

# Code of Practice 2012

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## Foreword

*Marwell Outdoor Activity Centre is set in a rurally secluded area 7 miles South of Winchester. The site includes ponds, streams, pastures, playing fields, oaks and conifers offering a wonderful setting for adventurous pursuits. The total area comprises some 65 acres giving scope for many varieties of outdoor pursuits.*

*We are one the South's leading outdoor and indoor activity centres with 25 years experience in outdoor pursuits. The site offers a wide range of adventure activities for children and adults all year round. Our highly experienced, qualified team deliver activities and events of your choice in a challenging but safe environment.*

*Safety and enjoyment from our activities is paramount which is why we have high quality instruction from NGB trained staff, health and safety procedures for all operations and continual risk assessments.*

*I hope everything you require is found in this document but we will be happy to answer any questions you have on request. Articles found with in are up to date at the time of print and may have been amended since.*

*Please feel free to contact one of our team by using any of the facilities below.*

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**Director**

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## **STATEMENT OF INTENT**

Marwell Activity Centre operates in the field of providing education and outdoor activities from the age of 4 upwards and is controlled by a Management Committee. The Management Committee recognises the importance of ensuring, promoting and improving the health, safety and welfare of employees and all other persons, especially children, who may be adversely affected by the undertaking. To this end they will ensure compliance with the:

### **Health and Safety at Work Act 1974**

### **Management of Health and Safety at Work Regulations 1999**

And all other relevant legislation, with particular emphasis being given to:

- ❖ **The provision and maintenance of safe machinery, equipment and tools, etc**
- ❖ **The safe use, storage, handling and transport of articles and substances**
- ❖ **The provision of adequate information, instruction, training and supervision of employees and contractors.**
- ❖ **The provision of a safe workplace, including means of entry and exit**
- ❖ **The provision of a safe and healthy work environment**
- ❖ **The provision of safe systems of work and effective emergency procedures.**

The Management Committee will also ensure the appropriate identification and allocation of sufficient resources to realise the above commitment.

### **Responsibilities**

#### **Management Committee**

The Management Committee will authorise the implementation and monitor the effectiveness of all health and safety policies and procedures, and ensure compliance with relevant legislation. It will also ensure that appropriate resources, in terms of time, staff, money, etc are identified and allocated to fulfil these policies.

#### **The Manager**

The Manager is responsible for ensuring that policies and procedures are implemented and adhered to throughout all areas of the centre, and that these are effectively monitored. He or she is also responsible for identifying new policies and necessary resources in the light of risk assessments, bringing these to the attention of the Management Committee, and ensuring they are appropriately implemented and allocated in accordance with defined risk priorities. It is the Chairperson's responsibility to ensure effective communication and consultation procedures are implemented.

#### **All Staff**

All staff have a legal responsibility to ensure their own health and safety and to ensure that they do not put anyone else at risk through their work activities. All equipment, safety devices and anything else provided in the interests of health and safety must be used in accordance with any training, information or instructions given. Every effort must be made to co-operate with the Management Committee in all matters of health and safety.

#### **Grievances and discipline**

Grievances should be reported to the Duty Manager in the first instance where the matter will be dealt with or passed on to the Centre Manager. All employees are encouraged to report shortcomings in any health and safety arrangements, policies or procedures, and constructive criticisms are welcome. Such reports should again be made to the Duty Manager in the first instance. Employees who do not comply with the provisions of the health and safety policy, or who do not follow defined safe systems of work, will be disciplined in accordance with the procedure detailed in the employee's terms and conditions of employment.

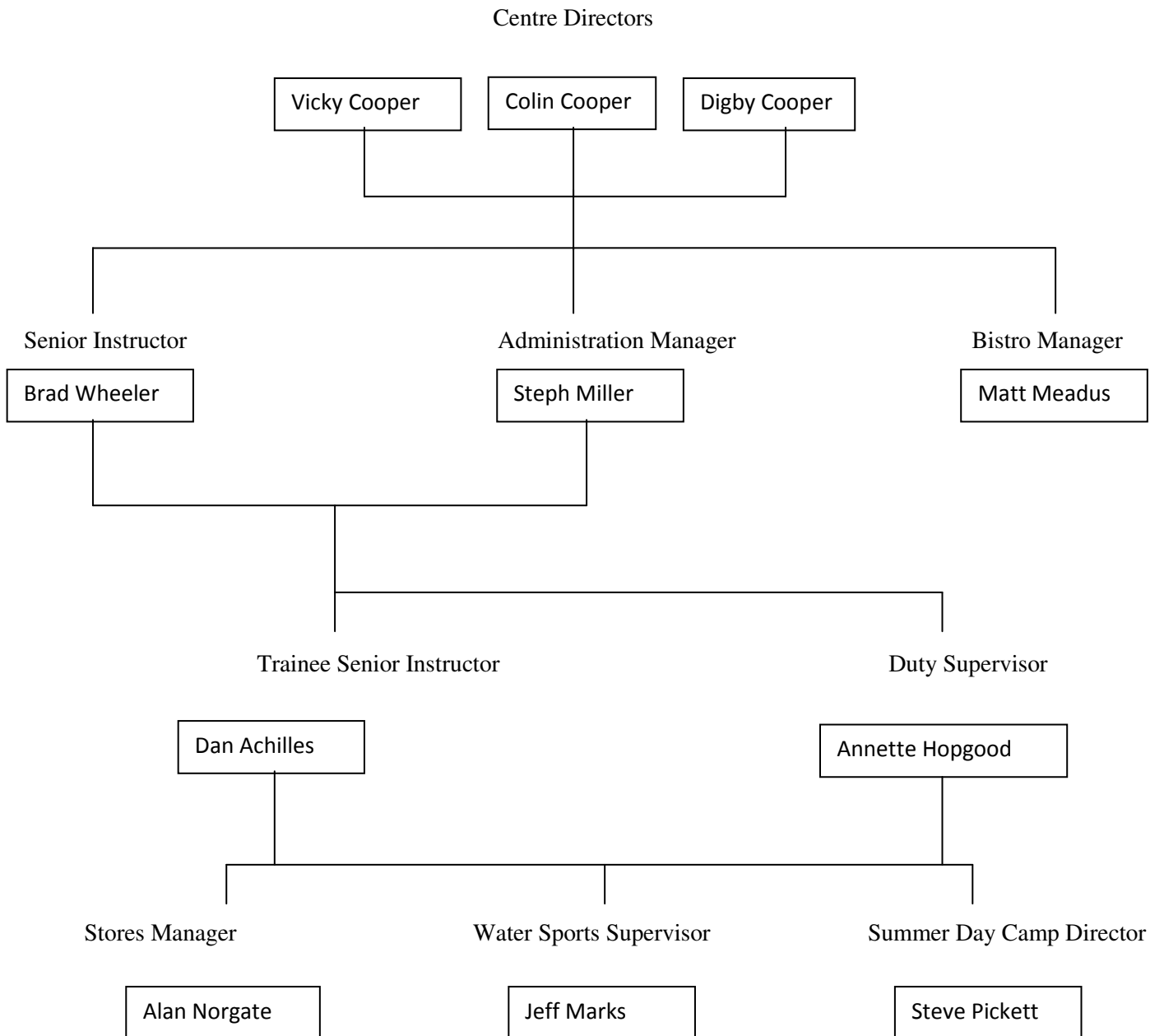
#### **Review and revision**

This policy will be reviewed regularly and revised as necessary, in accordance with any changes to the workplace, work activities or legislation.

**Signed:** *D.J.Cooper* (Managing Director Bsc)

**Date:** 08.02.2012

Management Structure / Chain of Command



## Centre General Information Sheet

### **Safety:**

Safety is the prime concern of all the staff, which is why we adhere to the stringent guidelines set out in the County Councils Hazardous Pursuits Regulations. Additionally we train our staff beyond the minimum required standards, ensuring a reduction in overall risk associated with such a residential experience. This approach seeks to minimise the risk and ensure a happy and positive experience. There is, however, a recognised element of risk associated with some of the activities offered these will be made clear to the parents/guardians prior to the consent form being signed and returned. Centre staff are on hand 24 hours a day to deal with unforeseen emergencies as well as having responsibility for site security.

### **Group Leaders and Parental Responsibility:**

Whilst at the Centre, both residential and non-residential group leaders have the responsibility for the pastoral care and supervision of the group. This role is clearly defined as 'Duty of Care'. It is essential that a member of staff accompanies your group on all activities, and informs the instructor present of any relevant medical issues in addition to providing medical forms. To satisfy the requirements of the Hazardous Pursuits Regulations, school/youth leaders intending to camp have to attend a course run by the Hampshire County Council Outdoor Education Department or provide an equivalent qualification or proof of competency.

