

**SAFE OPERATING PROCEDURES**  
**SOP-SLS-DOC-0118**

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**OUTDOOR EDUCATION STANDARD OPERATING PROCEDURES**  
**2018**

**Moor House Adventure Centre**  
**For Self-Leading Scout Leaders**

## Introduction

These Safe Operating Procedures (SOPs) are the approved Health and Safety management regulations governing all activities delivered at Moor House Adventure Centre (MHAC) by **Self-Leading Scout Leaders, Young Leaders** and / or **Scout Volunteers (SLSL)**.

## Purpose of the Safe Operating Procedure Document (SOPD)

This Safe Operating Procedure Document (SOPD) provides a concise and robust activity safety framework for all activities delivered at MHAC by **SLSL** and should be read in conjunction with and underpinned by Policy, Organisation and Rules (POR).

## Access to the Safe Operating Procedures (SOPs)

**SLSL** will be provided with an activity specific SOP at the time of booking and / or at the beginning of any training programme or orientation. Which they must sign as a declaration of understanding and compliance. They should keep themselves abreast of any changes to these SOPs.

A copy of the latest version is located at MHAC and is available by written request.

## Application of the Safe Operating Procedures (SOPs)

The SOPs are applicable to **SLSL** that:

1. Hold the Adventurous Activity Permits (AAP) for the specific activity and / or are appropriately experienced and competent in the delivery of the specific non-permitted activity or,

2. Hold National Governing Body Qualifications (hereafter NGBQ) or Site Specific Technical Competence Endorsements (SSTCE) and,
3. Hold the relevant Durham Scout County or respective Visiting County permissions, permits and entitlements as granted by the appropriate DC or CC.

## Objective and Scope of the Safe Operating Procedure (SOPs)

The SOPs are designed to be helpful and comprehensive in terms of group safety and activity management.

They do not duplicate training programmes or list instruction techniques or lesson plans.

This is the responsibility of the respective training provider.

## Enforcement of the Safe Operating Procedures (SOPs)

**SLSL** that do not comply with any aspect of these SOPs and / or are deemed to be practicing in an unsafe manner will:

1. Have the activity session suspended until the observing MHAC Instructor (MHACI) is satisfied that the operation is safe,
2. Where non-compliance continues MHACI as representatives of the County Commissioner reserve the right to curtail or stop any activities that are deemed to be conducted in an unsafe manner as per POR Chapter 9 Rule 9.1 (f)
3. Be reported to the appropriate District, County or Assistant County Commissioner

## Definition and Value of Participation in Outdoor Adventure Activities

Durham Scout County is an advocate of Learning Outside the Classroom (LOtC) and promotes an environment of learning through doing.

The focus of the outdoor learning activities offered are integral to the personal, emotional and physical development of young people and adults and this will have implications for the role **SLSL** and the participants.

**SLSL** must 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.

## Risk in Outdoor Adventure Activities

Outdoor Activities by nature have inherent risks, however, appropriate control measures can be implemented to reduce these to an acceptable level. However rarely can these risks be completely removed and there is a variety of research that suggests that exposure to well managed risks helps children learn important life skills, including how to manage risks for themselves.

## Duty of Care

The duty of care enshrined in the principle of being in delegated charge should not be undertaken lightly as once it is assumed, it cannot be discharged 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

It is expected that **SLSL** demonstrate exemplary standards of professionalism and personal appearance during their contact with participants.

**SLSL** are required to wear appropriate uniform for the specific activity whilst referring to **Chapter 10 Rule 10.3 Safety Considerations** of POR.

### **General Safety Statement**

**SLSL** must consider all hazards throughout the activity and conduct 'dynamic risk assessments' to ensure group safety is maintained.

There may be occasions when circumstances may preclude the safe conduct or continuation of activities.

This may be as a result of bad weather, inadequately equipped participants, illness or injury.

**SLSL** or their appointed deputy should assess the potential change in risk level and make appropriate changes to the activity or consider the cancellation of the activity.

It is incumbent upon **SLSL** to safeguard the safety of all persons at all times, as such where risks cannot be reduced to an acceptable level the activity should be cancelled.

In some cases MHAC may make the decision prior to the activity start date and / or start time to cancel the activity if they consider it unsafe.

