

Intrepidus Outdoors / MY Adventure

Mission Statement:

*Provide the best quality adventurous experiences that will educate, excite,
and inspire*

Responsibilities

It is the responsible of the **Directors, Managers, Instructors and freelancers** to ensure that the Standard Operating Procedures are; **read, understood** and **applied**, by all staff, volunteers, freelance employees and support workers, who assist with the running of programming.

On-going Management of Competence

As part of an on-going process to ensure safety and quality in all practice, manages should ensure the following:

- a) The Standard Operating Procedures are reviewed and updated on an **annual** basis
- b) All members of staff, volunteers, freelance staff and support staff, who assist with the running of the programming **MUST read**, and **sign** to say that they have understood the SOP and supporting documents **every 12 months**.
- c) A matrix clearly setting out the competency of staff against each activity kept up to date (**Staff Matrix and Recording**)
- d) Generic risk assessments are reviewed and updated on an **annual** basis
- e) Site-specific risk assessments are reviewed and updated when appropriate or after an event which will further inform the document

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Form 1.0 - Standard Operating Procedures

All staff, volunteers and freelance employees involved in running outdoor programming and young people development courses must read and agree to abide by Intrepidus Outdoors / MY Adventures Risk Assessments and Operating Procedures. Employees must sign that they have done so on this sheet below **PRIOR** to working with their first group. **This must be repeated at 12-month intervals, and when amendments are added.**

Please **tick** the documents that are relevant to your role (i.e mountain leader, DofE supervisor, canyoning guide etc.) and complete section 1.1 acknowledging that you have **read, understood**, and will **apply** the SOP and supporting documents.

Documents:

- Standard Operating Procedures (2024 updated).....
- Risk Assessment:
 - Canyoning (Generic).....
 - Canyoning Dollar (Site Specific).....
 - Canyoning Alva (Site Specific).....
 - Canyoning Acharn (Site Specific).....
 - Canyoning Bruar (Site Specific).....
 - Coasteering (Generic).....
 - Coasteering Elie (Site Specific).....
 - Paddle Sport (Generic).....
 - Hill Walking (Generic).....
 - Mountain Biking (Generic).....
- Incident Reporting Procedures and Log
- Health & Safety Policy
- Child Protection & Venerable Adults Policy
- Driver, D1 driver and trailer policy.....

1.1

By signing this I am acknowledging that I have **read, understood**, and will **apply** the SOP and supporting documents.

Name	Position	Signature	Date

1 Introduction

The application of SOP should ensure:

- A high level of professional practice, which is consistent with the industry standard, is delivered by the Intrepidus Outdoors / My Adventure Team
- That each activity delivered is within the professional competency of staff
- Safety techniques and methods are known to, and practised by, **all** members of staff

In conjunction with the conditions of Intrepidus Outdoors / My Adventure, Adventure Activities Licence, the procedures and guidelines contained within the SOP are to be regarded as the minimum standard requirements for sessions to run safely. Nothing in these procedures prevents the senior member of staff present from stopping any activities that are considered to be unsafe.

The SOP and supporting documents is not a training manual. The role of these documents is to support and guide the staff teams extensive experience in the delivery of adventurous activities, experiential education programmes and young people development courses.

These procedures cannot dictate for every eventuality. The Intrepidus Outdoors / My Adventure staff team is expected to work within the remit of their qualifications or site specific/in house sign off's and use their experience and professional judgement at all times.

2 Philosophy

Safe – High Quality – Valuable Experiences

Intrepidus Outdoors / My Adventure delivers adventurous activities, outdoor and experiential education programmes, in-curricular and alternative curricular projects, skills acquisition, training, and qualifications. These programmes can be delivered in a range of environments from inside classrooms to extreme and isolated outdoor environments. The role of these experiences is for participants to learn, develop, grow, be challenged, and have fun.

To facilitate this, staff must make every effort to:

- Create a safe, supportive, and fun environment
- Tailor each session to the unique needs of the individual or group

SAFETY FIRST

Intrepidus / MY Adventure runs outdoor activities, development programming and adventure tourism in some of the most extreme environments the UK has to offer. This includes descending long and committing canyoning, coastering in adventurous conditions, multi-day canoeing expeditions and hiking mountains in the range of Scottish weather.

The nature of the experiences we provide often take clients outside of their comfort zone and push their physical limits. Furthermore, while the activities that we deliver are undertaken in a manner designed to manage the potential risk to clients, instructors, and the environment. Nevertheless, outdoor adventurous activities, by their nature, contain hazards and despite the greatest care, incidents may still occur.

The safety of clients, participants and staff is the responsibility of **all staff at all times**. The responsibility for the specific management of the safety of an activity shall be the qualified Instructor who is leading that activity. If an activity becomes unsafe, or has the potential to become unmanageable, the Leader should cease the activity.

3 Intrepidus Outdoors

Mission Statement: Provide the best quality adventurous experiences that will educate, excite, and inspire.

3.1 Roles & Responsibilities

Director of Tourism: Ross Brinson

The Director of Tourism is responsible for all matters arising from MY Adventure (Edinburgh) LTD, both MY Adventure and Intrepidus Outdoors brands and the Intrepid Adventure Group. The primary focuses of the director are the high safety standards of the business, financial security, and compliance.

Director of Youth Services: Peter Airlie

The Director of Youth services is responsible for all matters arising Adventure (Edinburgh) LTD, both MY Adventure and Intrepidus Outdoors brands and the Intrepid Adventure Group programming with under 18's and development programming being their focus. The primary focuses of this director are compliance, stakeholder management, children protection, partnership working and risk mitigation.

Instructors:

The instructor is responsible for the effective delivery of sessions and achieving outcomes of a programme. The instructor is also responsible for the safety of themselves, the client group and the equipment that they are using. The instructor is answerable to the director and/or operations manager. The directors, operations manager and programme coordinator will work in close partnership with instructors. It is the responsibility of the instructors to work within the scope of the SOP, remit of their qualifications and works as an ambassador for Intrepidus Outdoors / My Adventure and the outdoor sector.

Freelance Instructors:

Freelance instructors are responsible for the effective delivery and achieving outcome of a programme. The freelance instructor is also responsible for the safety of themselves, the client group and equipment. The freelance instructor is answerable to the director and/or operations manager and should work in partnership with other instructors. It is the responsibility of the freelance instructors to work within the scope of the SOP, remit of their qualifications and works as an ambassador for Intrepidus Outdoors / My Adventure and the outdoor sector.

Non-Instructional/qualified Staff:

Non instructional staff will follow the guidelines set out by Intrepidus Outdoors / My Adventure in the SOP and supporting documentation. While they do not have the qualifications to deliver adventurous experiences their role (i.e behaviour management, mentoring, supervision, day trips {e.g. museum}) is an essential part of our programming.

NB: All non-instructional staff will be disclosure Scotland checked.

3.2 Recruitment Process

At Intrepidus Outdoors / My Adventure we put the utmost emphasis on employing the best people across the outdoor and education sectors. We feel that the people who work with Intrepidus Outdoors / My Adventure are the driving force behind the company's success. The in-depth recruitment procedure is in place to make sure that we only take on board those individuals with the necessary experience, personality and drive to have a positive impact on the lives of others.

The following is a chronological recruitment procedure that we follow to take on staff for Intrepidus Outdoors:

1. Individual C.V:

At this stage we are interested in the background of the individual. We check that the experience and qualifications stated on the C.V are in line with the requirements of the role.

2. Interview and Qualification Check:

At this point you need to come in for an interview so that we can learn more about you and this is an opportunity to ask any questions you may have.

*Referees may be contacted if required.

*You will need to bring your original qualifications

*Check validity of qualifications (e.g. access to MLT)

3. Induction:

An introduction to the company, staff team, our policies, and procedures. You will gain a more in depth understanding of your role and responsibilities within the business. This is when contracts will be signed, if appropriate.

4. Offer of Work and Training:

You will be offered a particular activity to work on where you will be shadowed by your line manager and supported throughout the activity.

3.21 | Induction Process

- Intrepidus Outdoors / My Adventure mission statement and its purpose
- The organisational and staffing structures
- Child protection policy
- Photocopies of original qualifications
- Building tour
- Hazard areas where there is a risk of injury
- Expected standards of conduct, dress and appearance
- Security systems and fire procedure
- Expected hours of work
- Procedure in case of absence/sickness
- How our programming originated, are planned, delivered, and evaluated
- Health and safety / safe working practices
- The use of protective clothing
- Expected contribution to maintenance of equipment
- Equipment defect reporting procedure
- First-aid kits and group emergency equipment
- Signing out, signing in equipment
- Emergency procedures
- Accident reporting including HSE reportable incidents
- Near miss reporting and sharing
- Mini-bus use and procedure
- Personal copy of staff handbook
- Has read and understood all Intrepidus Outdoors / My Adventure health and safety documentation, guidance, and risk assessments
- Has discussed insurance
- Has worked alongside a member of staff
- Has been observed teaching by a senior member of staff

*This is recorded in (Staff Matrix)

3.211 Freelance instructors Induction

Note:

Induction process as highlighted in 3.21 must be followed

Additional information:

Offers of Work:

This can be done by phone, e-mail or face to face by the programme coordinator, operations manager or director. Offers of work are not a confirmation of the work for any member of staff.

Accepting Work:

Accepting work will be in writing via email with the programme coordinator, operations manager, or director.

Confirmation of Work:

This will be done in writing via email from the programme coordinator, operations manager, or director before you can consider that particular work confirmed.

Cancellation of Work:

If work is cancelled more than a month before the proposed start date of any particular programme no payment can be made. If work is cancelled within the month and up to seven days before the proposed start date of the programme 50% of the pre agreed fee will be paid. If work is cancelled within one week (seven days) of the proposed start date of the programme 100% of the fee will be paid and you will be expected to attend work and carry out tasks as directed by either the programme coordinator, operations manager or director.

In the event 100% of the fee is paid there will be the requirement to undertake stores work etc.

Working Hours:

You will be working for Intrepidus Outdoors / My Adventure for the duration of the programming (i.e day, multi-day and expeditions). Due to the nature of the work, there are overnight stays and long hours. Any changes to this normal format must be agreed with either the director or the expedition manager in advance.

Employees will be given the option as part of the SOP sign off sheet to Opt Out of the Working Time Directive cap on a 48-hour work week. Intrepidus Outdoors / My Adventure will not treat the employee any differently if they do not opt out of the Working Time Directive.

Note:

Staff operating machinery including minibuses must not exceed driving / working time regulations.

Presentation:

All staff should wear the uniform provided whenever possible and clothing that is suitable for the environment that they will be working. Staff should be always presentable.

Note:

- Freelance instructors must sign terms and conditions for self-employed (See Appendix 1, Part 3)
- Freelance instructors must sign conflict of interest agreement (See Appendix 1, Part 3)

3.5 Payment and Invoicing:

Contracted staff (full and part-time) - Will be paid monthly, on the last Friday of each month. Any holiday days will be agreed with the programme coordinator, operations manager, or director in line with the calendar.

For Freelance Staff:

We expect all invoices to be submitting on a weekly or monthly basis and payments will be made on the next payment run. Invoices submitted by 5pm on a Monday will be paid by 5pm on the following Friday if the invoice is not returned to sender for alterations.

Invoices should be addressed to:

MY Adventure (Edinburgh) LTD

Unit 1

Eldin Industrial Estate

Loanhead

EH20 9QX

Email: finance@myadventure.org.uk

As a freelance instructor you have FULL RESPONSIBILITY in regards to you tax situation. Intrepidus Outdoors / My Adventure will not pay tax or national insurance on your behalf.

Note:

- On your invoice, please include a tax disclaimer stating you are responsible for paying your own tax.
- All work for needs to be made out to MY Adventure (Edinburgh) LTD
- Invoices are to be sent to: finance@myadventure.org.uk

3.6 Supervision and Support

Intrepidus Outdoors / My Adventure employees will be given supervision and support every 12 months or when required. This objective of the supervision and support is to encourage the staff team to continue to progress to become highly qualified, experienced, and competent practitioners.

**This is recorded in (Staff Matrix)*

3.61 Staff Training:

All new Intrepidus Outdoors / My Adventure staff will undertake training before working with clients and groups. All new instructors will be provided training on each venue to ensure the greatest knowledge of working standards and the unique environmental features of each venue. Yearly training will also be provided to ensure all staff are working to the highest standards.

*This is recorded in (Staff Matrix)

3.62 Staff Development:

All staff are monitored by their line manager. At Intrepidus Outdoors / My Adventure we believe in constructive feedback and setting short and long-term goals will have a lasting positive impact on practice.

3.7 Working Practice on Programme (Staff)

3.71 Pre-programme/sessions:

- To arrive on time (agreed via email)
- To be present at the pre programme/day meetings
- Ensure late-back procedures are adhered to
- Preform visual equipment inspection prior to use
- Preform vehicle inspection (if applicable)

3.72 During Programme:

- To ensure the safety of yourself and the group at all times
- To deliver at the highest standard possible and to achieve the programme/session aims and objectives
- To liaise with other staff members to ensure the safety and supervision of clients at all times
- To understand how to access appropriate medical information for all members of your group whilst off-site
- To report any problems or incidents at the first possible opportunity to your line manager

- To ensure the Intrepidus Outdoors / My Adventure equipment is managed appropriately by the group at all times
- To ensure if driving commercial vehicles you abide to EU driving hour regulations

3.73 End of Programme:

- To conduct reflective session with group in a manner that is appropriate to them (if applicable)
- To return equipment and highlights any issues, breakages, or missing equipment to the operations manager/director.
- To hold a full programme review once clients have departed, all relevant staff members must be present (if applicable)

3.74 Loco Parentis:

Note:

If the clients are under the age of 19 you are in loco parentis and have a statutory duty of care for the time that those clients are under your supervision.

