



HERTFORDSHIRE EMPLOYER GUIDANCE

APPENDIX 1

STANDARDS OF COMPETENCE TO LEAD ADVENTUROUS ACTIVITIES

For the purposes of this guidance, the following activities are regarded as 'adventurous' and are required to be notified to the LA:

- All activities in 'open country' (see below)
- Swimming (all forms, excluding publicly life-guarded pools)
- Camping
- Canoeing / kayaking
- Sailing / windsurfing / kite surfing
- Rafting or improvised rafting
- Use of powered safety/rescue craft
- All other forms of boating (excluding commercial transport)
- Water skiing
- Snorkel and aqualung activities
- Hill walking and Mountaineering
- Rock climbing (including indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling
- Coastering/coastal scrambling/sea level traversing
- Underground exploration
- Shooting and archery
- Snowsports (skiing, snowboarding, and related activities), including dry slope
- Air activities (excluding commercial flights)
- Horse riding
- Motor sport – all forms
- High level ropes courses
- Off road cycling
- 'Extreme' sports
- Other activities (e.g. initiative exercises) involving skills inherent in any of the above

'Open country' is normally defined as land above 300m or more than 1km from vehicular access. However, these are arbitrary boundaries and there may be occasions where this definition is inappropriate. Where staff are uncertain further guidance should be sought from the Offsite Visits Adviser.

For the purposes of this guidance, the following activities are not regarded as adventurous and therefore do not require to be notified to the LA. However, these activities must be supervised by a member of staff who has previous relevant experience and who in the opinion of the EVC and Head of Establishment is competent to supervise the activity:

- Walking in parks or on non-remote country paths
- Field studies - unless in the environments stated in 'open country'
- Swimming in publicly life-guarded pools
- Theme parks
- Tourist attractions
- Pedal go-karts

- Ice skating (rink)
- Farm visits
- Local traffic survey
- Museum, library, etc.
- Physical Education and sports fixtures (other than the above)
- Water-margin activities that take place near or in water – such as a walk along a riverbank or seashore, collecting samples from ponds and streams, or paddling or walking in gentle, shallow* water. (* 'shallow' typically means up to the knees of the participants.)

Please contact the Offsite Visits Adviser if there is any uncertainty over whether a particular activity requires notification to the LA.

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INTRODUCTION: STANDARDS TO LEAD ADVENTUROUS ACTIVITIES

Hertfordshire's Standards of Competence to Lead Adventurous Activities must be used as the basis for risk assessment for the following activities and those leading the activities must meet the specified level of competence.

Those activities in italics are currently being developed by the Offsite Visits Adviser. Where standards have not yet been provided, you must seek the advice of either the Offsite Visits Adviser, the National Governing Body for the activity or an appropriate technical adviser

Land Based Activities:

- Archery
- Camping
- Caving
- Climbing (artificial & rock)
- *Cycling (road & mountain-biking)*
- *Expeditions*
- *Fishing*
- *Gorge walking*
- Low and high ropes courses
- *Horse riding*
- *Initiative courses/low rope courses/assault courses*
- *Motor sports (karting, Quad biking)*
- Open country/mountain/moorland walking
- Orienteering
- *Shooting*
- Snow sports (alpine skiing, snowboarding, dry slope skiing)

Water Based Activities:

- Canoeing and Kayaking
- Dinghy Sailing
- Swimming – swimming pools
- Swimming - natural water
- Windsurfing
- Powerboat and water skiing
- Diving and Snorkelling

Air Based Activities:

- *Gliding*
- *Ballooning*
- *Parachuting, parascending and paragliding*

ARCHERY

Archery is one of the few sports that can be enjoyed with few compromises by people with most types of disability, including visual impairment.

GNAS is the governing body for the sport of archery in Great Britain and Northern Ireland. The GNAS Training & Coaching scheme provides clear regulations and guidance for all disciplines of archery.

	Qualification minimum	Remit	Staffing ratio
Ranges for Target Archery (outdoors or indoor)	Archery Specific Community Sports Leader Award (CLSA)	Introductory sessions for beginners at activity centres, youth centres and schools - with flat or recurve bows	1 : 12 max. (Suggest no more than 6 shooting at any one time)
	GNAS Level 1 Coach (formerly Assistant Coach)	Improver sessions for those wishing to enter nationally recorded competitive events – compound and long bows may be used	“
	GNAS Level 2 Coach (formerly Club Coach)	To oversee coaching activities and develop programmes at GNAS affiliated clubs	“
	GNAS Level 3 Coach (formerly County Coach)	To oversee performance coaching at County level	“

Additional Guidance & Control Factors

- Archery must *always* be properly organised with a competent person in charge and in control of the session
- This activity can take place in a variety of different settings. The key component is that shooting takes place in a clearly defined area where all reasonable efforts have been made to keep non-participants from accidental entry.
- An outdoor range may be a fenced or cordoned-off area with clearly visible notices and / or signs – black wording or symbols on a bright yellow background - warning of the possibility of serious injury or death as a result of entry by unauthorised persons. Consideration should be given to wind conditions. A following or gusting cross wind may carry a badly aimed arrow beyond the planned boundaries for the range, whilst a strong headwind may blow poorly-secured target bosses over.

- If shooting is taking place indoors, all access routes and doors should be closed with warning signs outside. Fire exits should open outwards from the hall. Any other potential ricochet hazards should be screened with heavy projectile netting.
- No-one, including the person in charge of the session, should venture in front of the designated shooting line whilst shooting is in progress.
- Spectators and participants waiting to shoot must never call out to someone with a drawn bow.
- Arrows must only be loaded onto bows on the designated shooting line.
- Participants must not walk around with loaded or drawn bows.
- Bows must only be aimed down the range towards the target, or at the ground, with or without an arrow.
- Arrows must be handled carefully and with respect for other people around; both ends can inflict damage to people.

More detailed information can be found in the Training Manual for the Archery Specific Community Sports Leader Award, now in its 8th edition, or the GNAS Training & Coaching Manual (2002).

The Association for Archery in Schools (AAS) was founded to promote the activity in schools and similar institutions and is an associated organisation within GNAS. The AAS operate a badge proficiency award scheme to encourage young archers, as does the Duke of Edinburgh's Award Scheme. School clubs may affiliate to GNAS at a special rate; affiliation includes third party Insurance cover for all participating pupils under the age of 18 and for 2 adults acting in a supervisory capacity. Full details of the cover are available from GNAS.

Useful addresses:

Grand National Archery Society
Lilleshall National Sports Centre
Nr Newport
Shropshire
TF10 9AT

Telephone: 01952 677888
Fax: 01952 606019
www.gnas.org

Association for Archery in Schools

Secretary C. Fletcher-Campbell, 0129 572 1463
Bloxham School, Bloxham, Banbury, Oxon, OX15 4PE

www.aasinfo.demon.co.uk

Hertfordshire Archery Society

Mr. Peter Newbery

**2 Abbey View Road
St. Albans
Herts. AL3 4QL**

tel: 01727 856276

e-mail: info@hertsarchery.org.uk

CLIMBING (ARTIFICIAL/ROCK)

This activity includes climbing on man-made structures, natural features, abseiling, scrambling and bouldering.

It should be stressed that the M.L.T.B Mountain Leader Award (summer & winter) is not a qualification for rock climbing. Equally a rock climbing award does not qualify leaders to operate in wild country unless a Mountain Leader Award (or M.I.A/M.I.C) is also held.

	Qualification minimum	Remit	Staffing ratio
Climbing walls and artificial structures	In house assessed accreditation	Site specific approval only, applying to structures or features applicable at the time of training	2:10
Single pitch crag	Single Pitch Award (SPA)	Supervision of single pitch climbs and abseils. The climb should be without intermediate stances. Described as single pitch in guidebook. Allows climbers to be lowered safely to the ground. Is non-serious or subject to danger. Is not subject to tides. Presents no difficulties accessing or retreating from.	2:10
Multi – pitch climbing	Mountain Instructors Award (M.I.A)	The instruction of mountaineering including all aspects of summer mountaineering	1:4 (* 1:3 minimum)
Winter climbing – UK	Mountain Instructors Certificate (M.I.C) or B.M.G carnet holder or aspirant guide.	The instruction of snow and ice climbing including winter mountaineering	1:4

Additional Guidance & Control Factors

- Rock climbing should be introduced in stages allowing for participants to develop basic skills.
- Emergency equipment including first aid kit, survival bag, torches, warm clothing and food should be available.
- Ensure that all party members are adequately supervised.
- A safe base should be established to operate from.
- Before use local access conditions should be looked into.
- All participants must wear an approved climbing helmet CE No: PREN 12492 on or near crags.
- All equipment and participants should be checked before climbing/abseiling. The use of a 'buddy' system may be used to develop an awareness of health and safety for self and others.
- All equipment including ropes, karabiners, helmets, harnesses, tapes and chocks should be inspected before and after use, and a log must be kept of usage. All equipment should carry the CE standard.
- Abseil anchors should be checked and always be beyond reproach. A safety rope should be used in addition to the abseil rope, which should be releasable in an emergency.
- Loose clothing, hair and jewellery should be tied back, removed to ensure that they do not become entangled with climbing equipment.