### **Risk Assessments and Pre Visits:**

We have risk assessments for all areas of the site and all activities both on and off site. For LEA groups please consult the approved Hampshire County Council activity checklist for approved activities at the Centre. We have attached a generic risk assessment for the site and this is intended to increase your awareness of potential hazards. It should not be used as a substitute to you conducting your own pre visit and completing your own risk assessment. It is a requirement that a pre visit is made in order to write your risk assessment and familiarise yourself with our facilities. Please contact us to arrange your pre visit, which will also provide an ideal opportunity to discuss your group's visit with our Centre staff and possible activities.

### **Centre Staff:**

The Centre is manned daily over a 24 hour period. Staff employed at the Centre are trained to high standards in all aspects of activities and instruction. They also have to participate in a comprehensive induction training programme which covers all the skills required for safe service delivery.

### **Weather:**

Groups camping and participating in outdoor activities at Marwell Activity Centre will be subject to variations in the weather. Where possible we will be flexible with activity programmes in the event of very wet and windy weather. In all weather Centre staff will be on hand to offer help and advice. We also have emergency procedures in place for the rare event of extreme weather conditions.

### **Insurance:**

Marwell Activity Centre has public liability insurance for £5 million. It is recommended that you have insurance to cover risk of accident, illness or loss of personal possessions and cancellation. Marwell Activity Centre only accepts liability for loss, damage or injury resulting from negligence by the Activity centre, its servants or agents.

### **Travel:**

It is the responsibility of the group leader to arrange travel to and from the Centre. There is a map of the location of the centre at the web site [www.marwellactivitycentre.co.uk](http://www.marwellactivitycentre.co.uk). You will need to inform the Centre of your anticipated time of arrival. It is important that coach drivers are aware that we are not located at the zoo.

## Safe Working Practices and Procedures

### Fire

In the event of the break out of fire anywhere within the building the overriding priority will be to:

- ✓ Raise the alarm.
- ✓ Evacuate the children and staff.
- ✓ Call the Fire Service via the 999 system.
- ✓ Ensure the continuing Health and Safety of the children and Staff.

To this end the following safe working practices and procedures will be conformed to:

#### Prior to an incident

- ✓ The Manager will carry out regular Fire Risk Assessments, completing the 'Inspection Check List' and bring the contents to the attention of all staff and the management committee.
- ✓ A fire alarm test and full evacuation of the building will take place on a weekly basis, in the event of an actual fire this will reduce panic as the children and staff are use to the alarm and the evacuation of the building.
- ✓ All fire exits will remain clear at all times.
- ✓ All internal Fire doors will be kept shut.
- ✓ The No smoking in certain areas policy must be adhered to at all times.
- ✓ All bins must be emptied at the end of each working day.
- ✓ All Fire fighting equipment must, at all times, remain in its designated place.
- ✓ All combustible materials must be kept in the locked store.
- ✓ All heating appliances must be, at all times, kept free of combustible material.
- ✓ All Fire Exits should be checked to ensure that they operate prior to each working day
- ✓ All Fire Fighting equipment must be annually inspected - this is carried out under contract arranged via the (state responsibility - e.g. Centre Manager)
- ✓ All fire equipment, signs, call points, extinguisher etc must be clearly visible and unobstructed.
- ✓ All defects to fire protection equipment should be reported immediately to the chairperson.

#### In the event of fire

If a member of staff discovers a fire they should:

- ✓ Immediately leave the effected area taking any children in there charge with them.
- ✓ Set off the Fire Alarm via the nearest call point.
- ✓ If safe to do so, they should return to the main hall to help with the laid down evacuation of the children.
- ✓ If it is not safe to return to the main hall, then they should leave the building by the nearest fire exit and report to the fire assembly point.

If the fire alarm operates:

- ✓ The supervisor will evacuate the main hall, as per the laid down and practised fire drill and all children and staff will move to the Fire Assembly point, this will initially be, to ultimate safety, Main Car Park
- ✓ The supervisor, via the register, will carry out a role call to ensure the building is evacuated.
- ✓ The supervisor will nominate one member of staff to make the 999 call to the Fire Service from the main office
- ✓ If necessary, the children and staff will then be moved to centre car park where the parents can be contacted to arrange the collection of their children.
- ✓ A member of staff will meet the Fire Service and give the Officer in Charge the following information:
  - The building is evacuated or if not the numbers missing.
  - The location of the Fire, if known.
  - The location of the Assembly point.

- ✘ NO member of Staff will re-enter the building following evacuation.
- ✘ NO member of Staff, at any time, will use the Fire Extinguisher to tackle a fire as this delay's evacuation.
- ✓ NO member of staff will be endangered by using the telephone in the Hall's office to make the 999 call.
- ✓ Following the incident, Staff and Children will only return to the building after the Officer in Charge from the Fire Service has stated that it is SAFE to do so.
- ✓ The Manager should be informed about the incident as and when time allows.

## Bomb Treat Search & Evacuate Procedures

On receipt of bomb threat complete the associated form as soon as possible after threat was made. Evacuate all staff and customers to assembly point in main car parks. If bomb threat is in the associated car parks the evacuation point will be in main field and archery range. When finding a suspect package or object this should not be touched, a duty manager to be informed straight away and the building to be evacuated to the nearest assembly point.

### First aid and accident reporting

In the event of accidents occurring to a member of staff or to one of the children the overriding priority will be to:

- ✓ Administer First aid
- ✓ Mobilise the correct Medical support
- ✓ Ensure the continuing Health and Safety of the children and Staff.

### Staff Training

Staff are trained in First Aid via a First Aid at work course and at least 2 qualified members of staff should be on duty at any one time.

The qualified members of senior staff are:

Steph Miller – Office Manager  
Brad Wheeler – Senior Instructor  
Dan Achilies – Trainee Senior Instructor  
Alan Norgate – Stores Manager  
Jodie Payne – Adventure Barn Supervisor  
Annette Ruff – Outood Activities Supervisor

NO unqualified member of staff should render first aid unless it is under the direct supervision of a qualified member of staff.

### First Aid Equipment

The green boxed First Aid Kits are located:

Adventure Barn reception  
Bistro Kitchen  
Bunkhouse  
Main Office  
Equipment Store  
Conoe Hut

Red mobile first aid packs are taken to all vehicle activities.

### Accident Procedure

#### Accident / injury to a member of staff

- ✓ The Supervisor will take charge of the incident, if it is the Supervisor injured then the Deputy Supervisor will take charge.
- ✓ The Supervisor will nominate a first aider to deal with the casualty.
- ✓ The Supervisor will nominate other staff to look after the children and if necessary move the children to another part of the building.
- ✓ If required the Supervisor will call an Ambulance via the 999 system.
- ✓ Due to the staff / child ratio required, should a member of staff require hospital treatment an Ambulance must always be called.
- ✓ The Supervisor will inform the Next of Kin if the member of staff requires hospital treatment and which hospital the ambulance has taken them to or if they require picking up to be taken home.
- ✓ Following treatment the First Aider should then complete an accident/near miss incident form and submit this to the Manager
- ✓ The Supervisor should inform the Manager of the incident as soon after the incident as possible.

### Accident / injury to one or more of the children

- ✓ The Supervisor will take charge of the incident.
- ✓ The Supervisor will nominate a first aider to deal with the casualty.
- ✓ The Supervisor will nominate other staff to look after the other children and if necessary move the children to another part of the building.
- ✓ If required the Supervisor will call an Ambulance via the 999 system.
- ✓ Due to the staff / child ratio required, should a child require hospital treatment an Ambulance must always be called.
- ✓ The Supervisor will inform the Parents if their child requires hospital treatment and which hospital the ambulance has taken them to or if they require picking up to be taken home.
- ✓ Following treatment the First Aider should then complete the Accident Book.
- ✓ The parents should sign the accident book when they pick the child up.
- ✓ If the child has suffered a head injury then the written notification should be given to the parents when they pick up their child.
- ✓ The Supervisor should inform the Chairperson of the incident as soon after the incident as possible.

### Recording and Reporting of accidents

All accident, no matter how minor, no matter if it happens to a member of staff or a child must be recorded in the pre-school accident book.

In the case of a record in the accident book relating to a child then the parents must sign the accident book prior to leaving the building with their child.

In the case of either a member of staff or a child either being sent to hospital for treatment of being sent home then the Chairperson of the Pre-school Management Committee must be informed as soon after the incident as possible.

In addition to the requirement to maintain accident books, there is a duty on the Chairperson (responsible person) to report certain injuries sustained at work and certain dangerous occurrences to the enforcement authority for their premises. This is required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI 1995 No. 3163).