3.75 Behaviour & Conduct:

Members of staff are expected to arrive fit-for-work and behave in a professional and presentable manner at all times and with all participants, visiting staff and other staff members.

Failure to do this can result in being suspended from work immediately pending an enquiry.

Note:

- No members of staff must smoke/vape in Intrepidus Outdoors / My Adventure uniform or in front of a group (adult or young people)
- Charging of personal appliances should only be carried out when staff are in attendance and if PAT Tested.

3.76 Drugs and Alcohol:

Drugs and Alcohol are not permitted on any Intrepidus Outdoors / My Adventure adventurous experiences or camping trips. Any staff member found to have breached this will be suspended pending further enquiry.

3.8 Staff Matrix

Intrepidus Outdoors / My Adventure are responsible for verifying, taking copies and storing all qualifications and noting when qualifications expire for all new and existing employees. Copies of all relevant qualifications and Enhanced disclosure (or PVG) numbers will be stored electronically in the personnel files. The Manager/Director reserves the right to conduct checks on the validity of qualifications from new or existing staff – seeking confirmation from the National Governing Body, trainer, or assessor as they see fit.

The Intrepidus Outdoors / My Adventure Activity Matrix shall be reviewed when appropriate, and will include:

- List of instructors
- List of training, qualifications, and site-specific/in-house sign off's that each member of staff holds
- What activities that they can deliver

Note:

- All Instructors shall (where possible) should have the current National Governing Board (NGB)'s qualification governing that activity.
- In specific cases clients may have activities delivered by site validated Instructors.
- All instructors will have a valid in-date 16-hour First Aid Qualification as a minimum.

3.9 Termination

Staff will be given as much notice of termination as reasonably practicable however, 30 days will normally be the minimum term given, when work or contracts are due to cease.

Contracted staff have the right to terminate their contract as per contract again normally one month.

3.10 Equipment

Staffs are responsible for their own personal property, as staff property is not covered by the Intrepidus Outdoors / My Adventure insurance policy outdoors, in Intrepidus Outdoors / My Adventure vehicles or at Intrepidus Outdoors / My Adventure HQ. This includes mountain bikes.

Note:

- The theft and/or damage of personal items will **not be compensated** for, by any form of reimbursement or replacement, by Intrepidus Outdoors / MY Adventure.
- Charging of personal appliances should only be carried out when staff are in attendance and if PAT Tested.

4 General Procedures for all Activities

4.1 Adventure Activities Licensing Regulations 1996

a) All staff involved in the delivery of activities, that are within the scope of the licensing regulations, must understand;

- The conditions of the applicable Adventure Activities Licence*
- The activities to which the above conditions apply
- The age of the clients to which the above conditions apply

b) All staff must ensure that no activity, within the scope of licensing regulations, is offered to any person under the age of 18 years, unless it is covered by a Licence* and can be delivered in accordance with the conditions that the Licence* states.

NOTE: The 'conditions' referred to in '1' & '2', include:

- Age of participants

- Operating areas
- Environmental conditions
- Operating seasons
- Qualifications & experience of staff
- Staff/participant ratio
- Nature of client group (special needs)

Intrepidus Outdoors / My Adventure SOP is applicable to all activities (irrespective of whether they are within the scope of the Adventure Activities Licensing Regulations). Therefore, within this document, the above conditions are only referred to where specifically appropriate.

Note:

Staff seeking to define these conditions further, should refer to the HSC's 'Guidance to the Licensing Authority' booklet (L77).

4.2 Matrix of Activities Against Qualifications –

To be used in conjunction with relevant sections in SOPs (e.g. Staff Matrix, Generic Risk Assessment, Site-specific risk assessment)

Each activity is listed with the minimum qualifications for delivery. In some cases, a Site-Specific Authorisation can be given to allow an experienced practitioner to deliver a session without the qualification.

Note:

All instructors and competent assistants must hold a 16hour outdoor first aid.

Activity	Minimum National Governing Body Award	Competent Assistant	Site Specific Authorisation for unqualified
Gorge Walk (Wet - Non-technical) (i.e devil pulpit)	UK Canyoning L1 Guide or In-House Sign off	In-House Sign off	Must meet In-House canyoning syllabus

Rock Climbing/Abseiling (Outdoors)	Single Pitch Award/Rock Climbing Instructor or RCI or In-House Sign off	Able to belay, tie on group members, ascend and descend crag, awareness of safe movement at top of crags, manage group at top and base of crag. Ideally with knowledge of rope rescues and prussicks.	NA
Hill Walking Mountain Walking Summer conditions (below 600m or under 30 minutes travel time from an accessible road or refuge)	Mountain Leader (Summer) or In-House Sign off or extended remit sign off	Able to be a competent assistant, able to navigate group off the hill using both map and compass, understanding of simple rope work.	NA
Trekking Mountain Walking Summer conditions (above 600m or more than 30 minutes travel time from an accessible road or refuge)	Mountain Leader Award (Summer) or In-House Sign off	Able to be a competent assistant, able to navigate group off the hill using both map and compass, understanding of simple rope work.	NA
Trekking Mountain Walking Winter conditions (above or below 600m or more than or less than 30 minutes travel time from an accessible road or refuge)	Mountain Leader Award (Winter) +I Directors Authorisation and only where specifically stated as Winter Conditions on AALS License	Summer Mountain Leader Award plus experience of winter conditions	NA
Open Canoeing / Kayaking / SUP BCU Terms of Reference - Very Sheltered/Sheltered Water	UKCC Level 2 Coach / BCU Level 2 Canoe Coach / In House Sign Off	Paddle Sport Instructor pre 2019 /Paddle Sport Instructor 2019 onwards (Canoe)/Paddle Explore with FSRT	Area of operation approved by Technical Adviser
Open Canoeing BCU Terms of reference – Moderate Inland	On Moderate Inland Water /White Water UKCC Open	BCU/UKCC Open Canoe Level 2 coach/ BC Canoe Coach (Sheltered	Technical Advisers written site

<p>Water and White Water</p>	<p>Canoe Level 3 Coach or BCU Open Canoe Level 3 Coach or. UKCC Level 2 with Moderate Water Water Canoe Endorsements</p>	<p>water) with Technical Adviser Approval.</p>	<p>specific authorisation</p>
<p>Open Canoeing BCU Terms of Reference – Advanced Inland Water and White Water</p>	<p>On Advanced Inland Water and White Water UKCC Open Canoe Level 3 Coach with Canoe Advanced Water Endorsement or 5 star Canoe/BCU Open Canoe Level 3 Coach with BCU 5 star award) UKCC Level 2 Coach with Canoe Advanced Water Endorsement</p>	<p>On Advanced White Water – UKCC Level 2 Coach with Canoe Moderate Water Endorsement/BC Canoe Coach with Progressive Canoe leader Award .</p>	<p>Technical Advisers site specific written authorisation</p>
<p>Kayaking BCU Terms of Reference- Very Sheltered/Sheltered Water</p>	<p>UKCC Level 2 Coach/ BCU Level 2 Kayak Coach</p>	<p>UKCC Level 1 Coach/ BC Paddle Sport Instructor pre 2019/ Paddle Sport Instructor (kayak) post 2019/ Paddle Explore with FSRT</p>	<p>Area of operation approved by Technical Adviser</p>
<p>Kayaking BCU Terms of Reference- Moderate White Water/Advanced White Water</p>	<p>On Moderate White Water UKCC Kayak Level 3 Coach/ BCU Kayak Level 3 Coach/UKCC Level 2 Coach with Kayak Moderate</p>	<p>On Moderate White Water – UKCC Level 2 Coach/ BC White Water Kayak Coach with Technical Adviser Approval or On Advanced White Water UKCC Level 2 Coach with Kayak Moderate</p>	<p>Technical Advisers written site specific authorisation</p>

	Water Endorsement . On Advanced White Water UKCC Level 3 Kayak Coach with Advanced Water Kayak Endorsement or 5 Star / BCU Level 3 Coach with 5 Star Kayak/ UKCC Level 2 Coach with Advanced White Water Kayak Endorsement.	Water Endorsement/White Water Kayak Coach with Progressive White Water Leader Kayak award	
Sea Kayaking BCU Terms of Reference- Sheltered Tidal Water/Sea	UKCC Kayak Level 2 Coach/ BCU Kayak Level 2 Coach	UKCC Level 2 Coach (sheltered water) / BCU Level 2 Kayak Coach/ BC Kayak Coach (Sheltered water)	Area of Operation approved by Technical Adviser
Sea Kayaking BCU Terms of Reference – Moderate Tidal Water/Sea or Advanced Tidal Water/Sea	On Moderate Tidal Water/Sea UKCC Level 3 Sea Kayak Coach / BCU Level 3 Sea Kayak Coach OR UKCC Level 2 Kayak Coach with Moderate Water Sea Endorsement. On Advanced Tidal Water/Sea – UKCC Level 3 Sea Kayak Coach with Advanced Water Sea Endorsement or 5 Star Sea award/ BCU Level 3 Sea Kayak Coach with 5 Star Sea Award/ UKCC Level 2 Coach	On Moderate Tidal Water/Sea – BCU Performance Award 4 Star Sea Leader Award/ BC Sea Kayak Coach with Progressive Sea Kayak Leader award On Advanced Tidal Water/Sea BCU Level 3 Sea Kayak Coach or UKCC Level 2 Kayak Coach with Moderate Water Sea Endorsement or BCU Performance Award 5 star Sea Leader/ BC Sea Kayak Coach (Moderate Water) with Progressive Sea Kayak Leader award.	Technical Advisers written site specific authorisation

	with Advanced Sea Endorsement		
Mountain Biking (under 600 meters) Including Glentress Spooky Wood)	MBLA Trail Cycle Leader or BC Level 2 or In house sign off or extended remit sign off	Able to be a competent assistant, able to navigate group off the hill using both map and compass,	NA
Mountain Biking (over 600 meters)	MBLA Mountain Bike Leader or BC Level 3	Able to be a competent assistant, able to navigate group off the hill using both map and compass,	NA
Canyoning (Wet – Technical) (Dollar, Alva, Acharn, Leven, Bruar)	In-House canyoning syllabus or ICA LV1 or ICA Assistant Guide or UKCG Guide + Local knowledge signed off by director	In-House canyoning syllabus	Must meet In-House canyoning syllabus
Coasteering (i.e Elie, Arbroath)	NCC + In-House coasteering syllabus	In-House canyoning syllabus	Must meet In-House coasteering syllabus

NOTE:

For all sessions the **minimum** ability for a **competent assistant/second guide** is:

- They must be able take control of the group if the leader is unable to continue the session. There is no expectation that they should continue the session but to be able make the group safe
- Good knowledge of the generic and site-specific risk assessment for the venue/activity (including escape route)
- Good knowledge of SOPs guidelines for the sessions
- Good knowledge of accident procedures

- Able to use and correctly fit all equipment used in the session
- Good knowledge of first aid and appropriate safety equipment

NB: Having a **competent assistant** does not increase the ratios of qualified instructors to clients.

4.21 In-house Sign off's

At Intrepidus Outdoors / My Adventure we have In-House syllabuses for Coasteering and Canyoning. The reason for this is because there is not the same level of rigor or consistency in the governing body, as with mountaineering or paddle sport. We therefore have developed an in-house syllabus for each discipline that sets out the threshold for experience and skills required to run each activity. This has been developed by a competent professional and is consistent, where appropriate, with national standards.

Note:

Yearly training and a logbook of experience are required to maintain and in house sign off

4.22 Extended remit working

NB: This policy does not impact any Duke of Edinburgh Award Expeditions, School / Youth Groups, or Commercial Trips. Please refer to "General Procedures for all activities" page 19 of SOP for qualifications to deliver these experiences.

Overview

- 1) This policy update refers specifically to our Future Tracks programme, where we work with a single young person or a small group with either one or two members of staff over an extended period of time.

The objective of our Future Tracks programme is to support participants to make positive steps in their lives I.E moving away from participating in: risk taking behaviour, crime / anti-social behaviour, and drug / alcohol abuse. Furthermore, end goals are for participants to eventually re-engage positively with society.

While the medium for the development of participants is basic outdoor activities, this is not the purpose of the excursion. The purpose is growth through conversation and discussions, exposure to structure and a schedule, socialisation, goal setting, reflection as well as role models and mentorship.

2) As a team we have identified specific circumstances when our instructors, development workers and youth workers will, when running Future Tracks Programming, operate outside of the remit of their National Governing Body Qualifications, but not their competency.

The primary skill set required for a member of staff to deliver our future tracks programme is their ability to build rapport and facilitate growth with these often-challenging young people.

While safety is of course the number one strategic priority, our experience has shown that:

- i) The majority of the risk during these Future Tracks programmes is associated to the behaviour / actions of the participants
- ii) Staff having strong interpersonal skills, as opposed to JUST technical skills, and thus being able to work with / direct / communicate to these young people is how the majority potential incidents are mitigated

This policy update therefore defines the circumstances where our skilled practitioners can work, in a developmental context, with young people on our Future Tracks Programme outside of the remit of their NGB Quals.

