



Essex County Council

# **Maes y lade Outdoors**

*OPERATIONAL  
PROCEDURES  
AND RISK  
ASSESSMENTS*

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## Introduction

This document has been written to provide all staff and students at Maes y Lade Outdoors, Centre for outdoor learning (MYL), with regulations and guidelines that are specific to MYL and to ensure that we have a framework for safe working procedures at this Centre.

MYL is licensed by the Adventure Activities Licensing Authority (AALA).

This Code of Practice has been written in conjunction with the operational guidelines and procedures from the AALA, WCA, MLTB and the NCA. Copies of these documents are kept in the office. MYL staff will be provided with a copy of this Code of Practice and will be required to ensure that they work within its guidelines.

Martin Lowe  
Manager

August 2005

our purpose is...

***To provide a caring environment, which delivers high quality outdoor and residential experiences to the youth and the wider community of Essex.***

## Section 1

### THE AIMS OF MAES Y LADE

- ❑ To provide an Outdoor Education Curriculum, which is broad, relevant, balanced, challenging and flexible in meeting the needs of the young people of Essex.
- ❑ To develop self-confidence, self-esteem and self-reliance through the meeting of challenge (physical, mental, emotional) whilst operating in a controlled safety framework.
- ❑ To establish a caring, secure and well disciplined learning environment, which seeks to broaden the experiences of all.
- ❑ To provide a residential experience which offers a friendly open atmosphere where everyone at the centre is respected and encouraged to contribute to the quality of educational provision and achievement.
- ❑ To promote the values of the residential experience and to provide an equality of opportunity and access to all.
- ❑ To promote concern for, knowledge and appreciation of the natural environment.
- ❑ To provide opportunities for life long learning.
- ❑ To develop interpersonal skills, be aware of others and work as part of a team.

## Curriculum Statement

This curriculum statement identifies the core values and principles on which the Centre's curriculum programmes are designed and delivered.

***At Maes y Lade Outdoors programmed learning experiences are:***

### **Planned**

- To take into account the age, needs and abilities of all pupils attending courses at the Centre.
- To assist teachers/youth workers with the delivery of the National Curriculum and the Youth Service curriculum and with the meeting of targets.
- To ensure continuity and progression throughout each course allowing personal development to take place. This is achieved through staff consultation in partnership with schools and youth organisations.
- To take into account individual needs, abilities, experience ethnic and cultural backgrounds. Teaching is planned and delivered in the knowledge that people learn at different rates.
- To provide courses that take into account the whole residential experience incorporating social, domestic and activity elements in the programme.
- To ensure that there is equality of opportunity for all allowing pupils to maximise their achievements irrespective of gender, race, religion, culture, special needs or socio-economic factors.

### **Delivered**

- Through a variety of learning experiences designed to educate, stimulate and challenge. At Maes y Lade we seek to make full and appropriate use of the natural environment in which we are based and operate.
- By trained qualified staff who strive to maximise the learning potential of each individual.
- With the emphasis on personal and social skills designed to promote and develop self esteem, self awareness, a positive self image, pride, motivation, respect for others and ability to successfully live together in a small community for a concentrated period of time.
- In partnership with visiting staff in order to provide an experience of the highest standard for every individual.
- With an emphasis on adventure and challenge but within a closely monitored and tightly structured safety framework.

**Monitored**

- Through daily staff consultation where student progress is discussed as a major feature of the meeting.
- Through visual observation and verbal communication with students.
- Through quality control evaluation sheets monitoring performance in meeting service aims.
- Through accredited and recorded outcomes

## **Section 2      Organisational Structure**

**The following structure exists in order to define responsibility and accountability in the partnership between Essex County Council, Centre Manager, Centre Staff and Visiting Staff/ /Leaders/Adults. These responsibilities can be broadly defined as follows**

### **Essex County Council – Children and Young Peoples Services**

- ❑ Providing support and access to appropriate training for all Centre Staff according to Centre needs and requirements, including those of Health and safety and AALA.
- ❑ Ensuring adequate funding is available in order for the centre to fully discharge its operational responsibilities according to current legislation.
- ❑ Providing advise and regular updates on Health and Safety Legislation relating to all aspects of the Centre operation

### **Centre Manager**

- ❑ Ensure that suitably competent Instructors adequately staff the programme
- ❑ Ensure all equipment used meets with current safety requirements and regulations
- ❑ Ensure that all safety procedures are monitored.
- ❑ Ensure that regular safety checks are recorded

### **Operations and Curriculum Manager**

- ❑ Assumes the responsibility of the role of Centre Manager in his absence for the day to day running of the Centre
- ❑ To support the Centre Manager in ensuring that all staff follow relevant procedures
- ❑ Will assist the Manager in recording, inspecting, maintaining and renewing Centre Equipment.
- ❑ Ensure that the Centre Operational Procedures are followed.
- ❑ Continue to develop professionally in accordance with Centre needs
- ❑ Ensure that safety and discipline is maintained throughout led activities

**Instructors**

- ❑ Ensure that the Centres Operational Procedures are followed
- ❑ Assist the Centre Manager, Operations Manager and Curriculum Manager in recording, maintaining and renewing Centre equipment.
- ❑ Continue to develop professionally in accordance with Centre needs
- ❑ Ensure that safety and discipline is maintained throughout led activities

**Visiting Staff/Leaders**

- ❑ Coordinating administration relating to the course
- ❑ Establishing and defining course aims through consultation with the Centre Manager
- ❑ Liaison with the Centre over the pastoral welfare of all students attending the Centre with particular reference to advance notification of special requirements.
- ❑ Act in Loco Parentis during the stay at the Centre