The generic Risk Assessment **RA-SLS-GENACT-0118** attached to this document underpins all activity specific risk assessments and should be used in conjunction with these and the **SLSL**' own risk assessment that is specific to their participants.

## Equipment

### When using MHAC Group Equipment

**SLSL** must satisfy themselves that equipment is safe and fit for purpose and sign the declaration as confirmation of this fact

**SLSL** must carry out equipment condition checks throughout the activity session.

If the equipment has been damaged during the activity session **SLSL** must cease using the damaged equipment and report the damage to the MHACI closing the activity session.

**SLSL** should provide advice and instructions with regards to the use, care and transport of equipment, in order to develop in the participants a respect for and understanding of equipment.

### When using Scout Group Equipment

**SLSL** must satisfy themselves that equipment is safe and fit for purpose and used, inspected, maintained and logged in accordance with POR and associated guidance and good practices.

**SLSL** must carry out equipment condition checks throughout the activity session.

**SLSL** should provide advice and instructions with regards to the use, care and transport of equipment, in order to develop in the participants a respect for and understanding of equipment.

### When using Personal Equipment

**SLSL** must satisfy themselves that such PPE is fit for purpose, in sound and safe condition and used, inspected, maintained, stored and logged in accordance with POR and associated guidance and good practices.

## First Aid

### Scout Leader requirements

All **SLSL** undertaking adventurous activities must have immediate access to someone holding a relevant and current first aid qualification as defined by POR **Chapter 9 Rule 9.7 Adventurous Activities Permit Scheme (i)**.

### Provision of Appropriate First Aid Materials

**SLSL** accessing MHAC on a self-led basis are required to provide their own first aid provisions.

## Emergency Procedures

### Dealing with an Emergency Scout Leaders

**SLSL** must follow POR **Chapter 7 Rule 7.2 Emergency Procedures**

## Physical Fitness

### Fitness of Participant's

The physical fitness of each member of the group must be determined and matched to the activity hazards.

If any doubt arises over the fitness of an individual they must provide written medical advice as to their level of fitness in relation to the specific proposed activity and any potential contraindications through participation.

## Home Base Procedures

### Off Site Activities

Where **SLSL** deliver activities off site, they must ensure that they follow POR **Chapter 9 Rule 9.3 in Touch**

## Competence to Undertake Activities

### Approved Qualifications

**SLSL** must hold the approved AAP, NGBQ or SSTCE in order to deliver specific activities at MHAC

**\*see relevant activity sections for guidance on qualifications.**

Delivery of some activities will be permitted at the discretion of the appropriate District Commissioner (DC) and / or via the completion of Module 17 Delivering Safe Activities

**\*See relevant activity sections for guidance.**

The validity of some awards is renewed solely by paying the required annual subscription, with no requirement to update or show evidence of CPD.

**SLSL** therefore should hold an AAP, NGBQ, or SSTCE plus evidence of on-going relevant experience, including seldom used rescue and emergency skills.

### Training, Assessments and Orientations

In addition to the requirement for approved qualifications **SLSL** are required to;

Complete Module 17 of the Scout Association training framework or have permission from the appropriate District Commissioner (DC) / MHACCM to deliver a specific activity,

Complete where required activity specific training

**\*see activity sections for training requirements),**

Complete where required activity specific training and assessments (**see activity sections for training requirements),**

Undertake an activity orientation.

All training, assessments and orientations will be recorded by MHAC

### Validity of Qualifications

It is the responsibility of the **SLSL** operating under an AAP, NGBQ or SSTCE to ensure they are in date, that they operate within the scope, remit and restrictions of their AAP, NGBQ or SSTCE and that there are no other reasons to prevent safe delivery of the activity.

They are also required to ensure that any other validating factors such as an appropriate first aid qualification (**as determined by the specific NGB**) and / or membership to the specific NGB are in date.

### SLSL to Group Ratios (see activity sections for ratios)

POR provides the following guidelines Leader : Participant ratios as set out in POR which define these as [Beavers 1+1:6], [Cubs1+1:8], [Scouts 1+1:12].

MHAC states the number of **SLSL** required to run a specific activity session (based on 90 minutes)

Appropriate supervision levels for the number of participants taking part in an activity are discretionary but should be carefully considered in terms of safety, quality and developmental opportunities.