Matrix:

Activity	Description / Limitations	Ratio	Training / Qualifications
Indoor Climbing	Practitioners can sign 2 Y/P in at indoor climbing walls. But does not extend to lead climbing	1 ; 2	Minimum: CWA (Trained)
Canoe / SUP	Practitioners can take 3 Y/P out in <i>Very Sheltered Conditions in a canoe or on SUP</i>	1 ; 3	Minimum: Inhouse Sign off from Technical Advisor
Hill Walking	Practitioners can take 4 Y/P walking at a <i>Lowland Level</i> in <i>Summer Conditions</i> this includes specific hills Ben Ledi and Ben Vrackie in Summer conditions	1 ; 4	Minimum: NGB qualification with leadership and navigation
Biking	Practitioners can take 3 Y/P cycling at a <i>Lowland Level</i> in <i>Summer Conditions</i> this includes Glentress red, blue and green trails	1 ; 3	Minimum: NGB qualification with leadership and navigation

Definitions:

Lowland countryside and woodland that fit ALL of the following criteria:

- Walks must not cross any hazardous terrain (e.g. cliffs, very steep slopes, water hazards etc.).
- Throughout the walk the group should never generally be more than 3km away from a key access point such as a car park, lay-by or

populated area. Any potential escape routes should also lie within the scope of this definition.

- Walks will require the ability to plan routes, use simple navigation skills using a map and compass and be self-sufficient.
- Walks must follow paths or tracks that are both marked on a map and clearly visible on the ground and that do not require navigation across untracked areas.
- Walks must use bridges or other recognised water crossing points.
- Flat beaches are also permitted.
- Walks must only take place in summer conditions (ie when there is no unavoidable snow or ice on any part of the route)

Very Sheltered Water

- Quiet canals with easy bankside access and egress; small lakes, which are not large enough and do not have difficult landing, where problems could occur if there is a sudden change in conditions; gentle, slow moving rivers. The definition implies weather conditions that are not in themselves likely to cause problems. At any point, the paddler should not be more than 50 metres from the bank.
- Enclosed swimming pools are also defined as very sheltered water environments.
- Locations they have received site specific sign offs to use

NB: The definition implies normal conditions and care is advised when water and air temperatures are low.

4.3 Risk Assessments

A generic risk assessment for each activity must be produced by an appropriately qualified person and a site-specific risk assessment for each venue must be produced by an appropriately qualified person.

Note:

- Generic risk assessments must be reviewed each year or at an appropriate time and a record of each review must be maintained and available for inspection
- Site-specific risk assessment must be reviewed at each operations meeting or if an event further informed the accuracy of the document

4.31 Generic Risk Assessments

A written Generic Risk Assessments for each activity must be produced by an appropriately qualified person and recorded in the generic risk assessment file

The risk assessment must include:

- The minimum qualification required by the Instructor for the activity to take place at that site. This has been agreed by Intrepidus Outdoors / My Adventure in line with Governing Body guidelines and the advice from the Technical Advisor
- Identification of potential hazards, the likely hood of issues arising, the severity of those hazards and control factors that have been put in place.
- A record that the document was last reviewed

Note:

- The Leader should always carry out an on-going Dynamic Risk Assessment before and during the activity
- An example generic risk assessment can be seen in Appendix 1

4.32 Site-Specific Risk Assessments

A written Site-Specific Risk Assessments for each activity must be produced by an appropriately qualified person and recorded in the Site-Specific Risk Assessment file

All site-specific risk assessments should include:

- Procedures you have put in place to manage any site-specific risks or hazards
- Sufficient information to clearly identify the hazards particular to the site, e.g. loose rocks at a certain part of a crag or a very busy minor road to cross
- Hazards that are not directly related to the activity, but (due to their proximity) may present a danger
- Where there are known to be poor signal reception areas for mobile phones, it would be advisable to note these on the risk assessment in the 'Additional General Information' section and to record the nearest location where a strong signal can be found or a landline phone is located
- On each visit there should be a visual risk assessment carried out to ensure that no changes to the written risk assessment have occurred eg: the physical features of a gorge may change because of severe flooding, rock walls may become unstable due to freeze thaw action or overuse by other groups

Note:

- When at the activity site the qualified or signed off member of staff must take all reasonable measures to assess the site for potential dangers and take precautions to reduce any risks. As a minimum, this will be interpreted as alerting other staff and/or participants of the risks and the means of reducing those risks
- Site-specific risk assessments can be found the "site-specific risk assessments" of supporting documents
- The leader and competent assistant should always carry out an on-going dynamic risk assessment before and while undertaking the activity
- An example site-specific risk assessment can be seen in Appendix 1

4.4 Staffing Ratio's

Maximum Ratios of participants to qualified member of staff is detailed in the table below:

Maximum Participant to **qualified** Instructor ratios

Activity	Max permissible	Staff Minimum
Rock Climbing/Abseiling	1:10	1
Indoor Bouldering	1:10	1
Off Road Cycling	1:8	1
Summer Hillwalking	1:8	1
Lowland Walking / remote supervision	1:10	1
Canoeing - Very Sheltered/Sheltered Water/Moderate or Advanced Inland Water/Moderate or Advanced White Water	As recommended in BCU Terms of Reference for Coaches and Leaders	1
Kayaking Very Sheltered or Sheltered Water/Moderate or Advanced Inland Water/Moderate or Advanced White Water*	As recommended in BCU Terms of Reference for Coaches and Leaders	1
Gorge Walking/Canyoning	1: 8 / 2:20	1
Coasteering	1:10	1

4.5 Activities Brief

Note:

The Activity Brief that participants receive at the start of a programme and before the start of each activity will be tailored to each group, the activity, venue, and the conditions. This Activity Brief will be delivered by a trained member of staff and is fundamental for participants to feel informed and be aware of potential risks.

The Activity Brief must include:

- Introduction to staff team
- Introduction to Intrepidus Outdoors / MY Adventure
- Introduction to participants where appropriate
- Aims, objectives and overview of the programme/activity
- "Challenge By Choice" philosophy / Honesty is the best policy
- Overview of kit/equipment (e.g. fitting, purpose)
- Hazards/Risks – Environmental (e.g. cold, sun), terrain (e.g. slips, trips), behaviours (following instructions e.g. jumping technique / no flips)
- Control measures/Skills (e.g. attack position, low centre of gravity when walking, how to jump, safety requirement, keeping helmets on)
- Communication techniques (e.g. Communication, Line of sight, Avoidance is better than cure, Position of most usefulness, commands (hand signals/voice))
- Highlight importance of listening to the advice and guidance of qualified instructors – Ensure that clients know that they should not do anything that instructors have deemed unsafe.
- What to do in an emergency (e.g. lost/injured/medical)
- Ask for questions

4.6 Late Back Procedures

Note:

These procedures apply to activities and residential where participants are taken out of Intrepidus Outdoors / My Adventure HQ or are out of the classroom/organisation that they are based.

Before leaving the staff member taking the group will:

- Complete a Late Back Form (LB-1) or text details to company group chat

- Leave a copy of the completed late back form with the 'Late Back Person' or Nominated point of contact or text details to company group chat
- Have checked relevant medical details
- Ensure medical details and emergency contacts of each participant and any other leaders or volunteers are accessible to staff
- Make sure they have with them an appropriate method of contacting help (e.g. mobile phone, SPOT Tracker, In-Reach)

Before the group departs the Late Back person will:

- Check the completed Late Back Form (LB-1) or group chat text
- Check they have emergency contact information, medical form detailing every participant including all staff and volunteers
- Ensure a copy of emergency contact information, consent/medical form detailing every participant including all staff and volunteers is at Intrepidus Outdoors / My Adventure HQ and accessible to the nominated late back person/Operations manager

In the event of no delay:

The group leaders will call/text, on-call member of staff/late back persons/operations manager when back on Intrepidus Outdoors / My Adventure HQ (if texting they will await a response and if none – text or call again)

In the event of a delay:

- If the group have not returned by cut off time the Late Back Person will call the leader or member of staff whose number is on the form
- If no response they will follow emergency procedures (See Emergency Procedures)
- Once the situation comes to an end it must be logged as an incident (See Emergency Procedures and File in Incident Reporting file)

Note:

Form LB-1 can be found in Appendix 1

4.7 Activities Overview

Intrepidus Outdoors / My Adventure delivers a range of outdoor and adventurous activities to achieve diverse outcomes. This section gives an overview of those adventurous activities and highlights best practice that Intrepidus Outdoors / My Adventure expects all staff to follow.

Note:

These procedures cannot dictate for every eventuality. Intrepidus Outdoors / My Adventure staff are expected to work within the remit of their qualifications or sign off's and always use their experience and professional judgement.

- The leader must have access to essential medical information of each participant
- All Participants and staff must not smoke while conducting an activity or wearing Intrepidus Outdoors / My Adventure equipment
- Late Back Forms (LB-1) must be filled in or staff group text informed and emergency procedures adhered to (see Emergency Procedures)
- If an incident occurs, Intrepidus Outdoors / My Adventure staff are expected to follow the emergency procedures (see Emergency Procedures)
- Each instructor must have a first aid kit

4.71 Land-Based Activities

4.711 Outdoor Rock Climbing

Note:

Outdoor man-made structures, which were not built for the purpose of climbing/abseiling, are subject to the Adventure Activities Licensing Regulations 1996

Minimum Qualification of Leader: Single Pitch Award, 16hour outdoor first aid

Maximum ratio: 1:10

Minimum age: 7

General

- Staff and groups must wear helmets and harnesses at all times when involved in roped climbing sessions with groups, or on staff training sessions. (Exceptions to this rule may be allowed if :
 - a) The wearing of helmets contravenes a participant's religious beliefs:
 - If a participant is unable to wear a helmet because of religious beliefs (e.g. they wear a turban) it is acceptable for that participant to participate as long as the following procedures are followed:
 - All the potential risks have been explained to them and they have signed a disclaimer to this effect. If under 16 their parent or guardian will have to sign for them.
 - A full risk assessment is made and any extra measures needed are recorded. Care must be taken in the selection of crags to minimise the danger.
- A 'safe zone' may be established in which helmets/harnesses may be removed by those not directly involved in the activity. 'Safe zones' should be clearly defined and established. Participants should be made aware that helmets, etc, may only be removed when in this area. Participants, must understand the limitation of the safe zone area

- At all times staff must carry with them appropriate equipment
- Appropriate rock climbing harnesses with integral leg loops must be used
- Only screw gate karabiners are to be used as part of any safety chain or anchor system
- Participants and staff must not smoke while wearing climbing equipment
- The decision as to whether conditions are suitable for climbing is that of the staff member in charge of the activity. In case of doubt do not climb.
- Single rope UIAA approved must be used for climbing. New ropes must have a CE Number. If using rope from a reel the number must be recorded
- A log must be kept for all ropes detailing:
 - Date of purchase
 - Date brought into service
 - Date of all inspections after use details of any damage and how the damage occurred and subsequent action e.g. shortening rope.
 - Date of retirement.
- All ropes must be inspected by a qualified (SPA minimum) member of Staff every three months and before use
- *If a rope has failed a safety inspection it must not be incorporated into any activity's safety system, where the failure of that rope might result in an injury to a participant or member of staff.*

Belaying

- A recognised friction device must be used. Waist belaying is not acceptable, and neither is a Figure 8 Descender as it is generally sold as an abseil device and therefore under CE & PPE regulations it should only be used for that specific purpose. Staff must familiarise themselves with design & uses of belay devices before usage
- When belaying from the top of a climb, staff must supervise both the top and bottom of the climb
- Staff tied into a belay must employ a system, which allows them to free themselves while under load, and they must have practised this procedure
- Staff must be competent and current with rescue techniques for dealing with typical belaying problems; participants "freezing", ropes

snagging, etc. It is the responsibility of the teams Ops Manager to ensure regular training is kept up to date

Note:

To comply with Insurance requirements staff or participants' personal equipment must not be used when this becomes part of the safety chain, e.g. this includes harnesses, hardware, slings, ropes, belay devices etc.

Further reading:

Safety in Outdoor Education - Department of Education & Science
Rope Booklet - BMC

Self Rescue Techniques for Climbers & Instructors - Shepherd

The Handbook of Climbing - Allen Fyffe and Iain Peter

A Manual of Modern Rope Techniques - Nigel Shepherd

Rock Climbing - John Barry & Nigel Shepherd

Single Pitch Award Handbook – MLTB

Climbing Rock – BMC & MLTB

The Mountain Skills Training Handbook – Pete Hill & Stuart
Johnstone

Rock climbing – Libby Peter (Official handbook for MLTUK and
SPA)

4.712 Outdoor Bouldering

Minimum Qualification of Leader: Climbing Wall Award (CWA), 16hour outdoor first aid

Maximum: 1:10

Minimum age: 7

General

Note:

All applicable procedures under '4.711 Outdoor Rock Climbing' must be adhered to.

Whilst bouldering, participants must be equipped with helmets and closely supervised. The "buddy system" must be employed during the session and an acceptable "height above ground" restriction imposed taking into consideration venue, height of participants and spotters.

4.713 Climbing Walls

Minimum Qualification of Leader: Climbing Wall Award (CWA), 16hour outdoor first aid

Maximum ratio: 1:10

General

Note:

All applicable procedures under '4.711 Outdoor Rock Climbing' must be adhered to.