**Course Members**

- ❑ To take responsibility for their own safety
- ❑ To participate in all the activities offered at the Centre
- ❑ To adopt a positive attitude towards the aims of the course

## **Section 3                      Service Provision**

### **Objectives**

- To provide the opportunity for young people, teachers and adults to participate in a high quality residential experience.
- To provide the opportunity for young people, teachers and adults to participate in a range of Outdoor Activities.
- To provide opportunities for personal, social and academic development through a structured and differentiated programme of activities.
- To provide programmes designed in conjunction with course organisers, which meet the aims of the organisation and the needs and requirements of the individual including those with special needs.
- To ensure that all programmes operate within a rigorous safety framework and follow Centre Operational Procedures, Risk Assessments and Health and Safety documents.
- To provide relevant material in support of programme development
- To assist all participants to gain a lasting respect for the environment.
- To provide a service of the highest possible quality.
- To provide professional advice covering all aspects of Outdoor Education.
- To monitor and evaluate course content through regular consultation with all our user groups.
- To support Outdoor Education curriculum development through the provision of meetings, courses, information and advice
- To demonstrate good practice in the teaching of Outdoor Education.
- To demonstrate good practice in the organising and the delivery of residential experience.
- To provide advice and support for groups wishing to operate their own programmes.

**Resources**

- To maintain and develop an up to date equipment store containing quality goods which conform to current safety standards and requirements.

**Staffing**

- To provide a professional development plan which reflects the personal needs and career aspirations of all staff.
- To ensure staff training is directed according to the Centre and Learning Services needs and requirements.

**Other**

- To ensure that the Centre has a high profile within the County, Locally and Nationally as an example of good practice in the delivery of Outdoor Education in its widest context.
- To maintain good working relationships with the local community and the National Park.

## **Section 4 STAFFING**

***All activities whenever possible will be staffed by permanent Maes y Lade staff or by freelance staff that have undergone an induction programme at the Centre. All staff both permanent and temporary are subject to vigorous Essex County Council recruitment procedures.***

### **Qualifications**

#### **Competent Persons**

**It is recommended that all staff shall be competent to lead and instruct the activity for which they are programmed. In order to demonstrate this they shall satisfy one or more of the following: -**

- Have recent and relevant experience for that activity
- Hold the relevant NGB as required by the Governing Body
- Be demonstrably moving towards attaining this award
- Have the written assurance of a Technical Adviser on the capability of that person to lead the activity

#### **Professional Development**

**The Centre Manager has the responsibility to ensure that all staff are competent to lead the activities that are licensed by the centre this is monitored through: -**

- Identifying areas of professional development which is linked to the development plan
- Identifying individual training needs through a regular P.M.R ( performance management review )
- Regular in house staff training
- Observation of teaching sessions, which are recorded and sit in individual staff files.

## **Overview**

### **Instructional Staff**

Centre Manager  
Operations Manager  
Curriculum Manager  
2 Instructors

### **Support Staff**

1 Full-time Time Senior Administrator  
1 Part time admin assistant  
1 Part Time Handyman  
1 Housekeeper  
2 Cook/cleaners

### **Staffing Overview**

The Instructional staff represents a balance of age and experience. The Centre Manager has been in position for over 5 years as has one instructor. The 2 Ops Managers have been at the Centre for over 8 years. One more Instructor has been in post for one year.

All Instructional staff are either qualified teachers or youth workers or equivalent and have between them a number of National Governing Body qualifications some to high levels.

The Centre is able to call upon a number of qualified self-employed Instructors in order to cover for staff illnesses, absences, time off etc.

The Senior Administrator is a full-time post and carries specific responsibilities such, financial administration, and general secretarial duties.

The part time admin assistant has responsibility for bookings and other admin support.

The housekeeper is in charge of the kitchen, food ordering and menus and general housekeeping responsibilities.

The Handyman carries out maintenance checks, cleaning duties and general maintenance about the centre.

The two cook/cleaners support the housekeeper in all domestic duties.

## Professional Development

The Centre is in a fortunate position to access a generous professional development fund from the Youth Service, which will enable the Centre to meet its targets and to invest in the staff.

### Permanent Teaching Staff - Qualifications

#### Manager - **Martin Lowe**

Certificate of Education.  
Advanced diploma in Outdoor Education  
Mountain Instructor Certificate  
BCU Level 4 Coach Kayak, Sea and Canoe  
BCU Level 5 Coach Kayak  
BCU Aspirant Level 5 Coach Canoe  
BCU 5\* Kayak, Canoe and Sea  
Local Cave Leaders Training  
MIAS Level 2 Mtn Bike Instructors Award  
PCV D1 Driving Licence

#### Operations Manager - **Alan Jones**

Youth Worker Certificate  
Mountain Leader Award (summer)  
British Canoe Union Level 2 Coach  
B.C.U. Level 3 Kayak Coach Training  
Local Cave Leaders Award (Level 1)  
Single Pitch Award Training  
Duke of Edinburgh Award Scheme Accredited Assessor  
MIAS Level 2 Mtn Bike Instructors Award

#### Curriculum Development Manager - **David Grimes**

B.Ed (Hons) Outdoor and Science Education  
Mountain Leader Award (summer)  
Winter Mountain Leader Training  
Mountain Instructors Award Training  
Single Pitch Award  
British Canoe Union Level 2 Coach  
B.C.U. Level 3 Kayak Coach  
B.C.U. Canoe Safety Test  
4\* Canoe  
Local Cave Leaders Award Training

MIAS Level 2 Mtn Bike Instructors Award  
Duke of Edinburgh Award Scheme Accredited Assessor  
PCV D1 Driving Licence