Useful addresses:

British Mountaineering Council (B.M.C)
177 – 179 Burton Road
Manchester
M20 2BB

Tel: 0870 0104878

Web site: www.thebmc.co.uk

SNOW SPORTS

Snow sports include the activities of alpine skiing, snow boarding and artificial slope skiing. These activities provide a number of educational opportunities for young people. There are a number of other snow sports including cross-country and ski touring. Party leaders should contact CSF Offsite Visits Adviser for clarification relating to these or any other activities.

	Qualification minimum	Remit	Staffing ratio
Artificial slope skiing	Artificial ski slope instructors certificate Club instructors award (A.S.S.I part1 + an appropriate endorsement by ski slope, club or school) BASI instructors certificate	To instruct on recognised artificial slopes	1:12
Course organisation & party leader	Ski course Organisers certificate. (S.C.O 1) Have accompanied experienced leader previously	To lead groups on a ski visit abroad or in Scotland. DOES NOT in itself qualify the leader to instruct or supervise skiing activities	1:10
Supervision of group members on nursery slopes	Artificial ski slope instructors award Ski Course Organisers certificate (SCO 1)	Must have assisted a competent leader on at least one journey to nursery slopes. Nursery slopes must be within village complex or have reliable access without need to ski	1:10 * some ski schools may work on a higher ratio of 1:15
Supervision of group members on green, blue, red runs	Alpine ski course leader Alpine ski leader Snowboard leader	To supervise/lead groups in safely designated & patrolled areas of ski resorts	1:10 * risk assessment may reduce ratio
Supervision of group members on black runs	English Ski Council coach British Association of Ski Instructors (B.A.S.I) instructors certificate Recognised international equivalent qualification	To supervise/lead groups in safely designated & patrolled areas of ski resorts	1:10 * risk assessment may reduce ratio

	Qualification minimum	Remit	Staffing ratio
Instruction or Ski teaching	Employee/member of local Ski school BASI grade 3 English Ski Council qualified coach	May instruct group members in designated areas of ski resorts	1:15

Additional Guidance & Control Factors

- Adequate preparation for Snow Sport activities is essential. Training and advice should be given to all group members including accompanying staff on physical conditioning and fitness.
- Rest periods should be programmed into each day, and party members should get adequate sleep and consume a nutritious diet.
- Groups should have a minimum of four hours instruction per day. Two sessions per day. At other times groups should be fully supervised by an appropriately qualified leader.
- Artificial ski slope practice is recommended to increase participants' knowledge and understanding
- The F.I.S rules of conduct (skiers' code) should be understood and followed by all party members
- No group members should be allowed to ski-board unaccompanied, including party leaders.
- No group member should ski-board or snowboard outside designated areas. At all times local notices should be adhered to. (*off-piste skiing/boarding may NOT be covered by travel insurance policy).
- Clear instructions should be given to all group members about runs, tows, chairlifts, rendezvous points and return times. Accident procedures should also be shared. A piste map for all members should be available.
- All party members must wear appropriate clothing for snow sports, including wind/waterproof jacket and trousers, hat, gloves/mitts (must be worn on artificial slopes) and sweater. Jeans must not be worn.
- It is advisable that participants wear a ski helmet, which conforms to EC standards. (* in some North American and European resorts this is mandatory)

- Loose clothing should not be worn which may get caught in tows. Rucksacks should also be removed on chairlifts
- Sunglasses or goggles should have shatterproof lenses and give a high level of ultra-violet protection.
- High factor sun protection cream should be carried and applied by all party members.
- Party members should be shown how to carry, handle and store equipment including skis, sticks, boards and boots
- Snow sport equipment should be of an acceptable standard and appropriate to each individual. Skis should be fitted with 'quick release' bindings and brakes. Operating principles of bindings should be shared with the group, so that any faults/breakages can be identified and reported. Bindings should be checked and adjusted to the weight and condition of the skier/boarder. The length of skis/board should be appropriate to the individual's experience. Ski sticks should be correct length and 'baskets' should be in place.
- Consideration should be made for alternative non-skiing activities in the case of poor snow conditions

Useful addresses

English Ski Council
Area Library Building
Queensway Mall
The Corn Bow
Halesowen
West Midlands
B63 4AJ

Web site: www.escnordic.org.uk

OPEN COUNTRY, MOUNTAIN & MOORLAND ACTIVITIES

The Licensing Regulations 1996 and the United Kingdom Training Board/ British Mountaineering Council provides clear regulations and guidance for trekking on foot in 'wild country'** in the UK and Ireland.

	Qualification minimum	Remit	Staffing ratio
Normal/open country	Leader – ABEL	To provide basic skills (normal/open country as defined by MLTB) between April & October	2:20
Wild/Mountain Country – Summer Conditions	Leader – Summer Mountain Leader (M.L) or European M.L.	Leadership of hill walking parties under summer conditions (excluding roped climbing, technical terrain and travel on snow)	2:14 1 qualified leader plus competent adult
Wild/Mountain Country – Winter conditions	Mountain Instructors Certificate (M.I.C.) or B.M.G carnet holder, Aspirant Guide or European Mountain Leader (M.L.) or Winter Mountain Leader	Leadership of hill walking parties under winter conditions (excluding roped climbing or technical terrain)	2:10

Additional Guidance & Control Factors

- Leaders should be very familiar with the type of terrain and conditions to be found on their planned trip before taking groups into that environment. Leaders should also be able to practically apply skills from a broad base of knowledge and experience, particularly in severe weather conditions, navigational difficulties and where an unexpected incident occurs.
- Progressive training should be undertaken. Training should take place on terrain, offering relatively few hazards to develop competence and initiative. Participants' prior knowledge, fitness and stamina should also be judged in relation to the journey being undertaken. The journey undertaken should be within the capabilities of the group.
- Training should prepare participants appropriately to include pacing/timing, route planning, map reading, navigation and decision making.
- Leader should be aware of symptoms of hypothermia and hyperthermia and how to deal with and prevent these.
- Before departure the following should be observed:

Local weather forecast obtained

Route card prepared giving details of route, alternative/emergency routes, group names, estimated times of arrivals and any other relevant information. This should be left with a responsible person.

No participant should carry a load exceeding one quarter of their body weight

All participants wear appropriate clothing and footwear and have suitable spare clothing and waterproofs

Sufficient maps, compasses, torches, first aid kits and spare items for the group size and journey being undertaken. (These should also be carried by the party leader).

Any access and conservation issues within the area being visited

- Leaders should ensure that the pace is reasonable for the slowest group member. That no one becomes detached and that all the group is aware of emergency procedures.

** Wild Country is defined as being

Mountainous country where a group will be dependant upon themselves and remote from immediate help. It is any place which is moor land (uncultivated land at any height above sea level) or on a mountain above 600 metres and from which it would take more than 30 minutes travelling time to walk back to an accessible road.

Useful addresses:

British Mountaineering Council (B.M.C)
177 – 179 Burton Road
Manchester
M20 2BB

Tel: 0870 010 4878 /
0161 445 6111
Web site: www.thebmc.co.uk

Mountain Leader Training England
Siabod Cottage,
Capel Curig,
Conwy
LL24 0ES

Tel: 01690 720314
Web site: www.mlte.org/

British Sports Trust
Clyde House
10 Milburn Avenue
Oldbrook
Milton Keynes
MK6 2WA

Web site: www.bst.org.uk
[Home/Content.aspx?PageID=BasicExpeditionLeadership](http://www.bst.org.uk/Home/Content.aspx?PageID=BasicExpeditionLeadership)

Association of Mountaineering Instructors
Siabod Cottage,
Capel Curig,
Conwy LL24 0ES

Tel: 01690720123
Web site: www.ami.org

Duke of Edinburgh's Award

Expedition Leader Qualification Requirements

Training Ventures

Minimum staffing of 2 staff per venture

(In the instance of a single group the second member of staff can be a "Reliable Adult")

Environment	Group	Requirements for Supervising Leader	Leader Qualifications
Normal Countryside Lowland	1 Group	Qualified Leader	ABEL or Higher
	+	+	
	1 Group	Trained Leader (in close proximity to Qualified Leader)	
	
	1 Group	Trained and Recognised leader	
Open Countryside / Non-mountainous Wild Country	1 Group	Qualified Leader	WGL /ML or Higher
	+	+	
	1 Group	Trained and Recognised Leader (In close proximity to Qualified Leader)	
Mountainous / Wild Country	1 Group	Qualified Leader	ML or Higher

Notes:

1. Where a National Governing Body Award is shown, as the Leader Qualification, **an Assessment must have been successfully completed.**
2. **First Aid:** All staff, at any leader status **must** hold a current first aid certificate, minimum of 4-hour course.

