cleanliness Washing hands before food preparation and eating	2	4	8	None				
Drinking contaminated water	x	x	x	Use of designated collection / washing/ toilet areas Use of purification system (chemical / boil / filters etc) Provide water if needed Information from land owners etc	2	4	8	Staff continued CPD				
Ticks		x	x	Information on treatment and identifications Tick twisters / tweezers carried Staff trained in First aid	2	4	8	Staff continued CPD				
Tents / ground / etc catching fire	x	x	x	Robust safety brief Stoves / fires not left un-attended Fires to be kept controlled Flames kept away from tents	1	5	5	None				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20> *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

<b>Review Date: April 2019</b>
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## **STANDARD OPERATING PROCEDURES: FISHING**

### **Definition and Scope of Activities**

The activity involves the use of equipment around different water venues.

Entry to each location is by foot.

Locations vary from Stable, level areas to specially created platforms.

### **SEASONAL CONSTRAINTS**

Instructors to dynamically risk assess each location in winter time for suitability..

### **LOCATION CONSTRAINTS**

There are no location limitations, common places that area used include: Clatto Park; The Dighty Burn (Bridgefoot) and Riverside Drive, Broughty ferry. Some venues may require fishing permits and these should be obtained where appropriate.

## **TUITION RATIOS**

The tuition ratios are: 1 instructor to 10 participants. However some venues and sites may require reduced supervision ratios where environmental constraints do not suit larger groups. eg. Fishing from areas where the tide may affect access, or fishing from rocky coastal outcrops. Participants with additional support needs should require additional supervision or a reduced participant: instructor ratio.

A second adult should be present at the group location with participants under 18 years of age.

## **TUITION LEADER QUALIFICATIONS**

Any leader delivering fishing activities should hold a valid first aid certificate.

## **EQUIPMENT - PARTICIPANTS**

Participants must be adequately equipped for the weather and terrain for the location used

All participants may require location access to windproof / waterproof / protective clothing.

## **EQUIPMENT - GROUP SAFETY**

In addition, the Group may require easy location access to:

- First aid supplies/ Emergency Shelter
- Mobile phone
- Boots/ Wellies

# RISK ASSESSMENT

ASSESSMENT REF NO: Fishing

Activity: Fishing				Location: Various				Assessor: DS, FO				
Hazard	Who might be harmed?			Existing Controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion date	New Residual Risk Score
	Public	Client	Ladder		Probability	Severity	Rating					
Loss of group control	x	x	x	The site chosen is appropriate for the age and ability of the group.	1	4	8	None				
Falling into water - particularly near deep, or fast moving water		x	x	<p>The group leader ensures that:</p> <p>Group members fish only beside shallow placid waters (eg. Ponds /small burns) unless there are stable/specially created platforms then reservoir/lakes/tidal areas can be used.</p> <p>Group members kept away from hazardous sites (eg. steep, slippery slopes or deep water) also briefed and encouraged to sit down whilst fishing.</p> <p>Throwline available in the event of rescue from the water where in situ life rings are not present.</p> <p>Buoyancy aids are available for any participants who wish to wear one.</p>	2	3	6	None				

Injury sustained by equipment	x	x	x	Group leader to brief group on: How to cast and land fish,(adult helper there to help land fish if required) Cut the line if hooks cannot be extricated from branches or weeds at the bottom of the water.	2	3	6	None				
Handling fishing equipment Sharp equipment(Hooks/Scissors) Injuries/Infection/Illness		x	x	Group members briefed regarding dangers of hooks and correct way of handling them/ also not to stand behind another group member whilst they are casting.  Also good brief on how to cast correctly and how to unhook fish.  Any cuts or wounds are washed and treated correctly.	2	3	6	None				
Handling Fish		x	x	Members are briefed on how to handle each fish correctly and safely.	2	2	4	None				
Water quality		x	x	Local advice is obtained regarding water quality.  Fishing not permitted in high risk areas  Group members briefed to cover up any sores/cuts etc and encouraged to wash hands before handling food.  Entering the water is discouraged.	1	2	2	None				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20> *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

<b>Review Date: April 2019</b>
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## **STANDARD OPERATING PROCEDURES: Hillwalking**

### **Definition and Scope of Activities**

The activities involved are all undertaken on foot and may be conducted on a day or multi day expedition basis.

The activity takes place on tracks, open land, forest, moorland, Hill / mountain or on snow / ice under winter conditions.

Locations are lowland open land / glens / mountain / and open country beyond vehicle based road access.

The major activities covered within this section are as follows:

- Hillwalking
- Expeditioning (including Duke of Edinburgh's Award)
- Mountaineering (without ropes).
- Orienteering on foot

### **PRECAUTIONS TO MINIMISE HAZARDS**

It is essential that the Standard Operating Procedures are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

The specific hazards identified in Risk Assessment are not exhaustive and additional hazards or combinations may arise during the course of an activity necessitating ongoing attention to minimise or control the risk(s) to a manageable level.

### **SEASONAL CONSTRAINTS**

Open country foot trekking can take place all year. The normal accepted summer season is from 1 April to 31 October. Snow covered ground at any time of year would indicate winter conditions. However a slight 'dusting' of snow or occasional patches of snow underfoot, where conditions would not lead to a slip and downhill slide, would not be deemed as winter conditions.

### **LOCATION CONSTRAINTS**

Use of remote high mountain plateau when winter conditions are present or forecast is prohibited with under 16yr olds.

### **TUITION RATIOS**

The maximum tuition ratios are:

- |         |   |
|---------|---|
| Summer: | 1 instructor to 10 participants<br>1 instructor to 8 participants when using remote supervision |
| Winter: | 1 instructor to 8 participants.   |

**NOTE** Competent adult: An adult assistant who can be deemed competent would not come under ratios. An application should be made to the technical advisor (or person designated by the TA) to be deemed a competent assistant. Ancrum Outdoor Centre should be contacted in the first instance. Once application is approved the person is then deemed 'competent' and no longer come under ratios, **nor** do they increase ratios.

### **TUITION LEADER QUALIFICATIONS**

All leaders must hold current first aid certificate, (min 16hrs relevant to the outdoor environment) and should operate with the remit of their own qualification. The following information is for guidance only. Please see relevant governing bodies for complete remit information.

Non remote walks in a defined area such as small forests, coastal paths and country parks may be lead by Leaders who may not hold a walking qualification providing they hold another qualification where navigation has been assessed (e.g. Trail cycle leader or British Orienteering Federation Level 2). In such circumstances, the walk could be up to and around 2km from the drop off point. Remotely supervising a group (e.g. DofE expedition) would not be appropriate under this criteria.

BEL (Basic Expedition Leader): Summer conditions

- Low-lying rural countryside, farmland, valleys, and small areas of forest.
- Lowland glens and valleys from which reliable access to communication or external assistance is feasible without undue delay.
- Gentle to moderate rolling terrain with no steep slopes to negotiate.
- Camping on Official sites and in farm based fields with access to toilets and tap water

LLA (Lowland Leader Award) : Summer Conditions

- Above areas
- Walks must not cross and hazardous terrain
- Throughout the walk the group should never be generally more than 3km from key access point

- Escape routes should lie within the defined terrain for the lowland leader award.
- Walks must follow paths or tracks that are marked on a map and clearly visible on the ground
- Walks must use bridges or other recognised crossing point
- Camping if leader has completed the expedition module

#### HML (Hill and moorland Leader award): Summer Conditions

- Above areas plus
- Open, uncultivated, non-mountainous high or remote country, known variously As upland, moor, bog, fell, hill or down
- Areas enclosed by well-defined geographical or man-made boundaries such as classified roads (areas that merge with mountain regions and do not have well defined boundaries are excluded)
- Areas of remoteness that are easily exited in a few hours, returning to a refuge or an accessible road
- Areas where movement on steep or rocky terrain is not required (in either a planned or unplanned situation)
- Camping if leader completed the expedition module

#### ML (Mountain Leader): Summer

- Above area plus
- Wild / Remote country, Mountainous
- Wild remote camping

#### ML (Mountain Leader): Winter

- Above areas in winter conditions

#### Duke of Edinburgh

- D of E supervisor accreditation in addition to the Technical Qualification.
- Assessors
- Complete the DofE assessor course
- Hold technical qualification relevant to the mode of transport and operate within the remit of the award **or**
- Been deemed 'competent' by technical advisor and complete the relevant application

The National Governing Bodies contact data relevant to this section are as follows:

- The Duke of Edinburgh's Award – [www.dofe.org](http://www.dofe.org)
- Mountain Training UK – [www.mountain-training.org](http://www.mountain-training.org)
- Sports Leaders UK - [www.sportsleaders.org.uk](http://www.sportsleaders.org.uk)
- Rescue Emergency Care – [www.recfirstaid.net](http://www.recfirstaid.net)
- British Mountain Guide Association – [www.bmg.org.uk](http://www.bmg.org.uk)
- British Association of Ski Patrollers - [www.basp.org.uk](http://www.basp.org.uk)

### **CAMPING / EXPEDITIONS**

All types of group and individual camping, this section also make reference to teaching and training of camping activities.

- Teaching camping skills
- Official campsites / grounds – access to water / toilets / washing areas
- Farm / field / forest based camping areas with tap water supplied
- Wild camping
- Bothy use

Teaching skills should be completed in a controlled environment. Participants must be competent in camping skills before being supervised remotely, if camping equipment forms part of emergency plan

Participants must have access to same sex staff during an over-night stay

Ratios max 1 leader to 10 participants – ratios must also be aligned with the mode of transport and environment e.g.1 leader to 8 participants in winter

Ratios should be reduced as required, particularly with groups with additional support needs.

Please see camping / expeditions risk assessment

Camping in official camp grounds:

- Groups should be pre-booked and permission granted from owners
- Designated group area defined to both site owner / others users (including other young people) and group
- Groups should use 'buddy' system when using communal facilities or inform others when using facilities, as appropriate
- Robust safety brief covering: Boundaries, vehicles, behaviour, Farm/ field / forest based camping – access to tap water and near to vehicles
- Permission granted from land owner and restrictions / instructions adhered to
- Animal issues (faeces, interactions, infections)
- Outdoor Access code adhered to

Wild Camping

- Permission granted from land owner and restrictions / instructions adhered to
- Use of water purification system (tablets, boil, filters)
- Animal issues (faeces, interactions, infections)
- Outdoor Access code adhered to
- Emergency plan in place

Bothy

- Permission granted from land owner and restrictions / instructions adhered to
- Outdoor Access code adhered to
- Building structure to be checked for safety
- Other users to be considered (tents carried)
- Fire / stoves in building to be controlled by staff
- Child protection to be considered for sleeping arrangements

## **EQUIPMENT – PARTICIPANTS**

All participants must have access to

- windproof/waterproof/protective clothing, appropriate to prevailing and forecasted conditions
- personal first aid supplies
- an emergency bivibag

**and, dependent on location:**

- ice axe/crampons ( winter )
- food / water
- personal avalanche transceiver
- avalanche probes and shovel.

During planned overnight trips:

- sleeping bag
- Insulated sleeping mat
- tent or bivi bag
- stove/fuel
- torch
- sufficient food / water
- spare clothing

In bright sunshine/adverse weather access to sunglasses/ski goggles is recommended.

#### **EQUIPMENT – GROUP SAFETY**

Additional equipment to be considered depending on location / conditions:

- safety rope (minimum spec. 30 metres 8.5mm)
- watch
- first aid supplies
- Map of area
- hot drink or means of making one
- emergency rations
- group emergency shelter or tent
- crampon repair kit
- torch

#### **ACCESS/ENVIRONMENT**

As locations are mountain based there may be access restrictions due to land use. Access permission should follow national access codes of practice – **see below**

Unfarmed land and moorland are rich habitats for a wide variety of flora and fauna which can be easily disrupted or damaged. The principle of minimal environmental impact is recommended.