**Instructor – Dylan Thomas**

N.V.Q. Level 3 Outdoor Education  
B.C.U. Level 2 Coach Kayak  
B.C.U. Level 3 Kayak Coach  
B.C.U Level 2 Canoe Coach  
B.C.U Level 3 Canoe Coach Training  
B.C.U. Canoe Safety Test  
Mountain Leader Award  
Single Pitch Award  
Local Cave Leaders Award Training  
MIAS Level 2 Mtn Bike Instructors Award  
PCV D1 Driving Licence

**Instructor – Paul Lilygreen**

Mountain Leader Award  
Single Pitch Award  
Level 3 Canoe Coach  
Level 3 Kayak Coach  
BELA Award

<b>Temporary Teaching Staff</b>
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We employ on a temporary basis, freelance Instructors who will have the necessary experience and qualifications appropriate to the activity. All Instructional staff at this Centre are required to hold a current First Aid certificate and to undertake re-training when necessary.

## Qualifications Matrix for Adventurous Activities at Maes y Lade

The relevant NGB Matrix for Adventurous Activities programmed and delivered at Maes y Lade.

## Qualification Matrix for Adventurous Activities

Activity	Venue	Qualification
Open Canoe	Glasbury - Hay (low level) Glasbury - Hay (high ) Canal Usk (Grade 2 sections) Wye (Grade 2 sections) Open Water Venues Grade 3 water and above	Level 2 Coach Canoe or Kayak + 3* Canoe Level 3 Coach Canoe Level 2 Coach Canoe or Kayak + 3* Canoe Level 3 Coach Canoe Level 3 Coach Canoe Level 3 Coach Canoe Level 3 Coach Canoe + 5* Canoe or above
Kayak	Glasbury - Hay (low level) Glasbury - Hay (high) Canal Usk (Grade 2 sections) Wye (Grade 2 sections) Grade 3 water and above	Level 2 Coach Kayak or Canoe + 3* Kayak Level 3 Coach Kayak Level 2 Coach Kayak or Canoe + 3* Kayak Level 3 Coach Kayak Level 3 Coach Kayak Level 3 Coach Kayak + 5* Kayak or above
Sea	Coastal Trips - inshore Offshore, exposed headlands, open crossings	Level 3 Coach Sea Level 3 Coach Sea + 5*
Rock Climbing	All single pitch venues Multi Pitch and Tidal Sea Craggs Snow and Ice Climbing	S.P.A. M.I.A.  M.I.C.
Mountain Walking	Summer Hill Walking Winter Hill Walking( full winter Conditions	Summer M.L. Winter M.L.

Caving	Porth Yr Ogof	L.C.L.A. level 1
	Eglyws Faen	"
	Ogof Clogwyn	"
	Bridge Cave	"
	White Lady	"
	Ogof y Ci	"
	Pen Eryr	"
	Llygad Llywchr	"
Caving	Pant Mawr Pot	L.C.L.A. Level 2
	Little Neath River Cave	"
	Will's Hole	"
Orienteering	Offsite - open venues	B.O.F. Instructor

## Ratios

Ratios should be determined in accordance with appropriate and suitable risk assessment procedure and N.G.B. recommendations.

For standard activities our normal ratios will not exceed 1: 10 however, for specialist activities the ratios will follow NGB recommendations and are listed in the specific activity risk assessments below.

## Temporary/Freelance Staff

Recruitment of staff is subject to vigorous ECC regulations. All staff are required to submit evidence of NGB awards, relevant experience, references and submit a CRB form for approval.

## **Section 5      General Course Management**

*The following course management procedure applies*

### **Programmes**

These are designed through consultation with group leaders, taking into account specific requests and requirements; group size, age and abilities and the time of year.

### **Arrival Meeting**

Carried out on arrival, this meeting confirms the programme, staffing, numbers, medical information and other relevant information, settling in, kit issue and house procedures

### **Morning Staff Meetings**

These are held each morning between MYL staff and visiting staff to discuss the following items:

- ❑ Aims and Objectives of Course
- ❑ Reports on previous day/evening
- ❑ Discipline
- ❑ Physical and psychological welfare of the group
- ❑ Plan for the day, staffing, venues, transport arrangements
- ❑ Weather conditions and assessments

### **During Activity**

Centre procedures and guidelines are followed involving regular assessments of prevailing conditions, general welfare of the group, nature of the activity. Plans made accordingly.

### **Recording**

Records of all significant incidents are kept in compliance with current legislation and Centre procedures.

### **Leader Incapacitation**

There is a risk that the member of staff leading the activity becomes incapacitated. Whenever possible two adults should accompany each group and the following should be established:

- ❑ All staff should carry a mobile phone contact should be made with the Centre or member of staff on call
- ❑ Location of vehicle keys and whether the minibus can be driven
- ❑ The location of emergency equipment and how to use it.
- ❑ Details of the proposed route, proximity of other groups or other sources of help and possible escape routes.

### **Quality Assurance**

Maes y Lade implements a quality assurance framework designed to monitor the quality of the programmes run at the centre. These are regularly evaluated by the Centre Manager and acted upon where necessary.

## **Section 6 Risk Management**

### **General Statement**

Maes y Lade has an excellent safety record and is committed to maintaining high standards throughout all aspects of its operations.

MYL staff regularly reviews safety procedures and ensures those recommendations from within or from external agencies are acted on appropriately.

The aim of the Risk Management at Maes y Lade is to ensure that all activities fall into a 'Low Risk' category and that the Centre complies with current legislation. In reality it is accepted that it is an on - going process requiring all activities to undergo continuous review.

