



# Code Of Practice for Outdoor Activities

Revised & updated January 2010

Review date January 2011



## **Introduction**

Lindley Educational Trust is committed to ensuring a safe working environment for all staff and participants involved in their activities. This document outlines the procedures in place for managing safety and should be read in conjunction with the activity specific risk assessments.

### **The Trust manages safety as follows;**

- Overall responsibility of safety lies with the trustees and a quarterly site safety visit takes place by a trustee. Day to day operations is overseen by the Head of Centre.
- An AALA license (Adventure Activities License) is held by the Trust and all activities regardless of the age of participants are run to this standard. For those activities where an AALA License is not applicable, we maintain high standards in-line with the industry norms.
- Risk Assessments are completed for all outdoor activities.
- All equipment is maintained to high standards in line with the manufacturer's guidelines. Staff that manage equipment are highly experienced. Those overseeing climbing equipment hold their FPE inspectors certificate (fall protection equipment).
- All accidents should be recorded in the reporting book that is located in the office. All staff hold a current first aid certificate. Instructors are encouraged to share incidents / near misses, a book is available for this purpose in the kit store. Management examines all reports and investigates as necessary. Any required actions are implemented.
- New staff will be inducted using the process outlined in Appendix F. Further training and updates will be offered as required. All staff regardless of qualification will be signed-off to run the activities listed in Appendix D
- The Trust takes its responsibility towards child protection seriously and has a detailed child protection policy. All staff who have access to young people complete a Criminal Records Board Disclosure.

**Rock Climbing, Abseiling and Rock Scrambling/Weaselling**

<b>Technical Advisor</b>	<b>Mountaineering Instructor Award (MIA) or Mountaineering Instructor Certificate (MIC)</b>
<b>Instructor Qualifications</b>	<b>SPA</b> for single pitch crags, climbing walls and authorised bridges for abseiling <b>MIA</b> or <b>MIC</b> for multi-pitch climbing Working within the guidelines of the Awards and the National Governing Bodies.
<b>Site Specific Clearance</b>	There may be situations where a technical advisor may sign off an individual to operate at a specific venue. Such persons will have suitable experience and be seen working by the technical advisor.
<b>Equipment</b>	All equipment will meet the required European standard and will be maintained in accordance to the manufactures guidelines. Helmets to be worn for all outdoor climbing. All equipment should be checked before use and when returning it to stores. Usage will be logged.
<b>Risk Assessment</b>	All Instructors should have read and understood the activity specific risk assessment and minibus transport risk assessment.
<b>First Aid / Safety Kit</b>	As a minimum Instructors should have with them a first aid kit (equivalent to the list in appendix A) A judgement should be made as to what other safety equipment should be carried, according to weather forecast and time of year.
<b>Other information / Notes</b>	

**Cave and Mine Exploration**

<b>Technical Advisor</b>	<b>Cave Instructors Certificate (CIC)</b>
<b>Instructor Qualifications</b>	<b>Local Cave Leader Award and /or Mine Leader Or CIC</b> Working within the guidelines of the Awards and the National Governing Bodies and the advice of PICA.
<b>Site Specific Clearance</b>	There may be situations where a technical advisor may sign off an individual to operate at a specific venue. Such persons will have suitable experience and be seen working by the technical advisor.
<b>Equipment</b>	All equipment will meet the required European standard and will be maintained in accordance to the manufactures guidelines. All equipment should be checked before use and when returning it to stores.
<b>Risk Assessment</b>	All Instructors should have read and understood the activity specific risk assessment and minibus transport risk assessment.
<b>First Aid / Safety Kit</b>	The <i>Instructor</i> must ensure that the approved Caving Safety Kit (see Appendix B) be readily available at all times whilst underground.
<b>Other information / Notes</b>	Lindley Educational Trust is a member of PICA (Peak Instructor Caving Affiliation) and through this organisation has access to mines inspections and advice on Radon in the caves or mines used.