In addition, the following procedures must also be applied;

- Single ropes must be UIAA approved

- Intrepidus Outdoors / My Adventure ropes must be used, unless the climbing wall has 'in situ' ropes. 'In situ' ropes may be acceptable providing a qualified member of staff undertakes a visual check
- A climbing wall must not be used if; the nature of its construction gives any cause for concern and/or it is evident that it is not regularly checked and maintained
- Staff using climbing walls that do not have 'in situ' ropes must only use climbing walls that have either safe access to the top of climbs to enable belay points to be set up, or, that are within the staff members lead climb capabilities.
- No participant may "solo". However, traversing is permissible, but staff must impose a safe height restriction before traversing begins. This must take into account the suitability of any 'crash mats' used. The use of spotters should be considered
- Staff must not "solo" on walls during a climbing session, unless it is at low level e.g. to demonstrate a particular move, or low level traversing
- While using climbing walls, staff should be aware of the needs of other users and ensure that Intrepidus Outdoors / My Adventure presence does not unduly impose on them
- The wearing of helmets at climbing walls is not essential; however, the rules of the Climbing Wall must be followed.
- Staff must as always exercise their judgement if they feel the wearing of helmets would, in their opinion, be advisable regardless of the rules of the wall
- Awareness of not using helmets on self belaying devices
- Leading climbing (only climbing walls) by participants is acceptable if staff are qualified to do so

Further reading:

Climbing Walls – BMC/Sports Council

(A technical information manual)

BMC guide

4.714 Abseiling

Minimum Qualification of Leader: Single Pitch Award, 16hour outdoor first aid

Maximum ratio: 1:10

Minimum age: 7

Note:

All applicable procedures under '4.711 Outdoor Rock Climbing' must be adhered to

In addition, the following procedures must also be applied;

General

- *Items likely to snag in a descenders e.g. hair, drawcords, clothing, must be checked and secured*
- *The abseil rope must be of a 'static' (pre-stretched) type/safety rope should be dynamic*
- *The abseil rope must be tied off in a manner which allows its release whilst under load*
- *Staff must familiarise themselves with rescue techniques for dealing with typical belaying problems; participants "freezing", ropes snagging, etc.*

Belaying

- *A safety rope must be used*
- *Set up's should be in line with current mountaineering practice in accordance with NGB guidelines*

4.715 Walking/Trekking

Minimum Qualification of Leader: Condition / terrain dependent, 16hour outdoor first aid

Maximum ratio: 1:10 Lowlands / Remote Supervision ; 1:8 Summer Hillwalking

Minimum age: 7

Note:

Walking in any area, at any height above sea level, which is more than 30 minutes travelling (on foot) time from an accessible road or refuge. The Adventure Activities Licensing Regulations suggest that the seasons are divided into summer, intermediate and winter. The qualification for leading in summer and intermediate are summer ML; and winter ML for strictly winter conditions.

Definitions of seasons.

- Strictly summer - would exclude occasions when snow or freezing conditions were either prevalent or forecast
- Intermediate Conditions - This would include occasions when some snow (e.g. avoidable patches or a light dusting) or brief freezing conditions were either prevalent or forecast. It would exclude conditions when the skills of a Winter ML holder would be required.
- Strictly Winter Conditions - is "when the skills of a Winter ML holder are required" or may be required.

General

- In addition to a first aid kit, other safety equipment and clothing appropriate to the location and weather conditions (hot and cold) must be carried
- Appropriate footwear must be worn.
- Staff are responsible for ensuring groups are equipped and briefed to cope with obstacles met on route

- Participants and staff must carry sufficient drinkable water for the trip. Where this is not possible a method of water purification must be used. This could include a purification tablets, a specialised purification system, or boil the water - a rolling boil - for not less than one minute.
- Staff should be aware of other possible hazards from ticks and Lyme disease

Further reading:

Mountain Craft & Leadership - Eric Langmuir

Safety in Outdoor Education - Department of Education & Science

Safety on the Mountains – BMC

The Mountain Skills Training Handbook – Pete Hill & Stuart Johnstone

www.mltuk.org

Team's Adventure Activity Licence: For conditions

Hillwalking – Steve Long

4.716 Winter Walking

Minimum Qualification of Leader: Winter Mountain Leader Award, 16hour outdoor first aid

Maximum ratio: 1:8

Minimum age: 15

Note:

All applicable procedures under '4.714 Walking/Trekking must be adhered to

General

- In addition to the safety sack other safety equipment and clothing appropriate to the location and weather conditions (hot and cold) must be carried
- Each walk must be individually risk assessed and discussed with senior management team.

4.717 Scrambling

Minimum Qualification of Leader: Mountain Instructor Award (MIA), 16hour outdoor first aid

Maximum ratio: 1:2

Note:

Scrambling is defined as movement over rocky terrain, not graded as a 'rock climb', requiring the use of hands as well as feet, where safety requires either the use of specialist equipment or the skills or techniques of a rock or ice-climber and where injury would occur should the individual fall.

General

- You must seek the recommendation of your Technical Advisor about the appropriate qualification for the leader of each scramble and record this on the site-specific risk assessment.
- Staff must keep within the remit of the MLUK – if unsure speak to Tech Advisors

4.719 Cycling / Off Road Cycling

Minimum Qualification of Leader: Trail Cycle Leader, 16hour outdoor first aid

Maximum ratio: (depends on activity)

Minimum age: 7

Note:

All cycling activity must be conducted within 30 minutes travelling time (walking) of an accessible road or refuge and must not exceed a height of 600m on mountains. To operative in environments outside of this Off-Road Cycling must be on AALS license.

General

- Participants must wear a properly fitted British Standards approved helmet at all times, and must be advised to wear gloves
- All participants must be suitably clothed for the prevailing and expected conditions.
- All participants must be fully briefed as to the Highway Code for cyclists and dangers of cycling in a group.
- Staff must be aware of location of all participants at all times, ideally within shouting distance and within sight.
- No cycling can take place after dark unless a special activities authorisation has been obtained from Director

All cycles must be in good repair, daily checks must be made on each cycle prior to use. The following must be checked as a minimum:

- tyres: pressure and tread
- gears: correctly adjusted and working with ease
- brakes: correctly adjusted - aligned onto wheels and room for wear at handlebar & wheel
- cables: moving freely, no signs of fraying, oil if necessary
- wheels: correctly aligned and tightened, free moving and rims free from scores or ridges
- chain: oiled and correct tension

- bottom bracket and pedals: correctly tightened, smoothly moving
- head set and handlebars: correctly tightened and aligned
- frame: check for signs of corrosion or damage
- In addition, brakes and quick release wheels must always be checked, prior to riding, after bicycles have been left unattended

4.7192 Mountain Biking

Minimum Qualification of Leader: Trail Cycle Leader/ Mountain Bike L2, 16hour outdoor first aid

Maximum ratio: 1:8

Minimum age: 7

- All applicable procedures under '4.718 Cycling / Off Road Cycling' must be adhered to
- Off road cycling will only be carried out on cycles designed for the purpose i.e. All Terrain bikes.
- Off road cycling is limited to:
 - a) Purpose built Mountain Bike courses
 - b) Bridleways
 - c) By ways
 - d) Paths that are permitted for cycling by local bylaws
- The "Off Road Code" and "Country Access Charter" must be followed (see Appendix 4. 13).
- Due to the nature of "off road cycling" it is crucial that all participants and staff prove their ability to handle the proposed route, particularly with regard to downhill sections. This is where most accidents are likely to occur.
- All groups are expected to learn and demonstrate breaking and the attack position

Note:

There is no automatic right of access to footpaths or land owned by the National Trust, Forestry Commission, or National Parks in England and Wales

Further reading:

Safety in Outdoor Education

Highway Codes - Department of Transport

On Your Bicycles - James McGurn

Mountain Biking - Mat Gluskin & Jeremy Torr

Mountain Craft & Leadership - Eric Langmuir

Rights of Way: A Guide to Law & Practice -Paul Clayden & John Trevelyan

4.7111 Camping and Bivouacking

Minimum Qualification of Leader: Mountain Leader (summer), 16hour outdoor first aid

Maximum ratio: 1:10

General

- Ensure the following before embarking:
 - a) Each participant has a sleeping bag, carry mat, and sufficient clothing for the conditions and for the duration of the trip
 - b) Each participant has sufficient food for the duration of the trip and some extra for use in an emergency
 - c) There are sufficient cooking appliances (and fuel) to ensure the whole group can have hot food at the same time when necessary
- Where camping or bivouacking is to take place, permission of the landowner must be sought, where appropriate
- Ensure the campsite chosen is accessible to a water supply, but secure from flooding and sheltered from prevailing winds.
- Staff should be aware of the problem of contracting Giardia . Where the water is not mains water or certified as drinkable a method of water purification must be used. This could include a purification tablets, a specialised purification system, or boil the water - a rolling boil - for not less than one minute.

- Ensure as far as it practicable that the tent/bivouac will keep participants dry
- Ensure there is at least one torch per tent/bivouac.
- On leaving the campsite, a thorough sweep must be made to ensure that no evidence of your stay remains

Health & Hygiene

- At each wilderness campsite, identify a toilet zone and ensure that all evidence of toilet waste is either buried, taken with you or left on the surface exposed to air
- At each campsite, identify separate areas for washing and collection of drinking water so as to eliminate the risk of contamination.
- As far as possible ensure that all participants carry out proper ablutions
- Ensure that no foodstuffs are left lying around after cooking and that perishables are suitably stored
- All waste must be bagged and taken to a suitable disposal point

Safety and Fire Precautions

- Ensure that participants are aware of the location of staff tents/bivouacs
- Ensure that all participants are aware of the actions to take in the event of a fire
- Ensure that equipment suitable for extinguishing a fire is readily available i.e.; water supply, towel or similar that can be wet, earth, etc.
- At no time should participants be allowed to smoke or use any equipment that may cause risk of fire inside or near tents
- The lighting of campfires should only be allowed where the landowner permits, if there is no risk of fire spreading and if the area on which the fire is set can be reasonably protected from permanent damage

Further reading:

Mountain Craft and Leadership - Eric Langmuir
How to Shit in the Woods - Mayer

4.72 Water/Land-Based Activities

4.721 Gorge/ Canyon Activities

Minimum Qualification of Leader: Single Pitch Canyon Guide, 16hour outdoor first aid or In house Sign Off

Maximum ratio: 1:8 / 2:20

Minimum age: 7

General

Gorge walks / Canyon activities should be classified according to the following matrix. The minimum NGB qualification for Gorge Walking is dependent on the venue (see table below). Those listed below are Intrepidus Outdoors / My Adventure recommendations

Gorge/ Canyon classification	Qualifications for Leaders
Wet - Non-technical	In house sign off or UKCA L1 and first aid
Wet – Technical (Single Pitch) (including Dollar, Alva, Acharn, Bruar, Leven)	UKCA L1 or In House Sign Off and first aid
Multi-pitch canyon	L2 UKCG or In House Sign Off and first aid

General

- Appropriate helmets must be worn
- The clothing of all participants must be checked for suitability
- Staff must be aware of all exits from the gorge/canyon and of the procedure for evacuation. If evacuation requires the use of ropes all members of staff must have practised and be competent with the procedure. The length of time the evacuation will take must be one of the considerations governing whether the site should be used or not. From the risk assessment the worst case scenario must be trained for

- A safe maximum height for the water level must be established and strictly enforced by staff (see SSRA)
- Knowledge of the upstream water source and catchment area should be used to inform the risk assessment. It is good practice to check out gorges after the winter before using them again to check for any significant changes.
- Additional equipment such as ropes, karabiners, slings, etc., must be carried where there is a **possibility** that they might be needed.
- Appropriate signalling devices should be carried for that area, These could be,
 - a) Mobile Phones
 - b) Spot Device
 - c) Whistles
- Jumps must be checked by a member of staff before anyone is allowed to jump. AALS guidelines for good practice are:
 - a) On arrival at a planned jumping location it is advisable to carry out reconnaissance. Depending on the location and proposed activity this could include, for example:
 - Going down to water level to examine the exit from the water.
 - Wade in to check the bottom for obstructions, depth, current, etc. It may be appropriate to be attached to a throw line etc. for this.
 - Use of masks to check landing is advised after heavy rain

Note:

- Intrepidus Outdoors / MY Adventure permit instructors to allow clients to undertake "stunt jumps" from low take offs (2 meters or less) into unobstructed pools. Examples of this include: star jump, pike, 360, flying ninja jumps. No front or back flips are permitted by clients and must be part of the brief.
- Intrepidus Outdoors / MY Adventure instructors must not perform flips at all or stunt jump from above 2 meters while being employed to run canyoning sessions. By signing SOP Sign off form you agree to this term of employment.