# RISK ASSESSMENT

ASSESSMENT REF NO: Hillwalking 1

Activity: Hill walking				Location: Various				Assessor: DS, JL				
Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
exhaustion		x	x	Progressive route and good route choice	2	3	6	None				
Ill fitting equipment and equipment failure		x	x	Check equipment prior to and during activity	1	2	2	None				
Getting lost		x	x	Check forecast and work within qualification remit  Remote supervision should only be used by leaders trained / experienced an understanding the seriousness of the technique.	2	3	6	Leaders using sound judgement on students skill level before using remote supervision.				
Avalanche		x	x	Staff to check SAIS or other forecast and avoid avalanche prone areas. Equipment should be issued as needed e.g. Transceivers	2	5	10	None				
Injury from equipment		x	x	Staff to train participants in the use of equipment e.g. ice axe	1	4	4	None				

Adverse Weather Conditions		x	x	Forecast Checked and interpreted for intended area Campsite located with weather and environmental conditions considered Equipment appropriate for expected conditions	3	2	6	None				
Darkness		x	x	Torches and spares Night routes (eg toilets) identified and free from hazards Use of 'glow-sticks' or other lighting if required	5	1	5	None				
Other user / negative interactions	x	x	x	Robust safety brief and information for all parties Use of 'buddy' systems if group required Defined boundaries and accepted behaviour	1	5	5	None				
Illness		x	x	Medical information collected and examined Required medications to be taken Base and emergency contacts know to all Robust brief including detail on emergency plan Staff to hold relevant valid first aid certificate Good personal hygiene	2	4	8	Ongoing FA CPD				
Getting lost from camp		x	x	Robust safety brief Clear defined boundaries Use of 'glow-sticks' or other lighting if required Use of 'buddy' systems if group required				None				

Stove injuries	x	x	x	Group trained in correct use of stove by competent person Robust safety brief Adverse weather plan Stoves well maintained and /or inspected by competent person Use in well ventilated places Stable base / not moved while hot / no stepping over etc Fuel stored correctly	3	2	6	On going leader CPD to maintain up-to date knowledge				
Food Poisoning		x	x	Robust safety brief on hygiene and cleanliness Washing hands before food preparation and eating	2	4	8	None				
Drinking contaminated water	x	x	x	Use of designated collection / washing/ toilet areas Use of purification system (chemical / boil / filters etc) Provide water if needed Information from land owners etc	2	4	8	Staff continued CPD				
Ticks		x	x	Information on treatment and identifications Tick twisters / tweezers carried Staff trained in First aid	2	4	8	Staff continued CPD				
Tents / ground / etc catching fire	x	x	x	Robust safety brief Stoves / fires not left un-attended Fires to be kept controlled Flames kept away from tents	1	5	5	None				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20> *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

<b>Review Date: April 2019</b>
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## STANDARD OPERATING PROCEDURES: INDOOR CLIMBING AND MOBILE WALL

### Definition and Scope of Activities

Locations for indoor climbing are purpose built climbing centres, outdoor built walls and mobile climbing towers.

The major activities covered within this section are as follows:

- Indoor roped climbing
- Bouldering
- Abseiling from towers
- AOC mobile tower
- Other mobile towers.

### PRECAUTIONS TO MINIMISE HAZARDS

It is essential that the Standard Operating Procedures are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

The specific hazards identified are not exhaustive and additional hazards or combinations may arise during the course of an activity necessitating ongoing attention to minimise or control the risk(s) to a manageable level.

### **SEASONAL CONSTRAINTS**

Indoor climbing activities can take place all year.

The mobile wall cannot be used in high winds, during lightning or storms or extremely heavy rain.

### **LOCATION CONSTRAINTS**

Mobile wall must be sited on a level site

### **MOBILE WALL INDUCTION / SPECIFIC SECTION**

- Leaders must complete the in-house induction process prior to working on mobile wall sessions.
- The wall must be erected according to induction and manufactures guidelines.
- Auto belays must be hung as directed.
- Members of the public must not enter the area while the wall is being erected or dismantled.
- The 'front facing section' of the wall should not used with an auto-belay.
- A walk round inspection should be carried out by before the wall is opened to members of the public.
- If large numbers are expected a queue system and crowd management should be in place .
- Staff should rotate tasks to avoid task fatigue which may lead to errors.

### **TUITION RATIOS**

The tuition ratios are:

#### **Indoor climbing**

1 Leader to 8 participants

Note: The above ratio can be increased to 1:12 where the participants are deemed competent: for example hold N.I.C.A.S 2 awards, where the leader is in a supervising role.

#### **Mobile wall**

Min 2 staff who have completed the induction for the wall and 1 of which holds an CWI /RCI award min

Minimum of three members of staff where the event is expected to be particularly busy eg local fetes.

### **TUITION LEADER QUALIFICATIONS**

All leaders must hold valid first aid certificate

Minimum qualifications

Indoor climbing

CWI

Mobile wall

CWI + Induction

The National Governing Bodies contact data relevant to this section are as follows:

- Mountain Leader Training – [www.mltuk.org](http://www.mltuk.org)

## **EQUIPMENT – PARTICIPANTS**

All participants must have access to windproof/waterproof/protective clothing, appropriate to conditions, Harness and Helmet if roped climbing

Members of the public climbing on the mobile wall should tie back or remove items of clothing hair which may get caught on holds or cables. Items of personal property which may fall out of pockets or from the person should not be carried on the wall.

# RISK ASSESSMENT

**ASSESSMENT REF NO: artificial climb**

<b>Activity: Climbing indoor / Mobile wall*</b>	<b>Location: Various</b>	<b>Assessor: DS, JL</b>
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<b>Hazard</b> <small>* denotes mobile tower specific</small>	<b>Who might be harmed?</b>			<b>Existing controls</b> What makes the hazard less risky? What makes these controls effective?	<b>Risk</b>			<b>Further actions</b> Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
* moving the wall  Collision with person/ property/ vehicle	x	x	x	Two persons to be present (min) while the wall is being moved.  No un-trained persons should move the wall  Spotter should be considered when reversing the wall  Trailer and vehicle regularly inspected,	1	5	5	None				
*Setting up of wall  Injury to staff/public during the setup of the wall	x	x	x	Two persons (min) to be present while the wall is being set up  Wall set up according manufactures guidance  Hydraulics and all mechanical elements checked before use and regularly inspected  Cordoned are to be set before erecting the wall.	1	5	5	None				

Failure of bolts and top anchors	x	x	x	Use judgement to assess the bolts.  *wall bolts inspected regularly	1	5	5	None				
Hold spinning		x	x	Tighten any loose holds as they are discovered.	3	2	6	Holds may come loose at any point, Tools are kept with the wall to allow holds to be tightened up on site.				
Getting body part / clothing caught on / in the wall		x	x	Good observation from instructors, loose clothing to be removed/ tucked in.  *Hook holds on mobile wall turned down or to the side.	2	3	6	None				
*Mechanical failure of the wall	x	x	x	Wall inspected regularly  Set up by trained personal, on site inspections of the wall	1	5	5	None				
Object falling from height	x	x	x	Pockets emptied and no loose object carried up the wall  Nothing left loose at the top of the wall  helmets to be worn if deemed necessary by instructor	2	3	6	None				
Auto belay failure		x	x	Belays inspected as per service instructions.  Visual check by instructor prior to use  Clients instructed in use  Observation from instructors  Used within manufactures guidelines  *set up as instructed	1	5	5	Rescue protocol in place Record any jams including the device ID number and location on the wall when the jam occurs.				

Fall from height		x	x	Appropriate safety systems to be used.	1	5	5	None				
*Loss of crowd control eg persons coming into operations area.	x	x	x	Use of barrier to keep operation area clear.  Queuing systems in place and method of controlling the number of persons inside operations area.	3	2	6	Staff to be vigilant and remove any unwanted presence from operating area. The police often attend the local fetes and may be of further assistance.				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20+ Very High) (16-20 High) (9-15 Moderate) (4-8 Low) (1-3 Very Low)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

<b>Review Date: April 2019</b>
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## **STANDARD OPERATING PROCEDURES: LAND YACHTING (BLOKARTING)**

### **Definition and Scope of Activities**

The activities involved use wheeled craft of various types powered by sail to participate on land on designated areas such as beaches, local parks, tarmac surfaces.

Most activity is accessed by public road and requires a suitable amount of wind in the right direction for the chosen location.

### **PRECAUTIONS TO MINIMISE HAZARDS**

It is essential that the Standard Operating Procedures are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

Personnel must be aware of entrapment issues that may arise and how to resolve a situation resulting in entrapment

## SEASONAL CONSTRAINTS

There are no seasonal constraints on the activity listed but novice instruction usually operates when winter conditions do not exist.

## LOCATION CONSTRAINTS

Access to inland sites may be subject to restrictions due to commercial/military activities or byelaws/seasonal access.

## TUITION RATIOS

The tuition ratios are as follows:

1 Instructor to 6 Blokarts

Participants requiring increased leader supervision or possessing certain disabilities may require additional staffing or reduced participant ratios.

A second adult should be present at the group location with participants under 16 years of age.

## TUITION LEADER QUALIFICATIONS

Please see the following grid:

Activity	Minimum Tuition Qualification	National Governing Body
All	First Aid Accreditation (minimum 16 hour status)	Accredited first aid agencies.
<b>PLUS</b>		
Land Yachting	Dundee city council blokart competency <i>or</i> Royal Yachting Association instructor	LACD / RYA
<b>PLUS FOR DISABILITIES</b>		
	Orientation Training relative to disabilities	None.

- Royal Yachting Association – [www.rya.org.uk](http://www.rya.org.uk)

## EQUIPMENT – PARTICIPANTS

Participants must be adequately equipped for the activity and location in use.

Participants have access at the location, depending on weather conditions

- waterproof/windproof clothing
- appropriate footwear
- gloves
- glasses/goggles (when sand is blowing)

The equipment must be well maintained, serviced and set to the individual operation needs of the participant by experienced accredited personnel.

Participants must be helmeted for all sessions.

All carts must have seat belts fitted.

Each cart must have a selection of sails available to suit prevailing wind conditions and group weight/ability.

### **EQUIPMENT – GROUP SAFETY**

In addition, the Group may require on activity access to:

- watch
- first aid supplies
- emergency rations
- group emergency shelter
- means of communication with base

### **ACCESS/ENVIRONMENT**

As locations are water/sea based there may be access restrictions due to land/water use.

There is a need to ensure that water quality is protected from contamination from fuel spillage or rubbish. Every effort should be taken to achieve minimal environmental impact on water either inland or tidal.

Group leaders should be aware of the dangers of polluted water caused either naturally or by animal waste.

# RISK ASSESSMENT

ASSESSMENT REF NO: **Blokarting 2**

<b>Activity: Blokarting</b>	<b>Location: Various</b>	<b>Assessor: DS, BF</b>
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Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
Collisions with objects and other karts	x	x	x	Check area for debris before each session. Selection of area free of obstacles. Group briefed on steering	2	3	6	None				
Harm to the Public	x	x	x	Keep the participants inside the designated area, brief group on what to do should member of public or animals enter area	2	4	8	None				
Loss of control	x	x	x	Progressive session and wind speed generally should be under 30mph	2			None				
Sand in eyes		x	x	Use goggles if needed	4	2	8	None				
Kart entering water		x	x	Keep group in controlled area, Tides checked before and during session	1	4	4	None				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20> Very High) (16-20 High) (9-15 Moderate) (4-8 Low) (1-3 Very Low)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

**Review Date: April 2019**



## STANDARD OPERATING PROCEDURES: MOUNTAIN BIKING

### Definition and Scope of Activities

The activities involved use cycle equipment of various types to tour on an unprepared surface usually designated by paths, fences, markers or trees.

The unprepared surface is usually sand, gravel or compressed soil/grass.

Locations are countryside based usually forest trails, routes up glens or over moorland paths. Some routes can be purpose built and incorporate technical challenges to the participant's level of cycling competence.

The major activities covered within this section are as follows:

- mountain biking
- cycle touring off road
- orienteering on cycle (see Section 8)
- expeditioning (including Duke of Edinburgh's Award)

**PRECAUTIONS TO MINIMISE HAZARDS**

It is essential that the Standard Operating Procedures are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

The specific hazards identified are not exhaustive and additional hazards or combinations may arise during the course of an activity necessitating ongoing attention to minimise or control the risk(s) to a manageable level.

**SEASONAL CONSTRAINTS**

Mountain biking can take place all year.