### **Risk Assessment - Process**

At Maes y Lade a risk assessment for activities is generally based on the following:

- ❑ Centre (or other) staff leading the activities are physically able, suitably qualified or experienced within the context of activity specific guidance. They are deemed competent in assuming the responsibility for making the risk assessment at the site and time of the activity. (ref P8 competent persons).
- ❑ Accompanying staff are physically able, but not necessarily expert (or competent) in the activity
- ❑ The weather forecast (and its implications) for the day has been given due consideration and deemed suitable for the activity.
- ❑ The age, ability and fitness of the group has been assessed and measured against the requirements of the activity.
- ❑ The Instructor in charge must always be ready to modify or abandon the activity should circumstances dictate. Wherever possible re-arrangements should be notified to the Centre.
- ❑ The group leader is deemed competent to maintain group control and organisation.
- ❑ Where applicable all equipment will conform to CEN and other appropriate regulations.

The process of risk management is applicable to all at MYL working on and leading activities

The Centre is committed to regular monitoring, review and evaluation in order to continuously update and improve on the delivery of its course.

### **CONDITION OF ACTIVITY EQUIPMENT**

For all activities, MYL uses equipment that is a type approved by the National Governing Bodies for that activity. New/unused equipment is locked in a separate store. The Instructor checks activity equipment who issues it to their group at the start of their activity and again when it is returned.

Faulty equipment is either repaired at the time, disposed of, or removed to a separate locked store, for repair at a later date. If the defective item is removed from stock then a replacement may be taken out of the new store at that time.

There are regular major overhauls of activity equipment each year.

An inventory of activity equipment is kept on file in the office and this includes details of new purchases and records are kept of disused gear that has been written off.

## Section 7 Specific Activity Management and Risk Assessment

**This section deals with the specific management of the activities identified through:**

- ❑ Activity
- ❑ Staff pupil Ratios
- ❑ Potential hazards/risks
- ❑ Preventative Measures
- ❑ Operational Management

***Where N.G.B. guidelines are referred to information is kept in the Technical Folder in the Managers office.***

### Rock Climbing / Abseiling

#### Potential Hazards

- ❑ Slips and falls
- ❑ Stone fall
- ❑ Loss, failure, incorrect or inappropriate use of equipment
- ❑ Inadequate or inappropriate personal clothing
- ❑ Entanglement
- ❑ Cragfast

#### Preventative Measures

- ❑ Supervision and leadership by competent person/s
- ❑ All group members to wear appropriately fitted helmet and harness
- ❑ Appropriate footwear to be worn
- ❑ Appropriate clothing to be worn (according to conditions) and checked for possibility of entanglement
- ❑ Students briefed carefully as to the nature and specific requirements of the activity and the venue, particularly descent routes and areas where specific hazards ( i.e. loose stones) might occur
- ❑ Students trained in correct use of equipment and approved systems
- ❑ Staff selection of appropriate rope management systems reflecting the needs and abilities of the group
- ❑ Staff selection of appropriate routes
- ❑ Continuous visual inspection of equipment - removing defective items where necessary
- ❑ Group briefed on emergency procedures

## Operational Management

- Ensure preventative measures are managed
- That Instructors follow
  - I. N.G.B. guidelines
  - II. Established best practice
  - III. Personal experience

## Ratios

- 1:10

## Multi Pitch Climbing ( Summer )

## Potential Hazards

- Slips and falls
- Stone fall
- Loss, failure, incorrect or inappropriate use of equipment
- Inadequate or inappropriate personal clothing
- Entanglement
- Cragfast

## Preventative Measures

- Supervision and leadership by competent person/s
- All group members to wear appropriately fitted helmet and harness
- Appropriate footwear to be worn
- Appropriate clothing to be worn (according to conditions) and checked for possibility of entanglement
- Students briefed carefully as to the nature and specific requirements of the activity and the venue, particularly descent routes and areas where specific hazards ( i.e. loose stones) might occur
- Students trained in correct use of equipment and approved systems
- Staff selection of appropriate rope management systems reflecting the needs and abilities of the group
- Staff selection of appropriate routes
- Continuous visual inspection of equipment - removing defective items where necessary
- Group briefed on emergency procedures

## Ratios

- Maximum ratio 1:3

## Operational Management

- Ensure preventative measures are managed
- That Instructors follow
  - I. N.G.B. guidelines
  - II. Established best practice
  - III. Personal experience

## Multi Pitch Climbing ( Winter )

### Potential Hazards

- Slips and falls
- Stone/Ice fall
- Avalanche
- Loss, failure, incorrect or inappropriate use of equipment (ie Ice Axe, Crampons)
- Inadequate or inappropriate personal clothing
- Entanglement
- Cragfast

### Preventative Measures

- Supervision and leadership by competent person/s
- All group members to wear appropriately fitted helmet and harness
- Appropriate footwear to be worn
- Appropriate clothing to be worn (according to conditions) and checked for possibility of entanglement
- Students briefed carefully as to the nature and specific requirements of the activity and the venue, particularly descent routes and areas where specific hazards ( i.e.Avalanches) might occur
- Students trained in correct use of equipment and approved systems
- Staff selection of appropriate rope management systems reflecting the needs and abilities of the group
- Staff selection of appropriate routes

- Continuous visual inspection of equipment - removing defective items where necessary
- Group briefed on emergency procedures

## **Ratios**

- Maximum ratio 1:3

## **Operational Management**

- Ensure preventative measures are managed
- That Instructors follow
  - IV. N.G.B. guidelines
  - V. Established best practice
  - VI. Personal experience