Assessed Ventures

Minimum staffing of 2 staff per venture
(In the instance of a single group the second member of staff can be a "Reliable Adult")

Environment	Group	Requirements for Supervising Leader	Leader Qualifications
Normal Countryside	1 Group	Qualified Leader	ABEL or Higher
	up to 2 Groups	Qualified Leader + 1 Reliable Adult	ABEL or Higher
 1 Group Trained and Recognised Leader	
Open Countryside / non mountainous Wild Country	1 Group	Qualified Leader	WGL or Higher
	up to 2 Groups	Qualified Leader + 1 Reliable Adult	WGL or Higher
 1 Group Trained and Recognised Leader	
Mountainous / Wild Country	1 Group	Qualified Leader	ML
	+ 1 Group	Trained and Recognised Leader	WGL assessed ML Training (working in close proximity)

Notes:

1. Where a National Governing Body Award is shown, as the Leader Qualification, **an Assessment must have been successfully completed.**
2. **First Aid:** All staff, at any leader status **must** hold a current first aid certificate, minimum of 4-hour course.

For Definitions see below

Definitions for DEA Ventures

Qualified Leader: A person who holds a National Governing Body qualification, either Award in Basic Expedition Leadership (ABEL), Walking Group Leader (WGL), Mountain Leader Award (ML) (summer or winter), Mountain Instructor Award or Mountain Instructor Certificate or Mountain Guide. The qualified leader has full responsibility for all groups under their direction.

Trained Leader: A person who has completed training, but has not yet enough experience to gain recognition

Trained and Recognised Leader: A person, who has completed WGL, or ML training course or achieved exemption from training, submitted a logbook to the Outdoor Education Adviser who will recognise their experience.

Reliable adult: a person who is deemed competent to carry out support tasks and actively support a qualified leader supervising groups (max 2) whilst on qualifying expeditions. The qualified leader has overall responsibility for the expedition groups. The leader must define the tasks for the person fulfilling this role. This person must be assigned support tasks commensurate with their skills and abilities.

First Aid: All staff **must** hold a current first aid certificate, minimum of 4-hour course. (an exception to this may be the reliable adult),

Group Size:

Training Ventures: A group would normally consist of up to 12 participants (which may be split into two or three smaller groups) for close contact training. Where remote training/supervision is employed to simulate a qualifying expedition, the maximum group size is 7.

Assessed Venture: Group size is set at a maximum of 7 participants

A Venture: is defined as a group participating in an assessed expedition. This definition also applies to several groups taking part in assessed expeditions from the same DEA unit, on the same dates in the same area.

Environments:

Normal Countryside:

Cultivated Land, low lying rural countryside, valleys or forest and gentle to moderate terrain with no steep slopes not more than 30 mins normal walking time from a refuge or road

Open Countryside//non mountainous wild country

Uncultivated land, non mountainous, hilly terrain known as upland, moor ,bog, fell or down, semi-remote i.e. Dark Peak Area, North York Moors, Black Mountains

Mountainous, Wild Country:

Steep Mountainous and /or remote country i.e., Snowdonia, Lake District, Highlands

ORIENTEERING

Orienteering offers the opportunity for young people to combine navigational, problem solving, thinking and physical skills. Leaders should be fully aware of the British Orienteering Federation (B.O.F) coaching scheme and safety recommendations.

	Qualification minimum	Remit	Staffing ratio
Safe controlled sites	Relevant experience or BOF teacher/leader award	To lead event on school controlled grounds or HCC educational centres	Risk assessment based on age, experience, needs of pupils
Parkland and permanent courses Organised events	Relevant experience or BOF teacher/leader award Staff should have first hand experience of sport	To lead event using locally based permanent and temporary courses, as approved by head of establishment	2:14 B.O.F events require additional staffing dependant upon age, experience, terrain
Open country/mountain and Moorland terrain	BOF instructor award or MLTB summer mountain leader	To lead orienteering events in mountainous country	1: 7

Additional Guidance & Control Factors

- Young people should operate in pairs, especially in the introductory stages. If young people are to work unaccompanied then appropriate supervision should be undertaken. The use of a 'star course' may offer a solution to improved supervision
- Courses set/undertaken should be appropriate for the age/fitness/experience of the participants
- Young people should be introduced progressively to the sport. Awareness and understanding should be made of map symbols, out of bound areas, map scale and colour conventions of maps.
- When finishing an event/course it is important that the young people report to the finish and hand in any control cards. This is a requirement for all participants whether they have completed a course or retired.
- Hazardous areas should be pointed out (steep slopes, marshes, minor roads)
- A whistle should be carried and individuals should be instructed on its use. It may also be advisable to use either protective map cases or laminate maps

- Clear explanations should be given to young people in the event of becoming lost. Start and finish points should be highlighted. Time limits should also be given to young people for completing the course.
- Where orienteering takes place in areas of dense or abrasive growth, then full leg and arm cover should be worn. In exposed locations clothing should give adequate protection from cold, wind and rain. Stout footwear should be worn in areas which may be slippery or have sloping surfaces.
- If a person is 'lost' at the end of an activity, the group leader should check that the person is missing and then search obvious features including control points, paths, rides and boundaries. Other participants should not be used to help search.

Useful addresses:

British Orienteering Federation
National office
Riversdale
Dale Road North
Darley Dale
Matlock
Derbyshire
DE4 2HX

Tel: 01629 734042
Fax: 01629 733769

Web: www.britishorienteering.org.uk

WATERSPORTS – CANOEING AND KAYAKING

The Licensing Regulations 1996 and the British Canoe Union provides clear regulations and guidance for canoeing and kayaking.

Type of water	Qualification minimum leader	Remit	Staffing ratio
Very sheltered inland waters where support is available (e.g. HYMB)	Level 1 Coach	Basic Introduction to the activity	1:8
Sheltered inland waters	Level 2 Coach	Basic Skills and introduction to simple journeys	1:8
Sheltered tidal waters (Holiday Beaches in good conditions)	Level 2 Coaches	Basic Skills (Not Journeys, Not Surfing)	1:8
White water Grade 2	Level 3 Inland	Max group size on a journey 12	1:6
Sea (Not areas of significant exposure where over-falls may be expected)	Level 3 Sea or Level 3 Inland with 4*Sea		1:6
Advanced white water Grade 3 & above)	Level 4 Coach Inland	Max group size 12	1:4 competent staff to students
Sea Journeys	Level 4 Sea	Max group size 12	1:4 competent staff
Large lakes and lochs for open canoe journeys	Level 4 Canoe		1:6 boats (if doubles must have a competent assistant
Introductory Surf	Level 4 Sea or Trainee Level 3 Surf	Normally up to 30cm	1:8
Advanced Surf >1metre	Level 4 Surf	This would only take place with very experienced paddlers	1:8

NB Two staff should be available at all times. Maximum group size should not exceed 12.

A “competent” assistant should be able to perform a single-handed rescue in the conditions prevailing at the time of the activity and would normally be expected to hold a minimum of a 3 Star award in the appropriate discipline.

Additional Guidance & Control Factors

- Leaders should be very familiar with the type of water conditions to be found on their planned trip before taking groups into that environment. Leaders should also be able to practically apply skills from a broad base of knowledge and experience. Particularly in severe weather conditions, navigational difficulties and where an unexpected incident occurs.
- Journeys should not take place in spate conditions or when water levels are rising rapidly.
- Progressive training should be undertaken. Training should take place on water offering relatively few hazards to develop competence and initiative. Participants' prior knowledge, fitness and stamina should also be judged in relation to the journey being undertaken. The journey undertaken should be within the capabilities of the group
- Training should prepare participants appropriately to include paddling skills, route planning, map reading, navigation and decision making
- Leader should be aware of symptoms of hypothermia and hyperthermia and how to deal with and prevent these.
- Before departure the following should be observed:

Local weather forecast obtained

Route card prepared giving details of route, alternative/emergency routes, group names, estimated times of arrivals and any other relevant information. This should be left with a responsible person.