**LOCATION CONSTRAINTS**

Use of remote mountain routes or exposed ground in winter conditions is prohibited with participants under 16 years of age.

There are no further location constraints outwith military training/disease prohibition restrictions.

A second adult should be present at the group location with participants under 18 years of age.

**TUITION RATIOS**

The tuition ratios are: -

- 1 instructor to 10 participants maximum
- 1:8 in remote ground
- 1:6 remote technical ground
- 1:6 after dark.

Participants requiring increased leader supervision or possessing certain disabilities may require additional staffing or reduced participant ratios.

A second adult should be present at the group location with participants under 18 years of age.

**TUITION LEADER QUALIFICATIONS**

All leaders must hold current first aid certificate, and should operate with the remit of their own qualification. The following information is for guidance only. Please see relevant governing bodies for complete remit information.

Hazard Level	Group Instructor/Leader	Technical Adviser
Mountain Country - winter conditions	Either; CTC Advanced Mountain Bike Leader; or SMBLA Mountain Bike Leader with Winter Riding Module; or BOB Level 3 Award Plus The relevant on-foot qualification (i.e. ML	Either; CTC Leader Trainer ; or SMBLA Mountain Bike Leader Tutor with Winter Module; or BOB Tutor, Plus The relevant mountaineering qualification (i.e. MIA with

Hazard Level	Group Instructor/Leader	Technical Adviser
	(W))	MLTB Leader Award - Winter)
Mountain Country - Intermediate Conditions Some snow (e.g. a light dusting or avoidable patches) or lightly freezing conditions (e.g. overnight frost) prevalent or forecast.	Either; CTC Advanced Mountain Bike Leader; or SMBLA Mountain Bike Leader with Winter Module; or BOB Level 3 Award Plus The relevant on-foot qualification (i.e. ML (W))	Either; CTC Leader Trainer; or SMBLA Mountain Bike Leader Tutor; or BOB Tutor; Plus The relevant mountaineering qualification (i.e. MIA with MLTB Leader Award - Winter)
Mountain Country - Summer Conditions	Either; CTC Advanced Mountain Bike Leader; or SMBLA Mountain Bike Leader; or BOB Level 3 Award; or MIAS Mountain Bike Instructor, Grade Three; Plus The relevant on-foot qualification (i.e. ML)	Either; CTC Leader Trainer; or SMBLA Mountain Bike Leader Tutor; or BOB Tutor; or MIAS Grade Six Trainer/Assessor; Plus The relevant mountaineering qualification (i.e. MIA)
Lowland Country - Off-road cycling cycle routes, bridle ways or other technical routes in open country more than a 30 minutes walk (or 2.5 km which ever is the less) from a refuge or accessible road	Either; CTC Technical Mountain Bike Leader; or SMBLA Mountain Bike Leader; or BOB Level 2 Award; or ABCC Preliminary Cycling Coach; or MIAS Mountain Bike Instructor Grade Two Plus The relevant on-foot qualification e.g. BELA, WGL or ML.	Either; CTC Leader Trainer; or SMBLA Mountain Bike Leader /Tutor; or BOB Tutor; or ABCC Tutor; or MIAS Grade Five Trainer /Assessor Plus The relevant mountaineering qualification (i.e. MIA).
Lowland Country - trail riding (non-licensable) public highways, cycleways, forestry tracks and non-technical routes no further than a 30 minutes walk (or 2.5 km whichever is the less) from a refuge or accessible road.	Either; CTC Mountain Bike Leader; or SMBLA Trail Cycle Leader; or BOB Level 1 Award; or ABCC Preliminary Cycling Coach Award; or BSCA Mountain Bike/Off Road Leader; or MIAS Grade 1 Award Plus The relevant on-foot	Either; CTC Leader Trainer; or SMBLA Tutor; or BOB Tutor; or ABCC Tutor; or BSCA Tutor; or MIAS Grade 4 Trainer/Assessor Plus The relevant on-foot qualification (e.g. ML)

Hazard Level	Group Instructor/Leader	Technical Adviser
	qualification e.g. BEL or WGL	

The National Governing Bodies contact data relevant to this section are as follows:

- Scottish Mountain Bike Leaders Association – [www.scuonline.org](http://www.scuonline.org)
- The Duke of Edinburgh's Award – [www.thaward.org.uk](http://www.thaward.org.uk)
- Mountain Leader Training Scotland – [www.mltuk.org](http://www.mltuk.org)
- British Association of Ski Patrollers - [www.basp.org.uk](http://www.basp.org.uk)
- Scottish Cyclist Union – [www.scuonline.org](http://www.scuonline.org)

## **EQUIPMENT – PARTICIPANTS**

Participants must be adequately equipped for the activity and location in use.

The equipment must be well maintained, serviced and set to the individual operational needs of the participant by experienced accredited personnel eg gears and brakes and cycle size.

Participants must be helmeted on all mountain bike activities.

### **On multi day expeditions**

- access to sleeping bag
- cooking utensils
- stove/fuel, torch
- sufficient food
- tent and
- spare clothing.

Equipment should be carried via panniers or cycle trailer on multi day routes or via small back packs on day routes.

In bright sunshine access to sunglasses is advisable.

## **EQUIPMENT – GROUP SAFETY**

In addition, the Group require on activity access to:

- watch
- first aid supplies
- OS map (1:50000 scale)/compass
- hot drink or means of making one
- emergency rations
- group emergency shelter
- repair kit and tools (capable of dealing with puncture repairs, inner tube replacement, chain link replacement and brake/gear adjustment).

## **ACCESS/ENVIRONMENT**

As locations can be mountain based there may be access restrictions due to land use. Access permission should follow national access codes of practice – **see below**.

The use of high plateau should be avoided due to then vegetation and delicate moss/lichen eco systems.

Group Leaders should respect conservation in management requests to minimise the impact of cycles on fragile path surfaces especially in wet weather.

# RISK ASSESSMENT

ASSESSMENT REF NO:

Activity: Mountain bike			Location: Various					Assessor: DS LJ				
Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
Falling from bike and hitting head		x	x	All participants to wear an approved cycle helmet that has passed EN 1078	2	5	10	None				
Falling from bike injuring other part of body		x	x	Progressive sessions and route choice appropriate to clients and weather	2	5	10	None				
Colliding with other participants / members of public / objects	x	x	x	All participants briefed on group riding. Leader qualified in MTB leadership.  Progressive sessions and route choice appropriate to clients and weather  Instructors to brief about safe riding distances where appropriate.	2	5	10	None				
Receiving injury from bike itself eg foot slipping from pedal		x	x	Platform pedals fitted. Appropriate footwear to be worn. Group instructed in correct use of gears and brakes	3	3	9	None				

Losing control of bike because of terrain eg tree roots, rocks etc.	x	x	x	Location and activity relevant to group's ability. Difficult sections walked over. Group instructed on correct riding techniques where appropriate.	2	5	10	None				
Equipment failure	x	x	x	Equipment checked prior to use by leader, checked when returned to stores, Inspected regularly by competent person	1	5	5	None				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20> *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

<b>Review Date: April 2019</b>
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## STANDARD OPERATING PROCEDURES: ORIENTEERING

### Definition and Scope of Activities

The activity involved can use various forms of transport including foot to navigate between set points using maps/charts in order to compete against the clock or improve map reading/compass skills.

Locations are varied and can include country parks, forests, moorland and open countryside.

The major activities covered within this section are: -

- Orienteering in controlled areas (School grounds, country parks, set permanent orienteering courses etc)
- Orienteering in uncontrolled areas (Large forests, open countryside)

### PRECAUTIONS TO MINIMISE HAZARDS

**Suitable venue, and progressive activity** – The primary consideration to risk management within orienteering is choosing a venue that is suitable for the group, and their level of ability. The venue should be suitable for the groups to navigate without coming to harm, and appropriate to their navigating ability. The activity and development of navigation skills should be grown in such a way to reduce the likelihood of the group getting lost.

**Recall Time or signal** – It should be highlighted to participants that no matter how far they have progressed around the course they must return by a set time. A re-call signal may also be appropriate for example a whistle or fog horn however this may not be possible in larger orienteering areas.

### SEASONAL CONSTRAINTS

Orienteering can take place all year.

### LOCATION CONSTRAINTS

There are no further location constraints outwith military training areas/disease prohibition restrictions.

### TUITION RATIOS

The tuition ratios are:

- 1 instructor to 20 participant's maximum in controlled areas
- 1 instructor to 10 participants in uncontrolled areas.

Participants requiring increased leader supervision or possessing certain disabilities may require additional staffing or reduced participant ratios.

A second adult should be present at the group location with participants under 18 years of age.

### TUITION LEADER QUALIFICATIONS

Please see the following grid:

Activity	Minimum Tuition Qualification	National Governing Body
All	First Aid Accreditation (minimum 16 hour status)	Accredited first aid agencies.
<b>Orienteering in controlled Areas Eg. School playgrounds, Playparks or Small country parks with Boundaries.</b>		
Orienteering (on Foot)	OLC pack induction Site induction BOF Level 1 or Any other Leadership qualification where navigation is assessed Eg TCL	British Orienteering Federation British Sports Trust  MLTUK
<b>Orienteering in Uncontrolled Areas</b>		
Orienteering on foot	BOF Level 2 or Mountain Leader	British Orienteering federation MLTUK British Sports Trust
<b>PLUS FOR DISABILITIES</b>		
All	Orienteering Training Relative to Disabilities	National Governing Body

## **EQUIPMENT – PARTICIPANTS**

Participants must be adequately equipped for the activity and location in use. This may include: -

- map
- compass
- water Proof
- warm Clothing
- boots
- sun cream
- sun Glasses
- watch

## **EQUIPMENT – GROUP SAFETY**

In addition, the Group may require on activity access to:

- first aid supplies
- full area OS map (1:50000 scale) (uncontrolled areas)
- hot drink or means of making one (if cold)
- emergency rations
- shelter

# RISK ASSESSMENT

ASSESSMENT REF NO: **Orienteering 1**

Activity: Orienteering / Navigation				Location: Various			Assessor: DS, DH					
Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
Slip / trip / fall injury from vegetation and terrain		x		Participants should wear appropriate clothing depending on weather conditions and ground cover	4	2	8	None				
Getting lost/ Loss of group control		x		<ul style="list-style-type: none"> <li>Staff should set out proper guidelines for returning times, country codes and boundaries.</li> <li>Staff suitably qualified/ experienced to supervise course/ venue.</li> <li>Group suitable trained/briefed/ experienced for course/ route choices. Progressive activity.</li> <li>Appropriate ratios for venue/ group.</li> <li>Where appropriate, group re-call signal agreed with group.</li> <li>Groups accompanied by a responsible adult if appropriate.</li> <li>Clients new to orienteering should work in groups.</li> </ul>	4	2	8	None				

Injury from equipment	x	x		Participants should be given proper training on how to use, hold and control the equipment prior to use	1	2	2	None				
Traffic danger	x	x		Routes chosen to avoid road and /or participants given good briefing about roads	1	5	5	None				
Animals (horses/ dogs etc)		x	x	Appropriate briefing on action if group may be expected to encounter animals	1	4	4	None				
Vegetation (nettles/ brambles etc)		x	x	Appropriate clothing worn Suitable venue/ route choices	4	1	4	None				
Weather		x	x	Appropriate clothing worn Suitable venue/ route choices	3	2	6	None				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20> *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

<b>Review Date: April 2019</b>
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## **STANDARD OPERATING PROCEDURES: PADDLESPORTS (KAYAKING/OPEN CANOEING/RAFTING)**

### **Definition and Scope of Activities**

The activities involved use marine equipment of various types to participant on inland/coastal water designated as swimming pools, rivers, lochs, estuaries or open sea.

Locations are water based. Most activity on the water is accessed via jetties, slipways or riverbanks or from the shore.

The major activities covered within this section are as follows:

- kayaking (sea and inland)
- open canoeing
- white water rafting
- pool kayaking
- orienteering on marine craft (paddle powered)

### **PRECAUTIONS TO MINIMISE HAZARDS**

It is essential that the Standard Operating Procedures are followed and that personnel leading the group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

The specific hazards identified not exhaustive and additional hazards or combinations may arise during the course of an activity necessitating ongoing attention to minimise or control the risk(s) to a manageable level.