## Open Canoe/Kayak

### *Inland Water ( up to Grade 2 )*

#### Potential Hazards

- ❑ Drowning
- ❑ Hypothermia
- ❑ Entrapment - in boat, river obstacles (trees, boulders etc), stoppers
- ❑ Injury as a result of collision, enforced swim etc
- ❑ Injuries associated with carrying equipment
- ❑ Waterborne diseases / contaminated water
- ❑ Separation from group
- ❑ Capsize - poor non swimmers
- ❑ Access egress from boat

#### Preventative Measures

- ❑ Supervision and leadership by competent person/s
- ❑ Due consideration is given to the case of weak or non swimmers
- ❑ Correctly fitting appropriate buoyancy aids to be worn
- ❑ Clothing Equipment to be worn according to prevailing weather conditions
- ❑ All boats to be fitted with appropriate buoyancy
- ❑ Helmets to be worn - appropriate to conditions, venue and activity
- ❑ Where spray decks used then appropriate briefings and demonstrations given
- ❑ All equipment checked prior to use
- ❑ Participants briefed on handling and use of equipment
- ❑ Participants briefed on the hazards posed by the venue (and their avoidance)
- ❑ Suitable access/egress locations
- ❑ Appropriate safety equipment to be carried by staff
- ❑ Water conditions monitored, reported or observed
- ❑ Group briefed on emergency procedures

#### Ratios

- ❑ 1:12

## Operational Management

- Ensure preventative measures are managed
- That Instructors follow
  - I. N.G.B. guidelines
  - II. Established best practice
  - III. Personal experience

## Inland Waters - Grade 3 and Above

### Potential Hazards

- Drowning
- Hypothermia
- Entrapment - in boat, river obstacles (trees, boulders etc), stoppers
- Injury as a result of collision, enforced swim etc
- Injuries associated with carrying equipment
- Waterborne diseases / contaminated water
- Separation from group
- Capsize - poor non swimmers
- Access egress from boat
- As above with greater emphasis on the problems posed by faster / more powerful water

### Preventative Measures

- As for Grade 2 wate
- Staff qualifications - 5 star in addition to Level 3 Coach in related discipline
- Group - qualified or suitably experienced

### Ratios

- 1:5
- 2:10

## Operational Management

- Ensure preventative measures are managed
- That Instructors follow
  - I. N.G.B. guidelines
  - II. Established best practice
  - III. Personal experience

## Sea

### Potential Hazards

- Drowning
- Hypothermia
- Entrapment - in boat
- Injury as a result of collision, enforced swim etc
- Injuries associated with carrying equipment
- Waterborne diseases / contaminated water
- Separation from group
- Capsize - poor non swimmers
- Access egress from boat
- State of tide
- Sudden weather changes
- Other water users
- Known local hazards
- Sea sickness

### Preventative Measures

- Supervision and leadership by competent person/s
- Detailed research on venues used i.e. local forecasts, use of tide tables, relevant charts
- Flares to be carried in addition to other emergency equipment
- Coastguard to be informed of all trips where offshore / tidal elements involved
- Expeditions planned to needs of all participants
- Two competent members of staff to be on the water
- Group briefed on safety procedures

## **Ratios**

- 2:10 (max)

## **Operational Management**

- Ensure preventative measures are managed
- That Instructors follow
  - I. N.G.B. guidelines
  - II. Established best practice
  - III. Personal experience

## Mountain Walking

### Potential Hazards

- ❑ Loss, failure of equipment
- ❑ Incorrect or inappropriate use of equipment (i.e. map and compass, rope)
- ❑ Inappropriate and/or inadequate personal clothing
- ❑ Weather conditions - sudden changes - extremes
- ❑ Terrain - steep, uneven, slippery, loose, wet
- ❑ Remoteness of venue
- ❑ Fitness of group

### Preventative Measures

- ❑ Supervision and leadership by competent person/s
- ❑ Staff to check all equipment on issue, detailed briefing given as to use
- ❑ Detailed briefing given on range and suitability of clothing requirements
- ❑ Consideration given to past, current and predicted weather patterns
- ❑ Emergency equipment carried to suit route and conditions prevailing
- ❑ Route planned to take into account physical abilities of participants
- ❑ Group briefed on safety procedures

### Ratios

- ❑ 1:15

### Operational Management

- ❑ Ensure preventative measures are managed
- ❑ That Instructors follow
  - I. N.G.B. guidelines
  - II. Established best practice
  - III. Personal experience

## Winter Hill Walking

### Potential Hazards

- ❑ Loss, failure of equipment
- ❑ Incorrect or inappropriate use of equipment (i.e. map and compass, rope, crampons, ice axe)
- ❑ Inappropriate and/or inadequate personal clothing
- ❑ Weather conditions - sudden changes - extremes
- ❑ Terrain - steep, uneven, slippery, loose, wet
- ❑ Remoteness of venue
- ❑ Fitness of group
- ❑ Avalanche

### Preventative Measures

- ❑ Supervision and leadership by competent person/s
- ❑ Staff to check all equipment on issue, detailed briefing and training given as to use
- ❑ Detailed briefing given on range and suitability of clothing requirements
- ❑ Consideration given to past, current and predicted weather patterns
- ❑ Emergency equipment carried to suit route and conditions prevailing
- ❑ Route planned to take into account physical abilities of participants
- ❑ Group briefed on safety procedures

### Ratios

- ❑ 1:8

### Operational Management

- ❑ Ensure preventative measures are managed
- ❑ That Instructors follow
  - IV. N.G.B. guidelines
  - V. Established best practice
  - VI. Personal experience

## Expeditions

For land based expeditions refer to Mountain walking for general risk assessments. For water based expeditions refer to Canoe/Kayak section for general risk assessments.