All participants wear appropriate clothing and footwear and have suitable spare clothing and waterproofs

Sufficient maps, compasses, torches, first aid kits and spare items for the group size and journey being undertaken. (These should also be taken by the party leader).

Any access and conservation issues within the area being visited

- Leaders should ensure that the speed is reasonable for the slowest group member. That no one becomes detached and that all the group is aware of emergency procedures.

Useful addresses:

British Canoe Union (BCU)
18 Market Place
Bingham
Nottingham
NG13 8AP

Tel: 0845 370 9500 or 0300 0119 500

Web site: www.bcu.org.uk

WATERSPORTS – DINGHY SAILING

The Licensing Regulations 1996 and the Royal Yachting Association provides clear regulations and guidance for sailing and windsurfing.

Type of water	Minimum leader Qualification	Remit	Staffing ratio
Very sheltered inland waters in Hertfordshire where support is available (eg HYMB)	See Individual Lake (Fairlands, Stanborough, Bury, HYMB)	Basic Introduction to the activity	
Inland waters	RYA Instructor	Basic Skills and introduction to simple journeys	1:8
Sheltered tidal waters	RYA Instructors Tidal		1:8
Sea/Tidal waters & coastal journeys	RYA Advanced Tidal Instructor	Max group size on a journey 12	1:6
All Activities	RYA Senior Instructor	Technical Adviser	

NB Two staff should be available at all times. Maximum group size should not exceed 10.

Additional Guidance & Control Factors

- Leaders should be very familiar with the type of craft being used, the local water conditions, particularly local weather effects, and any local rules and hazards. Leaders should also be able to practically apply skills from a broad base of knowledge and experience.
- Progressive training should be undertaken. Training should take place on water offering relatively few hazards to develop competence and initiative. Participants prior knowledge, fitness and stamina should also be judged in relation to the session being undertaken. Any journey undertaken should be within the capabilities of the group
- Leader should be aware of symptoms of hypothermia and hyperthermia and how to deal with and prevent these.
- For journeys, before departure the following should be observed:

Local weather forecast obtained

Route card prepared giving details of route, alternative/emergency routes, group names, estimated times of arrivals and any other relevant information. This should be left with a responsible person.

All participants wear appropriate clothing and footwear and have suitable spare clothing and waterproofs

Sufficient maps, compasses, torches, first aid kits and spare items for the group size and journey being undertaken. (These should also be taken by the party leader).

Any access and conservation issues within the area being visited

Leaders should ensure that the speed is reasonable for the slowest group member. That no one becomes detached and that the whole group is aware of emergency procedures.

Useful addresses:

Royal Yachting Association (RYA)
RYA House
Ensign Way,
Hamble
Southampton SO31 4YA

Tel: 0845 3450400
Fax: 0845 3450329

Web site: www.rya.org.uk

Caving & Pot-holing Activities

The Licensing Regulations 1996 and the National Caving Association provides clear regulations and guidance for Caving and Pot-holing in the UK and Ireland.

	<i>Qualification minimum</i>	<i>Remit</i>	<i>Staffing ratio</i>
Artificial Caves	Familiarisation and accreditation with the local provider plus a risk assessment	Introduction to confined spaces.	1:10
Simple caves not needing the use of ladders	National Cave Leader Level 1 LCMLA Level 1	Simple Caves on the approved list for the award	2:10
Caves needing the use of ladders under 18m	National Cave Leader Level 2 LCMLA Level 2	Developing further skills	2:10
Complex caves with ladder pitches over 18m multiple ladder pitches or likelihood of flooding	Caving Instructor Certificate (CIC)	Advanced activity for experienced young people	As per Risk Assessment

2 competent adults should be available for every visit

A minimum party size of 4 is strongly recommended

The above is also applicable to mine workings. Risk assessment of the additional hazards experienced in old mines should be specific to the mine.

Additional guidance & control factors

- Leaders should be very familiar with the type of terrain and conditions to be found on their planned trip before taking groups into that environment. Leaders should also be able to practically apply skills from a broad base of knowledge and experience. Attention to weather conditions and any localised navigational difficulties and difficulty of evacuation in the event of an injury.
- Progressive training should be undertaken. Training should take place in simple caves offering relatively few hazards to develop competence and initiative. Local artificial systems provide a good introduction enabling familiarisation with equipment and problems associated with claustrophobia to be addressed. Participants prior knowledge, fitness and stamina should also be judged in relation to the cave being undertaken. The cave should be appropriate to the capabilities of the group

- Training should prepare participants appropriately to include use of hand lines, safety lines, karabiners and when appropriate, ladders, route planning, map reading, navigation and decision making
- Leader should be aware of symptoms of hypothermia and how to deal with and prevent
- Before departure the following should be observed:

Local weather forecast obtained

Route card prepared giving details of route, alternative/emergency routes, group names, estimated times of arrivals and any other relevant information. This should be left with a responsible person.

All participants wear appropriate clothing and footwear and have suitable spare clothing and waterproofs

Sufficient maps, compasses, torches, first aid kits and spare items for the group size and journey being undertaken. Any access and conservation issues within the area being visited

Difficulties of parking should be considered and addressed.

- Leaders should ensure that the pace is reasonable for the slowest group member. That no one becomes detached and that all the group is aware of emergency procedures.

National Caving Association
Secretary
108 Brookhouse Hill
Sheffield
S10 3TE

Web site: www.nca.org.uk

NB This is a small organisation and does not have a paid secretariat.

CAMPING

Camping provides a variety of educational experiences. There are a number of forms of camping including permanent and multi-day standing sites, remote camping and bivouacing.

	Qualification Minimum	Remit	Staffing ratio
Permanent/fixed standing sites	Relevant experience	To supervise groups. Excluding the use of cooking stoves (<i>*camping stoves may be used if supervisory staff undertake appropriate training & carry out a risk assessment</i>)	1:10
Normal/Open country	Basic Expedition Leaders Award (B.E.L.A)	To supervise groups including the use of cooking stoves	1:10
Wild/Mountain Country – Summer Conditions	Leader – Summer Mountain Leader (M.L) or European M.L.	Leader must have high degree of competency and be aware of walking and mountain activity regulations	2:10 1 qualified leader plus competent adult
Wild/Mountain Country –Winter Conditions	Mountain Instructors Certificate (M.I.C.) or B.M.G carnet holder, Aspirant Guide or European Mountain Leader (M.L.) or Winter Mountain Leader	Leader must have high degree of competency and be aware of walking and mountain activity regulations, and with the expertise to live safely in adverse mountain conditions	2:10 1 qualified leader plus competent adult

Additional guidance & control factors

- Participant clothing and equipment should be suitable and appropriate for type of camp being undertaken. Prior to departure condition and suitability of equipment should be checked.
- Mixed parties must be supervised by staff of both sexes. In the case of remote supervision of expeditions discretion may be exercised. Specific approval must be given by head of establishment.
- Large groups should be split into smaller supervised units
- Basic camp-craft skills including pitching and striking of tents and use of stoves should be taught. Advice should also be given on diet and menu planning.

- Sites chosen should be appropriate to the group and should not interfere with any other groups using site/area
- Access and permission should be sought before sites are used.
- Group members should be aware of washing, toilet, water collection and rubbish points. Environmental conditions must always be considered when planning campsites.
- Camp rules should be considered and shared with group including tidiness, noise, and activities near tents.
- Where stoves are used for cooking, they should be placed well away from tented areas in an identified point. Cooking should not take place in or near tents.
- Changing of canisters/filling of fuel stoves should take place in open areas away from flames and tents.
 - Fuel containers should be purpose designed containers e.g. SIGG fuel bottles or Trangia safety fuel bottle. Plastic containers must not be used. Fuel containers must be correctly labelled and stored in shaded areas.

Useful addresses

British Sports Trust
Clyde House
10 Milburn Avenue
Oldbrook
Milton Keynes
MK6 2WA

Web site: www.bst.org.uk

British Mountaineering Council (B.M.C)
177 – 179 Burton Road
Manchester
M20 2BB

Tel: 0870 0104878

Web site: www.thebmc.co.uk

The Duke of Edinburgh's Award
Gulliver House
Maderia Walk
Windsor
SL4 1EU

Tel: 01753 727400

Web site: www.theaward.org

SWIMMING

Swimming takes place in a wide range of environments under many different circumstances. Many children drown each year while on a family holiday to the seaside (and other open water venues) due to lack of supervision. Formal swimming instruction in a pool is the easiest way to supervise safely but this should not lead to relaxing of concentration. A minimum of one supervisor must always be in a position to monitor all participants and have the necessary skills to implement the emergency procedures that may be required.