## SEASONAL CONSTRAINTS

There are no seasonal constraints for paddle sports although they usually take place from April – end October. If paddlesports during the colder months is to take place additional control measures should be in place to protect clients from the additional risk of cold and hypothermia. Paddlesports with intermediate/ advanced participants can be more appropriate during the colder months because of the increased rainfall and river levels.

## LOCATION CONSTRAINTS

Access to inland sites may be subject to restrictions due to commercial/military activities or byelaws.

All participants engaging in water based activities must have completed a consent form.

## TUITION RATIOS

The tuition ratios are: -

Kayaking	1 instructor to 10 participants (very sheltered/sheltered water) 1 instructor to 6 participants (moderate water (surf, sea or white water)) 1 instructor to 4 participants (advanced water (surf, sea or white water))
Canoeing	1 instructor to 12 participants (tandem) or 6 Boats (solo) (very sheltered/sheltered water) 1 instructor to 10 participants (tandem) or 5 boats (solo) (moderate water (surf, sea or white water)) 1 instructor to 4 students (solo or tandem) (advanced water (surf, sea or white water))
Rafting	1 guide to 8 clients (up to and including grade 3) 1 guide to 6 clients (above grade 3)

Participants requiring increased leader supervision or possessing certain disabilities may require additional staffing or reduced participant ratios.

A second adult should be present at the group location with participants under 16 years of age.

**TUITION LEADER QUALIFICATIONS – The BCU ‘terms of reference’ document should be consulted for additional information.**

Please see the following grid for guidance, the technical advisor should be contacted to discuss the activity and ratio if any questions arise:

Activity	Minimum Tuition Qualification	National Governing Body
All	First Aid Accreditation (minimum 16 hour status)	Accredited first aid agencies.
<b>Very Sheltered Water</b>		
Open Canoeing/Kayaking	BCU Level 2 Coach/UKCC Level 1 Coach with site specific in-house training approved by technical adviser	Scottish Canoe Association
Rafting	Any SCA / BCU / SRA	Scottish Rafting

	coaching/guiding qualification	Association
<b>Sheltered Water</b>		
Open Canoeing/Kayaking	BCU Level 2 Coach/UKCC Level 2 Coach	Scottish Canoe Association
Rafting	Any SCA / BCU / SRA coaching/guiding qualification	Scottish Rafting Association
<b>White Water (up to grade 2)</b>		
Open Canoeing/Kayaking	BCU Level 3 Coach/UKCC Level 3 Coach (white water) or BCU white water endorsement	Scottish Canoe Association
Rafting	Level 3 Restricted Raft Guide on the trip, L2 ® in each raft.	Scottish Rafting Association

<b>Advanced White Water Grade 2 plus</b>		
Open Canoeing/Kayaking	BCU Level 4 Coach/UKCC Level 3 Coach with advanced white water/open canoe endorsement	Scottish Canoe Association
Rafting	Level 3 Restricted Raft Guide (Level 3 raft guide required for grade 4 plus)	Scottish Rafting Association
<b>Moderate Surf</b>		
Open Canoeing/Kayaking	BCU Level 3 Coach surf/UKCC Level 3 Coach (surf) or BCU moderate water surf endorsement	Scottish Canoe Association
<b>Advanced Surf</b>		
Open Canoeing/Kayaking	BCU Level 4 Coach surf/UKCC Level 3 Coach with BCU advanced water surf endorsement	Scottish Canoe Association

<b>Sheltered Tidal Water</b>		
Open Canoeing/Kayaking	BCU Level 2/UKCC Level 2	Scottish Canoe Association
<b>Moderate Tidal Water</b>		
Open Canoeing/Kayaking	BCU Level 3 Coach/UKCC Level 3 Coach (sea) or BCU moderate water sea endorsement	Scottish Canoe Association
<b>Advanced Tidal Water</b>		
Open Canoeing/Kayaking	BCU Level 4 Coach sea/UKCC Level 3 Coach with BCU advanced water sea endorsement	Scottish Canoe Association

Bodies contact data relevant to this section are as follows:

- Scottish Canoe Association – [www.canoescotland.org](http://www.canoescotland.org)
- British Canoe Union – [www.bcu.org.uk](http://www.bcu.org.uk)
- Scottish Rafting Association – [www.scottish-rafting-association.org.uk](http://www.scottish-rafting-association.org.uk)
- Duke of Edinburgh's Award – [www.theaward.org.uk](http://www.theaward.org.uk)

#### **EQUIPMENT – PARTICIPANTS**

Participants must be adequately equipped for the activity and location in use.

The equipment must be well maintained, serviced and set to the individual operational needs of the participant by experienced accredited personnel eg buoyancy aid.

Helmets to be considered on all moving water/surfing or on sea journeys exposed to difficult shore landings.

All participants must have at location access to:

- wetsuit/windproof/waterproof/protective clothing,
- buoyancy aid/life jacket,

**and, dependent on activity and location**

- First aid
- Whistle
- spare clothing.
- an emergency bivi bag,

In bright sunshine access to sunglasses/hats is advisable.

All canoe/kayak craft must have adequate fixed buoyancy to remain floating horizontally and be capable of being towed under rope-line. Rafts must not be loaded beyond manufacturers guidelines.

On single raft trips, in moderate water or advanced water environments a suitably qualified kayaker with white water rescue training should accompany the raft.

### **EQUIPMENT – GROUP SAFETY**

In addition, the Group require on activity access to:

- throw line/tow line
- watch
- first aid supplies
- hot drink or means of making one
- emergency rations
- group emergency shelter
- knife
- canoe repair material
- spare paddle

and dependent on location and activity:

- torch
- VHF Radio
- repair kit
- flares
- paddle hook
- radio
- maps/charts, compass
- slings/Karabiners/pulleys

### **ACCESS/ENVIRONMENT**

As locations are countryside/sea based there may be access restrictions due to land/water use.

There is a need to ensure water quality is protected from contamination by fuel spillage or rubbish. Every effort should be taken to achieve minimal environmental impact on water either inland or tidal.

Group leaders should be aware of the dangers of polluted water caused either naturally or by animal waste.

# RISK ASSESSMENT

ASSESSMENT REF NO: **tay**

**Activity: Generic Paddle sports**      **Location: Various**      **Assessor: DS, JL**

Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
Injuries from equipment		x	x	All staff issuing equipment are trained to check for equipment defects and all staff 1st aid trained and equipped with exposure and safety equipment  Group briefed on using equipment eg how to hold paddles	2	2	4	None				
Tripping, falling, slipping on steep banking		x	x	group briefed on getting in and out of boats, Group control at egress and entry	2	2	4	None				
Injury while Loading & unloading and moving boats		x	x	Instructor briefing to all personnel on unloading and loading procedures	2	2	4	None				
Entrapment		x	x	Kayaks fitted with full plate footrest or no centre pillar buoyancy  Group briefed on capsize drill  Leader to count group after capsize	1	5	5	None				
Foot Entrapment	x	x	x	Clients briefed on swimming in moving water  Client clothing / equipment to be assessed by instructor prior to participation								
Traffic at access point	x	x	x	Instructors to manage appropriately	2	5	10	None				

**Further actions approved by:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Urgency of Action** = (20> Very High) (16-20 High) (9-15 Moderate) (4-8 Low) (1-3 Very Low)  
**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality  
**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

**Review Date: April 2019**



## **STANDARD OPERATING PROCEDURES: Pool Traverse – Ley Quarry**

### **Definition and Scope of Activities**

Location is at ley quarry near Coupar Angus. The Activity takes place on the 'pool wall'..

Traversing the 'pool wall'.

### **PRECAUTIONS TO MINIMISE HAZARDS**

It is essential that the Standard Operating Procedures are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

The specific hazards identified are not exhaustive and additional hazards or combinations may arise during the course of an activity necessitating ongoing attention to minimise or control the risk(s) to a manageable level.

## **SEASONAL CONSTRAINTS**

The activity can take place all year, however during wetter times the pool can fill up which means the traverse cannot be completed without getting wet.

## **TUITION RATIOS**

The tuition ratios are:

1 Leader to 8 participants

## **TUITION LEADER QUALIFICATIONS**

RCI award holders and site Induction  
All leaders must hold valid first aid certificate

The National Governing Bodies contact data relevant to this section are as follows:

- Mountain Leader Training – [www.mltuk.org](http://www.mltuk.org)

## **EQUIPMENT – PARTICIPANTS**

- All participants must have access to windproof/waterproof/protective clothing, appropriate to conditions,
- Helmet
- Harness
- Cows Tails (lanyards)

## **EQUIPMENT – GROUP SAFETY**

- Static rope (minimum spec. 45 metres 10mm)
- Hardware (as shown during induction)
- Rescue rig (rope and crabs in grab bag)
- first aid supplies

## **ACCESS/ENVIRONMENT**

The quarry is on private property there are no access issues, be courteous when parking and accessing the land. Observe any signs directions from land owner or forestry signage

Mountains and coastal cliffs often provide an important habitat for nesting birds and species of moss/alpines not normally found at lower levels. Groups should exercise care to reduce unnecessary disturbance and damage from overuse of specific sites.

# RISK ASSESSMENT

**ASSESSMENT REF NO: Climbing 5**

<b>Activity: Pool Traverse</b>	<b>Location: Ley Quarry</b>	<b>Assessor: DS, JL</b>
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Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
Rock fall		x	x	Helmets to be worn when on and accessing the pool traverse. Area checked for rock fall.	1	5	5	Use of info log to record rock fall and changes to venue				
Falling into the pool		x	x	Care taken while setting up, use of safety systems. Group to be given good brief on cows tails. Care taken while accessing the pool traverse, adequate supervision	2	5	10	Rope under correct tension				
Condition of Bolts		x	x	Use judgement to assess the bolts.	1	5	5	None				
Failure of bolts		x	x	Isolation / independence of bolts, Limited exposure of more than one person on each 'rope section'	1	4	4	None				
Person unable to get back onto ledge through injury or strength		x	x	Recue kit carried by leader and trained in use	2	3	6	None				
Client Stuck on traverse unable to move. Through panic or injury		x	x	Good assessment of clients at the start of route. Progressive approach.  Rescue services or centre called to assist	1	5	5	None				
Falling on steep bank at far side of pool		x	x	Suitable footwear and use of correct safety systems	1	4	4	None				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20> *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)  
**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality  
**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

**Review Date: April 2019**



## STANDARD OPERATING PROCEDURES: POWER BOAT

### Definition and Scope of Activities

The activities involved use power boats of various types to undertake rescue on water rescue services for participants undertaking water based activities.

Locations are water based. Most activity on the water is via jetties, slipways, river moorings, banks or from the shore.

The major activities covered within this section are as follows:

- power boat (inland / tidal)
- education / environmental studies
- RYA Powerboat L1
- RYA Powerboat L2
- RYS Safety Boat

## EQUIPMENT

### Grassy Beach

- Wayfarer Dingh (Dundee Sailing Club)
- Toppers
- Northcraft RIBs (Coach / Safety Craft)

## **FACILITIES**

Grassy Beach

- Changing facilities (male and female)
- Toilets
- Showers
- Facilities to make hot drinks
- Training Room

## **ROLES AND RESPONSIBILITIES**

### **Centre Manager**

As RYA RTE Principal, Responsible for ensuring that all RYA courses are delivered to the standard required by the RYA. That all Instructors are suitably experienced and qualified. To ensure all equipment is maintained to the best possible standard.

### **Chief Instructor**

Has the day to day responsibility for the standards of training, equipment maintenance and wellbeing of students and instructors.

### **Powerboat Instructors**

Responsible to the Chief Instructor for the effective delivery of RYA training courses. The prompt reporting of defects or issues affecting the delivery of training to the Chief Instructor.

## **STAFFING**

The number of staff allocated to each course will be dependent on the location of the course, number and age of students. Power courses one instructor to every three students.

## **SAFETY**

The safety of students and Centre staff is of the utmost importance. The Senior Instructor is to ensure that a suitable and sufficient risk assessment is carried out prior to all planned courses specific for the intended training location. Taking account of the following;

- Number and age of students
- Type of course
- Number of staff allocated to course
- Location, inland or coastal
- Tides (Grassy Beach only)
- Weather Forecast
- Water Temperature
- Port Movements (Grassy Beach only)
- Royal Tay Yacht Club Activities (Grassy Beach Only)

A location specific safety briefing is to be given at the start of every course.