The Responsible person is required to report:

- any fatalities of employees and non-employees
- major injuries to employees (fractures except to fingers and toes, eye injuries, etc)
- accidents causing more than three days' incapacity for work (over three day accidents)
- certain specified work-related diseases
- injuries to non-employees requiring immediate hospital treatment
- any of the specified dangerous occurrences which are associated with the work activities or work premises.

This includes accidents arising from the way the work is conducted, the work premises, any materials or substances used, or acts of violence to employees. Full lists of the major injuries and work-related diseases are given in the guidance booklet which is held by the Chairperson.

All such accidents should be reported to the enforcing authority for the early years educational establishment immediately by the quickest means, ie telephone, and followed up in writing within 10 days. Over three day accidents and work-related diseases need not be notified by telephone but must be reported in writing as soon as the responsible person is aware of the situation.

The Chairperson is responsible for reporting to the enforcing authority any such incidents.

The Supervisor is responsible for reporting all such accidents as soon after the incident as possible.

### Accident / Incident Investigation

All Accidents must be investigated to discover the cause of, and whether it can be avoided in the future.

Initial investigation will be carried out by the Supervisor at the time of the incident, this information should be passed to the Chairperson who is responsible for the investigation.

The main principles of the Accident Investigation will be:

1. To establish the facts,
2. To identify additional preventative and protective measures that can be put in place to prevent a recurrence of this or similar incidents.

#### Vulnerable groups and non-employees

The Marwell Activity Centre Management Committee recognises the following groups of vulnerable groups and non-employees and the following procedures are in place to protect them:

- ✓ Children attending the centre.
- ✓ Parents of children attending the centre.
- ✓ Other children of parents of children attending the centre.
- ✓ Prospective parents and children.
- ✓ Disabled persons.
- ✓ Work experience staff.
- ✓ Contractors.
- ✓ Delivery personnel.
- ✓ Other users of the building.

#### Procedures for each group

Children attending the centre.

A general risk assessment has been carried out to highlight the risks to the children in our care. All areas of risk are either low or less than low.

The following is in place:

- ✓ The children are supervised at all times.
- ✓ Weekly Fire Evacuation Drills.
- ✓ All staff are Police and Social Services checked.
- ✓ No member of staff is left on their own with a child or assigned to toilet duties until clearance from both the Police and Social Services.
- ✓ At least 2 members of staff qualified as First Aiders for children.
- ✓ All electric sockets are covered.
- ✓ All heaters are covered.
- ✓ All equipment is regularly checked.
- ✓ All centre ratios are adhered to
- ✓ There is a No Smoking Policy in place.
- ✓ Emergency phone numbers of parents are maintained.
- ✓ Each participant is to complete a medical form that is stored before beginning an activity.

Parents of children attending the centre.

The parents of children attending the centre are subject to a separate general risk assessment as they are only on the premises to drop off and pick up their children.

The following is in place:

- ✓ All parents to drop off and pick up young participants from designated collection points
- ✓ A member of staff supervises the main door and will supervise the evacuation of parents if necessary.
- ✓ Parents are made aware of Health and Safety Policies via our parents information packs, information signs and staff instruction.
- ✓ All accidents to parents are entered in the accident book.

Other children of parents of children attending the centre.

Other children of parents of children attending the centre are the responsibility of, and under the control of their parents, additionally the following has been put in place:

- ✓ At drop off and collection times the main entrance is supervised by a member of staff who will supervise the evacuation of parents and these children.
- ✓ All young people are to be supervised at all times.

#### Prospective parents and children.

Prospective parents are always under supervision from a member of staff, the parents are responsible for their own children. The following is in place:

- ✓ Verbal instruction from member of staff of what to do in an emergency.
- ✓ Written guidance in the parent's pack.

#### Disabled persons.

The property is designed with access / egress for disabled persons and is equipped with disabled toilet facilities. Where a disabled child attends the centre a risk assessment is carried out taking into account their disabilities and procedures put in place to cover any special needs.

The following covers any visitors and disabled parents:

- ✓ Wheelchair users will be assigned a member of staff or a friend to act as a pusher should the fire alarm actuate.
- ✓ If hard of hearing a check of the toilets will be made if the fire alarm actuates to ensure they know to evacuate.

#### Work experience staff.

We recognise that work experience students are new to the workplace and therefore inexperienced in Health and Safety practices and therefore require supervision at all times.

The following is carried out:

- ✓ Induction training at interview - containing - Fire procedure, accident procedure, employee health and safety responsibilities in the workplace, No smoking policy.
- ✓ They are given HSE leaflet.
- ✓ They are told that they cannot leave the room with a child.
- ✓ They are told that any problems should be directed to the supervisor

#### Contractors.

All contractors are employed or under contract to C.Cooper and V.Cooper Management Committee. We therefore ensure that they are not effected by our activities and more importantly that their activities do not affect the Health and Safety of the staff and the children. The following is in place:

- ✓ Where possible, all work carried out by contractors is, by arrangement with the hall management committee, carried out outside normal centre opening hours.
- ✓ Where this is not possible, only work that can be carried out in room other than those being used by the centre will be aloud to continue.
- ✓ They are informed of what to do if they discover a fire and what do if they hear the alarm.
- ✓ They are informed that first aiders are on duty in the centre in case of an accident.

#### Delivery personnel.

Delivery personnel delivering to the centre are met by a member staff and supervised at all times that they are on the premises.

#### Specific work hazards and activities

Specific work hazards or activities which this health and safety policivy addresses include:

- ✓ hazardous substances (eg chemicals and biological agents)
- ✓ electricity
- ✓ work equipment
- ✓ personal protective equipment.

- ✓ manual handling
- ✓ good housekeeping systems
- ✓ work at height (such as using ladders)
- ✓ waste disposal
- ✓ traffic organisation
- ✓ children's play areas
- ✓ building maintenance and decoration.

Hazardous substances (eg chemicals and biological agents)

The only chemicals on site are domestic cleaning and are confined to storage in the kitchen area. The following is in place:

- ✓ All chemicals must be stored in a locked store cupboard when not in use.
- ✓ Labels must be left attached to the containers at all times.
- ✓ Children are not permitted in the kitchen area.
- ✓ First aid procedures for spillage on skin, eyes and digestion are covered in the staff first aid course.

Electricity

The following procedures are in place:

- ✓ All sockets must be protected by plastic blanking covers and must not be removed.
- ✓ All electric heaters are protected by guards attached to the walls.
- ✓ All electrical equipment is tested annually.
- ✓ Any electrical equipment found to be defective must be removed from use, labled 'defective' and placed in a locked store and reported to the landlord as soon as possible.
- ✓ First aid procedures for electric shock and burns are covered in the staff first aid course.

Work equipment

The following procedures are in place:

- ✓ All work equipment is regularly inspected to ensure it is in a good condition.
- ✓ All defects should be reported to the Centre Manager
- ✓ All defected equipment must be labled 'defective' and removed from service.
- ✓ All defects must be reported to the Centre Manager as soon as possible.

Personal protective equipment.

The following personal protective equipment is supplied:

- ✓ Latex Gloves - for the protection of staff from bodily fluids when dealing with a first aid emergency or a child that has lost bladder and/or bowel control.

The following procedures are in place:

- ✓ Staff must wear latex gloves when dealing with such an incident.

Manual handling

All manual handling activities in the centre are subject to a manual handling of load risk assessment and the staff receive manual handling of loads training.

The following safe working practices and procedures will be conformed to:

- ✓ The Centre Manager will carry out regular Manual Handling Risk Assessments, completing the 'Inspection Check List' and bring the contents to the attention of all staff and centre management committee.
- ✓ The staff will carry out a risk assessment of each manual handling task prior to carrying it out.
- ✓ The staff will carry out manual handling tasks in line with the safe working practices as taught on the Manual Handling Course.

## Good housekeeping systems

To ensure a safe working environment the following procedures will be carried out:

- ✓ All spills, whether wet or dry will be cleared up immediately they are discovered.
- ✓ All staff are to be notified of any such spillage.
- ✓ All Fire Escape routes are to be kept clear at all times.
- ✓ All rubbish and other waste material will be removed from the building at the end of each session.
- ✓ All equipment and raw materials must be cleared and stored in the locked store on completion of the activity.

## Work at height (such as using ladders)

The only ladder on the site is a fitted loft ladder for access to the roof space. The following procedures are to be followed when using this equipment:

- ✓ Always ascend and descend the ladder in the correct manner. E.g. when coming down the ladder - come down backwards.
  - ✓ Never attempt to carry any object down the ladder - always pass the object down to another person.
  - ✓ Report any defects to the pre-school supervisor and label the ladder defective to warn other users.
  - ✓ The roof space should only be used for long term storage to limit the necessity of using the ladder.
- Building maintenance and decoration.