MHAC recommends the maximum number of participants per activity session (based on 90 minutes)

### **Instruction**

All activities will be delivered by an appropriately qualified **SLSL(S)**.

The minimum qualification or experience pre-requisites for each activity and the entitlements of such qualifications are highlighted in the separate activity SOP.

These minimum qualifications and pre-requisites cannot be lowered or removed.

**SLSL** should instruct in a progressive manner, and support personal, emotional and physical development.

**SLSL** should ensure that participants work within their ability levels and that the participants are capable of taking part safely and enjoyably.

### **SLSL Standards**

#### The Responsibilities of SLSL

**SLSL** accept by virtue of their position a duty of care that cannot be discharged, once assumed until participants are returned to care of their parents, guardians or carers. As such they should;

#### Know the activity

**SLSL** should be familiar with the activity and the course programme, aims and timetable, including any examination or test syllabus, where applicable.

**SLSL** should be familiar with the group makeup, age of participants etc.

**SLSL** should be familiar with and adhere to the SOP, Risk Assessments and conduct dynamic Risk Assessments.

#### Communicate by ensuring that:

Participants are properly briefed using language that is engaging and that they understand,

Other **SLSL** are kept informed of particular individual needs or problems.

The participants have the opportunity to discuss and review the session at the finish, where appropriate and look at potential progression opportunities and alignment with badge requirements.

### 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,

Being aware of needs, such as warmth, morale, toilet needs etc.

Maximising interest and enjoyment, using imagination and looking for ways of introducing fun,

Being enthusiastic, dynamic and flexible in approach and leading by example,

Setting and maintaining constant standards of group discipline,

### To behave appropriately, this includes the following:

Being well presented and suitably dressed for every occasion,

Being responsible and behaving in a professional and mature manner,

Being respectful to other users, the environment, facilities and equipment used,

Showing patience and courtesy

## **Checklist for the Conduct of Outdoor Learning Activities**

### Management Objectives

MHAC should take steps to ensure that:

**SLSL** are aware of the policies of the MHAC,

The **SLSL** booking that activity or a named **SLSL** within the group has the appropriate AAP, NGBQ, SSTCE and permissions to deliver the activity.

### Learning Outcomes

**SLSL** should take steps to ensure that;

The intended outcomes of these learning processes promotes the personal and social development of participants,

Where appropriate, the young person's experience is logged and may contribute to badge opportunities.

## **General Pre Activity Session Processes**

### Administration

Follow all appropriate pre visit processes as detailed in **POR Chapter 9 Rule 9.2 Preparations**

Follow the guidance notes provided within the Using Your Scout Association AAP at Moor House Policy **(POL001)**

Complete all of the required MHAC booking processes and make payment in line with the MHAC Booking T&Cs,

Undertake an orientation or training to be provided by MHAC.

### Consent to Participate

**SLSL** are required to obtain consent from a young person's parent, guardian or carer to participate in any activity via completion of **Activity information form (FS120081)** within POR.

### Planning

**SLSL** should check weather forecasts and give consideration to adverse weather contingencies such as electrical storm or high winds and mentally plan their session.

## **Equipment and First Aid Kits**

### General Statement

MHAC is well resourced, suitable fit for purpose equipment and PPE for is available when hired as part of a paid for activity.

MHAC checks the equipment in line with our own procedures and the manufactures guidelines.

### Provision of Equipment

A MHACI will hand over the equipment to **SLSL** at the orientation.

### Equipment Inspections

Pre activity MHAC equipment inspections will be undertaken by a MHACI.

**SLSL** must satisfy themselves that the equipment is safe and fit for purpose and sign the appropriate declaration as confirmation of this fact.

### Facilities Inspection

Pre activity facilities inspections will be undertaken by a MHACI.

**SLSL** must satisfy themselves that the activity range, compound or area is safe to use and sign the appropriate declaration as confirmation of this fact.

## **Setup**

### **SLSL** Led Activity Sessions

Pre activity setup of certain activities will be undertaken by a MHACI, any amendments to the setup must be agreed in writing with the MHACCM in advance of the session commencing.

## **Main Session**

### Introduction to the Activity Session

**SLSL** should introduce the session based on the age, maturity, experience and competence of the group.

### Safety and Comfort Briefing

**SLSL** should provide a safety briefing that explains emergency procedures, clothing and personal requirements, behavioural expectations, compound and activity safety and rules and equipment specific considerations.