The following table provides a guide to the level of qualifications and supervision of young people swimming. Specific factors such as the ability, maturity, behaviour etc of the young people may require a higher level of supervision and expertise.

	Minimum Qualification	Other Factors	Staffing Ratio
Shallow Water Training Pools (walking depth enabling recovery from the bottom)	Recent training in both emergency procedures and resuscitation skills.		<ul style="list-style-type: none"> • 1 adult to 12 children in school years 4 to 6 (age 8-11 years old); • Children in school year 3 and below (age 7 years and less) the ratio should be higher.
Swimming Pools	Current RLSS Rescue Test for Teachers of Swimming (formally RLSS?ASA Teachers' Life saving Certificate) or Pool Lifeguard Qualification (both valid for 2 years)	This person must remain on the poolside if no lifeguard cover is provided.	<ul style="list-style-type: none"> • 1 adult to 20 children in school years 7 plus (age 12 years plus); • 1 adult to 12 children in school years 4 to 6 (age 8-11 years old); • Children in school year 3 and below (age 7 years and less) the ratio should be higher.
In all open water situations the supervisor must be in a position to do regular, frequent head counts.			
Open Water	RLSS* Emergency Response Activity Supervisors Course (or higher) Must remain on the bank.	Cold and Hypothermia.	Minimum 1 to 8 2 leaders.
Sea (Holiday beaches in good conditions)	Open Water Bronze, Beach Lifeguard (or higher Lifesaving Award) OR on Lifeguarded Beaches.	One supervisor must remain on the shore in a position to constantly monitor the participants. One supervisor must remain in the sea on the seaward side of the group.	Minimum 1 to 8 2 leaders.
Remote Beaches	As part of an expedition requires specific risk assessment.	See above.	See above.

Must always have a minimum of 2 leaders.

Procedures for clearing the water in the event of an incident must be clear to all leaders and participants.

Additional guidance & control factors

Swimming Pools

Arrangements for use of swimming pools must accord with the following requirements:

- There is regular testing of water quality
- Accurate signs displayed indicating depth
- Where the depth of the water is less than 1.5 metres, diving should not be permitted
- There is a resuscitator available and the lifeguard is trained to use it
- There is poolside rescue equipment
- There is a poolside telephone and alarm
- An emergency action plan is displayed
- Normal operating procedures are available
- There is constant pool supervision
- The swimming pool room, in the case of an indoor pool is locked when not in use
- The supervisors have current National Pool Lifeguard Qualifications
- The number of young persons supervised by one qualified adult is fewer than 20
- The changing facilities are in keeping with basic hygiene and personal safety
- The young persons know not to leave any group member alone at any time in the pool.

Open Water

A well prepared visit will have assessed and foreseen the possibility for a request to swim in open waters. Research will have ascertained the suitability of the location, the provision of lifeguards, the hazards of currents and tides enabling a risk assessment to have been undertaken. On the day factors such as weather and how busy the location is will need to be added in. The provision of a lifeguard does not indicate the venue is safe and it does not absolve the supervisor of constantly monitoring their party. It is also important that a pre-checked alternative activity is available, in case conditions are not suitable to carry out the planned water based activity.

Factors to be considered when conducting a risk assessment:

- The pressures from young people who claim they are good swimmers or their parents let them swim
- Unseen and unknown currents
- Unseen and unknown bottom
- Effects of wind and tide - the tide is always changing
- The pressures of unplanned swimming at the end of a days activity (Hike, Fieldwork, "Holiday outing" etc)
- Impromptu swimming or paddling should never take place
- Be aware that many people who drown are strong swimmers
- Carry out regular head counts
- Avoid crowded beaches, etc where it is harder to see the children
- Ascertain for themselves the level of the children's swimming ability
- Be aware of local conditions - such as currents, weeds, shelving, uneven or unstable bottom - using local information from the lifeguard, coastguard, harbourmaster, police and tourist information office

- Designate a safe area of water for use by the group and brief the group about the limits of the area
- Be aware of the dangerous effects of sudden immersion in cold water and the extreme effect of cold water on the human system
- Be aware of the dangers of paddling especially for young children
- Ensure that children have not eaten (for at least an hour) before swimming
- Ensure the activity is suitable for the children especially any with disabilities
- Ensure that buoyancy aids, life jackets are used where appropriate. Remember the wind has greater effect on young people floating
- Adopt and explain the signals for distress and recall

Cooling off in natural waters

The LA also recognizes that the activity of “cooling off in natural waters” maybe part of local cultures and could be important for particular groups.

Again, a risk assessment of the location must be carried out with consideration given to what may lie under the water, what lies up- or down-stream, rate of water-flow, access/egress points.

The nature of the activity must be clearly explained before reaching the location e.g. paddling around in a shallow splash pool maybe near a waterfall, or sitting chatting in shallow water at the edge of a lake is “cooling off” NOT swimming

Further References

Part C of the Offsite Visits Manual: Guidance for Group Leaders: Section 4 gives detailed guidance on supervising coastal visits and swimming in open water.

Group Safety at Water Margins. Published by the DfES. Gives advice on planning for activities that may take place on or near water. Can be downloaded from www.teachernet.gov.uk/management/healthandsafety/visits

Safe Practice in Physical Education Published by BAALPE 1990. ISBN 1 871228093.

Safety in Swimming Pools. Published by The Sports Council in conjunction with the Health and Safety Executive 2003. Copies can be purchased from Health and Safety Executive Books - 01787 881165.

Schools should also follow the CSF Policy and Guidance on Safety in Physical Education.

ROPES COURSES (LOW AND HIGH)

Ropes courses are built structures that may include natural features such as trees. They are designed to challenge participants in activities above ground level. The following activities are included in ropes courses:

- Low ropes course – Individual or a series of elements, where participants are generally not more than a few feet off the ground.
- High ropes course – Individual or a series of elements, where participants may be five metres or more above the ground. Individual elements may include fixed or improvised Tyrolean Traverse and fixed or improvised aerial runways.

	Qualification minimum	Remit	Staffing ratio
Low ropes course	Low ropes instructor qualification (Ropes Course Developments) or in-house accreditation**	To supervise young people/participants at a low level on artificial/natural features not more than 1.5 metres above the ground.	Ratios will be dependant upon experience of pupils/age/ability etc. also degree of difficulty of some elements of course. Groups should not exceed 1:12 ratio, but should normally work on 1:8 ratio. A second competent adult should be available
High ropes course	High ropes Instructor (Rope Course Development) or in-house accreditation**	To supervise young people/participants at a high level on artificial/natural features	Ratios will be dependant upon experience of pupils/age/ability etc. also degree of difficulty of some elements of course. Groups should not exceed 1:8 ratio. A second competent adult should be available.

** Individual elements may require higher level qualifications and competencies including Mountain Instructors Award (MIA).

Additional guidance & control factors

- Leaders should be aware that there are two main hazards associated with ropes courses. **Impact with a solid object** i.e. falling to the ground, swinging into something, being hit by parts of the course or falling onto other participants. **Entanglement (including strangulation)** i.e. body parts being trapped in a moving zip wire, becoming entangled in ropes or nets. This is not exhaustive as there are other associated hazards.
- Leaders should be competent and equipped with the necessary skills to deal with any foreseeable occurrence. They should be aware of the nature of each element of the ropes course and its appropriateness for the age/ability/experience of the individual/group.
- A visual check should be undertaken of each element of the ropes course prior to use. This should include looking for signs of vandalism, interference, abrasion or damage. Some indication of the structural integrity of platforms, structures, ropes etc. should also be looked at, as well as ensuring that the ground below & around the course is free from sharp objects, spikes etc.
- On **low ropes** courses an appropriate safety surface should be present this may include bark, grass or 'safer surfacing'
- Individuals/groups should be fully briefed about the nature of each element of the ropes course and in some instances may need to be shown how to access/dismount.
- Personal safety including no loose clothing, hair tied back, jewellery removed, appropriate tied up footwear should be explained to the group as well as expected behaviour on and around the ropes course.
- On **low ropes** courses 'spotting' may be a chosen method of protection. This should be explained in some detail and may need to be practised.
- It may be appropriate after a risk assessment has been undertaken that participants wear helmets, gloves or other specialist clothing to participate in the ropes courses
- On **high ropes** courses participants **MUST** be protected with both a primary and secondary form of restraint as soon as they leave the ground. This may include sit and chest harnesses, safety nets and ropes
- On **high ropes** courses participants should be shown how to clip and unclip. Good practice would dictate that a 'buddy' system is used with some form of "clip" & "check" system.
- On **high ropes** courses staff should be 'aloft' with the group.
- Participants who are not involved in an activity i.e. waiting their turn or having just finished should be allocated an area to wait in to ensure that they do not wander onto another part of the course or interfere with those engaged on the course.