Building maintenance and decoration is the responsibility of the Landlord. The following procedures are to be followed:

All defects should be reported to Manager of the Centre as soon as possible.

- ✓ The Chairperson of the Pre-school will report the defects to Landlord.
- ✓ All staff will be made aware of the defect.
- ✓ If necessary the effective area will be marked off and not used by staff or children.

## Competency and training

Competency and training needs are subject to three assessments:

- ✓ Assessment against the requirements of the Health and Safety at Work etc Act 1974.
- ✓ Assessment against the relevant job description for the post holder.
- ✓ Self Assessment at time of Staff Appraisal.

The following Health and Safety training will be made available to staff:

- ✓ Induction Training.
- ✓ First Aid for Child Carers Course.
- ✓ Manual Handling of Loads Course.
- ✓ Fire Safety Course.
- ✓ General Health and Safety Course.

The training is either carried out by accredited suppliers or in house.

All training received by the staff is recorded on the "Staff Health and Safety Training Record" sheet.

The course content, the staff to whom the course is aimed and the supplier of the training is detailed in the course information table below.

COURSE INFORMATION			
COURSE	CONTENTS	STAFF	PROVIDER
Induction Training Activity Staff	What to do in case of fire Employee responsibilities Accident procedures Limited access to children until CRB check is done Welfare considerations. Supervision considerations Outdoor Education PPE Training Fire Safety General H&S	All	In House Trainer  Minimum of 1 day health and safety, 1 day fire training and 4 day first aid at work.
First Aid for First Aid at Work	See Appendix 1	Key Staff - To provide at least 2 on duty	Leisure Training & Advisory Services LTD
Manual Handling of Loads	As laid down by the Manual Handling Operation regs 1992	All	In House Trainer
Fire Safety Course	See Appendix 1	Key Staff - To provide at least 2 on duty	Leisure Training & Advisory Services LTD
General Health and Safety Course	See Appendix 1	Key Staff - To provide at least 2 on duty	Leisure Training & Advisory Services LTD

*Where specialist knowledge and/or skills are required for a task, eg undertaking electrical equipment repairs, persons without the necessary knowledge or skills are prohibited from carrying out the task.*

## Staff Training Courses Content

### Training Courses Content for Senior Team

#### **First aid for childcare workers**

A 1 day competence based course covering:

- ✓ Accident prevention
- ✓ Management of an incident
- ✓ Treatment of an unconscious casualty
- ✓ Adult / child / baby resuscitation
- ✓ Hypoxia
- ✓ First Aid kits
- ✓ Record keeping
- ✓ Blood loss and shock
- ✓ Burns and scalds
- ✓ Causes of unconsciousness
- ✓ Head injuries
- ✓ Electric shock
- ✓ Foreign bodies
- ✓ Fractures
- ✓ Minor illness and conditions of childhood
- ✓ Infectious diseases
- ✓ Administration of medication

#### **Fire Safety Course**

A 1 day course covering:

- ✓ Characteristics of fire
- ✓ The effects of fire on people
- ✓ Major Causes of Fire
- ✓ Fire prevention
- ✓ Fire protection - alarm system
- ✓ Fire Extinguishers
- ✓ Evacuation of the building

#### **General Health and Safety Course**

A 1 day course covering:

- ✓ Relevant law and pre-school H&S policy
- ✓ Employers responsibilities
- ✓ Employee responsibilities
- ✓ Risk assessment
- ✓ Reporting procedures

### **Training Courses Content for Instructor Team**

Induction

Ropes Techniques

Session Specific Training

NGB Awards

## Participant and Visitor Behavioural Policy

We recognise the need to set reasonable and appropriate limits to help manage the behaviour of children in our care. We operate a non-smoking and non-physical punishment procedure in line with the national guidelines.

No child in our care will suffer pain or humiliation, as we believe in positive discipline as a more effective way of managing behaviour.

Examples of this are listed below:

- Give praise and reward good behaviour.
- Be consistent in saying NO and explain the reasons for this.
- Make children feel valued and set realistic targets.
- Ensure an apology is given to others as and when necessary.
- Have a set of house rules that apply to all.
- Communicate with parents if a problem arises to find a solution.
- Give praise and encouragement when a child lives up to expectations.
- Set a good example for the children to follow.
- Respond to unwanted behaviour appropriately, according to the age and level of understanding.

Steps for over 8 year olds:

1. Verbal warning to refrain from disruptive behaviour of the following steps will be made.
2. Removal from activity if they become a danger to themselves and others and made to sit at sidelines and watch.
3. Removal from group completely if disruptive behaviour continues either with an onsite parent/group helper or if not present taken to the site office where the situation can be talked about and addressed.
4. If no solution can be arranged then parent/guardian phoned to take child home and full refund made.

THE CHILDREN IN OUR CARE WILL BE ENCOURAGE TO DEVELOP SOCIAL SKILLS TO HELP THEM BE ACCEPTED AND WELCOMED IN SOCIETY AS THEY GROW UP.

## General Site Risk Assessment

Consequence	Probable Likelihood (A)	Possible Likelihood (B)	Remote / Unlikely Likelihood (C)	Improbable / Negligible Likelihood (D)
Fatal Injuries (4)	High (4A)	High (4B)	Medium (4C)	Low (4D)
Major Injuries (3)	High (3A)	High (3B)	Medium (3C)	Low (3D)
Minor Injuries (2)	Medium (2A)	Medium (2B)	Low (2C)	Low (2D)
Negligible Injuries (1)	Low (1A)	Low (1B)	Low (1C)	Low (1D)

HAZARDS	RISK GROUPS	EFFECT	RISK RATING	PREVENTATIVE/ PROTECTIVE MEASURES	RESPONSIBILITY	RESIDUAL RISK RATING
Cluttered floors	Everyone	Trip hazard possible sprains/ strains or fracture or head injury.	2C	1: All rubbish to be cleared away immediately 2: Activities carried out floor should be at side of room and supervised.	M.O.A.C Staff	2D
Protruding furniture, cupboards doors, etc.	Everyone	Blunt trauma to head and upper body	2C	1: All doors to be kept shut. 2: Only essential furniture out in room. 3: A no running rule	M.O.A.C Staff	2D
Chemicals and other dangerous substances	Everyone	Chemical burns, digestion of chemicals	3C	1: Chemicals only to be stored and used in Kitchen area 2: Restricted access to children 3: Supervision by parents at all times.	M.O.A.C Staff	3D
Electrical outlet sockets Electrical heaters	Everyone	Electrocution, Electrical Burns	3C	1: Electrical outlet sockets covered at all times 2: Heaters and supply protected by custom made guards 3: Supervision buy parents at all times	M.O.A.C Staff	3D
Hot water / Hot surfaces	Everyone	Burns and scalds	3C	1: Customers to be made aware of hot drinks 2: No hot water in main room. 3: Heaters protected by custom made guards.	M.O.A.C Staff	3D
Injury from Play Structures	Everyone	Trip hazard possible sprains/ strains or fracture or head injury	3C	1: Children to be supervised at all times by an adult 2: Daily HS checks to be carried out on all structure and play equipment	M.O.A.C Staff	3D
Fire	Everyone	Death, Burns and shock	4B	1: Supervised by staff or parents at all times. 2: Automatic Fire Alarm System 3: Fire Exits, Signage, Extinguishers	M.O.A.C Staff	4C
Abuse by staff.	Everyone	Physical and mental damage.	2C	1: All Staff Police and Social Services checked for suitability. 2: No staff allowed to do Toilet duty until cleared by above check. 4: All children and staff in one room.	M.O.A.C Staff	2D
Falling from outside play equipment	Everyone	Trauma injuries to head and body	3C	1: Children to be supervised at all times by an adult 2: Areas around play equipment to have wood bark surfaces to required standard 3: Correct signage 4: Daily HS checks to be carried out on all play equipment	M.O.A.C Staff	3D
Children leaving the building without supervision	Everyone	Injury to child and disorientation	3B	1: All parents to be made aware by correct signage their responsibilities of supervision. 2: All exit Gates to be kept closed at all times	M.O.A.C Staff	3C

