

Section 3

Adventure activities

This Section is devoted to specific aspects of safe and effective provision of activities of an adventurous nature.

Defined adventure activities for which LEA notification is required are:

Land Based Activities

All activities (including field study and cycling) in 'wild country' - see paragraph 32

Rock climbing and abseiling

Mountaineering

Gorge or coastal scrambling

Caving and potholing

Skiing (snow/dry slope)

Air activities (except commercial flights)

Shooting and archery

Horse riding

Ropes courses - high

Indoor & outdoor climbing walls

Orienteering

Other activities (e.g. problem solving exercises) involving SKILLS inherent in any of the above activities

Mountain and off road biking

Camping

Paintballing and war games

Water Based Activities

Kayaking

Canoeing

Sailing and windsurfing

White water rafting

Water-skiing

Snorkel and aqualung diving

All forms of boating (excluding commercial transport)

Open water swimming

Raft building

Other water-based activities including board surfing, kite surfing

In addition to the above-specified activities, the guidelines of this section should also be applied to any situation where pupils undertake activity in open country, near water or in other outdoor locations as appropriate. Accordingly, guidance is also given on fieldwork, campcraft and other unconventional activities.

General

- 1) The following information is based, where applicable, on the respective National Governing Body guidelines. It also reflects the legislative requirements arising from the Activity Centres (Young Persons' Safety) Act, 1995.

This Section contains guidelines on:

- Technical information / general considerations of
 - land based activities
 - water based activities
 - the management of unaccompanied groups

- Duke of Edinburgh Award expeditions
 - Activity qualifications
- 2) Supplementary information on the above activities is available from the Adviser for Outdoor Education.

Adventure activities licensing regulations

- 3) Some activities in this section are subject to the Adventure Activities Licensing Regulations. If you are unsure contact the Outdoor Education Adviser.
- 4) If staff are organising activities for young people that are being instructed by your staff, then you **MUST** contact the Outdoor Education Adviser.
- 5) Adventure activities organised by a third party (i.e. outdoor centre etc). Not every provider of adventure requires a licence or can obtain a licence. Adventure activities may take place in a non-remote situation and therefore does not need a licence, ie artificial wall climbing. If a provider holds a licence then the Adventure Activities Licensing Authority website allows you to check quickly and see the status of a provider. Go to www.aala.org.uk and use the “looking for a provider” link. This is much quicker than phoning AALA.

FOR FURTHER ADVICE OR QUESTIONS PLEASE CONTACT THE OUTDOOR EDUCATION ADVISER.

Outdoor adventure

Overview for leaders - all environments and activities

- 6) Adventurous use of the outdoor environment is nationally recognised as making an important contribution to the broad curriculum of a school or centre. Part of the value of this approach lies in the spirit of adventure, of apparent risk and in the satisfactory conclusion of an expedition or activity in the face of natural hazards and difficulties. This sense of adventure can only be maintained safely with an appropriately qualified/competent leadership combined with sound personal experience.
- 7) Suitably experienced leaders are best able to make specific judgements relating to the

activity in the light of prevailing circumstances. This permits maximum flexibility of response by the leader to changes in weather, group disposition, individual weakness etc.

- 8) Leaders must consider and apply as necessary, operational and safety procedures appropriate to the activity in question. Such guidance can be found in this manual and in guidance produced by the relevant national governing body.

LEADERS MUST CONSIDER THE FOLLOWING FACTORS IN RELATION TO THE PARTICULAR ACTIVITY:

The group

- 9) Group size must reflect the difficulty and seriousness of the venue and activity, bearing in mind that in an emergency safe, swift and efficient action will be necessary.
- 10) Group members should each have received sufficient prior training to ensure that the proposed activity forms a natural progression.
- 11) The selected activity must be appropriate to the age, maturity and fitness of all members of the group. Care should be taken to ensure that the activity skills and abilities of any accompanying, supervisory adults are significantly above those of the group members.

