



OUTDOOR EDUCATION

STANDARD OPERATING PROCEDURES

DUNDEE CITY COUNCIL

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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/outdoor-learning>.

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 condition 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 / L&CD 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 Ancrum Outdoor Centre 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 designated 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.

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 manufacturers 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 an 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 www.dundee.gov.uk/outdoor-learning 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 (available on onedundee intranet). 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@leisureandculturedundee.com, 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

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 an 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.

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		x	x	<ul style="list-style-type: none"> Leader to take make appropriate route choices Leader to brief clients on what to expect. Clients/leader to wear suitable footwear. 	5	2	10					
Weather / Environmental Weather conditions could be such that the group are unable to participate in an activity safely <ul style="list-style-type: none"> Unexpected conditions may mean that the group are ill-equipped and exposed to excessive hot, cold or wet conditions. Attack from wildlife 		x	x	<ul style="list-style-type: none"> 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. 	2	4	8	<ul style="list-style-type: none"> Continuous assessment of the conditions to be carried out during the activity. Session can be curtailed or activity changed to reduce exposure to unexpected conditions. 				
		x	x	<ul style="list-style-type: none"> Leaders to ensure group have appropriate clothing and equipment for expected weather and conditions. 	2	4	8					
		x	x	<ul style="list-style-type: none"> Avoid areas if possible eg nesting birds. Give group specific instructions if likely to come into contact with wildlife / stock / snakes 	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"> ▪ 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. ▪ Note Natural events can and do happen without any warning, experience can lead to 'sixth sense' listen to instincts 	1	5	5				
<p>Poor Group Fitness and Ability</p> <ul style="list-style-type: none"> ▪ Leading to additional risk because of exposure and low activity levels ▪ Leading to an impact on activity timings, distances covered, safe havens not reached or possible activity benightment. ▪ Leading to additional hazards with groups and individuals who have poor co-ordination, amplifying risks from the terrain and natural environment. 		x	x	<ul style="list-style-type: none"> ▪ Leaders to ensure that appropriate equipment to be used for expected weather conditions ▪ Leaders to ensure relevant emergency Equipment is carried on activities: e.g. <ul style="list-style-type: none"> ○ First Aid Kit ○ Group Shelter ○ Thermal Wrap ▪ Leaders to choose appropriate venue / activity choice for ability / fitness levels 	2	4	8	None			
<p>Equipment / Clothing Failure</p> <ul style="list-style-type: none"> ▪ Leading to additional exposure to the elements. ▪ Leading to a serious accident e.g. rope or karabiner breakage in climbing activities. 	x	x	x	<ul style="list-style-type: none"> ▪ Equipment should be appropriate to task or activity, and in a good state of repair ▪ All Items of equipment checked prior to use and on return to stores. ▪ All PPE inspected by competent individual on a regular basis. 	1	5	5	None			

<ul style="list-style-type: none"> Miss fitting equipment issued leads to a serious accident 				<ul style="list-style-type: none"> Faulty and damaged equipment reported and removed from use until repaired or replaced. Staff issuing and fitting equipment will be appropriately trained. 								
<p>Instructional / Leader Error</p> <ul style="list-style-type: none"> Leading to injury or loss of group or group member (e.g. 1 Leader gets lost on the hill while navigating. e.g. 2 Instructional error while teaching belaying leads to unsafe techniques being used) Activities are pitched to the group at such a level where they are working beyond their ability levels leading to a potentially dangerous situation. Staff suffering 'skill fade' or working only at low level activities Compliancy with repetitive tasks 	x	x	x	<ul style="list-style-type: none"> Experienced and where appropriate Qualified Staff will lead the activities and staff will have an induction to Dundee city council's processes and procedures 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. Ongoing staff training will help to keep staff current within their qualifications. Peer working / appraisal 	2	5	10	None				
<p>Group</p> <ul style="list-style-type: none"> Behaviour or emotional needs of group not being met leading to amplified problems with young people or vulnerable adults. An incident occurs on an activity, where the group require to be separated while maintaining 	x	x	x	<ul style="list-style-type: none"> Ratios should be reduced to as needed for Behaviour or Emotional needs groups At least two responsible adults to supervise young people and vulnerable adult groups. It may be appropriate to increase this 	2	5	10	None				

<p>supervision. An example may include an injury where the casualty cannot continue with an activity.</p> <ul style="list-style-type: none"> A group member not understanding or not following instructions 				<p>supervision levels beyond this minimum.</p> <ul style="list-style-type: none"> Clear instructions given as needed, second adult should be able to supervise group if required. 							
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Further actions approved by:	Signature:	Date:
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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 2021

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