Hazardous Activities	Everyone	Potentially very serious.  Risk low with existing control measures.	4B	<ul style="list-style-type: none"> <li>- Appropriate risk assessments have been carried out for each activity, which is facilitated by Marwell Activity Centre. The Centre is approved by the HCC Inspector of Outdoor Education and conforms to HCC hazardous pursuit regulations.</li> <li>- Activities are offered on the capability of the group and medical forms will be carried by a member of the group at all times during the activity.</li> <li>- During these activities the group is always supervised by a MAC member of staff and there is a clear hand over between centre staff and visiting staff.</li> <li>- Senior MAC staff are qualified in first aid and all related NGB qualifications.</li> </ul>	<ul style="list-style-type: none"> <li>- Loco parentis remains with visiting group leaders although during activities MAC staff will ensure the health, safety and wellbeing of the group.</li> <li>- Continuous monitoring of developments within the Activities and also any technological developments.</li> <li>- All the MAC staff are monitored in delivery of instruction on a regular basis to insure good practise.</li> <li>- All accidents are to be reported with HCC guidelines.</li> </ul>	4C
Tent, marquees and other associated equipment	All participants and all visitors.	Potentially very serious.	2B	<ul style="list-style-type: none"> <li>- The centre is an approved premise and complies with HCC regulations. All visitor leaders should have attended relevant courses and have a letter of resignation from the head of their establishment or completed and equivalent course e.g.: Guides, Scouts.</li> <li>- Clear expectations of group will be set out on arrival.</li> <li>- All pupils are warned of danger and supervised whilst setting up the camp.</li> <li>- No moving of marquee structures without MAC approval.</li> <li>- Any one moving tents should do so within their capabilities.</li> <li>- All groups should report faults and defects immediately to a member of MAC staff.</li> <li>- Group leaders to ensure adequate entrance and exit points to and from their camp area.</li> <li>- All altar fires and gas fires to be set up and managed within the required guidelines set out by the group organisation.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure control measure remain effective, reassess if in any doubt.</li> <li>- Visual checks of equipment to be carried out daily by leaders and to be reported to MAC staff immediately.</li> <li>- Equipment to be maintained as per manufacturer guidelines.</li> <li>- All accidents and near misses to be reported within HCC guidelines.</li> </ul>	2D
Stranger danger/child protection issues	Participants, children, students and young people.	Potentially very serious.  Control measures in line with current good practice.	3C	<ul style="list-style-type: none"> <li>- All centre staff have been advanced checked through the CRB to comply with current regulations.</li> <li>- All visiting staff should have been through the same procedure.</li> <li>- Staff on duty 24 hours a day ensuring compliance with duty of care and also security.</li> <li>- All visitors to centre must sign in.</li> <li>- All leaders must inform MAC of visitors to the centre.</li> <li>- All MAC identified by staff uniform.</li> <li>- Building doors should be closed at all times and groups supervised whilst using communal areas.</li> </ul>	<ul style="list-style-type: none"> <li>- Vigilance by group leaders and other staff that there is no unauthorised access to their camp.</li> <li>- Centre staff to ensure that no unauthorised access to the centre.</li> <li>- Ensure full compliance with risk assessment and review as appropriate.</li> <li>- All accidents and near misses to be reported within HCC guidelines.</li> </ul>	3D

				<ul style="list-style-type: none"> <li>-</li> <li>- Pupils briefed that other adults will be on site</li> <li>-</li> </ul>		
Road safety/access and internal road and car parks	All visitors potentially	Visitor struck by vehicle	3C	<ul style="list-style-type: none"> <li>- Access is via the main gate.</li> <li>- Groups should advise centre of anticipated time of arrival so that MAC staff can assist with parking and debarkation of the coaches.</li> <li>- A 5mph is imposed on site with signs to further enforce the policy.</li> <li>- Vehicles are only permitted to park on grass and field areas with prior permission.</li> <li>- All contractors should be accompanied where necessary on site and registered.</li> <li>- All group leaders in ensure supervision of groups when crossing internal roads and car parks.</li> </ul>	<ul style="list-style-type: none"> <li>- Continuous monitoring of local policies and amendments where appropriate.</li> <li>- All accidents and near misses to be reported within HCC guidelines.</li> </ul>	3D
Environment and weather	Everyone	Variety of effects	3C	<ul style="list-style-type: none"> <li>- There is a risk of insect bites.</li> <li>- Weather reports will be posted on the notice boards at the start of each week.</li> <li>- Group leaders are to ensure adequate wet weather provision and ensure that children have adequate wet weather clothing.</li> <li>- Encase of adverse weather conditions group leader to be advised by centre staff as to operating procedure.</li> </ul>	<ul style="list-style-type: none"> <li>- Fence provides security and safety.</li> <li>- Centre staff are trained in first aid.</li> <li>- Accompanying staff should also include a first aid person.</li> <li>- These are fenced off and locked to prevent entry.</li> <li>- Group leaders are advised of this on arrival.</li> <li>- The weather will be monitored by MAC staff during groups visit and if necessary extra measures will be taken.</li> <li>- All accidents and near misses to be reported within HCC guidelines.</li> <li>-</li> </ul>	3D
Centre buildings - Administration block  Stores Workshops  Bunkhouse  Toilets  Adventure barn	Everyone	Variety of effects	3B	<ul style="list-style-type: none"> <li>- All buildings are maintained to HSE standards.</li> <li>- All buildings have modern fire and smoke detection systems in operation and are checked on a regular basis.</li> <li>- No unauthorised persons are allowed to enter any of the storerooms or workshops during their stay.</li> </ul>	<ul style="list-style-type: none"> <li>- All areas to be kept clean and tidy.</li> <li>- Any faults are to be reported to MAC staff.</li> <li>- All accidents and near misses to be reported within HCC guidelines. equipment</li> </ul>	3D
Ropes courses, lake areas	All visitors and staff	Fall from height / Drowning	4B	<ul style="list-style-type: none"> <li>- No unauthorised access allowed to climbing wall, lake areas and ropes courses at any time.</li> <li>- All group leaders to be informed to the location of these areas on arrival.</li> <li>- Water safety equipment is supplied at all lake areas.</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- Continuous monitoring of local policies and amendments where appropriate.</li> <li>- All accidents and near misses to be reported within HCC guidelines.</li> </ul>	4D
Cooking and camp fires	All visitors and staff	Burns	3B	<ul style="list-style-type: none"> <li>- Groups are responsible for the safe set up of their kitchen as required by required regulations.</li> <li>- Food is stored properly.</li> <li>- Group leaders must ensure that person</li> </ul>	M.O.A.C Staff	3D

				<ul style="list-style-type: none"> <li>- responsible for cooking has a food hygiene</li> <li>- certificate as a minimum.</li> <li>- Only altar fires to be used on site.</li> <li>- Campfires only to be used in designated areas. Prior permission required.</li> </ul>		
Assessment By:	Digby Cooper md	Date:	08.02.12	Review Date:	08.02.2013	
<p>Note: Any assessments carried out for expectant mothers, young persons, children, etc must be in conjunction with Health and Safety Manager</p>				<p>(generally 12 months or following any significant change or an incident)</p>		

## Generic Building Risk Assessment

Consequence	Probable Likelihood (A)	Possible Likelihood (B)	Remote / Unlikely Likelihood (C)	Improbable / Negligible Likelihood (D)
Fatal Injuries (4)	High (4A)	High (4B)	Medium (4C)	Low (4D)
Major Injuries (3)	High (3A)	High (3B)	Medium (3C)	Low (3D)
Minor Injuries (2)	Medium (2A)	Medium (2B)	Low (2C)	Low (2D)
Negligible Injuries (1)	Low (1A)	Low (1B)	Low (1C)	Low (1D)

HAZARDS	RISK GROUPS	EFFECT	RISK RATING	PREVENTATIVE/ PROTECTIVE MEASURES	RESPONSIBILITY	RESIDUAL RISK RATING
Stairs	All Staff and visitors	Major injury from falling	4B	1: All rubbish to be cleared away immediately 2: Activities carried out floor should be at side of room and supervised.	M.O.A.C Management Team	4C
Windows	All Staff and visitors	Danger of falling out of	4C	1: All windows to be checked for stability and security 2: Windows to be locked or closed when young children could be in danger	M.O.A.C Management Team	4D
Doors	All Staff and visitors	Finger entrapment, blocked doors	2B	1: Fire doors to have clear exits 2: Instructors to look out for children playing with doors	M.O.A.C Management Team	2D
Cluttered Floors	All Staff and visitors	Head / back injury	3B	1: All PPE to be stored above ground 2: All Rooms to be kept tidy	M.O.A.C Management Team	3D
Items located in rooms	All Staff and visitors	Head / back injury	3B	1: All doors to be kept shut. 2: Only essential furniture out in room. 3: A no running in store rooms	M.O.A.C Management Team	3D
Electrical sockets	All Staff and visitors	Shock from mains	4C	1: Electrical outlet sockets covered at all times 2: Heaters and supply protected by custom made guards 3: Supervision buy parents at all times	M.O.A.C Management Team	4D
Lights / Lighting	All Staff and visitors	Tripping, head injury from insufficient lighting	2B	1: All bulbs to be replaced when they have burnt out, switches located in suitable places	M.O.A.C Management Team	2D
Condition of Walls	All Staff and visitors	Head injury to major injury	3B	Annually checked by Centre Manager or contractor	M.O.A.C Management Team	3D
Structure	All Staff and visitors	Possible	4C	Annually checked by Centre Manager or contractor	M.O.A.C Management Team	4D
Assessment By:	Digby Cooper	Date:	08.02.2012	Review Date:	08.02.2013	
Note: Any assessments carried out for expectant mothers, young persons, children, etc must be in conjunction with Health and Safety Manager				(generally 12 months or following any significant change or an incident)		