### Potential Hazards

- ❑ Inappropriate, incorrect use of technical equipment i.e. stoves, tents
- ❑ Effects of journey
- ❑ Effects of weather
- ❑ Buns, scalds
- ❑ Getting Lost/Benightment

### Preventative Measures

- ❑ Supervision and leadership by competent person/s
- ❑ Detailed briefing and practice on use of equipment
- ❑ Appropriate venue used according to time of year, nature of expedition
- ❑ Adequate camp craft training prior to expedition including a thorough briefing and practice on the hazards of using Stoves
- ❑ Group briefed on safety procedures

### Ratios

1:10

### Operational Management

- ❑ Ensure preventative measures are managed
- ❑ That Instructors follow
  - I. N.G.B. guidelines
  - II. Established best practice
  - III. Personal experience

## Caving

### Potential Hazards

- ❑ Loss, failure, incorrect or inappropriate use of technical equipment
- ❑ Inadequate and/or incorrect personal clothing
- ❑ Approaches to and exits from venue
- ❑ Flowing, deep water
- ❑ Underground terrain
- ❑ Flooding
- ❑ Radon gas
- ❑ Slips
- ❑ Lost

### Preventative Measures

- ❑ Supervision and leadership by competent person/s
- ❑ Staff check of equipment issue
- ❑ Briefing on correct use of equipment
- ❑ Briefing and check on personal clothing requirements
- ❑ Knowledge of approaches and potential problems posed - particularly weather related
- ❑ Appropriate choice of route underground
- ❑ Group briefed on safety procedures

### Ratios

- ❑ 1:10

### Operational Management

- ❑ Ensure preventative measures are managed
- ❑ That Instructors follow
  - I. N.G.B. guidelines
  - II. Established best practice
  - III. Personal experience

## Radon

### Potential Hazards

- Prolonged exposure to Radon Gas

### Preventative Measures

- MYL in conjunction with the regional Ahoec are monitoring radon levels in the caves that are used with groups in the area. The findings are published periodically. Records are kept in the Caving file in the Office, and are brought to the attention of the teaching staff either through staff meetings or through copies of reports handed to them

### Operational Management

- Ensure preventative measures are managed
- That Instructors follow
  - I. N.G.B. guidelines
  - II. Established best practice
  - III. Personal experience

## Orienteering

### Potential Hazards

- Variable terrain
- Incorrect, inappropriate use of equipment
- Getting lost
- Inclement weather
- Unconscious/incapacitated/unable to return

### Preventative Measures

- Supervision and leadership by competent person/s
- Wearing suitable footwear and personal clothing for prevailing conditions
- Group briefed on the correct use of equipment
- Appropriate means of controlling time of return to be carried
- Group briefed on site limits, specific hazards and terrain
- Group briefed on safety procedures

### Ratios

- 1:15

### Operational Management

- Ensure preventative measures are managed
- That Instructors follow
  - I. N.G.B. guidelines
  - II. Established best practice
  - III. Personal experience

## Problem Solving/Team Working/Leadership

### Potential Hazards

- ❑ Slips and falls
- ❑ Injuries associated with the lifting and carrying of equipment
- ❑ Trapped fingers/feet
- ❑ Inclement weather
- ❑ Failure of equipment

### Preventative Measures

- ❑ Supervision and leadership by competent person/s
- ❑ Wearing suitable footwear and personal clothing for prevailing conditions
- ❑ Group briefed on the correct use of equipment
- ❑ Staff check all equipment on issue
- ❑ Ensure surrounding area is clear of objects likely to cause harm if fallen on
- ❑ Briefing on suitable spotting techniques where appropriate
- ❑ Group briefed on safety procedures

### Operational Management

- ❑ Ensure preventative measures are managed
- ❑ That Instructors follow
  - I. Established best practice
  - II. Personal experience

## Gorge Walking

### Potential Hazards

- ❑ Slips and falls
- ❑ Injuries associated with the carrying of equipment
- ❑ Loss, failure of equipment
- ❑ Incorrect or inappropriate use of equipment
- ❑ Inappropriate and/or inadequate personal clothing
- ❑ Weather conditions - sudden changes - extremes
- ❑ Terrain - steep, uneven, slippery, loose, wet
- ❑ Remoteness of venue
- ❑ Stone fall

### Preventative Measures

- ❑ Supervision and leadership by competent person/s
- ❑ Wearing suitable footwear and personal clothing for prevailing conditions
- ❑ Group briefed on the correct use of equipment
- ❑ Staff check all equipment on issue
- ❑ Students briefed carefully as to the nature and specific requirements of the activity and the venue, particularly descent routes and areas where specific hazards ( i.e. loose stones) might occur
- ❑ Consideration given to past, current and predicted weather patterns
- ❑ Emergency equipment carried to suit route and conditions prevailing
- ❑ Route planned to take into account physical abilities of participants
- ❑ Briefing on suitable spotting techniques where appropriate
- ❑ Group briefed on safety procedures

### Ratios

- ❑ 1:10

### Operational Management

- ❑ Ensure preventative measures are managed
- ❑ That Instructors follow
  - I. Related N.G.B. guidelines
  - II. Established best practice
  - III. Personal experience

## **Mountain Biking Groups led by MYL Staff**

### **Potential Hazards**

- ❑ Slips and falls
- ❑ Injuries associated with the use of equipment
- ❑ Failure of equipment
- ❑ Incorrect or inappropriate use of equipment
- ❑ Inappropriate and/or inadequate personal clothing
- ❑ Weather conditions - sudden changes - extremes
- ❑ Terrain - steep, uneven, slippery, loose, wet
- ❑ Remoteness of venue
- ❑ Traffic