Further reading:

Rock/Water activity guidelines AALS

4.722 Coasteering

Minimum Qualification of Leader: Mountain Leader, Foundation Safety and Rescue, or Technical Advisor Sign off and 16hour outdoor first aid

Minimum ratio: 1:10

Minimum age: 7

Note:

If the activity does not involve being in or over water then follow 4.711 Rock Climbing

General

- Appropriate helmets in line with the risk assessment must be worn
- Buoyancy aids must be worn for sea level traversing and the staff should be aware of the swimming ability of the group
- Wetsuits must be worn
- The clothing of all participants must be checked for suitability
- Staff must be aware of all exits and escape routes from the sea cliff and of the procedure for evacuation
- Additional equipment such as ropes, karabiners, slings, etc., must be carried where there is a possibility that they might be needed
- All Staff are to be aware of the escape routes from the costal traverse and the procedure for evacuation. The length of time the evacuation will take, along with sea state, tidal conditions and weather, must all be considered in deciding whether the site should be used. This information must be recorded on the risk assessment
- The leader of the activity must have checked the tide times and considered the effects of the expected tidal conditions on the activity
- Emergency signalling devices must be carried by a member of staff
- A throw-line must be carried by each member of staff

- Jumps must be checked by a member of staff before anyone is allowed to jump. AALS guidelines for good practice are:

On arrival at a planned jumping location it is advisable to carry out a reconnaissance. Depending on the location and proposed activity this could include, for example:

- Going down to water level to examine the exit from the water.
- Wade in to check the bottom for obstructions, depth, current, etc.
- Use of masks or probe to check landing is advised

Note:

- Intrepidus Outdoors / MY Adventure permit instructors to allow clients to undertake "stunt jumps" from low take offs (2 meters or less) into unobstructed pools. Examples of this include: star jump, pike, 360, flying ninja jumps. No front or back flips are permitted by clients and must be part of the brief.
- Intrepidus Outdoors / MY Adventure instructors must not perform flips at all or stunt jump from above 2 meters while being employed to run coasteering sessions. By signing SOP Sign off form you agree to this term of employment.

4.73 Water Based Activities

Note:

Weil's disease is a potential hazard

In summary:

- Avoid capsize drill or rolling in stagnant or slow moving water
- Ensure all participants use appropriate footwear to avoid cutting feet
- Make sure all participants cover minor scratches on exposed parts of the body with water- proof plaster if using a canal, dock or lake consult the appropriate body (e.g. Local Water Board) regarding risk i.e. do a "Risk Assessment"
- Should any one contract Weil's disease refer to the Health and Safety Statement as (under RIDDOR) it is a notifiable disease

- Impress on participants the importance of:
 - a) Showering or bathing after canoeing/sailing etc.
 - b) Going to their GP immediately if they begin to have flu-like symptoms after canoeing (etc.) tell him/her you have been canoeing/sailing, etc., and that you are concerned about Leptospirosis (Weill's disease).

4.731 Kayaking / SUP

Very Sheltered Water

Quiet canals with easy bankside access and egress; small lakes, which are not large enough, and do not have difficult landing areas for problems to occur if there is a sudden change in conditions; specified sites on gentle, slow moving rivers. The definition implies weather conditions that are not in themselves likely to cause problems. Care must be exercised when water temperatures are low. At any point the paddler will not be more than 50 metres from the bank

UPDATE for Stand Up Paddle Boards (1/02/22)

- Instructors should make a point of clearly instructing all participants that they must board the SUP in a prone or kneeling position (safety position) and must not stand on the Board until they are in at least chest deep water in line with the height of the instructor.
- Participants must adopt the safety position before entering any zone of water which is less than chest deep during or at the end of the session
- Instructors should where possible make a note of having given this clear direction to participants. (This could logically be achieved by asking each participant to verbally acknowledge the instruction in turn).

Minimum Qualification of Leader: UKCC Level 2 Coach/ BCU Level 2 Kayak Coach

Maximum ratio: 1:8

Minimum age: 4

General

- There must be sufficient staff to ensure that the group can be properly supervised in line with NGB guidelines
- Staff assisting the leader on the water during a canoe session must be competent to assist the leader. This would involve being competent at carrying out rescues and the leader being confident in the assistants paddling ability
- Staff must be aware of the swimming abilities of the group and should decide on the choice of venues accordingly
- Staff must have knowledge of the area/water to be used, and the skills to deal with any situation that could reasonably be anticipated
- Staff must use boats that are suited for rescues i.e. have sufficient buoyancy
- Expected weather/tidal conditions must to be checked and recorded
- The Canoeist Code of Conduct must be followed
- Spray decks should only be used once training in their use has been given. Training should preferably consist of a pool capsize and if possible a controlled "cold water" capsize. If however nylon spray decks are used that come off the cockpit rim easily then a dry land 'simulated' capsize drill is acceptable. Participants must be given the choice to use or not use a spray deck. Staff must be prepared to alter the session and venue if participants choose to not use a spray deck.
- Buoyancy aids must meet with the appropriate standards (BS EN 393, 50 Newton minimum) and must be worn correctly
- Helmets must be carried by all staff and participants and worn when appropriate. e.g. when working in shallow water with a rocky bottom or playing games where there is a chance on the participant being hit by a paddle. This should be identified in the risk assessment

- Staff must have at least one instantly accessible tow line/method for of towing and a release system. **A “ cows tail” must not be used under any circumstance for towing.**
- Suitable spare clothes (e.g. thermals) must be readily available
- Boats must have Intrepidus Outdoors, address and phone number displayed prominently inside
- Boats must be in good repair and have end loops. Deck lines must be tight, if fitted. There must be sufficient buoyancy to keep a boat afloat when full of water
- A knife and a whistle must be carried by instructors

4.731 Sheltered Water

Ungraded sections of rivers, faster flowing, but not involving the shooting of, or playing on weirs or running rapids. Areas of open water (e.g. lakes and lochs) that are no more than 200m offshore and in wind strengths that do not exceed Beaufort force 3.

Note:

Discretion and common-sense must apply when considering the use of lakes/lochs, to operate up to 200 metres from shore on a large lake can be a serious undertaking. To paddle in offshore breezes on large lakes requires the same degree of caution as for the sea. Water temperature (especially in Scottish lochs) must always be a consideration.

Suitable lagoons or sections of sheltered bays of larger lakes can sometimes be designated “Sheltered” or even “Very Sheltered” water by careful and sensible selection. The definition implies normal conditions. Care must be exercised when water temperatures are low

Minimum Qualification of Leader. UKCC Level 2 Coach/BCU Level 2 Inland Kayak Coach

Maximum Ratio 1:8 students.

Minimum age: 4

General

- There must be sufficient staff to ensure that the group can be properly supervised in line with NGB guidelines
- Staff assisting the leader on the water during a canoe session must be competent to assist the leader. This would involve being competent at carrying out rescues and the leader being confident in the assistants paddling ability
- Staff must be aware of the swimming abilities of the group and should decide on the choice of venues accordingly
- Staff must have knowledge of the area/water to be used, and the skills to deal with any situation that could reasonably be anticipated
- Staff must use boats that are suited for rescues i.e. have sufficient buoyancy
- Expected weather/tidal conditions must to be checked and recorded
- The Canoeist Code of Conduct must be followed
- Spraydecks should only be used once training in their use has been given. Training should preferably consist of a pool capsize and if possible a controlled "cold water" capsize. If however nylon spraydecks are used that come off the cockpit rim easily then a dry land 'simulated' capsize drill is acceptable.
- **Spray decks must be worn.**
- Buoyancy aids must meet with the appropriate standards (BS EN 393, 50 Newton minimum) and must be worn correctly
- Helmets must be carried by all staff and participants and worn when appropriate. e.g. when working in shallow water with a rocky bottom or playing games where there is a chance on the participant being hit by a paddle. This should be identified in the risk assessment
- Staff must have at least one instantly accessible tow line/method of towing and a release system. **A "cows tail" must never under any circumstances be used for towing.**
- Suitable spare clothes (e.g. thermals) must be readily available
- Boats must have Intrepidus Outdoors, address and phone number displayed prominently inside
- Boats must be in good repair and have end loops. Deck lines must be tight, if fitted. There must be sufficient buoyancy to keep a boat afloat when full of water

- A knife and a whistle must be carried by instructors

4.732 Moderate Inland Water Kayak

Large areas of open water that exceed the sheltered water definition, that are no more than 500 metres off shore and in wind strengths that do not exceed Beaufort force 4.

Minimum Qualification of Leader: UKCC Level 3 Coach Kayak/ BCU Level 3 Inland Kayak Coach/ UKCC Level 2 Coach with Moderate Water Kayak Endorsement

Maximum ratio: 1: 6

Advanced Inland Water

Large areas of open water which exceed Moderate Inland Water and/or have winds in excess of Beaufort force 4.

Minimum Qualification of Leader:

UKCC Level 3 Coach with Advanced Water Kayak Endorsement or 5 star/ BCU Level 3 Inland Kayak Coach with 5 star/ UKCC Level 2 Coach with Advanced Water Kayak Endorsement

Maximum ratio: 1:4

General for both Moderate and Advanced Inland Water Kayak

- All points in 4.731 must be adhered to
- Staff must have at least one additional instantly accessible tow line/method of towing and equipment carried must be sufficient to deal with the conditions, the type of group and hazards identified in the risk assessment.
- The list of additional equipment may include;
 - a) Spare paddles (splints)
 - b) A repair kit
 - c) Flares/ strobe or suitable signalling device.
 - d) Relevant charts/maps
 - e) A compass
 - f) Containers for carrying spare gear.

- Spray decks must be worn.
- It is of vital importance that boats are in good repair. This must be checked before each session.

4.734 Moderate White Water (Kayak)

- Grade 2 white water or equivalent weirs
- Grade 2(3) for white-water spec kayaks

Minimum Qualification of Leader: UKCC Level 3 Coach/ BCU Level 3 Inland Kayak Coach/ UKCC Level 2 Coach with Moderate Water Kayak Endorsement

Maximum ratio: 1:6

Minimum age: 7

General

- All points in 4.731 must be adhered to
- Staff must have at least one additional instantly accessible tow line/method of towing and equipment carried must also include;
 - a) At least 2 throw lines (floating) carried by two different people
 - b) An additional knife
- Other equipment needed for the safe running of the session must be identified and recorded in the risk assessment. An example of other equipment may be;
 - a) A repair kit
 - b) Spare paddles (splints)
 - c) Spare clothes e.g. thermals
 - d) Containers for carrying spare gear..
 - e) Rope
 - f) Karabiners
 - g) Pulleys
- It is of vital importance that boats are in good repair. This must be checked before each session.

- Recent weather conditions should be considered and the water level of the river must be assessed for suitability. The suitable height of the water should be recorded in the risk assessment. Often natural objects can be used for this purpose ie. a certain height on a bridge stance, a certain distance below a jetty etc.
- **Under no circumstances will the trip take place if the river is in spate.**
- River trips must not include sections of grade 3 or above without a special activities authorisation from Director

Advanced White Water (Kayak)

- Grade 3 white water.
- Rivers up to and including grade 4(5)

Minimum Qualifications of Leader: UKCC Level 3 Coach with Advanced Water Endorsement Kayak or 5 star /BCU Level 3 Inland Kayak Coach with a 5 star/ UKCC Level 2 Coach with Advanced White Water Kayak Endorsement.

Maximum Ratio 1:4

Minimum age: 12

General

- All points in 4.731 must be adhered to.
- The points as for Moderate White Water above are equally relevant and must be considered.
- **Under no circumstances will the trip go ahead if the river is in spate**

Sheltered Tidal Water/Sea

Small enclosed bays, enclosed harbours, where there is minimal possibility of being blown offshore; defined beaches (a short section of beach with easy landing throughout and no tide races), in conditions in which swimmers and beach craft could be happily operating winds not above Beaufort force 3 (Beaufort force 2 if offshore when greatest of caution must be exercised); the upper reaches of some suitable, slow moving estuaries during neap tides. In all cases the wind and weather conditions must be favourable

Maximum ratio Kayaks 1:8 students

Maximum ratio Solo Canoe. 1:6 students

Maximum ratio Tandem Canoe: 1:12 students

Minimum Qualification of Leader: UKCC Level 2 Coach /BCU Level 2 Inland
Kayak Coach

Minimum age: 7

General

- All points in 4.731 must be adhered to
- **The Leader must have attended a VHF Radio Operators Course**
- **A VHF Radio must be carried by the leader**

4.7332 Moderate Tidal Water/Sea

A stretch of coastline with available landings every one to two miles or one hour paddling, including areas where it is not easy to land. Crossings not exceeding two nautical miles. Up to 2 knots of tide (but not involving tide races or overfalls). Winds not exceeding Beaufort force 4 or Launching and landing through surf (up to 1 metre, trough to crest height).

Minimum Qualification of Leader: UKCC Level 3 Coach Sea/ BCU Level 3 Sea
Coach/ UKCC Level 2 Coach with Moderate Water Sea Endorsement

Maximum ratio: 1:6

Minimum age: 12

General

- All points in 4.731 must be adhered to
- Staff must have at least one additional instantly accessible tow line/method of towing and equipment carried must also include;
 - a) Spare paddles (splits)
 - b) A repair kit

- c) Flares; minimum of 1 parachute (red), 1 hand held (red), 1 smoke. Coast guards recommend the use of a waterproof strobe light as a longer lasting addition to a hand held flare
- d) Relevant charts/maps
- e) Compass and spare
- f) Containers for carrying spare gear.
- The equipment needed should be recorded on the risk assessment.
- **Spray decks must be worn**
- It is of vital importance that boats are in good repair. This must be checked before each session
- An up to date weather forecast for the entire trip must be obtained and recorded which must include sea states in the area to be used
- Staff must plan prior to trip using e.g. maps, sea charts and tidal information
- **The Leader must have attended a VHF Radio Operators Course**
- **The Leader must carry a VHF Radio with him**
- **Coastguard must be contacted and given relevant information concerning the planned trip.**
- Coastguards will not necessarily initiate any search and rescue unless alerted by a shore contact or by some other means.