### Bunk House Accommodation Risk Assessment

Consequence	Probable Likelihood (A)	Possible Likelihood (B)	Remote / Unlikely Likelihood (C)	Improbable / Negligible Likelihood (D)
Fatal Injuries (4)	High (4A)	High (4B)	Medium (4C)	Low (4D)
Major Injuries (3)	High (3A)	High (3B)	Medium (3C)	Low (3D)
Minor Injuries (2)	Medium (2A)	Medium (2B)	Low (2C)	Low (2D)
Negligible Injuries (1)	Low (1A)	Low (1B)	Low (1C)	Low (1D)

HAZARDS	RISK GROUPS	EFFECT	RISK RATING	PREVENTATIVE/ PROTECTIVE MEASURES	RESPONSIBILITY	RESIDUAL RISK RATING
Bunk beds breaking / collapsing	Participants	Head / rushing injury	3C	<ul style="list-style-type: none"> <li>- Beds checked after each group has used the bunkhouse</li> <li>- Faults fixed or reported</li> </ul>	Bunkhouse reset staff	3D
Broken or exposed plug sockets	Participants Reset Staff	Electrocution from mains	4C	<ul style="list-style-type: none"> <li>- Appliances PAT tested annually</li> </ul>	Bunkhouse reset staff Senior Team	4D
Broken windows	Participants Reset Staff	Cuts to feet / hands	3C	<ul style="list-style-type: none"> <li>- Behaviour standards given upon arrival and monitored</li> <li>- Any breaks to be cleaned up immediately and reported/ recorded</li> </ul>	Bunkhouse reset staff Senior Team	3D
Closing doors	Participants Reset Staff	Trapped fingers	2B	<ul style="list-style-type: none"> <li>- Behaviour standards given upon arrival and monitored</li> </ul>	Senior Team	2C
Guests falling out of windows	Participants	Major injuries	4C	<ul style="list-style-type: none"> <li>- Behaviour standards given upon arrival and monitored</li> <li>- No windows present on first floor of bunkhouse.</li> <li>- Sky lights kept on first catch.</li> </ul>	Bunkhouse reset staff Senior Team	4D
Fire	Participants Reset Staff	Burns, smoke inhalation	4B	<ul style="list-style-type: none"> <li>- Fire alarms in each room</li> <li>- Smoke detectors in each room</li> <li>- Red strobes present in rooms and toilets.</li> <li>- Alarm checked before and after each stay</li> </ul>	Bunkhouse reset staff Senior Team	4C
Power failure	Participants Reset Staff	Minor injuries due to no light	2B	<ul style="list-style-type: none"> <li>- Emergency lights located around the accommodation</li> <li>- Glow in the dark exit signs located by doors</li> </ul>	Management	2D
Burglary / Robbery	Participants	Physiological / Physical	3C	<ul style="list-style-type: none"> <li>- Blinds located on windows</li> <li>- Doors lockable</li> <li>- Warden on site</li> </ul>	Management	2D
Assessment By:	Digby Cooper	Date:	04.02.2012	Review Date:	04.02.2013	
Note: Any assessments carried out for expectant mothers, young persons, children, etc must be in conjunction with Health and Safety Manager				(generally 12 months or following any significant change or an incident)		

## Generic Fire Risk Assessment

Consequence	Probable Likelihood (A)	Possible Likelihood (B)	Remote / Unlikely Likelihood (C)	Improbable / Negligible Likelihood (D)
Fatal Injuries (4)	High (4A)	High (4B)	Medium (4C)	Low (4D)
Major Injuries (3)	High (3A)	High (3B)	Medium (3C)	Low (3D)
Minor Injuries (2)	Medium (2A)	Medium (2B)	Low (2C)	Low (2D)
Negligible Injuries (1)	Low (1A)	Low (1B)	Low (1C)	Low (1D)

HAZARDS	RISK GROUPS	EFFECT	RISK RATING	PREVENTATIVE/ PROTECTIVE MEASURES	RESPONSIBILITY	RESIDUAL RISK RATING
LPG GAS	All Staff and Visitors	<p>INHALATION OF FUMES ,</p> <p><i>EXPLOSION, FIRE , GAS LEAKAGE</i></p>	3B	<p>1: All LPG systems and installations gas safety checked annually or when work is carried out</p> <p>2: All LPG used and stored in line with MAS procedure policy</p> <p>3: All LPG hose systems to be fitted with flash back arresters and hose no older than five years old. All hose must be date stamped on the outside</p> <p>4: All LPG use areas to be issued with fire extinguishers and fire blanket</p>	M.O.A.C Management Team	3D
IGNITION OF COMBUSTABLE MATERIAL	All Staff and Visitors	FIRE , INHALATION OF FUMES	4B	<p>1: Good housekeeping procedures in place.</p> <p>2: All rubbish disposed of in sealed top refuse containers.</p> <p>3: Stock ordering held to a minimum</p>	M.O.A.C Management Team	4B
STRUCTURE FIRE	All Staff and Visitors	FIRE , INHALATION OF FUMES	4B	<p>1: All structures to have fire rated material</p> <p>2: Fire points issued at strategic points</p>	M.O.A.C Management Team	4B
RESTRICTED ESCAPE	All Staff and Visitors	<p>TRAPED IN STRUCTURE</p> <p>FIER, INHALATION OF FUMES</p>	3B	<p>1: Adequate fire escape provision to be in place at all times and to be kept unblocked .</p> <p>2: Lit fire escape signage to be displayed at all times.</p> <p>3: Staff fire evacuation training prior to the event.</p> <p>4: Fire assemble point designated</p>	M.O.A.C Management Team	3D
STAFF DISOREANTATION IN CASE OF FIRE	All Staff and Visitors	<p>STAFF TRAPED IN STRUCTURES , FIRE AND</p> <p>INHALATION OF FUMES</p>	3B	<p>: Adequate fire escape provision to be in place at all times and to be kept unblocked .</p> <p>2: Lit fire escape signage to be displayed at all times.</p> <p>3: Staff fire evacuation training prior to the event.</p> <p>Fire evacuation procedure in place.</p> <p>4: Fire assemble point designated</p>	M.O.A.C Management Team	3D

ELECTRICAL FIRE	All Staff and Visitors	BURNS, FIRE, ELECTRICUTION	4B	1: All electrical installations to be carried out by a qualified member of staff 2: Only MAS equipment to be used 3: All portable electrical equipment to be inspected and certified 4: All wires and extensions to be kept to a minimum 4: Correct safety signage	M.O.A.C Management Team	4D
MOBILE KITCHEN FIRE	All Staff and Visitors	BURNS , FIRE , SCOULD INHALATION OF FUMES	4B	1: All mobile units to have gas safety certs . To be competed annually or when equipment is changed 2: All units to have appropriate fire extinguishers, fire blankets and first aid kits. 3: All combustible materials to be kept to a minimum and all rubbish disposed of immediately 4: Staff awareness training	M.O.A.C Management Team	4D
Assessment By:	Digby Cooper	Date:	08.02.2012	Review Date:	08.02.2013	
Note: Any assessments carried out for expectant mothers, young persons, children, etc must be in conjunction with Health and Safety Manager				(generally 12 months or following any significant change or an incident)		

“Aerial Adventure” Ropes Course

Maximum instructor ratio **1:4**  
Minimum of **2 instructors**  
Minimum age of **8 years old**

Equipment: Radio  
Rescue Bag

Instructor Qualification

- The instructor in charge must have been assessed as competent by the site assessor. (This assessor must have been trained and monitored for this function by a named MIA/MIC who is approved by HCC inspector for outdoor education.

Activity Ratios

- If there are two or more instructors on session, one must be designated to be in charge of the session.
- LEA (Local Education Authority) groups of participants under the age of 14 require a ‘one up, one down buddy system’ that involves one participant being on the ground and watching the other who is on the Aerial Adventure course.
- LEA groups with participants of the age of 14 and over are able to complete the course as one group and do not require the use of a ‘buddy system’.
- If there is a group’s pastoral adult able to assist in supervising students waiting to climb, then he/she cannot be counted within ratios in order to increase the number of students participating.