## **SEASONAL CONSTRAINTS**

There are no seasonable constraints on the activity listed but most operational use (outwith training) usually takes place between 1 April and 31 October.

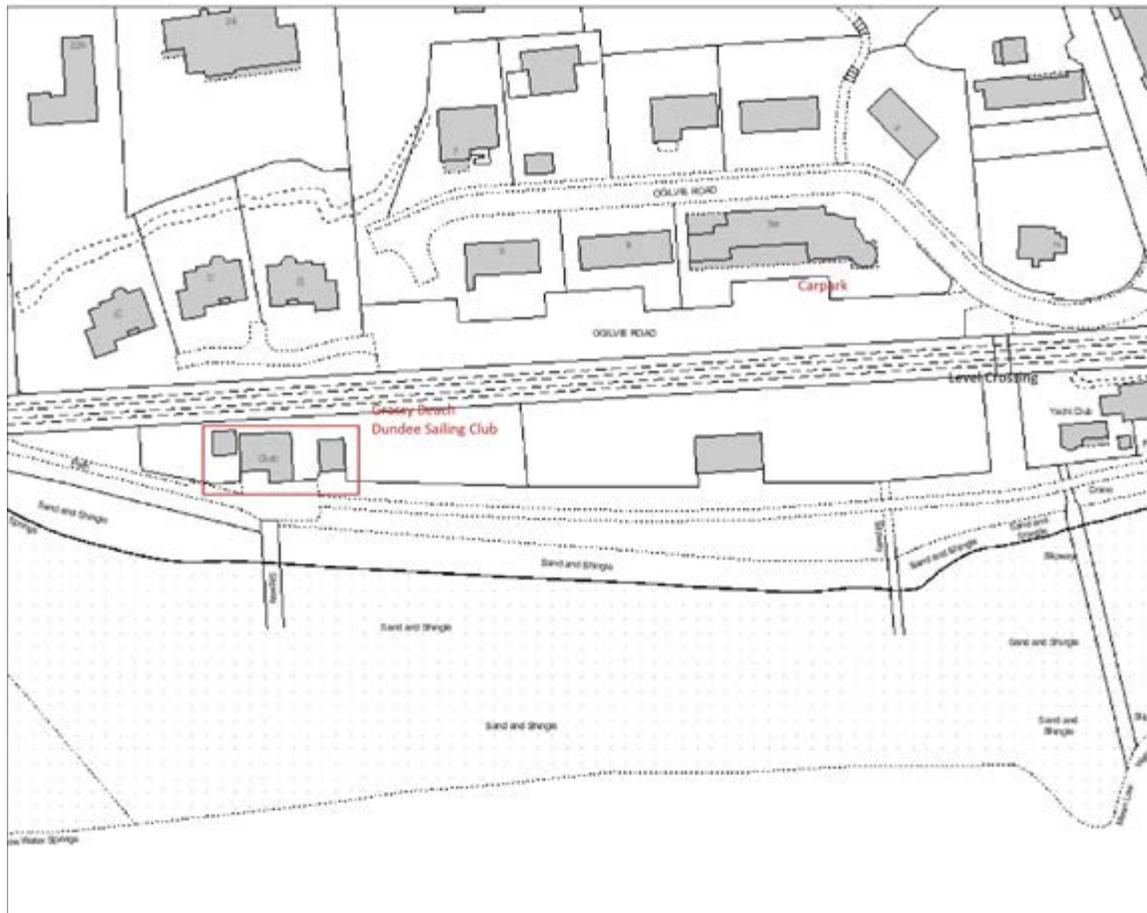
## LOCATION CONSTRAINTS

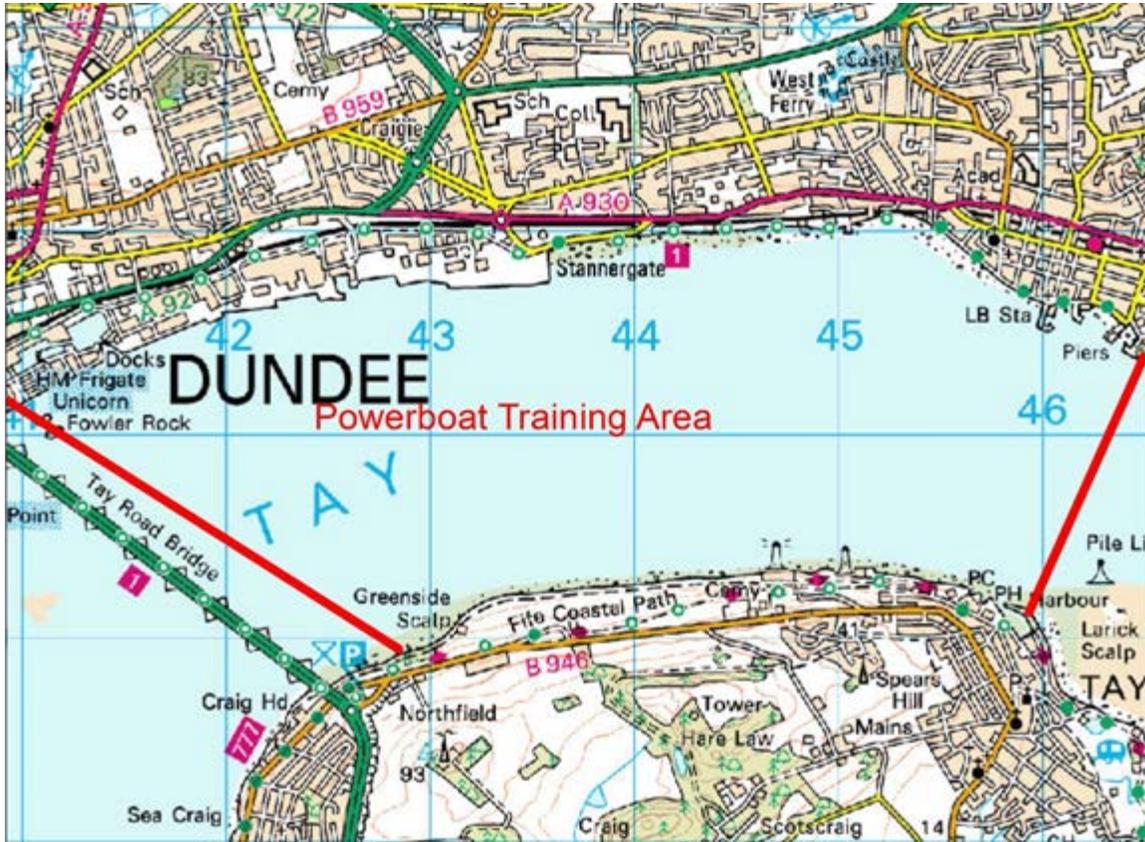
Access to sites may be subject to restrictions due to commercial / military activities or byelaws / seasonal access.

All participants engaged in water based activities must be able to swim 50 meters unaided.

### Grassy Beach

Vehicle access to Grassy Beach is restricted. Students arriving in their own cars or by Ancrum mini bus should park in the RTYC carpark at the bottom of Ogilvie Rd. Access to the foreshore is via a level crossing over the main East Coast railway line. Extreme caution must be exercised when crossing. Visibility is very good in both directions and trains can be heard before they are seen, When groups of children arrive by mini bus the adult in charge is to manage and supervise all children across the crossing.





Powerboat training area is shown above, in practice the boundaries are the road bridge to the west and an imaginary line between Brought Ferry Castle and Tayport Harbour. The area of the estuary to the west of this line is MCA Cat D and to the east MCA Cat 6.

During journeys the area to the west towards the rail bridge and beyond can be used, however depth of water over sand bars should be taken into considerations.

Tayport harbor must not be entered for training without prior approval from the berthing master. It is available as a safe haven. Broughty Ferry harbor can be used for training and as a safe haven. Broughty Ferry Harbour has a public slipway and is frequently used by personal watercraft users. It is also common for swimmers from the Amphibians to be swimming back and forth across the harbor entrance. When this is taking place flag alpha is displayed at both sides of the harbor entrance.

## ACCIDENT REPORTING

All accidents are to be recorded and the Centre Manager notified in accordance with current Centre instructions.

## RATIOS

For educational excursions the group ratios are: 1 driver to 8 participants or according to the recommended maximum capacity of the power boat.

Participants requiring increased leader supervision or possessing certain disabilities may require additional staffing or reduced participant ratios.

A second adult should be present at the group location with participants under 18 years of age.

The ratios for Powerboat courses are 1.3 maximum

## LEADER QUALIFICATIONS

Please see the following grid:

Activity	Minimum Leader Qualification	National Governing Body
All	First Aid Accreditation (minimum 16 hour status)	Accredited first aid agencies.
<b>PLUS FOR SHELTERED NON TIDAL INLAND WATER</b>		
All	Powerboat Level 2	Royal Yachting Association
<b>PLUS FOR TIDAL OR EXPOSED/OPEN WATER</b>		
All	Powerboat Level 2 (Coastal Endorsement)	Royal Yachting Association
Powerboat courses Level 1 - Safety Boat	Powerboat Instructor	Royal Yachting Association
<b>PLUS FOR DISABILITIES</b>		
All	Orientation Training relative to disabilities	Various

The National Governing Bodies contact data relevant to this section are as follows:

- Royal Yachting Association – [www.rya.org.uk](http://www.rya.org.uk)

## **EQUIPMENT – PARTICIPANTS**

Participants must be adequately equipped for the activity and location in use.

The equipment must be well maintained, serviced and set to the individual operational needs of the participant by experienced accredited personnel e.g. buoyancy aids.

All participants must have location access to:

- Windproof/waterproof/protective clothing.
- buoyancy aid.
- first aid supplies
- appropriate footwear

In bright sunshine access to sunglasses is desirable.

All boats must be capable of floating horizontally.

## **EQUIPMENT – GROUP SAFETY**

In addition,

- first aid supplies
- group emergency shelter

Plus outwith sheltered inland water:

- spare fuel
- spare kill cord
- anchor or warp
- flares
- foghorn or airhorn
- bailer
- boat spares
- small spares (engine)
- pliers/shackle key
- compass charts outwith normal area
- throw line
- paddles or oars and rowlocks
- pump
- A means of communication with base

## **ACCESS/ENVIRONMENT**

As locations are water/sea based there may be access restrictions due to land/water use. Access permission should follow national access codes of practice.

There is a need to ensure water quality is protected from contamination from fuel spillage or rubbish. Every effort should be taken to achieve minimal environmental impact on water either inland or tidal.

Group Leaders should be aware of the dangers of polluted water caused either naturally or by animal waste.

# RISK ASSESSMENT

**ASSESSMENT REF NO: Powerboat**

**Activity: Powerboat**      **Location: Various**      **Assessor: DS, DN,**

Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
launch/recovery Procedures	x	x	x	Staff/clients shown/briefed on the launch/recovery procedure prior to session, including using any other vehicles needed.	2	5	10	None				
Loss of group control	x	x	x	Staff to work within re-mitt of qualifications and in defined area	2	5	10	None				
Injury from equipment	x	x		Participants given robust safety brief and to wear appropriate safety equipment/all equipment checked and maintained participants shown correct use of equipment	2	5	10	None				
collision between craft		x	x	group briefed at start of session and follow set procedure, rya ratios not exceeded	2	2	4	None				
engine failure		x	x	engine serviced annually and checked/ran prior to launch	2	5	10	None				
Fire	x	x	x	fire extinguisher onboard boat	2	5	10	None				
Collision with floating objects		x	x	Good look out, speeds kept low and extra care after flooding	2	5	10	None				
Sea state		x	x	Weather and tide forecast. Checked on day to confirm conditions. No power boats use above force 4 (except for instructor course)	3	5	15	None				

**Further actions approved by:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Urgency of Action** = (20> Very High) (16-20 High) (9-15 Moderate) (4-8 Low) (1-3 Very Low)  
**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality  
**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

**Review Date: April 2019**



## **STANDARD OPERATING PROCEDURES: Glenfarg Railway Tunnel Walk**

### **Definition and Scope of Activities**

Exploration of non-operational railway tunnels, near Glenfarg

The major activities covered within this section are as follows:

- Guided circular walk through the above railway tunnels

### **PRECAUTIONS TO MINIMISE HAZARDS**

It is essential that the Standard Operating Procedures are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

### **TUITION RATIOS**

The tuition ratios are:

1 Leader to 10 participants

### **TUITION LEADER QUALIFICATIONS**

Minimum qualifications for leading groups at the tunnels are:

- Walking leadership award such as LLA or above
- Hold a valid First Aid Certificate.
- The Leader must also complete the in-house induction.