### Activity Session Schedule

**SLSL** should follow an activity schedule that is progressive and developmental.

The schedule should allow for safe delivery of all aspects of the activity and mirror the session plan provided during respective training programmes.

### Active Participants

**SLSL** should consider the whole group when delivering activities. **SLSL**' full attention must be given to the active participant(s).

Each activity has rules pertaining to the amount of participants that can be undertaking an activity under supervision at any one time

**\*see activity information sheets for reference.**

### Waiting Participants

Waiting participants, if not engaged can become a distraction to 'active participants', however, they can also be an asset if 'engaged'. **SLSL** should consider

asking waiting participants to record scores, provide constructive feedback and recognise the achievements of their peers.

## **General Post Activity Session Processes**

### Reviewing the Session

**SLSL** should carry out an appropriate review with a focus on individual and group progression.

### De-Rigging and Takedown

Post activity de-rigging and takedowns of activities will be undertaken by a MHACI.

### Securing Ranges and Compounds

**SLSL** should wait at the activity range or compound until a MHACI arrives to close the activity session.

The MHACI will then lock the range or compound to ensure no unauthorised access

### Securing the Equipment

**SLSL** should wait at the activity range or compound until a MHACI arrives to close the activity session.

The MHACI will then collect and store the equipment appropriately as per manufacturer's guidelines.

### Checking (and Reporting) Facilities

**SLSL** should wait at the activity range or compound until a MHACI arrives to close the activity session.

A joint visual inspection of the range, compound and surrounding area will then be conducted by a MHACI and **SLSL** to check for damage and collect and litter.

The MHACI will report all range or compound damage to the MHACSI or MHACCM.

### Checking (and Reporting) Equipment

**SLSL** are required to wait at the activity range or compound until a MHACI arrives to close the activity session.

A joint visual inspection will then be conducted by a MHACI and **SLSL** to check for damage and losses.

The MHACI must ensure that any damaged or lost equipment is reported and that any damaged items are withdrawn from use until it is repaired and checked by an appropriate person.

### Storage of Equipment

**SLSL** are required to wait at the activity range or compound until a MHACI arrives to close the activity session.

The MHACI after completing the joint equipment inspection will store the equipment correctly.

### Incident, Accident and Near Miss Reporting

**SLSL** are required to record any accidents, incidents and near misses on the appropriate form and inform the MHACCM in writing.

Thereafter the **SLSL** must follow the guidelines set out in POR **Accidents: a guide to reporting for leaders and commissioners (FS120079)**

# GENERIC ACTIVITY RISK ASSESSMENT

## RA-SLS-GENACT-0118



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?
<b>Weather</b>	All persons may be affected by substantive weather conditions	Reasonable measures to ensure that participants are appropriately prepared and dressed	Where conditions do not allow for safe delivery activities should be cancelled	SLSL	Each Session
		Weather Forecasts monitored to ensure significant risks can be mitigated		MHAC + SLSL	When Appropriate
<b>Weather</b>	All persons may be affected by high winds causing damage to facilities or trees	Facilities and trees are inspected periodically and after high winds are recorded		MHAC	Periodically
<b>Weather</b>	All persons may be affected by high winds causing damage to the climbing tower	The climbing tower is inspected periodically and where needed after high winds are recorded equal to or in excess of 70mph		Marine Scaffold	When Required
<b>Weather</b>	All persons may be affected by high winds causing impact by debris or making activity dangerous	Activities in wooded areas, compounds with surrounding trees and / or height are cancelled where wind speeds are forecast >30mph	Handheld Anemometers are used for a location specific wind speed reading	MHAC	When Appropriate
<b>Weather</b>	All persons may be affected by unexpected changes to weather	Dynamic assessments of weather are undertaken with appropriate action	Where conditions do not allow for safe delivery activities should be cancelled	SLSL	Each Session
<b>Weather</b>	All persons may be affected by sunburn	Participants are advised to use sunblock and take appropriate measures	Move the activity location if possible to a more shaded area	SLSL	Each Session
<b>Weather</b>	All persons may be affected by heatstroke	Participants are advised to wear loose fitting clothes and take appropriate measures	Move the activity location if possible to a more shaded area	SLSL	Each Session
<b>Weather</b>	All persons may be affected by dehydration	Participants are advised to drink fluids regularly	Where participants do not have drinks allow access to field taps / water	SLSL	Each Session