Equipment

- Only designated equipment to be used, PPE checked and logged prior to use.
- All participants and staff must wear a UIAA approved helmet, sit harness with cows-tails (captive gate karabiners on length of rope) and chest harness.
- All participants must wear long trousers.
- Rescue equipment consisting of a rescue bag, Gri-gri, sling steps, and 2 karabiners must be available throughout the session.
- All equipment must be checked before the start of every session for damage. (Fall arrest units, ropes used, rescue bag)
- All damaged equipment to be taken out of use and logged in the equipment log book.

Before Activity Begins

- A qualified instructor should go round the whole course before a session begins to check that the platforms, bolts and wires are all ok. This check should be completed on the same day as the session.
- To access the ropes course instructors must initially use the 8mm access cable via cablock device to fit fall arrest units.
- A qualified instructor must give a clear demonstration to all participants of the correct method of fitting and wearing of all Personal Protective Equipment.
- All Personal Protective Equipment must be checked by a qualified instructor for correct fitting and fastening before the participant leaves the ground.
- The appropriate cows-tails must be fitted to the participant. Taller participants can be fitted with shorter cows-tails. If necessary an overhand knot can be tied in the cows-tails to shorten them.
- Participants must be checked to ensure that any medical conditions are understood by the instructing staff.

- Participants must be checked to ensure that clothing and footwear are appropriate, long hair is tied back and that all jewellery has been removed.
- An instructor must give a clear explanation and demonstration of the required techniques before the first participant leaves the ground:
  - The correct method of attaching and detaching karabiners.
  - Explain and ensure participants can identify the correct areas of the course where karabiners can be attached. (Suspension rope, looping rope, and marked staples)
  - Demonstrate how karabiners are detached and reattached when moving from platforms onto elements and from elements to platforms.
  - Stress the importance of having at least on one Karabiner attached to a safety wire at all times when moving between elements, and explain that 2 karabiners must be attached whenever possible.
  - Explain the correct method of ascending and descending the course using the fall arrest units and or belay system. (All must be done by a qualified instructor as to the requirements and training for lowering with Gri-gris)

During the Activity

- Participants under 14 years of age are to be numbed and split into pairs (one participant on the ground and one on the Arial Adventure Course)
- Groups of 14 years and older may travel the course as one group.
- On the first element the instructors must position themselves on the transition platform to ensure that the participant is correctly attached and that they are happy to continue along the course.
- There must not be more than 1 participant on an element at any one time.
- There must be no more than 2 participants on a transition platform at any one time
- All groups must remain close together and in view of the instructors.
- When descending the course the instructor must position themselves on the transition platform unless the group is 14 years or above and is competent to attach themselves using the fall arrest units.
- If participant needs rescue, 2 trained instructors must complete the task.
- All systems must be left so that it is not possible for participants to gain access to equipment. Equipment must never be left unsupervised, and must be returned to the starting point.
- All equipment must be checked and any damaged kit marked and placed so that it cannot be used inadvertently by any other staff member.
- When participants are on the mini-zip system their speed is to be regulated by an instructor via the blue rope and must be told to lift their feet up.

After the Activity

- All equipment must be left neatly and ready for future session preferably off the ground
- Cow tails to be untied from harnesses
- Feedback to the group and tell them what their final score was.
- Participants told how they performed and asked how they found the activity.
- Instructor ensured the group was happy and knew where to go next.
- If the group was leaving then instructor said goodbye and thank you.

Amendments 2010-2011

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## Example Activity Risk Assessment

### “Ariel Adventure” Ropes Course

Consequence	Probable Likelihood (A)	Possible Likelihood (B)	Remote / Unlikely Likelihood (C)	Improbable / Negligible Likelihood (D)
Fatal Injuries (4)	High (4A)	High (4B)	Medium (4C)	Low (4D)
Major Injuries (3)	High (3A)	High (3B)	Medium (3C)	Low (3D)
Minor Injuries (2)	Medium (2A)	Medium (2B)	Low (2C)	Low (2D)
Negligible Injuries (1)	Low (1A)	Low (1B)	Low (1C)	Low (1D)

HAZARDS	RISK GROUPS	EFFECT	RISK RATING	PREVENTATIVE/ PROTECTIVE MEASURES	RESPONSIBILITY	RESIDUAL RISK RATING
<b>WEATHER</b>						
Cold and Wet	-Participants -Team	<i>Hypothermia</i>	4C	- Instructor to make sure clients have suitable clothing prior to activity. - Instructors to be wearing appropriate clothing in order to run the session safely.	Activity Leaders	4D
Sun	-Participants -Team	Heat Stroke	3B	- Instructor must make the clients aware of dangers relating to sun i.e. Heat stroke and Sunburn.	Activity Leaders	3C
Lightning and Storms	-Participants -Team	Struck by storm	4A	- Instructor not to run session in any serious storm - If caught in a Lightning storm the instructor must cease the session and seek appropriate shelter	Activity Leaders	3D
Strong Winds	-Participants -Team	Collapse of structures	3A	- If winds exceeding force 6 (beauford scale) Participants may not attempt the Ariel Adventure course.	Activity Leaders	3D
<b>EQUIPMENT</b>						
Equipment Failure	-Participants -Team	Fall from height resulting in injury	4C	- Ensure correct fitting of all PPE equipment by a qualified member of staff. - The condition of all equipment to be monitored prior to use and suspect items to be removed from service.	Activity Leaders	4D
Course Equipment Failure	-Participants -Team	Fall from height resulting in injury	4C	- Condition of platforms, monitored on a regular basis. - Condition of ropes, wires, and elements monitored on a regular basis.	Activity Leaders	4D
<b>PERSONEL</b>						
Falling from height	-Participants	Fatality, head injury, serious fracture or	4C	- All involved to wear UIAA approved harness, chest harness, and double cows	Activity Leaders	4D

	-Team	brake		<ul style="list-style-type: none"> <li>tails.</li> <li>Pre session briefing as per operating procedure.</li> </ul>		
Injury to head	-Participants -Team	Head Injury	3B	<ul style="list-style-type: none"> <li>All participants to wear approved UIAA helmets fitted by trained instructor</li> </ul>	Activity Leaders	2C
Muscle Joint Injuries	-Participants -Team	Sprain / pull of muscle or twist	2C	<ul style="list-style-type: none"> <li>Use appropriate climbing specific warm up exercises</li> <li>Good coaching and movement principles.</li> <li>Recognition of over use injuries, session management rest and recovery.</li> </ul>	Activity Leaders	1D
Abrasions from wires and trees	-Participants -Team	Scratch abrasion	2B	<ul style="list-style-type: none"> <li>All participants are to wear long trousers.</li> </ul>	Activity Leaders	2D
Falling Objects	-Participants -Team	<i>Head injury</i>	3B	<ul style="list-style-type: none"> <li>UIAA Helmets to be worn at all times by all participants and staff.</li> </ul>	Activity Leaders	2C
Watches, jewellery, piercing	-Participants -Team	Ripping of skin	3A	<ul style="list-style-type: none"> <li>All should be removed prior to activity or covered with a plaster.</li> </ul>	Activity Leaders	2D
Assessment By:	Digby Cooper	Date:	27.01.2012	Review Date:	27.01.2013	
Note: Any assessments carried out for expectant mothers, young persons, children, etc must be in conjunction with Health and Safety Manager					(generally 12 months or following any significant change or an incident)	

## Example Activity Sign Off/Check Sheet

“Aerial Adventure” Ropes Course

Instructor:		Date:			
Assessor:		Date:		Role:	

Instructor training:	Circle as appropriate
Shadowed a session.	YES / NO
Training shift with site trainer.	YES / NO
Read risk assessments and procedure policies.	YES / NO
Joint session with site trainer.	YES / NO
Signed off by site trainer.	YES / NO
4 week review.	YES / NO
6 month review.	YES / NO
NGB gained.	YES / NO

Generic meet and greet:	Circle as appropriate
Introduced them and welcomed clients to the centre.	YES / NO
Confirmed that the client has registered at the main office.	YES / NO
If the office has not collected medical forms instructor collects them.	YES / NO
Ask participants what may hinder their performance on an activity. Find out from the group whether there are any asthmatics or any body with any mobility problems before starting activity.	YES / NO
Informed the clients of where the toilet facilities are and to please leave them in the same state they were found in.	YES / NO
Inform the clients of available refreshments and showers.	YES / NO
Inform the client of their rendezvous point for the day.	YES / NO
All dangly jewellery must be removed or a plaster used to cover any piercing.	YES / NO
Long trousers and long sleeves or overalls must be worn on designated activities All dangly clothing must be removed or tucked in.	YES / NO
Participants informed that every thing that they do is challenge by choice.	YES / NO
Informed clients that they should always step down and not jump of platforms etc due to risk of injury to knees.	YES / NO
Informed participants that our kit looks after their safety and that it must be kept clean and undamaged.	YES / NO