### **EQUIPMENT – PARTICIPANTS**

All participants must have access to windproof/waterproof/protective clothing, appropriate to conditions, and suitable footwear.

### **EQUIPMENT – GROUP SAFETY**

Staff must have access to a torch while in the tunnels.

Additional group safety equipment should be carried including: -

- First Aid Kit
- Group Shelter

Additional equipment to be considered depending on conditions:

- Warm drink
- OS map (1:50000 scale)

### **ACCESS/ENVIRONMENT**

There may be access restrictions due to land use. The railway is soon to be reinstated which will deem the tunnels no longer suitable for walks.

# RISK ASSESSMENT

**ASSESSMENT REF NO: Hillwalking 1**

**Activity: Tunnel Walk**      **Location: Glenfarg Railway Tunnel**      **Assessor: DH, DS**

Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
Weather / Hypothermia / heat stroke		x	x	Staff should monitor weather conditions prior to walk. Appropriate equipment and food / drink.	2	4	8	None				
Panic		x	x	Instructors should carry a torch, explain the trip before commencement of trip.	1	2	2					
Ill fitting equipment and equipment failure		x	x	Check equipment prior to and during activity.	1	2	2	None				
Injuries from falling objects		x	x	Staff to monitor icicles on the tunnels roof and make group aware of this on cold frosty days.	1	1	1	None				
Slips/ Trips/ Falls		x	x	Staff to assist group with route choice after 1 <sup>st</sup> tunnel has been exited due to boggy/ wet terrain and fallen down trees.	1	2	2	None				
Slips/ Trips/ falls in the tunnels		x	x	The option of using torches must be available to clients if required. Staff to ensure groups stay away from obstructions in the tunnels.	1	2	2	None				
Loosing group member		x	x	Instructors should carry a torch.	1	4	4					

**Further actions approved by:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Urgency of Action** = (20> *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)  
**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality  
**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

**Review Date: April 2019**



## STANDARD OPERATING PROCEDURES: ROCK CLIMBING

### Definition and Scope of Activities

Locations range from mountains, quarries, sea cliffs to roadside crags which can be either accessed by road or are located remotely.

The major activities covered within this section are as follows:

- rock climbing (open or artificial).
- bouldering
- abseiling
- Multi pitch rock climbing
- traversing using via – ferrata.

### PRECAUTIONS TO MINIMISE HAZARDS

It is essential that the Standard Operating Procedures are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

The specific hazards identified are not exhaustive and additional hazards or combinations may arise during the course of an activity necessitating ongoing attention to minimise or control the risk(s) to a manageable level.

## SEASONAL CONSTRAINTS

Climbing activities can take place all year. The normal accepted season for climbing is where summer conditions are present but the presence of snow/ice on a route deems the classification of risk to be winter. A slight 'dusting' of snow or occasional patches of snow is acceptable providing the snow conditions are not worsening. Furthermore where underfoot conditions may lead to a slip resulting in a downhill slide, conditions may be deemed as winter and winter qualifications would be required to lead a group in this terrain.

## LOCATION CONSTRAINTS

Use of remote high mountain plateaus in winter conditions should be avoided with participants under 16 years of age.

## TUITION RATIOS

The tuition ratios are:

1 Leader to 8 participants

**Note:** The above ratio can be increased to 1:12 where the participants are deemed competent: for example hold N.I.C.A.S 2 award, where the leader is in a supervising role.

**Note:** the above ratio should also be decreased when working with very young children or with participants of additional support needs. Consult the technical advisor where necessary.

1 Leader to 3 participants where multi-pitch rock/snow/ice climbing is involved

## TUITION LEADER QUALIFICATIONS

All leaders must hold valid first aid certificate

Minimum qualifications

Indoor climbing	C.W.I
Outdoor climbing (single pitch)	R.C.I
Outdoor climbing (multi pitch)	M.I.A
Winter climbing	M.I.C

The National Governing Bodies contact data relevant to this section are as follows:

- Mountain Leader Training – [www.mltuk.org](http://www.mltuk.org)

## EQUIPMENT – PARTICIPANTS

All participants must have access to clothing appropriate to conditions, harness and helmet and, dependent on location, food/ drink, warm clothing windproof/waterproof/protective and an emergency bivi bag.

## **EQUIPMENT – GROUP SAFETY**

Additional equipment to be considered depending on location / conditions:

- first aid supplies
- OS map (1:50000 scale)/compass
- hot drink or means of making one
- emergency rations
- group emergency shelter or tent
- torch

## **ACCESS/ENVIRONMENT**

As locations are mountain based there may be access restrictions due to land use. Access permission should follow national access codes of practice

Mountains and coastal cliffs often provide an important habitat for nesting birds and species of moss/alpines not normally found at lower levels. Groups should exercise care to reduce unnecessary disturbance and damage from overuse of specific sites.

# RISK ASSESSMENT

ASSESSMENT REF NO: Climbing 1

**Activity: Generic Rock climbing and Abseil (single pitch)**

**Location: Various**

**Assessor: DS, JL**

Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
Slip / Trip / Fall from height	x	x	x	Robust safety brief / appropriate equipment / use of pen ropes if needed / Adequate supervision of group	2	3	6	None				
Falling Rock / objects	x	x	x	Helmets to be worn when required, area to be checked for loose objects, items secured at top of cliff	2	5	10	None				
Anchor Failure		x	x	Qualified staff using sound judgement to select suitable anchors	1	5	5	Staff to use 'info log' to pass information about changes to venue				
Falling from top while setting up			x	Instructor to use appropriate safety systems	1	5	5	Continued CPD and peer appraisals to avoid complacency and skill fade				
Hair /Clothing or body part catching on equipment		x	x	All loose clothing and accessories are put away, tied or removed	2	2	4	None				
Crag fast climber/stuck climber		x	x	Appropriate route choice	2	1	3	Instructor to use skills to rescue if needed				

Loss of group control in hazardous area	x	x	x		Use of support staff / pen ropes etc	1	5	5	None				
Body part / equipment / clothing trapped in rock		x	x		Clothes and equipment checked for snag hazards / robust safety brief on climbing techniques, appropriate route choice	1	4	4	None				
Poor student belaying		x	x		Use of suitable back up systems for novice belayers.  Leaders to use judgement of competency before removing backup systems or remotely supervising.	3	5	15	Continued CPD				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20+ Very High) (16-20 High) (9-15 Moderate) (4-8 Low) (1-3 Very Low)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

<b>Review Date: April 2019</b>
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## **STANDARD OPERATING PROCEDURES: Shelter Build/ Bush Craft**

### **Definition and Scope of Activities**

The activities involved are all undertaken on foot.

The activity takes place mainly in forests, or coastal environments.

Locations are mainly Tentsmuir, Crombie Country Park, Lairds Loch, Templeton woods or any other suitable forest with easy access.

The major activities covered within this section are as follows:

- Shelter building
- Cooking
- Whittling
- Bush Craft skills

### **PRECAUTIONS TO MINIMISE HAZARDS**

It is essential that the Standard Operating Procedures are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

The specific hazards identified in Risk Assessment are not exhaustive and additional hazards or combinations may arise during the course of an activity necessitating ongoing attention to minimise or control the risk(s) to a manageable level.

## **SEASONAL CONSTRAINTS**

Shelter Building can take place all year.

## **LOCATION CONSTRAINTS**

If estate grounds are being used where shooting takes place then the estate to be contacted prior to visit.

## **TUITION RATIOS**

The maximum tuition ratios are:  
1 instructor to 10 participants

## **TUITION LEADER QUALIFICATIONS**

An adult who has a First Aid certificate and holds a bushcraft award or has a leadership NGB award eg. TCL,LLA, ML.

Adults who have group leadership experience (6mths in leadership roles) can run sessions following an induction.

## **EQUIPMENT – PARTICIPANTS**

Depending on activity / weather

- Gloves
- Waterproof / warm clothing

## **EQUIPMENT – GROUP SAFETY**

Depending on activity / weather

- First aid
- Group shelter

## **ACCESS/ENVIRONMENT**

There may be access restrictions due to land use.

The principle of minimal environmental impact is recommended.

# RISK ASSESSMENT

ASSESSMENT REF NO: TeamBuilding 1

<b>Activity: Bush Craft skills</b>	<b>Location: Various</b>	<b>Assessor: DS, DH</b>
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Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
Injury from equipment	x	x	x	All equipment checked prior to and during activity, Clients shown correct techniques for use of knives / axes etc	2	2	4	Consider the use of hardwearing gloves Consider the suitability of clients for using sharp tools.				
Shelter collapse		x	x	Leader to assess the structures during all stages of construction and take active steps should it be unstable	2	4	8	None				
Injury from or during lifting moving materials	x	x	x	Group shown good lifting techniques and safety brief on hazards and group control.	4	2	12	None				
Slip / trip / fall / glass / dog muck etc	x	x	x	Staff should check the area for any hazards	4	2	8	None				
Fire	x	x	x	Fire to be under control. Leader to supervise and give good safety brief.	2	4	8	None				
Food Poisoning		x	x	Food should be cooked following basic food hygiene standards in an outdoor environment. Consider use of low risk foods	1	4	4	None				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20> Very High) (16-20 High) (9-15 Moderate) (4-8 Low) (1-3 Very Low)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

**Review Date: April 2019**



## STANDARD OPERATING PROCEDURES: SNOW ACTIVITIES

### Definition and Scope of Activities

The activities are low intensity experiential trips, taking place in areas with easy access to shelter and vehicles.

The major activities covered within this section are as follows:

- Snow Shoeing
- Sledging
- Igloo building

### PRECAUTIONS TO MINIMISE HAZARDS

It is essential that the Standard Operating Procedures are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

### SEASONAL CONSTRAINTS

All snow activities are dependent on sufficient snow depth and takes place in Scotland usually during the period January – April annually but may occur outwith these margins as a result of weather patterns.

## **LOCATION CONSTRAINTS**

All venues should be within close proximity to vehicles or refuge.

A slope is required for sledging however the slope must not be such that a slip while walking would result in a down hill slide / tumble. The slope must also have a safe run out The slope must be free from obstructions such as protruding rocks.

All venues should be checked for adjective danger, e.g. avalanche from above / skiers and other users entering area

## **TUITION RATIOS**

The tuition ratios are: 1 instructor to 10 participants maximum.

Participants requiring increased leader supervision or possessing certain disabilities may require additional staffing or reduced participant ratios.

A second adult should be present at the group location with participants under 18 years of age.

## **TUITION LEADER QUALIFICATIONS**

**Local parks / semi-urban environments:** A responsible adult who holds a first aid certificate

**Non remote terrain (generally less than 1.0km from refuge and generally no higher than 200m from the start point OR further if working within the boundaries of a ski centre);** An responsible adult who holds an outdoor leadership award (ML / TCL etc) and a first aid certificate. Also should have attended a winter workshop within 3years

**Remote and/or mountain terrain:** Winter Mountain Leader

**Note:** If a WML is using a more remote area they should ensure they have read and adhere to the winter walking SOP

## **EQUIPMENT – PARTICIPANTS**

Participants must be adequately equipped for the activity and location in use. Boots should be worn while sledging and snow shoeing.

The equipment must be well maintained and serviced.