- Ropes courses should not be used for 'against the clock' or chasing/catching races.

Useful addresses

Ropes Course Developments Ltd

Hollands Farm
Tingleton
Dorchester
DT2 8QP

Tel 0870 4296980
e-mail: rcd@rcd.co.uk
www.rcd.co.uk

Adventures Activities Licensing Authority (AALA)
17 Lambourne Crescent
Cardiff business Park
Llanishen
Cardiff
CF14 5GF

Tel 02920 755715
e-mail: info@aala.org
www.aala.org.uk

Useful documents

HSE - Maintenance of ropes courses. Entertainment sheet no. 15
<http://www.hse.gov.uk/pubns/etis15.pdf>

HSE – Supervision of ropes courses. Entertainment sheet no. 14
<http://www.hse.gov.uk/pubns/etis14.pdf>

AALA – collective interpretation 6.05 – Ropes courses
http://www.aala.org.uk/guidance_details.php/pArticleHeadingID=78

SECTION 3

SOURCES OF FURTHER ADVICE AND INFORMATION

1. HERTFORDSHIRE COUNTY COUNCIL
2. CHILDREN, SCHOOLS AND FAMILIES DEPARTMENT
3. DEPARTMENT FOR EDUCATION AND SKILLS
4. HEALTH AND SAFETY EXECUTIVE
5. OTHER GUIDANCE DOCUMENTS
 - 5.1 Planning
 - 5.2 Adventurous Activities
 - 5.3 Swimming/Water safety
 - 5.4 Farm/Field Studies
 - 5.5 Transport
 - 5.6 Overseas Visits
 - 5.7 Various Publications
6. OTHER USEFUL CONTACTS
 - 6.1 National Governing Bodies
 - 6.2 Unions and Associations
 - 6.3 Other Sources for Advice

SECTION 3

SOURCES OF FURTHER ADVICE AND INFORMATION

1) HERTFORDSHIRE COUNTY COUNCIL

Publications

HCC HEALTH AND SAFETY COUNTY POLICIES AND GUIDANCE

Includes guidance on:-

- Risk Assessment.
- First Aid.
- Minibus Drivers Policy.
- Accident Reporting and Investigation.

HCC POLICIES AND PROCEDURES ON OCCUPATIONAL ROAD RISK

HCC MINIBUSES: THE PURCHASE AND OPERATION OF PASSENGER VEHICLES

Sources of Advice

County Insurance Department	01992 555383
Transport – Driving, training	01992 556818
Contract Support Officer – Vehicles	01707 281860

2) CHILDREN SCHOOLS AND FAMILIES DEPARTMENT

Publications

CSF OFFSITES VISITS MANUAL:-

- Health and Safety Policy for Visits for Children.
- Guidance for Organisers of Visits for Children.
- Guidance for Organisers of Adventurous Activities and Overseas Visits.
- Forms for offsite visits.

EDUCATION HEALTH AND SAFETY MANUAL

Includes guidance on:-

- First aid.
- Accident Reporting.
- Administration of Medicines.
- Code of Practice for Physical Education (Swimming Pools).

SOCIAL SERVICES HEALTH AND SAFETY MANUAL.

Includes guidance on:-

- First aid.
- Accident Reporting.
- Administration of medicines.

NB: These documents are available on the CSF Intranet sites: Connect and The Grid

CRITICAL INCIDENT RECOVERY PLAN FOR SCHOOLS

NEED TO KNOW PROCEDURES (FOR OTHER CSF ESTABLISHMENTS)

CUSTODY AND ADMINISTRATION OF MEDICINE POLICY FOR CHILDRENS HOMES

Sources of Advice

Initial guidance should be obtained from your establishment visits co-ordinator.

Advice is also available from the CSF Offsite Visits Adviser:

3) DEPARTMENT FOR EDUCATION AND SKILLS

Contact details

Caxton House, London
Department for Education and Skills
Caxton House
Tothill Street
London
SW1H 9NA

Tel: 0870 000 2288
Website: www.dfes.gov.uk
www.teachernet.gov.uk

Publications

Health & Safety of Children on Educational Visits (HASPEV), and supplement
<http://www.teachernet.gov.uk/management/healthandsafety/visits>

Health & Safety: Responsibilities & Powers
<http://www.teachernet.gov.uk/management/healthandsafety>

Guidance for Group Leaders: is aimed at anyone who leads groups of young people on kind of educational visit. It sets out good practice in supervision, ongoing risk assessment and emergency procedures.

Standards for Adventure: is aimed at the teacher or youth worker who leads young people on adventure activities.

Group Safety at Water Margins: is aimed at anyone who organises learning activities that take place near or in water, such as a walk along a river bank or seashore, collecting samples from ponds or streams, or paddling or walking in gentle, shallow water.
<http://www.teachernet.gov.uk/management/healthandsafety>

Guidance on First Aid for Schools
<http://www.teachernet.gov.uk/management/healthandsafety>

Supporting Pupils with Medical Needs: A Good Practice Guide
<http://www.teachernet.gov.uk/management/healthandsafety>

Work experience: A guide for secondary establishments 2002

Work Experience: A guide for employers 2002

Child Protection: Preventing Unsuitable People from Working with Children and Young Persons in the Education Service.

Criminal Records Bureau Checks – Basic Facts for School Volunteers

Can be found within the Criminal Records Bureau: Managing the Demand for Disclosures
at <http://www.teachernet.gov.uk/docbank/index.cfm?id=3334>

Safety Education Guidance Leaflet
<http://www.teachernet.gov.uk/safetyeducationguidance>

Chief Medical Officer Advice on Farm Visits: A Department of Health Press Notice 12 April 2000.

Safety in Outdoor Activity Centres: Guidance, Circular 22/94.

4) HEALTH AND SAFETY EXECUTIVE

Contact Details

Health and Safety Executive
14 Cardiff Road
Luton
LU1 1YY

Tel: 01582 444200
Website: www.hse.gov.uk

HSE Books
PO Box 1999
Sudbury
Suffolk
CO10 6FS

Tel: 01787 881165
Website: www.hsebooks.com

HSE Infoline Tel: 08701 545500

Publications

Guidance to the Licensing Authority on the Adventure Activities Licensing Regulations 1996, L77. (HSE Books £9)

A Guide to Risk Assessment Requirements - <http://www.hse.gov.uk/pubns/indg218.pdf>

Avoiding Ill Health at Open Farms: Advice to Teachers A1S 23

Five Steps to Risk Assessment . (<http://www.hse.gov.uk/pubns/indg163.pdf>)

Adventure Activities Centres; Five Steps to Risk Assessment

The New General Teaching Requirement for Health and Safety, QCA/HSE, 1999

Managing Health and Safety in Swimming Pools revised edition 2003. HSG 179 £10.50

Reducing Risk Protecting People 2001

Adventure Activities Industry Advisory Committee (AAIAC): *Statement of Risk Perception in Adventure and Outdoor Activities*

Everyone's Guide to RIDDOR '95 – HSE31 – free leaflet or available in priced packs. ISBN 0 7176 1077 2.

Reporting School Accidents (1997) EDIS 1 – free information sheet.

The HSE has published the following free information sheets, aimed primarily at providers/organisers of adventurous activities:

Combined water and rock activities (2002) ETIS13

Supervision of rope courses (2002) ETIS 14

Maintenance of rope courses (2002) ETIS 15

5) OTHER GUIDANCE DOCUMENTS

5.1 *Planning*

Safety on School Trips A Teachers and the Law Booklet - The Professional Association of Teachers. Revised edition 2005. www.pat.org.uk

Educational Visits - NASUWT 2001

The OCR (Oxford Cambridge RSA) 'Off-Site Safety Management Scheme' provides a training course aimed at those who organise off-site visits. It is exam-based and teachers can combine it with practical experience: <http://www.ocr.org.uk> or phone 024 76851509 for further details

Safety on School Journeys – National Union of Teachers (NUT) and supported by The Royal Society for the Protection of Accidents (RoSPA). Available free from the NUT Headquarters Health and Safety Unit, see Annex B for address details.