No chewing gum on site due to risk of swallowing and getting stuck to shoes etc. Also no eating food on session.	YES / NO
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Equipment:	Circle as appropriate
Radio Present.	YES / NO
Rescue Bag Present.	YES / NO
All PPE checked and logged prior to use.	YES / NO
Participants using helmet, sit harness, cow tails, and chest harness.	YES / NO
All participants wearing long trousers.	YES / NO
Rescue bag available throughout the session.	YES / NO

Before Activity Begins:	Circle as appropriate
One instructor designated in charge of session.	YES / NO
If LEA group session ran as one up one down and buddy check system used.	YES / NO
Instructor checked that a qualified instructor has gone round the whole course before a session begins	YES / NO
Instructor gave a clear demonstration to all participants of the correct method of fitting and wearing of all Personal Protective Equipment.	YES / NO
PPE checked by a qualified instructor for correct fitting and fastening before the participant leaves the ground.	YES / NO
Appropriate cows-tails must be fitted to the participant.	YES / NO
Participants checked to ensure that clothing and footwear are appropriate, long hair is tied back and that all jewellery has been removed.	YES / NO

Safety Brief:	Circle as appropriate
The correct method of attaching and detaching karabiners.	YES / NO
Explain and ensure participants can identify the correct areas of the course where karabiners can be attached. (Suspension rope, looping rope, and marked staples)	YES / NO
Demonstrated how karabiners are detached and reattached when moving from platforms onto elements and from elements to platforms.	YES / NO
Stressed the importance of having at least on one Karabiner attached to a safety wire at all times when moving between elements, and explain that 2 karibiners must be attached whenever possible.	YES / NO
Explained the correct method of ascending and descending the course using the fall arrest units and or belay system. (All must be done by a qualified instructor as to the requirements and training for lowering with Gri-gris)	YES / NO

During the activity:	Circle as appropriate
Instructor positioned themselves on the transition platform to ensure that the participant in correctly attached and that they are happy to continue along the course.	YES / NO
There was not more than 1 participant on an element at any one time.	YES / NO
There was no more that 2 participants on a transition platform at any one time	YES / NO
All groups must remain close together and in view of the instructors.	YES / NO
When descending the course the instructor positioned themselves on the transition platform.	YES / NO
All systems were left so that it is not possible for participants to gain access to equipment.	YES / NO
Equipment was not left unsupervised, and was returned to the starting point after the session.	YES / NO
All equipment checked and any damaged kit marked and placed so that it cannot be used inadvertently by any other staff member.	YES / NO
Participants speed on the mini-zip system was regulated by an instructor via the blue rope and they were told to lift their feet up.	YES / NO

After the activity:	Circle as appropriate
All equipment must be left neatly and ready for future session preferably off the ground.	YES / NO
Cowstails to be untied from harnesses.	YES / NO
Participants told how they performed and asked how they found the activity.	YES / NO
Instructor ensured the group was happy and knew where to go next.	YES / NO
If the group was leaving then instructor said goodbye and thank you.	YES / NO

Strengths during check

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Weaknesses during check

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Opportunities for instructor

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Targets for the future

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Assessor comments

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Site Assessor Decision:

Name:		Role:		Date:		PASS OR FAIL
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## Activity Matrix

Activity	Type of Session	Associated National Governing Body	Minimum Instructor Training Level	Assistant Instructor Grade	Instructor Assessor Grade	Chief Of Activity Grade	Technical Advisor	Ratio	Minimum Instructors
Archery	MP/AD	GNAS	IHT + assessed	IHT	GNAS		GNAS	1:12	1
AA	MP/AD	MLTE	IHT+ assessed	IHT	SPA Assessed by MIA	SPA Assessed by MIA	MIA	1:5	2
Arts and Craft	JP		IHT+ assessed	IHT	Senior Instructor	Manager	MOAC	1:6	1
Assault Course	MP/AD	MLTE	IHT+ assessed	IHT	Senior Instructor	SPA Assessed by MIA	MIA	1:12	1
Badge Making	JP		IHT+ assessed	IHT	Senior Instructor	Manager	MOAC	1:6	1
Camp Fire	MP/AD		IHT+ assessed	IHT	Senior Instructor	Manager	MOAC	1:12	2
Canoeing	JP	BCU	Level 1 Coach	2 Star Award	Manager	Manager	BCU	1:8	2
Clay Shooting	AD		IHT + Licence	IHT	Manager	Manager	MOAC	1:12	1
Climbing	MP/AD	MLTE	IHT+ assessed	IHT	SPA Assessed by MIA	SPA Assessed by MIA	MIA	1:12	1
Code Break	MP/AD		IHT+ assessed	IHT	Senior Instructor	Manager	MOAC	1:12	1
Dune Buggies	AD		IHT+ assessed	IHT	Senior Instructor	Manager	MOAC	1:12	1
Earthquake	MP/AD		IHT+ assessed	IHT	Senior Instructor	Manager	MOAC	1:12	1
Egg Bounce	MP		IHT+ assessed	IHT	Senior Instructor	Manager	MOAC	1:12	1
Film Night	MP		IHT+ assessed	IHT	Senior Instructor	Manager	MOAC	1:12	1
Floating Crystal	MP/AD		IHT+ assessed	IHT	Senior Instructor	Manager	MOAC	1:12	1
Giant Swing	MP/AD	MLTE	IHT+ assessed	IHT	SPA Assessed by MIA	SPA Assessed by MIA	MIA	1:12	1
High Ropes	AD	MLTE	IHT+ assessed	IHT	SPA Assessed by MIA	SPA Assessed by MIA	MIA	1:5	2
Indoor Rafting	MP/AD		IHT+ assessed	IHT	Senior Instructor	Manager	MOAC	1:12	1
Kayaking	MP/AD		Level 1 Coach	2 Star Award	Manager	Manager	BCU	1:8	2
Knock Out	MP		IHT+ assessed	IHT	Senior Instructor	Manager	MOAC	1:12	1
Milk Crates	MP/AD	MLTE	IHT+ assessed	IHT	SPA Assessed by MIA	SPA Assessed by MIA	MIA	1:12	1
Nature Trail	JP		IHT+ assessed	IHT	Senior Instructor	Manager	MOAC	1:6	1
Night Navigation	MP/AD		IHT+ assessed	IHT	Senior Instructor	Manager	MOAC	1:12	1
Paintball	AD		IHT+ assessed	IHT	Senior Instructor	Manager	MOAC	1:12	1
Quad Bikes 50cc	MP	EASI	IHT+ assessed	IHT	EASI L1(SI)	Manager	EASI	1:2	2
Quad Bikes 125cc	AD	EASI	IHT+ assessed	IHT	EASI L1 (SI)	Manager	EASI	1:12	1
Quiz Night	MP		IHT+ assessed	IHT	Senior Instructor	Manager	MOAC	1:12	1
Raft Building	MP/AD		Level 1 Coach	2* Award	Manager	Manager	BCU	1:12	2
Rifle Shooting	MP/AD	NSRA	RCO	IHT	Chief RO - (RCO)	Manager	NSRA	1:12	1
Semaphore	MP/AD		IHT+ assessed	IHT	Senior Instructor	Manager	MOAC	1:12	1
Soft Play	JP		IHT+ assessed	IHT	Senior Instructor	Manager	MOAC	1:6	1
Trampolines	JP		IHT+ assessed	IHT	Senior Instructor	Manager	MOAC	1:6	1
Wacky Races	JP		IHT+ assessed	IHT	Senior Instructor	Manager	MOAC	1:6	1
Wayfaring	MP/AD		IHT+ assessed	IHT	Senior Instructor	Manager	MOAC	1:12	1
Wide Game	MP/AD		IHT+ assessed	IHT	Senior Instructor	Manager	MOAC	1:12	1
Zip Wire High	MP/AD	MLTE	IHT+ assessed	IHT + Assessed	SPA Assessed by MIA	SPA Assessed by MIA	MIA	1:5	2
Zip Wire Low	JP	MLTE	IHT+ assessed	IHT + Assessed	SPA Assessed by MIA	SPA Assessed by MIA	MIA	1:6	2
Zip Wire Middle	MP/AD	MLTE	IHT+ assessed	IHT + Assessed	SPA Assessed by MIA	SPA Assessed by MIA	MIA	1:12	2