4.7333 Advanced Tidal Water/Sea

Any journey on the sea where tidal races, overfalls or open crossings may be encountered, which cannot be avoided; sections of coastline where landings may not be possible or difficult; difficult sea states and/or stronger winds (Beaufort force 4 or above); launching and landing through surf (up to 1.5 metres trough to crest height)

Minimum Qualification of Leader: UKCC Level 3 Coach with Advanced Water Endorsement Sea or a 5 star/ BCU Kayak Level 3 Coach with 5 star/ UKCC Level 2 Coach with Advanced Water Sea Endorsement

Maximum ratio: 1:4

Minimum age: 12

General

- All points in 4.731 must be adhered to
- Staff must have at least one additional instantly accessible tow line/method of towing and equipment carried must also include;
 - g) Spare paddles (splits)
 - h) A repair kit
 - i) Flares; minimum of 1 parachute (red), 1 hand held (red), 1 smoke. Coast guards recommend the use of a waterproof strobe light as a longer lasting addition to a hand held flare.
 - j) Relevant charts/maps
 - k) Compass and spare
 - l) Containers for carrying spare gear
- The equipment needed should be recorded on the risk assessment.
- **Spray decks must be worn**
- It is of vital importance that boats are in good repair. This must be checked before each session
- An up to date weather forecast for the entire trip must be obtained and recorded which must include sea states in the area to be used
- Staff must plan prior to trip using e.g. maps, sea charts and tidal information
- **The Leader must have attended a VHF Radio Operators Course**
- **The Leader must carry a VHF Radio with him**
- **Coastguard must be contacted and supplied with relevant information regarding the planned trip.**
- Coastguards will not necessarily initiate any search and rescue unless alerted by a shore contact or by some other means

4.735 Canoeing

Where wind strengths or wave heights are mentioned these are as forecast, as it can be expected they may be encountered during the session/journey.

Very Sheltered Water

Quiet canals with easy bankside access and egress; small lakes, which are not large enough, and do not have difficult landing areas for problems to occur if there is a sudden change in conditions; specified sites on gentle, slow

moving rivers. The definition implies weather conditions that are not in themselves likely to cause problems. Care must be exercised when water temperatures are low. At any point the paddler will not be more than 50 metres from the bank

Minimum Qualification of Leader: UKCC Level 2 Coach/ BCU Level 2 Canoe Coach/

Minimum ratio: 1:6 in Open Canoes paddled solo
1:12 in when paddling tandem

Minimum age: 7

4.735A

Sheltered Inland Water

Ungraded sections of rivers, faster flowing, but not involving the shooting of, or playing on weirs or running rapids. Areas of open water (e.g. lakes and lochs) that are no more than 200m offshore and in wind strengths that do not exceed Beaufort force 3

Note:

Discretion and common-sense must apply when considering the use of lakes/lochs, to operate up to 200 metres from shore on a large lake can be a serious undertaking. To paddle in offshore breezes on large lakes requires the same degree of caution as for the sea. Water temperature (especially in Scottish lochs) must always be a consideration. Suitable lagoons or sections of sheltered bays of larger lakes can sometimes be designated "Sheltered" or even "Very Sheltered" water by careful and sensible selection. The definition implies normal conditions. Care must be exercised when water temperatures are low.

Minimum Qualification of Leader –UKCC Level 2 Coach/ BCU Level 2 Canoe Coach

Maximum Ratio 1:6 if paddling canoe solo or 1:12 if paddling tandem

Minimum age: 7**General for both Very Sheltered and Sheltered Inland Water**

- Staff are to be aware of the swimming abilities of the group and should decide on the choice of venues accordingly
- Staff must have knowledge of the area/water to be used, and the skills to deal with any situation that could develop
- Expected weather/tidal conditions must to be checked and recorded.
- The Canoeist Code of Conduct must be followed
- There must be sufficient staff to ensure that the group can be properly supervised. The minimum staff/participant ratio must be adhered to
- Buoyancy aids must meet with the appropriate standards (BS 393, 50 Newton minimum) and must be worn correctly by participants and staff at all times
- Helmets must be carried by all staff and participants and worn when appropriate
- Staff must have at least one instantly accessible tow line/method of towing and a release system. In addition staff must identify on their risk assessment any additional equipment needed for the safe running of the session.
- Additional equipment may include:
 - a) An appropriate repair kit
 - b) Spare paddles
 - c) Spare clothes e.g. thermals
 - d) Containers for carrying spare gear
 - e) These must be distributed amongst the staff team. Leaders should add to this list whatever is considered necessary for the trip undertaken
- Boats must have Intrepidus Outdoors, the address and phone number displayed prominently inside.
- Boats must be fitted with floating painters that must be stored so as not to cause an entrapment hazard.
- Boats must be in good repair, with sufficient buoyancy to keep a boat afloat when full of water.
- A suitable bailer or means of emptying out a swamped canoe must be carried in each boat.

Moderate Inland Water Canoe

Large areas of open water that exceed the sheltered water definition, that are no more than 500 metres off shore and in wind strengths that do not exceed Beaufort force 4

Minimum Qualification of Leader: UKCC Level 3 Coach Canoe/ BCU Kayak Level 3 Coach/ UKCC Level 2 Coach with Moderate Water Canoe Endorsement

Maximum ratio: 1:5 students if paddling solo or 1:10 if paddling tandem

Advanced Inland Water Canoe

Large areas of open water which exceed Moderate Inland Water and/or have winds in excess of Beaufort force 4.

Minimum Qualification of Leader – UKCC Level 3 Coach with Advanced Water Endorsement Canoe or 5 star / BCU Level 3 Canoe Coach with 5 Star/ UKCC Level 2 Coach with Advanced Water Canoe Endorsement.

Maximum ratio: 1:4 no matter whether solo or tandem

Minimum age: 12

General for Both Moderate and Advanced Inland Water Canoeing

- All points in 4.735 must be adhered to
- Staff must have at least two instantly accessible tow lines/methods of towing
 - a) Staff must identify on their risk assessment any additional equipment needed for the safe running of the session. Additional equipment may include:
 - b) Flares/ strobe or suitable signalling device
 - c) Relevant charts/maps
 - d) A compass
- It is of vital importance that boats are in good repair. This must be checked before each session. Boats should be fitted with additional buoyancy.

- A suitable bailer or means of emptying out a swamped canoe must be carried in each boat

Moderate White Water

Grade 2 white water or equivalent weirs for canoe.

Grade 2(3) for white-water spec canoes.

Minimum Qualification of Leader – UKCC Level 3 Coach Canoe/ BCU Level 3

Canoe Coach/ UKCC Level 2 Coach with Moderate Water Canoe

Endorsement

Minimum ratio: 1:5 if paddling solo/ 1:10 if paddling Tandem

Minimum age: 12

Advanced White Water

Grade 3 white water for canoe.

Rivers up to and including grade 4(5)

Minimum Qualification of Leader: UKCC Level 3 Coach Canoe with Advanced

Water Endorsement Canoe or 5 star / BCU Level 3 Canoe Coach with a 5

star/ UKCC Level 2 Coach with Advanced Water Canoe Endorsement.

Maximum Ratio 1:4 students whether solo or tandem

Minimum age: 12

General For both Moderate and Advanced White Water Canoeing

- All points in 4.735 must be adhered to
- Staff must have at least one additional instantly accessible boat based tow line/method of towing and equipment carried must also include;
 - a) At least 2 throw lines (floating) carried by two different people.
 - b) An additional knife
 - c) Each Canoe must be fitted with a swim line of at least 20 metres in length which is securely fitted to the Canoe.
- Other equipment needed for the safe running of the session must be identified and recorded in the risk assessment. An example of other equipment may be;
 - a) Spare Paddles

- b) Repair kit
- Sufficient rope, karabiners, pulleys to affect a basic rescue of craft or personnel.
- It is of vital importance that boats are in good repair. This must be checked before each session.
- Recent weather conditions should be considered and the water level of the river must be assessed for suitability. The suitable height of the water should be recorded in the risk assessment. Often natural objects can be used for this purpose i.e. a certain height on a bridge stance, a certain distance below a jetty etc.
- **Under no circumstances will the trip go ahead if the river is in spate.**
- River trips must not include sections of grade 3 or above without a special activities authorisation from Director.

4.7910 Open Canoe Rafting

Note:

Open canoes are sometimes used to build rafts, as an alternative to canoeing. In these instances it is important to ensure that they are rafted firmly together. Staff should be aware of the limitations of different raft designs taking into consideration the group, weather conditions and location.

General

- All points in 4.735 must be adhered to
- **The use of such rafts must be restricted to Very sheltered/Sheltered water**
- Care must be taken not to overload the craft. A maximum of 3 people per canoe is reasonable.
- Clear procedures on the following must be established and practised where necessary:
 - a) Action to be taken should a person go overboard
 - b) Manoeuvring whole craft using paddles
 - c) Balancing the craft
 - d) When sailing; collapsing the sail and stopping
- The activity leader must assess the strength of the wind. If it is impossible to paddle up wind the activity should not be attempted

- **A Painter must be extended in the water to the rear of the raft to enable a person who falls overboard to take hold of in the water**
- Other strategies for dealing with a person overboard should also be considered eg. Consider towing an empty boat.
- When sailing, no one must wrap any sheeting rope around any part of their body. The sheet may be taken once around a fixed pole or thwart to increase friction
- Only after a crew of participants has satisfied the activity leader of their competence should they be allowed to paddle or sail independently. Then, a rescue boat must accompany the craft
- Members of Staff who are acting as safety cover must carry a readily accessible knife
- A suitable bailer must be carried

4.8 Activities Covered in SOPs and run by External Providers

Intrepidus Outdoors / My Adventure is responsible for ensuring that any activity delivered by an external provider is in line with Intrepidus Outdoors / My Adventure SOPs.

Prior to the activity Intrepidus Outdoors / My Adventure must verify the providers AALS licence, qualifications and be satisfied with the standard of risk assessment and management.

Intrepidus Outdoors / My Adventure still has a primary responsibility for the physical and emotional safety of any group. Staff should not be afraid of terminating an activity if they are unhappy with the session e.g. risk of physical harm, bullying, inappropriate language or behaviour.

4.9 Activities not Included in SOPs

Any outdoor activity that Intrepidus Outdoors / My Adventure instructors may wish to include in a programme, which is not included in the SOP's must obtain authorisation from the Director. This must be recorded in the Staff matrix.

Where there is no guidelines, the sport/activity must be run (as a minimum), in line with the safety guidelines issued by that sport's/activity's governing body or the sporting body most closely related to the activity.

For all other courses or programmes either run by Intrepidus Outdoors / My Adventure or run on behalf of Intrepidus Outdoors, a risk assessment must be produced. Where the activity will involve the use of high-risk equipment, eg power tools, welding equipment, hazardous chemicals etc. the Manger is responsible to ensure that the activities are run in accordance with the MY Adventure's Health and Safety Policy. For activities run by external agencies, clarification on insurance responsibility must be recorded in the risk assessment.

Intrepidus Outdoors / My Adventure has a primary responsibility for the physical and emotional safety of Intrepidus Outdoors / My Adventure groups that it works with.

4.10 Activities Review/Reflection

Note:

The Reflection that participants will be supported thought at the end of a programme or session will be tailored to each group, the activity, venue and the conditions. Reflective practice and encouraging reflection is fundamental to Intrepidus Outdoors / My Adventure philosophy and important in ensuring the aims and objectives are achieved.

The activity reflection is left down to instructors experience and discretion but should include:

- Aims and objectives of the programme/activity
- Summary of the programme/activity
- Challenges/learning points
- Conceptualise learning into everyday life
- Action points to progress

5 Group

5.1 Safety - Physical and Emotional

The procedures in this section apply to all activities.

General

- The physical safety and welfare of staff and participants is of paramount importance and overrides other considerations at all times
- The 'emotional and mental safety' (emotional welfare) of participants and staff is imperative
- The emotional welfare of participants overrides all other considerations, unless the individual/group is in immediate danger of physical injury

Physical safety

- Staff must obtain an appropriate weather forecast to cover the duration of each activity
- Before beginning an activity, all participants must be made aware of the physical hazards they may encounter during an activity or which they may create, for themselves and/or others, as a result of their actions
- Participants must be briefed on the use of specialist equipment
- Staff and participants must, at all times, be suitably clothed for the activity being undertaken, and have available any extra clothing necessary, giving consideration to all environmental factors that may reasonably be anticipated
- Suitability of clothing, for the purpose of the SOP's, is judged to be that outlined by the particular activity's governing body (i.e. BCU, MLTUK, RYA NCA), for the conditions to be encountered, or by that of the governing body most closely related to the nature of the activity being undertaken if no governing body exists

Emotional Safety

- All participants should select themselves. i.e.; they should be there voluntarily, Challenge by Choice)
- All participants must have sufficient information to make an informed choice regarding their attendance prior to acceptance on a course
- All staff must be made aware of all the relevant information on each participant prior to the course beginning
- Enough information must be obtained to enable the risk assessment to be made when intending to work with an individual or individuals with mental illness, eg consult with the individual's worker, a GP
- Participants should be informed of Intrepidus Outdoors's confidentiality policy (section 15)
- The member of staff acting as the 'leader' of a course must ensure that where practically possible participants can opt out of any activity
- The member of staff acting as the 'leader' of a course must ensure that adequate time is available on course for staff to meet to share information and consult with each other
- All members of staff must be alert for signs of unusual behaviour from any participant that may indicate emotional stress or potential breakdown.