Taking Students Off-Site – Association of Teachers and Lecturers (ATL) 197. Available from ATL, see Annex B for address details.

Guide to Health and Safety at School No5: Out and About – School Trips Part 1 – The Royal Society for the Prevention of Accidents (RoSPA). Available from RoSPA, see Annex B for address details.

Guide to Health and Safety at School No 6: Out and About – School Trips Part 2
Adventures at Home and Away – The Royal Society for the Prevention of Accidents (RoSPA). Available from RoSPA, see Annex B for address details.

Preparing Young People for a Safer Life (issued with Cheshire County Council and The Institution of Occupational Safety and Health – Tel: 0116 257 3101). This has a model risk assessment for a sponsored walk.

5.2 Adventurous Activities

Adventure Activities Licensing Authority (AALA), 17 Lambourne Crescent, Llanishen, Cardiff, CF4 5GG Tel: 029 20755715 Internet site: www.aala.org.uk

Information about adventure activity providers covered by the Adventure Activities Licensing Scheme

The Wales Tourist Board, the Scottish Tourist Board and the British Activity Holiday Association (see next) provide voluntary inspection schemes to complement licensing for providers of activities that are out of scope of licensing

The British Activity Holiday Association, Morritt House, 58 Station Approach, South Ruislip, HA4 6SA. Tel/Fax: 020 88421292. www.baha.org.uk

Guidance published by the National Governing Bodies (NGBs) for various adventure activities. NGBs also maintain leader training and assessment programmes. (See Other Useful Contacts – National Governing Bodies)

Safe and Responsible Expeditions (2002) and Guidelines for Youth Expeditions (2002) - Young Explorers' Trust, c/o RGS-IBG Expedition Advisory Centre. Can be downloaded for free from website: <http://www.rgs.org/eacpubs>

The Royal Geographical Society (with IBG)'s Expedition Advisory Centre, 1 Kensington Gore, London SW7 2AR provides advice, information and training to anyone planning an overseas expedition. Tel 020 7591 3030 <http://www.rgs.org/eac>

The Independent Establishments' Adventure Activities Association (ISAAA) offers help, support and technical advice to any Independent Establishment www.malcol.org/isaaa/

The Duke of Edinburgh's Award has its own clear structure, procedures and guidelines <http://www.theaward.org/>.

Guidance is produced by many of the voluntary youth organisations

The Award Handbook and Expedition Guide – The Duke of Edinburgh's Award. Available from The Award Scheme Ltd, Unit 18/19 Stewart Field, Off Newhaven Road, Edinburgh, EH6 5RQ. Tel: 0131 553 5280.

Outward Bound Trust, Water Millock, Penrith, Cumbria, CA11 0JL. Tel: 0870 5134227

Snowdonia National Park Authority, Youth and School Liaison Officer, Education Service, Penrhyndeudraeth, Gwynedd, LL48 6LF. Tel: 01766 770742

5.3 Swimming / Water Safety

Get Safe for Summer - Amateur Swimming Association. <http://www.britishswimming.org>

Safe Supervision for Teaching and Coaching Swimming. Amateur Swimming Association and others. 2nd edition 2001 Tel: 01509 618700. Advice on ratios in *HASPEV* paragraph 187, which are pupil year-based, should be read in conjunction with the competence-based ratios in *Safe Supervision*

The Royal Lifesaving Society UK, River House, High St, Broom, Warwickshire B50 4HN (Tel: 01789 773994) <http://www.lifesavers.org.uk/>

999 Coastguard Teacher's Guide: Safety and Fun at the Seaside – Maritime and Coastguard Agency (1 free pack per school). Available from the Maritime and Coastguard Agency, see Annex B for address details.

Safety on British Beaches – Joint publication by The Royal Life Saving Society for the Prevention of Accidents (RoSPA) £6.85. Available from RoSPA, see Annex B for address details.

Safety in Swimming Pools – Joint publication by the Health and Safety Commission and English Sports Council (ESC) £10.50. Available from HSE Books Tel: 01787 881165.

The Maritime & Coastguard Agency, Spring Place, 105 Commercial Road, Southampton, SO15 1EG. Tel: 0870 6006505

Royal Life Saving Society UK, River House, High Street, Broom, Warwickshire, B50 4HN
Tel: 01789 773994

5.4 Farms / Field Studies

Avoiding Ill Health at Open Farms: Advice to Teachers AIS23 Supplement - Health and Safety Executive 2000. Available from HSE Books, Tel: 01787 881165.

Pupil Visits Farms: Health Precautions – DfES circular letter of 9 June 1997. Available from: Pupil Health and Safety Team, DfES, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT. Tel: 0870 0002288.

Quality, Safety and Sustainability – Field Study Centres: A Code of Practice – National Association of Field Studies Officers (NAFSO). Available from NAFSO, see Annex B for address details.

National Association of Farms for Schools, Agriculture House, 164 Shaftsbury Avenue, London, WC2H 8HL. Tel: 01422 882708 Web Site: www.farmsforschools.org.uk

National Association for Field Studies Officers, Stibbington Centre for Environmental Education, Great North Road, Stibbington, Peterborough, PE8 6LP. Tel: 01780 782386

5.5 Transport

Minibus Safety: A Code of Practice - RoSPA and others 2002

<http://www.rospa.com/roadsafety/info/minibuscode.pdf>

Transport for London provides free transport for school groups on the underground, buses, Thameslink and the Docklands Light Railway in the Greater London area. The advice line for the scheme is 0845 330 9881 and the website is at www.tfl.gov.uk/establishmentparty. The general travel advice line can offer information on route planning and station layouts.

The Waterways Code (leaflet) and *The Waterways Code for Boaters* (video) are available from British Waterways - hq@britishwaterways.co.uk - Tel: 01923 201120

The Suzy Lamplugh Trust has produced a range of guidance on personal safety, including booklets, videos and training courses <http://www.suzylamplugh.org>

Advice to Users and Operators of Minibuses and Coaches Carrying Children VSE 1/96 and VSE 2/96 – Department of Transport Regions. Available from the Vehicle Standards and Engineering Team, Zone 2/04 (for address see Other Useful Contacts).

Drivers' Hours and Tachographs: Rules for Road Passenger Vehicles in the UK and Europe: PSV375 rev 8/97 - Department of Transport. Available free. Tel: 0207 676 2756.

Public Service Vehicles Conditions of Fitness, Equipment, Use and Certification – Department of Transport £3.00 ISBN 0 11 016257 9. Available from The Stationery Office.

The Use of Minibus Abroad – National Association of School Masters/Union of Women Teachers (NASUWT) 1994 £2.50. Available from NASUWT (see Other Useful Contacts – Unions for address details).

The School Minibus and the Law – Association of Teachers and Lecturers (ATL). Available from ATL, (see Other Useful Contacts for address details).

School Minibuses: A Safety Guide – National Union of Teachers (NUT). Available free from the NUT Information Unit (see Other Useful Contacts for address details).

Guide to Health and Safety at School No 3: Out and About – School Minibus Part 1 and Guide to Health and Safety at School No 4: Out and About – School Minibus Part 2 – The Royal Society for the Prevention of Accidents (RoSPA). Available free from RoSPA, <http://www.rospa.co.uk/roadsafety/info/schooltransport.pdf>

Health and Safety Fact Sheet on Off-site Activities - Fred Sherwood/Further Education Development Agency (FEDA) ISBN 1 85338 458. Available free from the Publications Department, FEDA, Citadel Place, Tinworth Street, London, SE11 5EH. Tel: 01761 462503.

Congestion Charging: Customer Services, Congestion Charging, PO Box 2985, Coventry, CV7 82R. Tel: 0845 900 1234. www.cclondon.com

5.6 Overseas Visits

Making the Most of Your Partner School Abroad – Central Bureau for Educational Visits and Exchanges ISBN 0 900087 89 7. Available from the Central Bureau (see Other Useful Contacts for address details) or Tel: 0207 389 4004 / 0207 389 4426.

Home from Home – Central Bureau for Educational Visits and Exchanges 1998 £9.99 ISBN 1 898601 25 9. Details above.

Health Advice to Travellers Anywhere in the World – The Department of Health 1998 T6. Available free from most Post Offices, travel agents and local libraries.