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?
<b>Weather</b>	All persons may be affected by hyperthermia	Participants should follow the above instructions and move to a cooler	Treat as per first aid training	SLSL	Each Session

<b>Weather</b>	All persons may be affected by frost nip or frost bite	Participants are advised to wear appropriate clothing	Treat as per first aid training	SLSL	Each Session
<b>Weather</b>	All persons may be affected by hypothermia	Participants are advised to follow the above instructions and should attempt to stay dry	Treat as per first aid training	SLSL	Each Session
<b>Weather</b>	All persons may be affected by slips, trips and falls	Participants are advised to be more cautious	Be vigilant for the onset of hypothermia and remove any slip trip and fall hazards	SLSL	Each Session
		Weather related hazards are mitigated where possible	Consider restricting access to highly affected areas	SLSL + MHAC	When Appropriate

<b>Environment</b>	All persons may be affected by generic slips, trips and falls due to natural + manmade hazards	Slip, trip and fall hazards are removed from activity areas	Those hazards that cannot be removed are identified during the safety briefing	SLSL	Each Session
		Participants are advised that climbing is prohibited on any manmade or natural feature without permission and supervision	Enforce Acceptable Behaviour standards as set in safety briefing	SLSL	Each Session
		Regular estate walks are conducted that identify hazards that are appropriately removed or mitigated	Those hazards that cannot be removed are identified during any orientation	MHAC	Ongoing
<b>Environment</b>	All persons may be affected by falling branches and or trees due to poor tree condition and / or strong winds	General tree / branch assessments that impact activity areas are conducted by MHAC as part of normal processes.  An independent estate (including drive) tree assessment is undertaken	Range trees / activity area trees are inspected after severe winds	MHAC  Arborist	Ongoing  Periodically

<b>Damage to Facilities</b>	All persons may be affected by damaged or collapsed range or compound fences	Fences are inspected to ensure they are safe and are not damaged.	If the damage poses a risk to the safety of any person the activity should be moved to an alternative area or cancelled	MHAC + SLSL	Each Session orientation
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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?
		Fences are inspected to ensure they are safe and have not been damaged and repairs are made as appropriate	If the damage poses a risk to the safety of any persons the specific range should be taken out of operation until repaired	MHAC	When Needed
<b>Damage to Facilities</b>	All persons may be affected by damaged or collapsed buildings and structures	Buildings and activity structures are inspected to ensure they are safe and are not damaged	If the damage poses a risk to the safety of any person the activity should be moved to an alternative area or cancelled	MHAC + SLSL	Each Session orientation
		Buildings and activity structures are inspected to ensure they are safe and have not been damaged and repairs are made as appropriate	If the damage poses a risk to the safety of any persons the specific building / structure should be taken out of operation until repaired	MHAC	When needed

<b>Animals, Insects and Plants</b>	All persons may be affected by an attack from wildlife	Recognisance inspections ensure that accessed areas are free from (where possible) livestock, nesting birds or aggressive animals	Regular site and off-site inspections to assess wildlife, flora and forna prevalence and potential risks	SLSL	In advance of each session
<b>Animals, Insects and Plants</b>	All persons may be affected by Insect stings or bites	Recognisance inspections ensure that accessed areas are free from (where possible) dense populations of insects (stinging or biting)	Ensure access to participant medical information is accessible in case of serious reaction	SLSL	In advance of each session
<b>Animals, Insects and Plants</b>	All persons may be affected by plant stings or prickle	Recognisance inspections ensure that accessed areas are free from (where possible) stinging / prickling plants or trees	Ensure access to participant medical information is accessible in case of serious reaction	SLSL	In advance of each session

<b>Misuse of Equipment</b>	All persons may be affected through intentional misuse of equipment	Safety briefings cover expected behaviours and participants are directly supervised	Remove misbehaving or potentially inappropriate participants	SLSL	Each Session
<b>Misuse of Equipment</b>	All persons may be affected through unintentional misuse of equipment	Coaching and corrective advice is given to prevent further misuse	Reaffirm correct method of usage via demonstration	SLSL	Each Session