The following are guidelines:

- a. Signs of deep exhaustion or tension (possibly attributed to lack of sleep)
- b. Withdrawal, silence, brooding, lethargy, or indecision
- c. If behaviour is 'evangelistic', e.g. persuading everyone what a marvellous course it is, and claiming to have discovered a mystic core of meaning:
- d. Unduly hard application to the course (hyperactivity)
- e. Exaggerated or bizarre behaviour suggesting lack of control

- f. Signs of obsessive behaviour, e.g. alleging that the training staff are engaged in a deep plot, or that something unexplained is highly important
 - g. Overt over-protection of self-esteem
 - h. Excessive merriment
 - i. Incoherency or confusion of speech
 - j. Concern about the participant being expressed by one of his/her fellow participants
 - k. Stomach ache
 - l. Fainting
- Any participant who consistently exhibits any of the above signs must be carefully monitored, whether they have behaved that way since the course began or the behaviour is new. Any concern any member of staff has must be shared with other members of staff
- When concern is first identified the following steps must be undertaken:
 - a) Information must be shared with the member of staff in charge of that course
 - b) Staff must attempt to release some of the stress upon the individual. This could involve, group discussion of relevant issues, an extra review session, altering the following days programme, allowing more free time, holding mid-course 1:1's, shifting the emphasis of the course from "process" to "task" for a short period of time, etc.
 - c) Staff must try to develop a more supportive climate amongst the young people
 - d) Staff must develop a plan of what to do if the situation worsens
- If it becomes apparent that someone can no longer cope with the course, due to emotional stress:
 - a) Talk to the young person
 - b) Do not over react
 - c) Try not to let the person out of your sight for long

- d) Where possible, ensure the young person is escorted home - experience has shown that people are especially vulnerable on the homeward journey. Under-16's MUST be escorted home and physically handed over to their parent/guardian or referral agent
- If it is a problem you cannot deal with try to encourage the young person to call the Samaritans, Childline or other confidential agency
 - Where there is concern or allegation of child abuse, you must follow the Intrepidus Outdoors / My Adventure Child Protection Policy. In the first instance ensure the immediate safety of the child involved. As soon as possible discuss the event and your concerns with your line manager or senior member of staff.

5.2 Participants Using Prescribed Drugs

- It is not uncommon for staff to be working with participants who are diabetic etc. Due to the known hazards and risk of infection from used needles, it is necessary to make the following provisions for these participants:
 - a) A robust container, preferably insulated, to carry the drug
 - b) A robust container in which to carry used needles e.g. small BDH. This should be clearly labelled with a warning sticker
- Asthma, diabetes, epilepsy – attacks should be reported to parents/guardians, whether expected (unstable) or previously stable

5.3 Behaviour

Intrepidus Outdoors / My Adventure operates with a diverse client base, many of which have complex needs and behaviour. The programmes we deliver are inclusive and aim to support all people, regardless of the challenges that they face, overcome barriers, and undertake learning and development. The Intrepidus Outdoors / My Adventure team is committed to supporting all people, however if an instructor is looking for guidance they gain clarification from senior members of staff.

Intrepidus Outdoors / My Adventure cannot tolerate behaviour that puts at risk any individual, group, member of staff, or Intrepidus Outdoors / My Adventure property. If this behaviour happened participants must be removed from the programme immediately.

Any of the following incidents must be recorded as major incidents in Emergency Procedures and Reporting:

- All incidents involving the use, or suspected use, of drugs/alcohol by young people, while under the supervision of

Intrepidus Outdoors / My Adventure staff or on Intrepidus Outdoors / My Adventure premises

- All incidents involving some form of sexual activity, known or suspected. In particular, incidents involving those under 18
- All incidents resulting in the damage or loss of property as a result of malicious intent, or suspected theft
- All incidents involving an act of physical aggression or self-abuse that resulted in an injury. Note: It is important to record the age of those involved

5.4 Confidentiality

Intrepidus Outdoors / My Adventure operates a confidentiality policy (see Confidentiality Policy). In summary no medical details, criminal history, telephone numbers or address of any client who has enquired or participated in a Intrepidus Outdoors / My Adventure programme in any capacity is to be given out, unless the consent of the person concerned has been given in writing.

5.5 Equipment

All course participants must be frequently reminded of the risk of theft of their personal property and asked to take all precautions to reduce such risk. They are responsible for their own personal property and that participant property is not covered by the Intrepidus Outdoors / My Adventure insurance policy outdoors, in Intrepidus Outdoors / My Adventure busses and at Intrepidus Outdoors / My Adventure HQ.

Note:

The theft and/or damage of personal items will not be compensated for, by any form of reimbursement or replacement, by Intrepidus Outdoors.

6 Emergency Procedures

Note:

Also refer to the Emergency Procedures file for handling major incidents and incident/accident reporting procedures

General

Action taken in the event of an accident must be fully controlled at all times and not rushed. The victim should be removed from danger if necessary and other participants must be kept under control and out of harm's way. The senior staff member present must immediately resume full responsibility for all participants and other staff, should this have been temporarily handed over.

6.1 Responsibilities

Note:

All emergency incidents must be dealt with, with the instructor's safety, group's safety and the casualties' safety considered.

If there is communication

Instructor Responsibilities:

- Implement the Action Plan provided by Intrepidus Outdoors / My Adventure and evacuate when necessary
- Assess in conjunction with the participants and the Operations Manager or Director whether the group is capable of continuing
- If appropriate and if the situation permits, gather photos, information, statements from the group about the incident
- Complete incident report form

Operations Manager:

(If out on activity many of these tasks will be undertaken by the Programme coordinator)

- Take the final decision on whether the group involved will continue
- If group is not continuing prepare to receive the group. Get a location easily accessible by the group
- Contact primary contact to meet casualty at the hospital (if appropriate)
- Notify other instructors of the incident
- Take witness statements from involved
- Debrief staff at the end of the day

Director:

- Meet casualty at the hospital
- Draft statement for Intrepidus Outdoors / My Adventure (if appropriate)
- Contact family member/guardian and liaise with casualty/primary contact
- To prevent mis-information and gather learning points

If there is no communication

Operations Manager / Programme Coordinator:

- If 30 minutes late returning: Begin assessing situation, preparing route information and kit, try contacting group, get phone signal
- If 1 hour late returning: Gather other available instructors, follow prepared plan including other possible routes
- If over 2 hours late returning contact emergency services
- Once the group has been located return to standard emergency procedures
- Follow the Intrepidus Outdoors / My Adventure Action plan
- Ensure the safety of the group at all times
- Implement missing person's procedures. (see Emergency Procedures)

Emergency Contacts.

- Fire ambulance police mountain rescue coastguard cave rescue: 999
- 999 international 112
- Intrepidus HQ: **0131 357 1990**
- MY Adventure HQ: **0131 357 1990**
- Director (Ross Brinson): **07496 073368** (WhatsApp out of hours)
- Director (Peter Airlie): **07794467351**

Note:

For emergency procedures please see Emergency Procedures file

6.2 Reporting Accidents and Incident Documents

All near misses, incidents and accidents must be recorded in the dedicated Emergency Procedures and reporting file. The purpose of this file is to ensure that a master record of all incidents is kept in a single location.

The Emergency Procedures and reporting file incorporates all documentation referring to what steps must be taken if a incident occurs as well as reporting those incident.

6.21 Near Miss

Note:

- All near misses must be recorded in Part 2.1, section of Emergency Procedures and Reporting file
- All near misses must be recorded on Form NM-1

Cross referencing in incident books has shown that for each major injury there will be a larger number of minor injuries and a

correspondingly larger number of near misses. The importance of this ratio is that, if reported, lessons can be learned from near misses. A near miss is defined as; “any event that could have resulted in a foreseeable serious injury or illness to participants, staff or members of the public, if it had not been for fortuitous timing or intervention at an opportune moment”.

6.22 Minor Incidents

Note:

- All minor incidents must be recorded in Part 2.2, Section of Emergency Procedures and Reporting file
- All near misses must be recorded on Form MI-1

All Minor Incidents and accidents should be recorded in Emergency Procedures and Reporting file and are defined as: ‘All incidents resulting in minor injuries/illness being sustained by staff and participants that require first aid treatment that can be administered by a member of staff, or the individual him/herself, and of a nature that does not require professional medical attention.’ Examples small cuts, grazes, burns, bruises, splinters, a twisted ankle, a bee-sting, etc.

6.23 Major Accident/Incidents

Note:

- All major accident/incidents must be recorded in Part 2.3, section of Emergency Procedures and Reporting file
- All near misses must be recorded on Form MAI-1

Major Accident and Incidents are defined as defined as: ‘All incidents or accidents that result in a member of staff, a participant and/or a member of the public seeking or requiring professional medical advice/attention. Even if that advice/attention results in no further action being required’, this includes all incidents that:

- Result in the active assistance of an emergency service. e.g. Police, Fire Service, Mountain/Cave Rescue, Coast Guard. Etc
- All incidents involving the use, or suspected use, of drugs/alcohol by young people, while under the supervision of Intrepidus Outdoors / My Adventure staff or on Intrepidus Outdoors / My Adventure premises
- All incidents involving some form of sexual activity, known or suspected. In particular, incidents involving those under 18
- All incidents resulting in the damage or loss of property as a result of malicious intent, or suspected theft
- All incidents involving an act of physical aggression or self-abuse that resulted in an injury. Note: It is important to record the age of those involved
- All incidents involving a Intrepidus Outdoors / My Adventure vehicle, or a vehicle for which Intrepidus Outdoors / My Adventure is legally responsible, that resulted in damage or injury
- All Child Protection disclosures leading to a report being made to a 3rd party e.g. social services, parents, police
- A RIDDOR form must be completed if appropriate

7 Equipment

General

We place great pride in the quality of equipment used at Intrepidus Outdoors / My Adventure and it is all of the best quality. Intrepidus Outdoors / My Adventure equipment is to be used for its intended purpose within governing body guidelines, acceptable working standards and taking into account the manufactures guidelines.

7.1 Receiving new equipment

When Intrepidus Outdoors / My Adventure purchases new equipment, it is the responsibility of senior management to:

- Check items off against delivery notice
- Check condition of goods against equipment checklist
- Place in quarantine until ill equipment is logged, numbered and recorded in asset register/PPE check sheet (Equipment File)

7.2 New equipment into stock

Once new purchases are checked, logged, numbered and recorded, it is the responsibility of senior management to:

- Sign out of quarantine
- Check condition of equipment against equipment checklist
- Add to stores

7.3 Inspection

- All equipment to be visually inspected before and after each use
- All equipment and PPE should be inspected and logged at the beginning of each season against equipment checklist
- Equipment and PPE that receives substantial use should be inspected and logged every three months against equipment checklist

- Any visual defects observed means piece of equipment should be to be quarantined in Operations Manager / Directors office
- Any defects observed by Operations Manager / Directors to be logged/quarantined and Operations Manager / Director to action
- The lifespan of the equipment should be monitored

7.4 Storage and Maintenance

- An inventory of all equipment must be maintained to include:
 - a) Date item brought into service
 - b) Date due to be examined or taken out of service
 - c) Date it was taken out of service and why
- A updated copy of Intrepidus Outdoors / My Adventure kit and equipment list must be submitted to the Operation Manager and Business Officer every 6 months to ensure a separate record is available for insurance purposes and in the event of theft
- All equipment must be maintained regularly and appropriately to ensure safety, prolonged life and appearance
- It is the responsibility of the Operations Manager to ensure all members of staff or volunteers are instructed in the correct use and maintenance of each individual item or equipment
- Kit and equipment considered to be serviceable at the end of the period can continue to remain in use unless it had been identified as primary safety item. Equally kit that is deemed unserviceable or unsafe (due to excessive heavy use) has become particularly unsightly or uncomfortable may be replaced before it has reached its estimated lifespan.
- The inventory must be updated to reflect any of these actions or decisions
- Access to the stores is limited to the instructor team
- Specific responsibility for the issuing, inspection and maintenance of kit siting with the Operations Manager

- Where possible, each item of kit and equipment (including non-standard items) must be clearly marked to identify it as belonging to Intrepidus Outdoors / My Adventure and to distinguish it from other similar items
- All equipment is to be maintained to manufacture and National Governing Body guidelines
- All equipment must be kept in a dry locked secure area while not in use

7.5 Damaged or suspect equipment

- Place in quarantine
- Fill in quarantine log
- Inform Operations Manager

7.6 Quarantine

- All new equipment to be placed in quarantine
- All damaged or suspect equipment to be placed in quarantine (complete log), inform Operations Manager
- Equipment in quarantine is not to be used on any activity
- Suspect or damaged equipment in quarantine to be inspected by the Operations Manager or technical advisor and then decision made as to repair or dispose
- New equipment kept in quarantine – the Operations Manager will put into stock

7.7 Disposal of old equipment

- These items must be replaced at the end of the period indicated unless close inspection or knowledge of the item deems it appropriate to extend the date where safe to do so
- Where the manufacturer's recommended lifespan and Intrepidus Outdoors / My Adventure differ, the manufacturer's lifespan must be taken as the maximum period of time it can be used for
- Where the manufacturer's lifespan has not been given, Intrepidus Outdoors / My Adventure lifespan must be used. The

lifespan calculation should include any period of storage before the item was brought into use

7.71 PPE (life dependant)

- Remove from premises or convert to other use where appropriate e.g. old climbing ropes for canoe trailer use
- Old climbing/canoeing/caving equipment (crabs, wires, helmets, mechanical devises etc) to be disabled and then disposed of

7.72 Non-life dependent

- Dispose of via skip or bin

7.8 Use of equipment (Intrepidus Outdoors / My Adventure projects)

- The staff must log equipment in and out of the store. This log should be noted on the white board and must include:
 - d) To whom it was issued
 - e) The date
 - f) Who was it returned by

7.9 Out of hours use of equipment

Intrepidus Outdoors / My Adventure equipment will not normally be available for personal use by staff out of working hours. However, exceptions to this policy may be allowed for items that are not considered to be 'safety equipment'. Members of staff wishing to borrow such items must gain written permission from Operations Manager, signing for the items, stating the purpose for which they are being borrowed, accepting that the item will not be covered by any Intrepidus Outdoors / My Adventure insurance policy. Furthermore, Intrepidus Outdoors / My Adventure will not accept any liability for any injury or damage caused by the use of such items, therefore by borrowing equipment staff are agreeing to accept full responsibility for the immediate repair/replacement of such items, if damaged or lost while in their possession.