## Hill Walking and Expeditions

<b>Technical Advisor</b>	<b>Mountaineering Instructor Award (MIA) or Mountaineering Instructor Certificate (MIC)</b>
<b>Instructor Qualifications</b>	<b>Walking Group Leader Mountain Leader Award or higher qualification.</b> (The winter award applies when winter mountain conditions are underfoot or forecast). Working within the guidelines of the Awards and the National Governing Bodies.
<b>Site Specific Clearance</b>	There may be situations where a technical advisor may sign off an individual to operate at a specific venue. Such persons will have suitable experience and be seen working by the technical advisor.
<b>Equipment</b>	
<b>Risk Assessment</b>	All instructors should have read and understood the activity specific risk assessment and minibus transport risk assessment.
<b>First Aid / Safety Kit</b>	As a minimum instructors should have with them a first aid kit (equivalent to the list in appendix A) A judgement should be made as to what other safety equipment should be carried, according to weather forecast and time of year.
<b>Other information / Notes</b>	

## Orienteering

<b>Technical Advisor</b>	<b>Mountain Instructor Award or Mountain Instructors Certificate</b>
<b>Instructor Qualifications</b>	The style of activity session undertaken as part of Lindley courses and the nature of the orienteering courses in use does not reflect those overseen by the British Orienteering Federation. Consequently the Mountain Leader Training UK qualification structure is used.
<b>Site Specific Clearance</b>	There may be situations where a technical advisor may sign off an individual to operate at a specific venue. Such persons will have suitable experience and be seen working by the technical advisor.
<b>Equipment</b>	
<b>Risk Assessment</b>	All instructors should have read and understood the activity specific risk assessment and minibus transport risk assessment.
<b>First Aid / Safety Kit</b>	As a minimum instructors should have with them a first aid kit (equivalent to the list in appendix A) A judgement should be made as to what other safety equipment should be carried, according to weather forecast and time of year.
<b>Other information / Notes</b>	Course Members may take part in orienteering unaccompanied by an Instructor. In these circumstances the minimum group size is two. All Course Members must be fully aware of the location where the Instructor will be based.

**Canoesport and Improvised Rafting**

<b>Technical Advisor</b>	<b>British Canoe Union (BCU) level 4 Coach</b>
<b>Instructor Qualifications</b>	The <i>Instructor</i> of any Kayak, Canoe or Improvised Rafting session must hold the appropriate BCU coaching qualification for the category of water in use (Appendix E). The Centre will follow the appropriate guidelines for all canoeing activities as defined by the BCU.
<b>Site Specific Clearance</b>	There may be situations where an instructor may be signed off to operate at a specific venue. Such persons will have suitable experience and be seen working by appropriately qualified staff.
<b>Equipment</b>	All participants will wear buoyancy aids that meet the BCU / BACT standard BA 83 when on the water. Helmets if worn will meet the BCU/BACT recommendations for canoeing and kayaking. For rafting either the above or approved climbing helmets.
<b>Risk Assessment</b>	All instructors should have read and understood the activity specific risk assessment and minibus transport risk assessment.
<b>First Aid / Safety Kit</b>	As a minimum instructors should have with them a first aid kit (equivalent to the list in appendix A) A judgement should be made as to what other safety equipment should be carried, according to the weather and time of year.
<b>Other information / Notes</b>	When loading trailers with rafting equipment or boats it is the drivers responsibility to ensure the load is secure before moving. Due concern should be shown to manual handling. <b><i>BCU qualifications refer to pre UKCC structure.</i></b>

## High Ropes and Zip Wire

<b>Technical Advisor</b>	<b>Mountaineering Instructor Award (MIA) or Mountaineering Instructor Certificate (MIC)</b>
<b>Instructor Qualifications</b>	SPA or higher. Working within the guidelines of the Awards and the National Governing Bodies.
<b>Site Specific Clearance</b>	There may be situations where a technical advisor may sign off an individual to operate these activities. Such persons will have suitable experience and be seen working by the technical advisor.
<b>Equipment</b>	All equipment will meet the required European standard and will be maintained in accordance to the manufactures guidelines. All equipment should be checked before use and when returning it to stores. Usage will be logged.
<b>Risk Assessment</b>	All instructors should have read and understood the activity specific risk assessment.
<b>First Aid / Safety Kit</b>	As a minimum instructors will have easy access to a first aid kit (equivalent to the list in appendix A)
<b>Other information / Notes</b>	

## Low Ropes

<b>Technical Advisor</b>	<b>Mountaineering Instructor Award (MIA) or Mountaineering Instructor Certificate (MIC)</b>
<b>Instructor Qualifications</b>	Instructor should be fully aware of the risk assessment for these activities and be familiar with the activity that they are supervising.
<b>Site Specific Clearance</b>	
<b>Equipment</b>	All equipment will meet the required European standard and will be maintained in accordance to the manufactures guidelines.
<b>Risk Assessment</b>	All instructors should have read and understood the activity specific risk assessment and minibus transport risk assessment.
<b>First Aid / Safety Kit</b>	As a minimum instructors will have easy access to a first aid kit (equivalent to the list in appendix A)
<b>Other information / Notes</b>	Full inspection of Ropes Courses and Zip Wire are undertaken monthly (in-house) and twice a year (external inspector).