Suitability of site

- 12) Factors influencing the choice of site will include:

- the purpose and level of the activity
- the experience of the group
- its familiarity to the leaders
- the time of year, weather and time available

Areas chosen for an activity at introductory level should normally be local, safe and seldom subject to dramatic weather change or condition (e.g. water level).

Weather

- 13) The effects of weather can be crucial to enjoyment, learning and safety. Leaders must obtain and act on appropriate local, current forecasts:
 - the effects of altitude and geographical features should be understood and allowance made
 - the implications of weather on route, clothing, equipment should be considered
 - early spring and late autumn weather is notoriously changeable, creating difficulties accentuated by relatively short days

Equipment and clothing

- 14) All parties must be clothed and equipped appropriate to the nature of:
 - the activity and its location
 - the time of year and expected weather
 - the group's existing experience and fitness
 - there is an increasing awareness of the use of helmets, appropriate to the activity, to minimise the risk of head injury
- 15) Having the right equipment is not in itself enough; all party members must be familiar with its use through appropriate training.
- 16) First aid and survival equipment carried needs to be appropriate to the activity, location, remoteness and time of year. Leaders must plan for:
 - the long term comfort and care of a casualty and the group (group emergency shelters are recommended)
 - the provision of emergency food and drink
 - emergency signalling for assistance
 - for most activities in this Section, leaders will hold a current first aid certificate

Staffing levels

- 17) Supervision levels must be appropriate to:
 - the venture, time of year and prevailing conditions
 - the specific activity and the skill levels involved
 - the level of risk and the experience of individual leaders
- 18) Leaders will note the general avoidance of stipulated, specific ratios. However, where pupil to staff ratios are mentioned, the ratios must not be exceeded and represent minimum acceptable standards.
- 19) Leaders will need to assess whether increased staffing ratios are required in specific situations and must resist external pressures (e.g. school staffing difficulties) that suggest reducing staffing ratios below those which the leader finds acceptable.

Risk management

- 20) An assessment of actual and potential risks of the proposed venture must be undertaken in the early planning stages. Such considerations should take account of all the above factors and any additional issues specific to the proposed activity.
- 21) Appropriate measures must be taken to eliminate or reduce risks to an acceptable and justifiable level. It is strongly recommended that such assessment be recorded in writing in advance of the activity. The Adventure Activity Checklist in this Section and the Risk

Assessment form in Section 2 should be used for this purpose. Further notes on risk management systems are outlined in Section 2.

Land-based activities

22) This section gives advice on the following commonly provided activities:

- 'Normal' Country Walking
- Open Country Hill Walking
- Mountain Walking
- Rock Climbing and Abseiling including Gorge or Ghyll Scrambling and artificial climbing walls

- Mountain Biking
- Skiing
- Caving, Potholing and Mines
- Coastal Traversing
- Horse riding and Pony Trekking
- Fieldwork
- Camping
- Orienteering
- Other Activities including rope courses

‘Normal’ country walking

- 23) Many valuable educational visits for fieldwork, environmental education, Duke of Edinburgh Award Bronze expeditions etc. take place in normal countryside. 'Normal' countryside would usually be cultivated, at an altitude of less than 300 metres, be close to vehicular access and have no specific hazards (e.g. unprotected mine shafts, crags or gullies etc).
- 24) Providing basic precautions are taken such activity is considered to be of a low risk nature and may therefore be undertaken without reference to the LEA. Leaders will be expected to have researched the area carefully so as to identify particular risks and to apply appropriate safety measures.

Qualifications

For many visits there are no particular qualifications for leading groups in normal countryside but for Duke of Edinburgh Groups the Award in Basic Expedition Leadership (ABEL - previously BELA) is required. This may be useful to other staff leading other groups in these environments.