<b>Manual Handling</b>	All persons may be affected by poor manual handling / lifting and moving practices or technique	Mechanical aids including trolleys and vehicles are used for heavy and / or large items where appropriate.	Where items cannot be moved safely by individual instructors this should be identified at the point of training and appropriate amendments taken	MHAC + SLSL	Each Session
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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?
		Paired or multiple person lifting is employed where the use of a vehicle is not practicable and the item is heavy and / or large  Good lifting, moving and handling techniques are employed when lifting, moving or carrying any equipment			

<b>Use of Ladders</b>	All persons may be affected by falling from height	All persons climb ladders safely with two hands on the side rail		MHAC + SLSL	Each Session
		All ladders are inspected periodically and labelled to state that they are safe to use		MHAC	Periodically

<b>Equipment Failure</b>	All persons may be affected by structural faults of equipment	Equipment is checked prior to use, throughout its use and after its use to ensure it fit for purpose and safe	Equipment that is not clearly fit for purpose or develops damage throughout the activity should be removed from service and reported to MHACCM	MHAC + SLSL	Each Session Orientation
<b>Equipment Failure</b>	All persons may be affected by structural faults of equipment	Personal and Group equipment is checked prior to use, throughout its use and after its use to ensure it fit for purpose and safe in line with POR	Equipment that is not clearly fit for purpose or develops damage throughout the activity must not be used	SLSL	Each Session
<b>Equipment Failure</b>	All persons may be affected by structural faults of equipment	Equipment is subject to scheduled, pre and post activity inspection completed by a competent person.	Equipment that does not pass any inspection will either be repaired or retired from service	MHAC	Each Session + Periodically
<b>Equipment Failure</b>	All persons may be affected by structural faults of equipment	Personal and Group equipment is subject to scheduled, pre and post activity inspection completed by a competent person in line with POR	Equipment that does not pass any inspection will either be repaired or retired from service	SLSL	Each Session + Periodically
<b>Equipment Failure</b>	All persons may be affected by the incorrect use of equipment	Training adequately covers the correct use of equipment	Refresher training should be undertaken including little used rescue processes	SLSL MHAC DSC NGBQ	All Training

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?
<b>Equipment Failure</b>	All persons may be affected by the incorrect storage of equipment causing damage	MHAC Equipment is stored and maintained correctly and as per the manufacturer's guidelines and MHAC processes		MHAC	Each Session
<b>Equipment Failure</b>	All persons may be affected by the incorrect storage of equipment causing damage	Personal and Group equipment is stored and maintained correctly and as per the manufacturer's guidelines and POR		SLSL	Each Session

<b>Group Size and Supervision Ratios</b>	All persons may be affected by groups that are too large	Each activity states a recommended maximum participant number		MHAC + SLSL	Each Session
<b>Group Size and Supervision Ratios</b>	All persons may be affected by groups that have insufficient supervision levels	Each activity states a minimum SLSL requirement in terms of group supervision		MHAC	Each Session
<b>Group Size and Supervision Ratios</b>	All persons may be affected by groups that have insufficient supervision levels	Supervision levels may be increased and / or participant numbers decreased if participants have additional support needs		SLSL	Each Session

<b>SLSL Error</b>	All persons may be affected by SLSL error due to low skill level	A robust training programme is delivered via the AAP Scheme or MHAC, specific to activities that require assessment standards to be met.	Ad Hoc observations or supervision may be undertaken by AAP assessors or MHAC staff.	DSC + MHAC	All Training
<b>SLSL Error</b>	All persons may be affected by SLSL error due to immaturity	Mature to supervise activities independently is assessed by the permit granting DC or GSL		DSC	All Training
<b>SLSL Error</b>	All persons may be affected by SLSL error due to tiredness	Consideration is given to factors that may give rise to tiredness i.e. length of activity, time of activity and rest time prior to activity	If tiredness is a concern that activity should be delivered by another qualified person or cancelled	SLSL	Each Session
<b>SLSL Error</b>	All persons may be affected by SLSL error due to skill fade	Ad hoc observation and supervision is in place and update training including seldom used rescue processes is offered		SLSL + DSC	Always
<b>SLSL Error</b>	All persons may be affected by SLSL error due to non-compliance with SOPs	SOPs are disseminated at the time of training or orientation	Ad Hoc observations or supervision may be undertaken by MHAC staff and / or DSC volunteers.	SLSL + MHAC + DSC	Each Session