### **Preventative Measures**

- ❑ Supervision and leadership by competent person/s
- ❑ Wearing suitable footwear and personal clothing for prevailing conditions
- ❑ Group briefed on the correct use of equipment
- ❑ Staff check all equipment on issue
- ❑ Students briefed carefully as to the nature and specific requirements of the activity
- ❑ Consideration given to past, current and predicted weather patterns
- ❑ Emergency equipment carried to suit route and conditions prevailing
- ❑ Route planned to take into account physical abilities of participants
- ❑ Group briefed on safety procedures

### **Ratios**

- ❑ 1:10

### **Operational Management**

- ❑ Ensure preventative measures are managed
- ❑ That Instructors follow
  - I. Related N.G.B. guidelines
  - II. Established best practice
  - III. Personal experience

## **Mountain Biking Unaccompanied Groups**

### **Potential Hazards**

- ❑ Slips and falls
- ❑ Injuries associated with the use of equipment
- ❑ Failure of equipment
- ❑ Incorrect or inappropriate use of equipment
- ❑ Inappropriate and/or inadequate personal clothing
- ❑ Weather conditions - sudden changes - extremes
- ❑ Terrain - steep, uneven, slippery, loose, wet
- ❑ Remoteness of venue
- ❑ Traffic

### **Preventative Measures**

- ❑ Prior Instruction and Training in the use of the bike
- ❑ Wearing suitable footwear and personal clothing for prevailing conditions
- ❑ Group briefed on the correct use of equipment
- ❑ Staff and students check all equipment on issue
- ❑ Students briefed carefully as to the nature and requirements of the activity
- ❑ Consideration given to past, current and predicted weather patterns
- ❑ Emergency equipment carried to suit route and conditions prevailing
- ❑ At least 2 riders per group so as to offer mutual support.
- ❑ Group briefed on safety procedures

### **Ratios**

- ❑ 1:10

### **Operational Management**

- ❑ Ensure preventative measures are managed
- ❑ That Instructors follow
  - Related N.G.B. guidelines
  - Established best practice
  - Personal experience

## Pony Trekking

**MYL contracts out this activity to Llangorse riding and rope centre, Llangorse, Brecon. They are WTB accredited and are licensed by AALA and they conform to their own codes of practice and safety procedures.**

**MYL will ensure that:**

- ❑ Groups have correctly and suitable boots with a heel
- ❑ Groups are suitably dressed for the activity according to prevailing conditions
- ❑ Groups are accompanied whenever possible by a member of MYL staff but always with an accompanying member of staff

## Evening Activities

**Evening activities run at MYL can include Mountain Walking, Navigation Practice, Problem Solving and Orienteering. Risk assessments have been written on these activities and reference should be made to these.**

**MYL staff should in addition to these consider:**

- ❑ All safety procedures associated with activities taking place in the dark, particularly those on the roads
- ❑ Appropriate safety equipment for the activity

## Nordic Skiing/Sledging

### Potential Hazards

- ❑ Loss, failure of equipment
- ❑ Incorrect or inappropriate use of equipment
- ❑ Inappropriate and/or inadequate personal clothing
- ❑ Weather conditions
- ❑ Slips and falls/collision
- ❑ Terrain

### Preventative Measures

- ❑ Supervision and leadership by competent person/s
- ❑ Staff to check all equipment on issue, detailed briefing given as to use
- ❑ Detailed briefing given on range and suitability of clothing requirements
- ❑ Consideration given to past, current and predicted weather patterns
- ❑ Emergency equipment carried to suit route and conditions prevailing
- ❑ Activity planned to take into account physical abilities of participants
- ❑ Suitable choice of venue
- ❑ Group briefed on safety procedures

### Ratios

- ❑ 1:10

### Operational Management

- ❑ Ensure preventative measures are managed
- ❑ That Instructors follow
  - I. Relevant N.G.B. guidelines
  - II. Established best practice
  - III. Personal experience

## **Section 8      Accident and Emergency Procedures**

Accidents/incidents may be categorised as either minor or serious. It is sometimes difficult to identify as to which category an accident/incident might belong to. As a guide, injuries or incidents that come within the scope of RIDDOR (copy on file in the office), may be serious.

If MYL staff are concerned and unclear about the gravity of the accident / incident then they should always err towards caution and treat it as serious.

**The following written procedures are for MYL Staff to follow in the event of an incident / accident.**

**MINOR INCIDENTS / ACCIDENTS THAT OCCUR TO PARTICIPANTS ON COURSES AT MYL**

- Establish the nature and extent of the incident.
- Make sure that all other members of the group are accounted for and are safe.
- If there are injuries, immediately establish their extent so far as is possible and administer appropriate first aid.
- If it is decided that the injury still needs qualified medical assistance then arrange for the transport of the casualty to the nearest medical Centre/hospital\*. If necessary, telephone ahead to arrange an appointment. A member of staff (either MYL Instructor or a visiting staff must accompany the injured party).
- Ensure that the remainder of the group are adequately supervised during this period.
- If the incident has occurred away from the Centre and the group is going to be late on return, contact MYL as soon as possible.
- If outside medical assistance has been required for the incident then the appropriate accident forms must be completed.
- If the injury is very minor, i.e. a small graze, a little blister or a small cut, then it will not always be necessary to complete an official "county" accident form (it is important that details of the minor injury are recorded in a book kept by a first-aid cabinet in a staff bedroom). However, there may be circumstances when no outside medical assistance has been required, but MYL staff may feel it is appropriate to complete an official accident form as a record of the minor incident.