Participants under 16 years of age must wear helmets while sledging

All participants must have location access to

- windproof/waterproof/protective clothing
- gloves/mitts

## **EQUIPMENT – GROUP SAFETY**

In addition, the Group may require depending on location, access to:

- first aid supplies
- whistle
- hot drink or means of making one
- emergency rations

- exposure kit/emergency shelter
- torch
- means of communicating with base/ emergency services

### **WEATHER/SNOW/PISTE SKI CONDITION FORECASTS**

The following forecasts should be obtained:

**Weather** –relevant activity specialist forecast.

**Scottish Avalanche Information Service** – Tel 01479 861363 or [www.sais.gov.uk](http://www.sais.gov.uk)

# RISK ASSESSMENT

**ASSESSMENT REF NO: Snow 2**

<b>Activity: Snow - Snow Shoeing/IglooBuilding Sledging</b>	<b>Location: Various</b>	<b>Assessor: DS, JL</b>
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Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
Hypothermia		x	x	Participants should be given the appropriate equipment to ensure they are as warm and dry as possible.  All leaders to have access to environmental protection e.g. bothy bag	3	4	12	None				
Slips / trips resulting in a fall and Injuries from slip trip		x	x	Venue should be such that a trip or slip would not result in a downhill slide. Sledging venues should have adequate and safe 'run outs'  Boots should be provided to give ankle support.  Helmets to be worn while sledging	1	5	5	None				
Avalanche	x	x	x	Check forecasts prior to activity. Avoid avalanche prone slopes. Carry out assessment of conditions during day.  Have access to a shovel. Probes, and transceivers are also available.	1	5	5	None				

Getting lost		x	x	Staff should run sessions within close proximity to the vehicle / base or occupied building.  WML or above should operate within the remit of their award.	1	5	5	None				
Injuries from equipment		x	x	Robust safety brief. Leader observation and good group control. Correct equipment for the task	2	3	6	None				
Vehicle getting stuck	x	x	x	Good judgement on roads follow instructions given by police or traffic information. Drive according to road conditions	2	2	4	None				
Injuries from: collision and igloo collapse	x	x	x	Good group management, and correct venue selection. Helmets worn while sledging.  Shovel available outside the igloo	3	4	12	None				
Excessive speed / crash	x	x	x	Progressive sessions, assess each slope on the day and complete dynamic risk / benefit analysis.	2	4	8	None				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20> *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

<b>Review Date: April 2019</b>
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## **STANDARD OPERATING PROCEDURES: Summer Mountaineering**

### **Definition and Scope of Activities**

Locations range from mountains, quarries, sea cliffs to roadside crags which can be either accessed by road or are located remotely.

The major activities covered within this section are as follows:

- Mountaineering non-roped e.g. scrambling
- Mountaineering roped e.g. multi-pitch climbing
- Teaching Skills – e.g. Introduction to leading / RCI skills

### **PRECAUTIONS TO MINIMISE HAZARDS**

It is essential that the Standard Operating Procedures are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

The specific hazards identified are not exhaustive and additional hazards or combinations may arise during the course of an activity necessitating ongoing attention to minimise or control the risk(s) to a manageable level.

## **SEASONAL CONSTRAINTS**

Climbing activities can take place all year. The normal accepted season for climbing is where summer conditions are present but the presence of snow/ice on a route deems the classification of risk to be winter. A slight 'dusting' of snow or occasional patches of snow is acceptable providing the snow conditions are not worsening. Furthermore where underfoot conditions may lead to a slip resulting in a downhill slide, conditions may be deemed as winter and winter qualifications would be required to lead a group in this terrain.

## **LOCATION CONSTRAINTS**

Use of remote high mountain plateau in winter conditions is prohibited with participants under 16 years of age.

## **TUITION RATIOS**

Maximum tuition ratios – Leaders can reduce the ratios as needed.

- 1:6 On non technical scrambles (rope carried but not expected to be used)
- 1:3 On technical scrambles / Multi-pitch rock climbs
- 1:2 Teaching lead climbing

## **TUITION LEADER QUALIFICATIONS**

Mountain Instructor Award  
All leaders must hold valid first aid certificate

The National Governing Bodies contact data relevant to this section are as follows:

- Mountain Leader Training – [www.mltuk.org](http://www.mltuk.org)

## **EQUIPMENT – PARTICIPANTS**

All participants must have access to windproof/waterproof/protective clothing, appropriate to conditions

- Other equipment as needed by the activity

## **EQUIPMENT – GROUP SAFETY**

Additional equipment to be considered depending on location / conditions:

- safety rope
- first aid supplies
- OS map (1:50000 scale)/compass
- hot drink or means of making one
- emergency rations
- group emergency shelter or tent
- torch

## **ACCESS/ENVIRONMENT**

As locations are mountain based there may be access restrictions due to land use. Access permission should follow national access codes of practice.

Mountains and coastal cliffs often provide an important habitat for nesting birds and species of moss/alpines not normally found at lower levels. Groups should exercise care to reduce unnecessary disturbance and damage from overuse of specific sites.

# RISK ASSESSMENT

<b>Activity: Summer Mountaineering</b>	<b>Location: Various</b>	<b>Assessor: DS</b>
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Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
Slip / Trip / Fall from height	x	x	x	Safety systems in place, clients given good safety brief, progressive routes	1	5	5	None				
Falling Rock / objects	x	x	x	Helmets to be worn when required, area to be checked for loose objects, items secured at top of cliff, safety brief on checking holds	2	5	10	None				
Anchor Failure		x	x	Qualified staff using sound judgement to select suitable anchors	1	5	5	Staff to use 'info log' to pass information about changes to venue. Continued CPD				
Falling while setting up			x	Instructor to use appropriate safety systems	1	5	5	Continued CPD and peer appraisals to avoid complacency and skill fade				
Hair /Clothing or body part catching on equipment		x	x	All loose clothing and accessories are put away, tied or removed	2	2	4	None				
Crag fast climber/stuck climber		x	x	Appropriate route choice	2	1	3	Instructor to use skills to rescue if needed				

Leader fall	x	x	x		Appropriate route choice, acceptance of risk, progressive teaching, use of coaching during route.	2	5	10	Continued CPD				
Body part / equipment / clothing trapped in rock		x	x		Clothes and equipment checked for snag hazards / robust safety brief on climbing techniques, appropriate route choice	1	4	4	None				
Poor student belaying		x	x		Use of suitable backup systems for novice belayers.  Leaders to use judgement of competency before removing backup systems or remotely supervising.	3	5	15	Continued CPD				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20> *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

<b>Review Date: April 2019</b>
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## **STANDARD OPERATING PROCEDURES: Team Building**

### **Definition and Scope of Activities**

The activities involved are all undertaken on foot and may be conducted on a day or half day basis.

The activity takes place mainly in public parks, although may take place in open land as part of a larger event.

Locations are mainly Tentsmuir, Monikie Country Park, Lochee Park, Clatto Country Park or any other suitable location with easy access. (Can also take place indoors)

The major activities covered within this section are as follows:

- Team challenges/ problems
- Kite flying

The games and challenges are relatively low level in terms of risk, and don't involve and significant heights.

### **PRECAUTIONS TO MINIMISE HAZARDS**

It is essential that the Standard Operating Procedures are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

The specific hazards identified in Risk Assessment are not exhaustive and additional hazards or combinations may arise during the course of an activity necessitating ongoing attention to minimise or control the risk(s) to a manageable level.

### **SEASONAL CONSTRAINTS**

Team Building can take place all year.

### **LOCATION CONSTRAINTS**

Consideration should be given to the suitability of the venue used and the ability of the participants. These activities are generally delivered in School Playgrounds, Playparks, Country parks and area of forests with relatively flat forest floors.

### **TUITION RATIOS**

The maximum tuition ratios are:

1 instructor to 15 participants is a suggested maximum supervision ratio at each 'games/ challenge station'. Helpers such as OLW assistants, teachers, youth workers, prefects and sports leaders may supervise a station with a short induction to the challenge.

### **TUITION LEADER QUALIFICATIONS**

An adult who has a First aid certificate and has been inducted to the 'games'

### **EQUIPMENT – PARTICIPANTS**

Participants should wear clothing suitable for the weather and terrain.

### **EQUIPMENT – GROUP SAFETY**

There should be on-site access to a first aid kit.

### **ACCESS/ENVIRONMENT**

Unfarmed land and moorland are rich habitats for a wide variety of flora and fauna which can be easily disrupted or damaged. The principle of minimal environmental impact is recommended.

# RISK ASSESSMENT

ASSESSMENT REF NO: Team Building

Activity: T-building and Kite flying				Location: Various				Assessor DS, FO				
Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
Injury through lifting / loading of heavy or awkward equipment.		x	x	Suitable lifting techniques, group management and safety brief.	2	3	6	None				
Slipping on or near equipment		x	x	Suitable safety brief. Appropriate footwear.	3	2	6	Consider the suitability of some challenges when it is particularly wet especially Planks and Crates.				
Equipment failure	x	x	x	Equipment checked before and during use. Damage must be reported.	2	3	6	None				
Tripping/ bumping into obstacles during blindfold games		x		Blind trail should be set up to avoid any obstacles that may cause serious injury. Any other blind fold games should be set up in open obstacle free area.	2	2	4	None				
Caught in kite lines / Public entering flying area	x	x	x	Set area for flying and group to have instructions should anyone enter the flying area.	2	4	8	None				
Pulled off feet by kites	x	x	x	Wind speeds monitored and kite size and skill adjusted to suit. Ensure brake lines are used on large kites.	2	4	8	None				
Friction burn from kite lines/ hit by flying kite.		x	x	Safety brief to include: Avoid handling kite lines without someone or something holding the kite and stopping it from launching. Participants should not stand in the 'cone of flying' zone any longer than is necessary. They may get hit from kite/ lines as a kite flies above them.	1	2	2	Consider the use of gloves				

Kite flying into hazards such as power lines		x	x	Flying zone free from obstacles.	5	1	5				
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<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20+ *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

<b>Review Date: April 2019</b>
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## **STANDARD OPERATING PROCEDURES: TREKKING / TOURING SNOWSPORTS ON UNPREPARED SURFACES (OFF PISTE)**

### **Definition and Scope of Activities**

The activities involved use ski equipment of various types to tour on an unprepared surface not designated by fences, poles or markers.

Uplift is usually by mechanical means or skins/waxes adhering to the underneath surface of skis.

The unprepared surface is usually off piste snow.

Locations are mountain based. Most activity on the mountain accessed by mechanical uplift operates from an alpine ski designated centre otherwise all access is manual.

The major activities covered within this section are as follows:

- alpine skiing
- telemark skiing
- nordic skiing
- snowboarding
- ski mountaineering
- orienteering on skis/snowboard (see Section 8)

## PRECAUTIONS TO MINIMISE HAZARDS

It is essential that the Standard Operating Procedures and risk assessments are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

## SEASONAL CONSTRAINTS

European snow ski touring is dependent on sufficient snow depth/avalanche risk and takes place in Scotland usually during the period January – April annually but may occur outwith these margins as a result of weather patterns.

## LOCATION CONSTRAINTS

Off piste use of remote high mountain plateau or exposed ground between 1 November and 31 March is prohibited with participants under 16 years of age.

There are no further location constraints on the use of unprepared mountain touring routes outwith military training areas/disuse prohibition restrictions.

## TUITION RATIOS

The tuition ratios are: 1 instructor to 6 participants maximum and 1:2 where technical snow/ice climbing is involved.

Participants requiring increased leader supervision or possessing certain disabilities may require additional staffing or reduced participant ratios.

Touring activities outwith designated alpine ski centre boundaries is not authorised with participants under 16 years of age.

A second adult should be present at the group location with participants under 18 years of age.