World Wise: Your Passport to Safer Travel – Mark Hodson and The Suzy Lamplugh Trust. Thomas Cook Publishing 1998 £6.99 ISBN 1 900 341 14. Available from The Suzy Lamplugh Trust (see Other Useful Contacts for address details).

The Foreign & Commonwealth Office's Travel Advice Unit, Consular Division, 1 Palace Street, London, W1E 5HE. Tel: 0207 238 4503 / 4504 (Mon-Fri: 09:30 – 16:00 hours). Fax: 0207 238 4545. Travel advice notices and leaflets are available on BBC2 Ceefax pages 470 onwards and on the Internet at <http://www.fco.gov.uk>

Association of British Travel Agents (ABTA), 68-71 Newman Street, London, W1P 4AH
Tel: 0207 637 2444

Medical Advisory Service for Travellers Abroad (MASTA), London School of Hygiene & Tropical Medicine, Moorfield Road, Leeds, LS19 7BN. Enquiries should be emailed to enquiries@masta.org.

School and Group Travel Association, Katepwa House, Ashfield Park Avenue, Ross-on-Wye, Herefordshire, HR9 5AX. Tel: 01989 567690

5.7 Various Publications

Guidelines for Off-Site Educational Visits and Activities in the United Kingdom
Nottinghamshire CC September 2001 has a section on camping pages 75-79.

Safe Practice in Physical Education – The British Association of Advisers and Lecturers in Physical Education. Available from Dudley LEA Publications (BAALPE), EDC Saltwells, Bowling Green Road, Netherton, Dudley, DY2 9LY www.baalpe.org.

A Streetwise Guide to: Going Places and A Streetwise Guide to Having a Good time in your Free time – Metropolitan Police. Available from Directorate of Public Affairs, New Scotland Yard Tel: 0207 230 0766.

Together Safely: Developing a Whole School Approach to Health and Safety – The Royal Society for the Prevention of Accidents (RoSPA). Available from RoSPA (see Other Useful Contacts for address details).

Safety and Disaster Management in Schools and Colleges: A Training Manual – David G Kibble 1998 £19.99 ISBN 1 85346 535 6. Available from David Fulton Publishers Ltd, Ormond House, 26-27 Boswell Street, London, WC1N 3JD.

6) OTHER USEFUL CONTACTS

6.1 National Governing Bodies

Association of British Riding Schools
Queens Chambers
38-40 Queen Street
Penzance
Cornwall TR18 4BH
Tel: 01736 369440

British Canoe Union
Adbolton Lane
West Bridgford
Nottinghamshire
NG2 5AS
Tel: 01159 821100

British Cycling Federation
National Cycling Centre
Stuart Street
Manchester
M11 4DQ
Tel: 0870 8712000

The British Horse Society
Stoneleigh Deer Park
Kenilworth
Warwickshire
CV8 2XZ
Tel: 08701 202244

British Mountaineering Council
177-179 Burton Road
Manchester
M20 2BB
Tel: 0870 0104878

English Ski Council
Area Library Buildings
Queensway Mall
The Corn Bow
Halesowen
West Midlands B63 4AJ
Tel: 08700 104878

Wales Trekking and Riding Association
Standby House
9 Nevill Street
Abergavenny
Mon NP7 5AA
Tel: 01873 858717

National Caving Association
Ffrancon Annexe
Thornton in Lonsdale
Ingleton
Carnforth
Lancashire LA6 3PB
Tel: 01524 241737

Association for Outdoor Learning
12 St Andrew's Churchyard
Penrith
Cumbria CA11 7YE
Tel: 01768 891065

Royal Yachting Association
RYA House
Ensign Way
Hamble, Southampton
Hampshire
SO31 4YA
Tel: 0845 3450400

Trekking and Riding Society of Scotland
Boreland
Aberfeldy
Perthshire
PH15 2PG
Tel: 01887 830274

6.2 Unions & Associations

Association of Colleges
5th Floor, Centre Point
103 New Oxford Street
London WC1A 1DD
Tel: 0207 827 4600

Association of Teachers and Lecturers
7 Northumberland Street
London
WC2N 5DA
Tel: 0207 930 6441

National Association of Headteachers
1 Heath Square
Boltro Road
Haywards Heath
West Sussex RH16 1BL
Tel: 01444 472472

National Association of School
Masters/Union of Women Teachers
Hillscourt Education Centre
Rose Hill
Rednal
Birmingham B45 8RS
Tel: 0121 453 6150

National Union of Teachers
Headquarters
Health and Safety Unit
Hamilton House
Mabledon Place
London WC1H 9BD
Tel: 0207 388 6191

Professional Association of Teachers
2 St James' Court
Friar Gate
Derby
DE1 1BT
Tel: 01332 372337

Secondary Heads Association
130 Regent Road
Leicester
Leicestershire
LE1 7PG
Tel: 0116 299 1122

UNISON
1 Mabledon Place
London
WC1H 9AJ
Tel: 0845 3550845

6.3 Other sources for Advice

British Association of Advisers and
Lecturers in Physical Education (BAALPE)
University College Worcester
Henwick Grove
Worcester
WR2 6AJ
Tel: 01905 855584

British Safety Council
Nation Safety Centre
70 Chancellors Road
Hammersmith
London W6 9RS
Tel: 0208 741 1231

British Schools Exploring Society
1 Kensington Gore
London
SW7 2AR
Tel: 0207 591 3141

British Tourist Authority and English
Tourist Board
Thames Tower
Black's Road
Hammersmith
London W6 9EL
Tel: 0208 846 9000

Central Bureau for Educational Visits and Exchanges
10 Spring Gardens
London
SW1A 2BN
Tel: 0207 389 4004

Central Council of Physical Recreation and The British Sports Trust
Francis House
Francis Street
London SW1P 1DE
Tel: 0207 8548500

Child Accident Prevention Trust
4th Floor, Cloister House
22-26 Farringdon Lane
London
EC1R 3AJ
Tel: 0207 608 3828

CLEAPPS
School Science Service
(Field Studies Advice)
Brunel University
Uxbridge UB8 3PH
Tel: 01895 251496

Confederation of Passenger Transport UK
Imperial House
15-19 Kingsway
London
WC2B 6UN
Tel: 0207 240 3131

English Federation of Disability Sport
Manchester Metropolitan University
Alsager Campus
Hassall Road
Alsager
Stoke on Trent, ST7 2HL
Tel: 0161 2475294

Sport England
3rd Floor Victoria House
Bloomsbury Square
London
WC1B 4SE
16 Upper Woburn Place
Tel: 08458 508508

The Duke of Edinburgh's Award
Gulliver House
Maderia Walk
Windsor
Berkshire SL4 1EU
Tel: 01753 727400

Scottish Sports Council
Caledonia House
South Gyle
Edinburgh
EH12 9DQ
Tel: 0131 317 7200

The Outdoor Education Advisers Panel
Education Department
Gazeley House
Princes Street
Huntingdon
Cambridgeshire PE18 6NS
Tel: 01480 375595

The Suzy Lamplugh Trust
PO Box 17818
London
SW14 8WW
Tel: 0208 8760891

Royal Association for Disability & Rehabilitation (RADAR)
12 City Forum
250 City Road
London EC1V 8AF
Tel: 0207250 3222

Sports Council for Wales
Sophia Gardens
Cardiff
CF11 9SW
Tel: 029 20300500

ROSPA
Edgbaston Park
353 Bristol Road
Birmingham B5 7ST
Tel: 0121 248 2000

Youth Exchange Centre
10 Spring Gardens
London
SW1A 2BN
Tel: 0207 389 4030

Scottish Tourist Board
23 Ravelston Terrace
Edinburgh
EH4 3EU
Tel: 0131 332 2433

Wales Tourist Board
Brunel House
2 Fitzalan Road
Cardiff
CF2 1UY
Tel: 01222 499909

Department of Transport
Great Minster House
76 Marsham Street
London
SW1P 4DR
Tel: 0207 9448300

The Stationery Office (TSO)
PO BOX 29
Norwich
NR3 1GN
Tel: 0870 600 5533
www.tso.co.uk

Youth Hostel Association
Trevelyan House
Dimple Road
Matlock
Derbyshire DE4 3YH
Tel: 01629 592600
Fax: 01629 592702

School Journey Association
48 Cavendish Road
London
SW12 0DG
Tel: 0208 675 6636

Customer Services
Tel: 0870 770 8868 (within UK)
(+44) 1629 592700 (outside UK)
Fax: 0870 7706127 (within UK)
(+44) 1629 592627 (outside UK)
Email: customerservices@yha.org.uk
www.yha.org.uk