**\*NB if a pupil or visiting staff member is taken to hospital, the RIDDOR procedure must be followed (as well as below).**

**The following written procedures are for MYL Staff to follow in the event of an incident / accident.**

## Youth Service Procedures in the Event of a Major Incident

### EMERGENCY PROCEDURES

The head of establishment e.g. Locality Team Leader or Outdoor Education Manager, must have an agreed site emergency plan which can be put into operation in the event of a major emergency.

A major emergency is defined as “when a member of an Essex County Council group has suffered a life-threatening injury or fatality or is in peril including being lost”.

### PROCEDURES TO BE FOLLOWED IN THE EVENT OF MAJOR EMERGENCY

The following suggestions are intended as a guide to enable leaders to follow a course of action covering the main basic priorities. Obviously no such list will ever be finite and other actions may be necessary depending on the situation. However, it is important that the relevant information is quickly and easily available whenever the groups are off-site and whatever the time of day or night.

- 1 The leaders in charge of any venture **must** have lists of names, telephone numbers and addresses. Consideration should be given to carrying a mobile phone.
- 2 Similar lists to those above, along with relevant consent forms, must be readily available at “home” establishment and emergency contact. These **must** include last minute amendments. When using an Essex County Council Outdoor Centre, a copy must be left with the Manager.
- 3 Out of office hours, a contact person should be nominated to act as the communication link with the party. There should preferably be two persons if the overnight stay is for more than one night. Persons so nominated should have a copy of lists to include:
  - The names of all off-site participants, including adults, and details of their emergency contacts.
  - The distribution, (i.e. names of leader/young people) if in separate groups, vehicles or boats.

- The planned itinerary, including base address and telephone number in case of emergency.
- The names, telephone numbers and fax of the travel and coach companies.
- Details of contacting the Management Team or nominated Officer, in the event of an emergency – see Appendix 1 for telephone numbers.

**ACTION TO BE TAKEN BY THE PARTY LEADER/INSTRUCTOR  
(OR BY OTHER PARTY STAFF) IN THE EVENT OF A MAJOR  
EMERGENCY**

- 1. Assess the situation.**
- 2. Protect the party from further injury or danger.**
- 3. Render First Aid.**
- 4. Call the rescue services (999) and/or the police, as appropriate.**
- 5. State the nature of the emergency.**
- 6. Give your name and address/location and telephone followed by:**

The nature of the incident.

The number of individuals involved.

The condition of those involved and where they are located.

- *Ensure an adult accompanies any casualties to hospital.*
- *Phone home contact person and Management Team or nominated Officer*
- *It is probable that both staff and participants will be in a state of shock, therefore*

7. Remove the remainder of the party to secure accommodation and place under the care of a member of staff able to protect them from the attention of the press/media.
8. **If necessary request the police to assist.**
9. **Calm and comfort participants and arrange for their evacuation.**
  - Do not make any statements to press/media or allow anyone else to make statements other than expressions of sympathy.
  - Refer all press/media to the Essex County Council Press Office.  
**Chris Palmer 07717 867073**
  - Inform relevant Essex County Council Health & Safety (Tel 01245-430405) where required and Health & Safety Executive where a notifiable/relevant accident under RIDDOR (Tel 01245-706200)

## **PROCEDURES FOR CONTACT PERSON OR STAFF**

### **RECEIVING NOTICE OF A MAJOR EMERGENCY**

#### **1** [Calm and reassure the caller and then take down the following details:](#)

- Name and telephone number of the person making the call.
- Name of the group
- Nature, date and time of the incident.
- Details of injuries, hospital - has a staff member gone with the injured to the hospital? Who?
- Are all party members accounted for?
- Names and telephone numbers of those involved.
- Action taken so far
- Instruct that a written log of all actions and conversations should be kept.

- Ask that anyone involved with the party give a short written account of the incident
- Telephone numbers for future communication (is there a fax, available for use?) For serious accidents where the media are involved try to identify alternative telephone numbers at 'home' and 'off-site' base, as other lines will quickly become jammed. It is not for the party leader or other members or Service Unit staff taking the message to discuss matters with the media.

Under no circumstances should the name of any casualty be divulged to the media/press.

- 2 Reassure the caller that swift action will follow.**
- 3 Immediately notify a member of the Management Team**
- 4 Keep a record of all communication, including times, dates and messages given and received.**

## **PROCEDURE FOR MANAGEMENT TEAM**

- 1 The Management Team should be provided with the following information.**
  - Name and telephone number of the person making the call
  - Name of the group
  - Nature, date and time of the incident
  - Details of injuries, hospital – has a staff member gone with the injured to the hospital? Who?
  - Are all party members accounted for?
  - Names and telephone numbers of those involved
  - Action taken so far.
  - Ensure that a written log of all actions and conversations should be kept.

- Ask that anyone involved with the party give a short written account of the incident
  - Telephone numbers for future communication (is there a fax. available for use?). For serious accidents where the media are involved try to identify alternative telephone numbers at 'home' and 'off-site' base, as other lines will quickly become jammed. It is not for the party leader or other party members of Service Unit staff taking the message to discuss matters with the media. **Under no circumstances should the names of any casualty be divulged to the media/press.**
- 2 The Management Team should speak directly with the group leaders to determine the precise details of the incident and to determine the appropriate course of action to be taken by the group and by Management Team (including informing the ECC Press Office) this could include sending an Officer to the incident site.
  - 3 Contact with parents/guardians/relatives should be agreed with the party leader.
  - 4 The Management Team member will decide who else to inform e.g. Cabinet member.
  - 5 Ensure Health & Safety Executive and Essex County Council Health & Safety have been informed where appropriate.
  - 6 Decisions relating to the organisation of services to bring the group home may well best be done by the Management Team.
  - 7 The Management Team member will collate and prepare a detailed report, arranging a visit to the site if necessary.