## TUITION LEADER QUALIFICATIONS

Please see the following grid:

<b>Activity</b>	<b>Minimum Tuition Qualification</b>	<b>National Governing Body</b>
All	First Aid Accreditation (minimum 16 hour status)	Accredited first aid agencies.
<b>PLUS FOR WITHIN PATROLLED SKI CENTRE AREA</b>		
Alpine Skiing (Off Piste)	Mountain Ski Leader or Alpine Ski Instructor level 2	Snowsport Scotland  British Association of Snowsport instructors
Nordic Skiing (Off Piste over 600 metres)	Mountain Ski Leader or Nordic Ski Instructor	Snowsport Scotland  British Association of Snowsport Instructors

Telemark Skiing	Mountain Ski Leader (Telemark) or Telemark Ski Instructor	Snowsport Scotland  British Association of Snowsport Instructors
Snowboarding	Snowboard Leader or Snowboard Instructor	Snowsport Scotland  British Association of Snowsport Instructors
<b>PLUS FOR OUTWITH PATROLLED SKI CENTRE AREA</b>		
All excluding (Mountain Ski Leader)	Off Piste Module	British Association of Snowsport Instructors
All	Mountain Leader (Winter)	Mountain Leader Training Scotland
<b>PLUS IF TECHNICAL SNOW/ICE CLIMBING INVOLVED</b>		
All	Mountain Instructor Certificate  Or  Mountain Guide (Winter)	Mountain Leader Training Scotland   British Mountain Leader Guide Association
<b>PLUS FOR DISABILITIES</b>		
All	Adaptive Ski Instructor	Snowsport Scotland  British Association of Snowsport Instructors

The National Governing Bodies contact data relevant to this section are as follows:

- British Association of Snowsport Instructors - [www.basi.org.uk](http://www.basi.org.uk)
- Snowsport Scotland - [www.snowsportsotland.org](http://www.snowsportsotland.org)
- Mountain Leader Training Scotland – [www.mltuk.org](http://www.mltuk.org)
- British Mountain Guide Association – [www.bmg.org.uk](http://www.bmg.org.uk)
- British Association of Ski Patrollers - [www.basp.org.uk](http://www.basp.org.uk) (recommended First Aid Accreditation)

## **EQUIPMENT – PARTICIPANTS**

Participants must be adequately equipped for the activity and location in use. The equipment must be well maintained, serviced and set to the individual operational needs of the participant by experienced accredited personnel e.g. ski bindings.

Participants must be helmeted on off piste snowsport/climbing activities.

All participants must have location access to

- windproof/waterproof/protective clothing
- gloves/mitts

### **Dependent on location**

- ice axe/crampons
- food
- personal avalanche transceiver
- shovel
- avalanche probes.

In bright sunshine/adverse weather access to sunglasses/ski goggles is essential.

## **EQUIPMENT – GROUP SAFETY**

In addition, the Group may require on activity access to:

- First Aid kit
- Group shelter
- whistle
- torch
- safety rope
- watch
- crampon repair kit
- flares
- OS map (1:50000 scale)/compass
- whistle
- hot drink or means of making one
- Additional food
- Binding repair kit

## **ACCESS/ENVIRONMENT**

As locations are mountain based there may be access restrictions due to land use. Access permission should follow national access codes of practice

The use of skis/boards on areas of thin snow cover can be damaging to underlying frail vegetation and mosses. Care should be taken to avoid such erosion especially early/late in the season.

# RISK ASSESSMENT

<b>Activity: Snowsports –off piste</b>	<b>Location: Various</b>	<b>Assessor: DS, LJ</b>
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Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
Injury from falling	x	x	x	participants should be given the appropriate equipment, staff to teach progressive session	4	2	8	none				
Collisions	x	x	x	Robust safety brief and progressive sessions, staff to monitor non-participants locations	2	2	4	none				
equipment failure	x	x	x	Regular equipment checks and staff to perform visual checks before and during session	1	3	3	Continued CPD				
Extremes of weather		x	x	Staff to check forecast and provide clients with appropriate equipment	2	4	8	none				
avalanche	x	x	x	Staff to check SAIS and avoid avalanche prone slopes	1	5	5	Continued CPD				
getting lost, white out etc		x	x	Staff to work within remit of qualifications	1	5	5	Continued CPD				
Ski tow failure	x	x	x	Ski lift company to carry out regular checks	1	5	5	none				

driving issues	x	x	x	Follow instructions from police etc drive according to road condition	1	5	5	none				
slip trip fall		x	x	Good route choice / kit up area	3	2	6	none				
environmental injuries		x	x	proper equipment worn/carried for the conditions instructors trained to recognise potential problems	2	5	10	none				
fatigue		x	x	Participants informed of route and stops made as required	2	2	4	none				
Inadequate skill base		x	x	Skills assessed prior to activity	2	3	6	Continued CPD				
Different snow conditions		x	x	Group go one at a time on difficult snow conditions	3	4	12	Continued CPD				
Terrain – big drops, icy patches		x	x	Route picked by instructor to avoid major hazards	2	5	10	Continued CPD				
benighting		x	x	Equipment carried to help the group to survive an overnight when working in remote terrain.	2	5	10	none				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20> *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

<b>Review Date: April 2019</b>
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## STANDARD OPERATING PROCEDURES: TYROLEAN

### Definition and Scope of Activities

There are several suitable sites to take part in a Tyrolean activity, A tyrolean is essentially a tight rope set up between two anchors.

The participants can cross the rope using a variety of methods. This may include sliding across on a pulley, straddling the rope and crossing on their chest (with a leg dangling) or a postman's letterbox crossing where the participants stand on one rope and hold on to the other.

Variants of a tyrolean can be used, for example off of the top of a cliff down to an anchor far away from the cliff face however a method of lowering participants down the tyrolean would be used in this case to stop the participant sliding down too fast.

### PRECAUTIONS TO MINIMISE HAZARDS

It is essential that the Standard Operating Procedures are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

The specific hazards identified are not exhaustive and additional hazards or combinations may arise during the course of an activity necessitating ongoing attention to minimise or control the risk(s) to a manageable level.

## **SEASONAL CONSTRAINTS**

Tyrolean activities can take place all year round, additional care should be taken of slips and trips on steeper ground when the ground is wet, icy or snow covered. In lying snow fall the access road to Glen Clova often become blocked and so road safety may be jeopardized.

## **LOCATION CONSTRAINTS**

Although there are several venues that be used for a tyrolean activity, the most common place to take part in tyrolean activity is by the bridge next to Glen Doll car park. Any other venue used should be dynamically risk assessed by the Instructor.

## **TUITION RATIOS**

The tuition ratios are 1:8 for tyrolean activity.

## **TUITION LEADER QUALIFICATIONS**

To take part in tyrolean activity at any venue using a variety of systems the group leader must hold the Mountain Instructor Award (MIA) as a minimum.

There is an in house accreditation for leading tyrolean activities at Glen Doll car park. Before attending this in house workshop, leaders must hold one of the following qualifications in recognition of competence when working with ropes and height safety.

- Rock Climbing Instructor
- Mountain Rescue rigging level 2.
- IRATA L1
- SRT advanced

There is a workbook to supplement the in house tyrolean training which supports this document and highlights the procedure and safety mechanisms throughout tyrolean activities.

## **EQUIPMENT – PARTICIPANTS**

All participants must have access to Helmet, harness, clothing appropriate to conditions, first aid supplies and emergency shelter,

## **EQUIPMENT**

- Tyrolean rope (minimum spec. 2 x 35 metres or 1 x 50m, 10.5mm)
- Helmet
- Harness
- Petzl ID (minimum 2)
- 16 foot sling x 3 (minimum)
- Steel Crabs (x4 minimum)
- Additional Crabs (x6 minimum)
- Monkeys Paw
- 4 ft or 8ft sling
- 2 x additional ropes when using the pulley crossing method (to manage horizontal positioning of the pulleys/ participant)
- Additional abseil/ rigging rope as required for using unrestricted tyrolean activities (MIA to decide what is appropriate)

## **ACCESS/ENVIRONMENT**

Mountains and coastal cliffs often provide an important habitat for nesting birds and species of moss/alpines not normally found at lower levels. Groups should exercise care to reduce unnecessary disturbance and damage from overuse of specific sites.

# RISK ASSESSMENT

ASSESSMENT REF NO: Tyrolean 1

<b>Activity: Tyrolean Activities</b>	<b>Location: Glen doll main site Various others</b>	<b>Assessor: DS</b>
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Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
Equipment failure		x	x	Regular PPE checks carried out. Instructor to check equipment prior to use.  Lines not to be over tensioned.  Avoid 'peak-impact' forces	1	4	4	None				
Slips / trips resulting in a fall and Injuries from slip trip		x	x	Foot wear appropriate to conditions  Group control near drops				none				
Water immersion		x	x	Control of group and robust safety briefs				none				
Hair etc getting caught in the pulleys		x	x	Ensure long hair and loose clothing is tied away.  use sling to extend pulleys away from clients				none				
Anchor failure	x	x	x	Use sound judgement to select anchors				Continued CPD				
Tensioned lines or setups whipping clients		x	x	Robust brief and good group control,  If using 'post mans walk' ensure correct tensioning to avoid bottom line 'whipping' clients				none				
vehicles on bridge	x	x	x	Robust brief				none				

<b>Further actions approved by:</b>	<b>Signature:</b>	<b>Date:</b>
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**Urgency of Action** = (20> Very High) (16-20 High) (9-15 Moderate) (4-8 Low) (1-3 Very Low)  
**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality  
**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

**Review Date: April 2019**



## **STANDARD OPERATING PROCEDURES:**

**Winter Mountaineering (non - Technical ground – For technical ground this document should be read in-conjunction with the hill walking SOP)**

### **Definition and Scope of Activities**

Locations are hill or mountain venues which may be close to a point of refuge or more remote.

The major activities covered within this section are as follows:

- Guided mountain / hill walking
- Skill teaching (e.g. Navigation / avalanche awareness, snow craft skills)

## **PRECAUTIONS TO MINIMISE HAZARDS**

It is essential that the Standard Operating Procedures are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

The specific hazards identified are not exhaustive and additional hazards or combinations may arise during the course of an activity necessitating ongoing attention to minimise or control the risk(s) to a manageable level.

### **SEASONAL CONSTRAINTS**

These activities can take place all year.

### **LOCATION CONSTRAINTS**

Use of remote high mountain plateau in winter conditions is prohibited with participants under 16 years of age.

### **TUITION RATIOS**

The tuition ratios are:

1 Leader to 6 participants

This can be reduced at the instructors discretion

### **TUITION LEADER QUALIFICATIONS**

Winter Mountain Leader

All leaders must hold valid first aid certificate

The National Governing Bodies contact data relevant to this section are as follows:

- Mountain Leader Training – [www.mltuk.org](http://www.mltuk.org)

### **EQUIPMENT – PARTICIPANTS**

All participants must have access to windproof/waterproof/protective clothing, appropriate to conditions,

Dependent on location / conditions, ice axe / crampons, food and personal avalanche transceiver, avalanche probes and shovel, goggles / glasses

### **EQUIPMENT – GROUP SAFETY**

Additional equipment to be considered depending on location / conditions:

- safety rope
- first aid supplies
- OS map (1:50000 scale)/compass
- hot drink or means of making one
- emergency rations
- group emergency shelter or tent
- crampon repair kit
- torch

### **ACCESS/ENVIRONMENT**

Mountains and coastal cliffs often provide an important habitat for nesting birds and species of moss/alpines not normally found at lower levels. Groups should exercise care to reduce unnecessary disturbance and damage from overuse of specific sites.

# RISK ASSESSMENT

ASSESSMENT REF NO:

**Activity: Winter Mountaineering (non-Technical)**      **Location: Various**      **Assessor: DS**

Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk Score
	Public	Client	Leader		Probability	Severity	Rating					
Person being adversely affected by extremes of weather		x	x	Check of forecast and monitoring of weather during the day. Equipment / Location and route suited to the client and conditions.	4	3	12	None				
Avalanche	x	x	x	Check forecasts / good route choice and experience of leader. Use of transceivers and access to probe and shovel	1	5	5	Continue leader CPD				
Injury from equipment	x	x	x	Instruction in use, equipment in good state of repair	2	3	6	None				
Injury during snow craft session	x	x	x	Use of helmets while learning ice axe skills, venue free from objects and obstacles, equipment well fitting, surface free from protruding rocks,	2	3	6	None				
Disorientation in extreme weather		x	x	Leader to work within own skill level	2	3	6	Continue leader CPD				
Loss of group members		x	x	Good group control and clients given brief on group management	1	3	3	None				
Snow hole collapse		x	x	Shovel and probe outside shelter, conditions of snow and weather checked before and during activity.	1	4	4	None				

**Further actions approved by:**       **Signature:**       **Date:**

**Urgency of Action** = (20> Very High) (16-20 High) (9-15 Moderate) (4-8 Low) (1-3 Very Low)  
**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality  
**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

**Review Date: April 2019**