**Archery**

<b>Technical Advisor</b>	<b>Head of Centre or nominated Instructor</b>
<b>Instructor Qualifications</b>	GNAS Archery Leader Working within the guidelines of the Awards and the National Governing Bodies.
<b>Site Specific Clearance</b>	There may be situations where a technical advisor may sign off an individual to operate at a specific venue. Such persons will have suitable experience and be seen working by a qualified instructor.
<b>Equipment</b>	All equipment is maintained in good working order.
<b>Risk Assessment</b>	All instructors should have read and understood the activity specific risk assessment and minibus transport risk assessment.
<b>First Aid / Safety Kit</b>	As a minimum instructors will have easy access to a first aid kit (equivalent to the list in appendix A).
<b>Other information / Notes</b>	

**Problem Solve / Grounds Exercises**

<b>Technical Advisor</b>	<b>Head of Centre</b>
<b>Instructor Qualifications</b>	Instructor should be fully aware of the risk assessment for these activities and be familiar with the activity that they are supervising.
<b>Site Specific Clearance</b>	
<b>Equipment</b>	All persons involved in or near an activity designated as requiring helmets must wear them. Helmets are the type used for rock climbing or caving. Suitable clothing and footwear must be worn.
<b>Risk Assessment</b>	All instructors should have read and understood the activity specific risk assessment and minibus transport risk assessment.
<b>First Aid / Safety Kit</b>	As a minimum instructors will have easy access to a first aid kit (equivalent to the list in appendix A) A judgement should be made as to what other safety equipment should be carried, according to weather forecast and time of year.
<b>Other information / Notes</b>	

## Off-road Cycling

<b>Technical Advisor</b>	<b>Head of Centre or nominated Instructor</b>
<b>Instructor Qualifications</b>	Various qualifications are available.
<b>Site Specific Clearance</b>	There may be situations where a technical advisor may sign off an individual to operate at a specific venue. Such persons will have suitable experience.
<b>Equipment</b>	All hire bikes and associated equipment should be in good working order.
<b>Risk Assessment</b>	All instructors should have read and understood the activity specific risk assessment and minibus transport risk assessment.
<b>First Aid / Safety Kit</b>	As a minimum instructors should have with them a first aid kit (equivalent to the list in appendix A) A judgement should be made as to what other safety equipment should be carried, according to weather and time of year.
<b>Other information / Notes</b>	

## Bushcraft

<b>Technical Advisor</b>	<b>Head of Centre or nominated instructor</b>
<b>Instructor Qualifications</b>	In-house training is provided based on best practice
<b>Site Specific Clearance</b>	
<b>Equipment</b>	All equipment should be in good working order
<b>Risk Assessment</b>	All instructors should have read and understood the activity specific risk assessment and minibus transport risk assessment.
<b>First Aid / Safety Kit</b>	As a minimum, instructors will have easy access to a first aid kit (equivalent to the list in appendix A) and burns kit. A judgement should be made as to what other safety equipment should be carried, according to weather and time of year.
<b>Other information / Notes</b>	Please refer to the Bushcraft Risk Assessment.

**Minibus Driving**

<b>Technical Advisor</b>	<b>Head of Centre</b>
<b>Instructor Qualifications</b>	For in-house training, highly experienced minibus drivers.
<b>Site Specific Clearance</b>	The Trust has a clear policy for the requirement for driving minibuses, which is attached as <b>Appendix G</b> .
<b>Equipment</b>	All vehicles are kept in good working order and maintained in-line with Department of Transport guidelines
<b>Risk Assessment</b>	All drivers should have read and understood the minibus transport risk assessment.
<b>First Aid / Safety Kit</b>	As a minimum each vehicle has a first aid kit, if outdoor activities are being undertaken additional equipment will be taken.
<b>Other information / Notes</b>	Any defects or accidents are to be reported to the Head of Centre or Deputy Head of Centre

## **Appendix A - Safety Equipment**

The following items of equipment are available and the judgement of the instructor will be used to decide what items are necessary for the activity and the prevailing weather conditions.