‘Open’ countryside

- 25) It is difficult to draw sharp distinctions between hills and mountains and the varied challenges which ‘wild’ country presents. Altitude is not the only criterion; remoteness and the presence of objective hazards (crags, steep ground, mines, bogs, rivers etc) are also significant factors. In trying to equate the experience of leaders and the group to a proposed route, it is necessary to look at the range of factors, which may affect the safety and well-being of the group. Such factors include:
- terrain: remoteness; steepness; presence / absence of footpaths; altitude; specific hazards (eg mines, quarries)
 - time of year; weather, underfoot conditions, length of day

- actual and forecast weather conditions
- leader: experience and familiarity with the area
- group: experience; age; fitness; equipment

26) Open Hill Walking terrain should:

- be within reasonable walking distance of emergency vehicle access. This **MUST** be less than 30 minutes walking time (allowing for uphill sections) of any part of the route
- be neither generally rugged nor steep
- have footpaths which are well-defined on map and ground
- be of no more than moderate height; rarely above 450 metres and not above 600 metres

27) Many areas of countryside meeting the above criteria will lie within the geographical areas defined below as 'wild country' (paragraph 30). Leaders proposing open country walking routes in such wild country areas must seek approval from the LEA.

Qualifications and experience

Leaders of routes in open hill walking terrain must:

- have considerable personal walking and navigational experience and provide evidence, if required, of such experience to the LEA
- have appropriate group management experience, to the satisfaction of the headteacher/EVC
- be familiar with the proposed area and route
- hold a first aid qualification and be aware of emergency procedures

- be appropriately equipped to deal with emergencies
- carry equipment appropriate to the route and time of year
- have arranged emergency contacts and left details of the route at base
- ensure attention to environmental and access issues
- ensure at least two adults with each group, which should normally not exceed 12 persons in total

The LEA requires of such leaders particular qualifications Award in Basic Expedition Leadership (ABEL - previously BELA), Walking Group Leader Award or Mountain Leader (summer).

High level and mountain walking

- 28) Mountain Walking takes place in 'wild country' areas remote from help and vehicular access, where the group is dependent on its own resources. Weather conditions can change quickly, wind and rain are frequent and visibility often poor. In such circumstances a fall, illness, injury or navigational difficulty can have serious consequences. The risk of hypothermia is significant.
- 29) Routes in these 'wild country' areas may be classed as a licensable activity, subject to the presence or absence of the height and remoteness factors defined in the Adventure Activities Licensing Regulations. Organisers must note the legal requirement that any provider of licensable walking activity, provided in return for a fee, must be licensed by the Adventure Activities Licensing Authority. Organisers must check that any such provider is licensed.
- 30) In the United Kingdom these 'wild country' areas can be found in:
- | | |
|---------------------------------|---|
| • Dartmoor | • Lake District |
| • Exmoor | • North York Moors |
| • Bodmin Moor | • Mourne Mountains |
| • Brecon Beacons | • Yorkshire Dales |
| • Black Mountains | • Sperrin Mountains and North Antrim Hills |
| • Mid and North Wales mountains | • Scottish Borders |
| • Peak District (Dark Peak) | • Isles of Skye, Arran, Harris and Lewis |
| • Cheviots and Durham Dales | • Galloway Hills |
| • North Yorkshire Penines | • Central, Western and Northern Highlands of Scotland |
| • Isle of Man | |

ANY VISIT TO THE 'WILD COUNTRY' AREAS (FOR WHATEVER PURPOSE) MUST BE NOTIFIED TO THE LEA. IF IN DOUBT ORGANISERS ARE ADVISED TO CONTACT THE ADVISER FOR OUTDOOR EDUCATION. N.B. ALL HILL WALKING OR FIELDWORK IN WILD COUNTRY ABROAD MUST BE NOTIFIED.

Qualifications and experience

- The Mountain Walking Leader Training Board Summer Award is the recommended minimum qualification for leaders walking, camping and expeditioning in high (above 600m) or remote areas of wild country with young people in normal summer conditions. The WGLA is an option
- The Mountain Walking Leader Training Board Winter Award is essential for leadership of parties in high or remote areas under

winter conditions (i.e. this refers to the conditions at the time and not the season in which the Visit takes place)

The requirements above need not preclude staff with a lower level of experience from leading groups on appropriately modified routes. Organisers must seek the advice of the Outdoor Education Adviser in such cases. None of the above assessments or experience indicates competence to teach and lead rock-climbing.