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?
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<b>Medical Conditions</b>	All persons may be affected by an activity induced asthma attack.	Group medical information is accessible and medication is carried on the activity	SLSL must be first aid trained and have access to a means of communication	SLSL	Each Session
		Participants are aware of the specific operation of the activity to allow proactive medication		SLSL	Each Session
		Group medical information is accessible and medication is carried on the activity and activity intensity is matched to participants	Where cardiac issues are known an AED should be carried on to the activity	SLSL	Each Session
<b>Medical Conditions</b>	All persons may be affected by an activity induced panic attack	Group medical information is accessible and medication is carried on the activity	SLSL must be first aid trained and have access to a means of communication	SLSL	Each Session
		Trained in all rescue processes in order to deal with panicking participants should be undertaken		DSC + MHAC	All Training
<b>Medical Conditions</b>	All persons may be affected by an activity induced cardiac arrest	Group medical information is accessible and medication is carried on the activity	SLSL must be first aid trained and have access to a means of communication	SLSL	Each Session
		A defibrillator is located on site to use in the case of a cardiac incident	SLSL should be aware of the location of AEDs	SLSL + MHAC	Each Session
<b>Medical Conditions</b>	All persons may be affected by Anaphylaxis due to Insect bite or sting or allergy	Group medical information is accessible and medication is carried on the activity	SLSL must be first aid trained and have access to a means of communication	SLSL	Each Session

<b>Participant Behaviour</b>	All persons may be affected by general misbehaviour	Behaviour expectations are covered during the safety briefing	Misbehaving participants are removed from the activity	SLSL	Each Session
<b>Participant Behaviour</b>	All persons may be affected by aggressive / abusive behaviour	Behaviour expectations are covered during the safety briefing	Misbehaving participants are removed from the activity	SLSL	Each Session
<b>Participant Behaviour</b>	All persons may be affected by risk taking behaviour	Participants are coached so that behaviours can be corrected	Persistent risk taking behaviour will result in are removal from the activity	SLSL	Each Session
<b>Participant Behaviour</b>	All persons may be affected by behaviour associated with additional / special needs	SLSL should be aware of participant specific behaviours and have strategies in place to mitigate these.	Additional Leader : Participant ratios should be considered	SLSL	Each Session

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?
<b>Missing Person</b>	The missing person is most at risk	MHAC is an enclosed estate with CCTV coverage over key access and egress areas.	Ensure there are no other egress points such as removed fence panels and ensure compounds etc. are locked	MHAC	Routinely
<b>Missing Person</b>	The missing person is most at risk	Appropriate supervision levels are in place to ensure that participants cannot wander off	Ensure authorised leaving of the area i.e. toilet breaks are monitored	SLSL	Each Session
<b>Site Traffic</b>	All persons may be harmed by speeding traffic	MHAC has a 5 MPH speed limit on site and speed bumps are used on the driveway		MHAC	Always
		MHAC has one main field access gate that should remain closed to prevent unauthorised vehicle access		All Staff	Always
		Sensible group transport management is used and that safe holding areas and routes to activities are used.	Inform all participants to observe good road safety when crossing any roads	SLSL	Each Session
<b>Site Traffic</b>	All persons may be harmed by speeding site machinery	MHAC has a 5 MPH speed limit on site		MHAC	Always
		MHAC should ensure that site machinery is driven appropriately in areas not in use by customers.  A warning beacon is installed to ensure increased visibility		MHAC	Always
<b>Site Traffic</b>	All persons may be harmed by accessible site machinery	MHAC should ensure that site machinery is secured when not in use and customers are on site i.e. ignition off when not in vehicle and garages / compounds locked to ensure no access		MHAC	Always
<b>Accidents, Injuries and Emergencies</b>	All persons may be harmed by Accidents, Injuries and Emergencies	SLSL are first aid trained or have access to trained Leaders		SLSL	Always
		First Aid Kits are taken on to each activity		SLSL	Each Session

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?
		Good management, SOPs and RAs followed and dynamic assessment of risk, behaviour, wellbeing and competence are undertaken		SLSL	Each Session
		In all emergencies the Emergency Plan is followed		SLSL	Each Session