7.10 Safeguarding Equipment

Staff Members must ensure all precautions are taken to safeguard kit and equipment against theft and damage whilst in use. Unless staff can be reasonably confident that the risk of theft is minimal, kit and equipment must not be left unattended in vehicles, tents, bunkhouses and other vulnerable locations, unless absolutely unavoidable. On such occasions, the leader must ensure that the minimum is left unattended and that such items are hidden from view and/or that the items are 'disguised' to appear as being of limited value, to reduce the risk of opportunist theft.

7.11 Personal Equipment

Staff use of personal kit and equipment whilst working shall be subject to the following conditions:

- Staff must not use any item of their personal (privately owned) kit and equipment if its use will directly involve it in the safety chain (e.g. harnesses, karabiners, ropes, belay devices etc)
- Other personal kit and equipment may be used for work subject to the individual accepting responsibility for their own property (Helmets, buoyancy aids etc)
- Intrepidus Outdoors / My Adventure clients must not be issued with staff owned 'safety' kit and equipment

7.12 Staff Equipment & Group Session Bags:

What instructors are encouraged to carry in the group session bag:

- Instructor first aid kit. (provided by Intrepidus Outdoors)
- Mobile phone
- Group shelter (provided by Intrepidus Outdoors)
- Torch
- Spare batteries for torch or spare torch
- Warm Clothing
- Notebook and pencil (to write in bad weather)
- Map of area (provided by Intrepidus Outdoors)
- GPS (optional)
- Spot Tracker (optional)

Photo Policy:

Overview:

A photograph / video declaration is completed by every person undertaking programming or adventure tours with Intrepidus Outdoors / MY Adventure as part of the consent / medical form. For participants aged 18 or older they complete this document themselves and for under 18's this is completed by parents or guardians.

The document states:

- i) I agree that photographs and videos taken during activities may be used in promotional material by Intrepidus Outdoors / My Adventure.

Or

- ii) I agree that photo/video of my child can be taken and used in promotional material by Intrepidus Outdoors / My Adventure.

If clients disagree and **DO NOT** wish to have photographs / videos taken, they will tick the box.

Policy:

- IO / MYA staff **MUST** have completed consent / medical forms, with photograph / video declaration, to run any trip
- **NO** photographs / videos may be taken if clients have selected that **they disagree** with having photographs / videos taken
- If clients / participants form states that are happy to have photographs / videos taken, IO / MYA staff may take photographs / videos with the following considerations:
 - i) Photographs / videos taken may **only** be sent to the **individual** in the photograph / video or the IO/MYA

senior management team. It is the responsibility of the senior management team to distribute to stakeholders, not the instructor.

1. Photographs / Videos must only be sent from instructors to clients / participants via AirDrop for Child Protection / Data Protection as no number is required or recorded.

- ii) Photographs / videos taken may **only** be shown to the **individual** in the photograph / video and they will be sent to IO/MYA **senior management team.** It is the responsibility of the senior management team to distribute to stakeholders, not the instructor.

- iii) Photographs / videos taken may **only** be taken on IO/MYA cameras, phones, GoPro's, iPads. Photographs / videos must not be taken on personal property.

- iv) Photographs / videos must only be stored in the IO/MYA Google Drive / iCloud.

NB: Photographs and videos will be stored in a manner consistent to GDPR and IO/MYA Data collection/storage policy

- v) Photographs / videos will be deleted from IO/MYA when:
 - A) When a programme is completed
 - B) When photographs/ videos have been sent to customers/ stakeholders
 - C) When SD card is full
 - D) At the end of the season

NB: This is the role of the senior management team

Complaints and Grievance Policy:

In the event of a grievance or complaint by staff, volunteers, customers, and members of the public the complaints process is:

Complaints should be made in writing to info@myadventure.org.uk

Stage 1 - Frontline resolution

When you contact us we will aim to resolve your complaint. If we can't resolve it at this stage, we will explain why and tell you what you can do next.

We will give you our decision in 5 working days or less, unless there are exceptional circumstances.

Stage 2 - Investigation

Unresolved complaints at stage 1, or complex complaints requiring a detailed investigation are called stage 2 complaints.

We will:

- acknowledge receipt of your complaint within 3 working days
- discuss your complaint with you to understand why you remain dissatisfied and what outcome you are looking for
- give you a full response to the complaint as soon as possible and within 20 working days

We will tell you if our investigation is going to take longer than 20 working days and will agree a revised date with you.

Confidentiality

Your complaint will be kept confidential. Details will only be given to those people who need to know in order to investigate your complaint.

6 month time limit

You must make your complaint within 6 months of:

- the event you want to complain about, or
- finding out that you have a reason to complain

Appendix 1

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1.0 TERMS AND CONDITIONS FOR SELF EMPLOYED INSTRUCTORS

I am writing to confirm that you will be working for Intrepidus Outdoors / My Adventure on dates to be arranged with Senior Management

You will be paid at a rate of £..... Per day and £..... per overnight

*Specialists' course rate to be negotiated prior.

You should submit an invoice on a monthly basis and payments will be made on the next payment run.

All self-employed Instructors will be responsible for their own Tax and National Insurance Contributions.

Intrepidus Outdoors / My Adventure will provide liability insurance whilst working on our approved courses. It is advisable for all Instructors to have in place their own personal accident cover.

The Instructor will promote and maintain the reputation of Intrepidus Outdoors / My Adventure throughout the period of employment and will agree to the Conflict of Interest Agreement attached.

You the Instructor will provide a photocopy of his/her Driving Licence, smart driving card, and qualifications prior to commencement of the Contract.

I agreeing to the above conditions:

Name:.....

I confirm that I accept the above conditions.

Signed..... Date.....

2.0 CONFLICT OF INTEREST AGREEMENT

As a person employed by Intrepidus Outdoors / My Adventure you are required to adhere to the following basic professional code:

- You must not attempt to recruit Intrepidus Outdoors / My Adventure clients for your own courses without the express permission of the Director. If you are approached by Intrepidus Outdoors / My Adventure clients who want to join a course, you offer privately you must make this known to Senior Management
- All client information must be treated in the strictest of confidence, this includes client's addresses, which must not be copied or stored
- All technical information produced for, supplied by Intrepidus Outdoors / My Adventure is copyright and must not be used for purposes without the express permission of the Director
- You are expected to promote and support the work of Intrepidus Outdoors / My Adventure as appropriate
- Where conflicts of interest arise, or may arise, you must Inform senior management
- Any material produced for publication or distribution which relates to Intrepidus Outdoors / My Adventure must be cleared by Senior Management

Iagree to the above conditions:

Signed.....

Date.....

3.0 Example Generic Risk Assessment

Generic Risk Assessments for Canyoning programmes

Hazard	Risk	Severity	Likely hood	Control Measures
Equipment	Equipment failure	H	L	Equipment is regularly maintained, serviced and where required tested to current specifications.
	Unsuitability	M	L	All equipment meets current specifications and/or accepted standards where applicable and is suitable for its intended use.
	Damaged	L	L	Practitioners carry appropriate repair kit or spares for the activity.
	Wrongly fitted	M	L	Practitioners check equipment at time of issue.
Activity	Slips & Trips	H	M	Practitioners briefs the group as to hazards / Equip group with appropriate PPE (Helmets) and brief regarding holding of the paddle and its correct use.
	Falls	H	L	Practitioner will manage locations where a fall is possible in an appropriate manner (top rope / spotting)
	Drowning	H	L	Wear appropriate PPE (buoyancy aid) and ensure weak or non-swimmers are closely supervised.
	Banging Head	M	M	Helmets must be worn
	Falling Rocks	M	M	Helmets worn at all times / Practitioner manages group
	Large Swell	M	L	Practitioner will avoid large impact zones
	Waterborne disease	H	L	Avoid high-risk waterways. Avoid rivers immediately after flooding. Wash hands before lunch.
	Foot entrapments walking/abseiling	H	M	Route choice / Guided abseiling
Flash Flood	H	L	Checking weather conditions	
Participants	Behaviour	M	M	Participants are treated with respect
				Participants attend through choice

4.0 Example Site-Specific Risk Assessment

Site Specific Risk Assessment

Activity: Canyoning	Location: Dollar
Grid Ref: NS 96128 99300	Ratios: 1:8
Competency: SPA/FSRT/ML	Phone Reception: Good

Site Information:

- No toilets or changing areas
- The walk in is along the canyon walls, can be slippery, wet and high at points
- There are several exit routes throughout the whole journey if needed.
- Water levels need to be checked for safety
- Rope work needed during the route – Three abseils are committing with no escape
- Can get in before the water fall for gorge walk

Specific / Unique Hazards & Management Measure

- Slips and trips throughout the canyon (make team aware)
- Debris becoming trapped along the route can increase risk of trapping (make team aware)
- Jumps need to be checked for debris
- Rope work needs to be debriefed with the team beforehand and repeated
- Park at bottom car park

Other Information:

- Does not run after heavy rain or snow melt
- Markers at stream at the village bridge

5.0 Late Back Form

Late Back Form

<p>Number of Participants</p> <p><input type="checkbox"/> Consent Form <input type="checkbox"/> Medial Form <input type="checkbox"/> Emergency Contact</p>	<p>Planned Activity:..... ... Location:..... </p> <p>Car Park:..... </p>
<p>Staff attending</p> <p>1)..... </p> <p>2)..... </p> <p>3)..... </p> <p>4)..... </p>	<p>Staff phone number</p> <p>1)..... </p> <p>2)..... </p> <p>3)..... </p> <p>4)..... </p>
<p>Estimated Time of Contact:</p>	<p>Cut-Off Time:</p>
<p>Late Back Contact:..... ...</p> <p>Contact Number:..... </p>	<p><input type="checkbox"/> Returned</p>

6.0 Near Miss [Form NM-1]

Form 2

NEAR MISS FORM

COMPLETED BY DATE OF NEAR MISS
.....

TIME OF NEAR MISSTYPE OF NEAR MISS
..... (e.g. Activity, Vehicle, etc.)

Description of near miss:

How was a more serious incident avoided?

Agreed learning points:

7.0 Major Accident/Incident Form [MAI-1]

MAJOR ACCIDENT/INCIDENT REPORT

The most senior member of staff present must complete a report within 24hrs of the time the incident/accident occurred.

Type of incident – please tick all that apply

Activity related	<input type="checkbox"/>
Drug related/Alcohol	<input type="checkbox"/>
Sex Related	<input type="checkbox"/>
Theft/Vandalism	<input type="checkbox"/>
Violence/Self abuse	<input type="checkbox"/>
Vehicle	<input type="checkbox"/>
Child Protection	<input type="checkbox"/>
Other	<input type="checkbox"/>
RIDDOR (attach report)	<input type="checkbox"/>

List of all staff directly involved.

Name	Job Title

List who the incident reported and when? (List all, e.g.; RD, Child Protection Officer, Police Referral Agency, etc)

Completed by Date
 Time

REPORT NO

The report number is determined by the Initials of the person who has completed the form and the date of the incident. E.g. John Smith, 1 May 2004, would be written as: **JS010504** (to record multiple entries on the same day add a letter to the end of the number e.g. JS010504a JS010504b

1) Describe how the incident occurred. *NOTE: This must be completed for all incidents. However, if a Specific Incident Form has been completed, there is no need to duplicate the same information here.*

If more space is needed please attach additional notes

2) List course participants involved in the incident.

Name

Age

Course no.

3) List any other person involved in the incident

Name	Address or contact no.

4) Describe where it happened. If incident occurred away from the team centre give address or grid reference

5) Was medical attention required/sought **YES/NO**

Who administered medical attention?	Where?	Date/Time

6) Has any claim been made by or on behalf of any part involved? **YES/NO**
 If YES please provide name and contact details

12) Have any learning points been identified as a result of the incident?

13) Manager's comments

Signed

.....
.....

8.0 Cycling Codes of Practice

a) The Off Road Code

- Only ride where you know you have a legal right
- Always give way to horses and to pedestrians
- Avoid animals and crops
- Take all litter with you
- Leave all gates shut
- Keep noise down
- Don't get annoyed with anyone; it never solves any problems
- Always try to be self-sufficient for you and your bike
- Never create a fire hazard

b) Excerpt from the Countryside Access Charter

- You can ride on bridleways, which are sometimes way-marked in blue
- You can ride on byways, which are sometimes way-marked in red
- Landowners can ask you to leave land to which you have no right of access
- Help keep all water clean
- Protect wildlife, plants and trees
- Take special care on country roads
- Keep to public paths across farmland

Please note:

If there is any doubt whether the route you propose to take is legally designated for cyclists i.e. a road, bridleway or byway, refer to "Definitive Maps". These are held by local county councils for their area.

Land owned by National Trust Forestry Commission and National Parks is not free range. There are some "discretionary bridleways" in these areas that are clearly marked, otherwise stick to statutory bridleways.