Instructors may take their own first aid kit, but they **MUST** ensure that their kit is to the same standard as the Lindley Educational Trust first aid kits (see appendix. B, C)

- Karrimat
- Bivi Bags
- Emergency group shelter
- First Aid Kit (contents detailed in Appendix C)
- Casualty Bag (synthetic or fibre pile with full length zip)
- Torch

**A first aid kit is the minimum that will always be taken to off-site activities.**

## **Appendix B - Caving Emergency Kit (Min)**

2 x 'Survival Bags' (small)  
2 x Packets Dextrosol  
1 x small roll carpet tape  
2 x Triangular Bandages – orange, made  
1 x Wound Dressing - large BPC No 9  
2 x Pencils  
1 x Emergency report form including telephone no's  
1 x Strip of adhesive dressing  
1 x scissors, stainless steel, pointed  
1 x Thermal balaclava  
1x Crepe Bandage - 7.5 cm x 4.5 m BPC quality  
Sterile Water  
Emergency group shelter

## **Appendix C - First Aid Contents**

Whistle  
2 x Crepe Bandages  
1 x Zinc Oxide Tape  
Assorted Plasters  
Strip of Adhesive Dressing  
1 x Wound Dressing - large  
1 x Wound Dressings - medium  
2 x Triangular Bandage  
Melolin Dressings  
Steri Strips  
Sterile water  
Gauze swabs  
Disposable gloves  
Lillet / Tampax  
Sanitary Towels  
Face Shield  
Non alcoholic wipes  
Gloves  
Tweezers  
1 x Scissors  
1 x List of telephone numbers  
1 x Emergency Report Form  
1 x Pencil and Paper

## **Appendix D -Internal Clearances**

- Improvised Raft Building
- High Ropes
- Zip Wire
- Climbing Wall
- Boulder, Problem Solve, Low Ropes
- Archery
- Bushcraft

## **Appendix E - Definitions of Categories of Water and Related Qualifications**

**1. Very Sheltered Water** (Quiet Canals with easy bank side access and egress Small Lakes without difficulties of landing)

Minimum Qualification;

Level I Coach/Level II Coach training

**2. Sheltered Water** (Lakes and Flat Rivers up to Grade 1)

Minimum Qualification;

Level II Coach

**3. Moderate Inland Water** (Grade 2 water and large lakes)

Minimum Qualification;

Level III Coach

**4. Advanced Water** (Grade 3 water, journeying on very large lochs, simple coastal journeys)

Minimum Qualification;

Level III coach + 5 Star

*(Level III coach with specific authorisation)*

Note - for expeditions additional knowledge of the area and skills in mountaineering are likely to be required.

The ratio of course members to instructor is not pre-set. The instructor will decide the exact ratio and location of the activity, they will consider the number of course members, age, capability, experience and weather.

**Appendix F - Induction Process for Instructional Staff - Syllabus**

REQUIREMENT	VALIDATION PROCEDURE
Hold a current first aid award	Produce certificate
Be familiar with all areas of the 'Code of Practice' and 'risk assessments'.	Instructor will receive their own copies and requested that they familiarize themselves with the content
Be fully aware of the contents of the First Aid kits, and the procedure should contents be used.	Discuss.
Understand the accident reporting system.	Discuss.
Be aware of location of nearest doctors / casualty departments.	Discuss and, if necessary, visit.
Understand the location and use of signing in/out boards for outdoor activities.	Demonstrate its use.
Be familiar with the various kit stores.	Demonstrate and discuss.
Be aware of activity venues including centre	Discuss. Shadowing of experienced members of staff will take place, if required. Followed by observation & monitoring.

## **Appendix G - Driver Policy For Use Of Company Minibuses**

1. All Lindley Employees will be inducted as follows;  
Checklist for Drivers  
Complete 'Minibus Drivers – Medical Disclaimer' (or hold PCV D1 and be up to date with medicals)
2. Any driver whose duty of care extends beyond that of a simple taxi driver or who may be required to make any form of training intervention will also require the completion of the Instructional Staff Induction Process.
3. All drivers must report to the trust any endorsements that are added to their licence.

***Drivers checklist / induction is located within Site Specific Clearance Document File.***