Group Size

- 31) Large parties create difficulties at any time and must be avoided in wild country. Such groups should be sub-divided, each with appropriately experienced leaders, and each group should be capable of operating independently.

Organisers should consider the effect of illness or injury to any leader and the consequent effect on the well being of the group. There should always be one or more members of the party capable of assuming a leadership role, able to support or replace the leader for whatever reason. This would normally be an adult but may be one of the young people where they are of sufficient maturity and experience.

Winter conditions

- 32) The British climate is dangerously unpredictable. 'Winter conditions' cannot be defined by exact dates and the term therefore includes:

- all occasions when the route or any part of it is covered in snow or ice
- times when the existing or the forecast weather conditions for a route include near freezing temperatures with strong winds or persistent rain or snow

Climatic and underfoot conditions during the winter months are compounded by short daylight hours and the consequent implications for route length and group fitness.

Leaders proposing to lead walking groups in such conditions on lower and less remote routes should have, as a minimum, satisfactorily attended the MLTB Winter Training course

Snow and ice climbing

- 33) The ascent of snow or ice covered crags and gullies is a highly specialised activity and carries with it levels of unpredictable risk. Contact the Outdoor Education Adviser if this activity is to be planned. Early contact is essential as this is not a regular activity.

Rock climbing, abseiling and artificial climbing walls

Qualifications and experience

- 34) Successful completion of the Mountain Walking Leader Training Board assessment (summer or winter) does NOT qualify teachers or youth workers to lead and instruct rock climbing.

35) Teachers and others who wish to lead young people in climbing or abseiling activity must hold one of the following awards, relevant to the proposed activity:

- BMC / MLTB Single Pitch Award - for single pitch climbing and abseiling on natural rock
- BMC Mountain Instructor Award - for multi-pitch climbing
- BMC Mountain Instructor Certificate - for multi-pitch climbing

Qualified climbing instructors without appropriate hill-walking qualifications or experience should confine their activities to 'roadside' outcrops ie those which have vehicular access points nearby.

Qualified climbing instructors who have appropriate hill-walking qualifications or experience may lead young people on appropriate graded routes on the more remote crags of Britain. Such routes should only be attempted in summer conditions.

Cambridgeshire County Council, in partnership with 5 other Authorities, run an "**ARTIFICIAL CLIMBING WALL AWARD**". This Leadership training and assessment course is designed for all staff who wish to work with young people in Indoor climbing. It is not a "natural crag" Award.

Group size

36) Ratios of instructors to course members must reflect the nature of group experience and the routes/location in question. Qualified leaders will be aware of the range of supervision required, from simple top-roping situations to major multi-pitch climbs, and should staff accordingly.

Abseiling

37) During abseiling students must be protected by a separately belayed safety rope.

Equipment

38) All equipment used for climbing and abseiling activities must conform to EEC legislation and/or UIAA rating.

The quality and condition of equipment for rock-climbing and abseiling is of special importance and must be regularly checked. Leaders must avoid using suspect equipment and reject and identify all such items.

Gorge or ghyll scrambling and coastal traversing

39) Sites vary tremendously in both their environmental vulnerability and in technical difficulty.

Leaders proposing such activities must:

- when on routes with any climbing sections, be a qualified rock climber at minimum of Mountain Instructor Award but MLTB Single Pitch Award could be acceptable
- seek advice so as to avoid sites of particular environmental sensitivity
- recognise that it is an activity of above average risk
- carefully reconnoitre each proposed route
- avoid gorges, ghylls and river beds during, or immediately after, heavy rain or snow melt or when it is forecast
- in remote areas hold appropriate walking qualifications. See this Section for details
- ensure that at least two adults are present
- ensure that appropriate technical and emergency equipment is carried appropriate to the situation.

GROUP SIZE SHOULD NOT EXCEED 10 IN TOTAL AND WILL OFTEN BE LESS

Mountain and off-road biking

- 40) The recreational use of all-terrain cycles has increased dramatically in recent years. Equally, schools, youth centres and commercial activity providers have recognised the attraction and educational potential of this exciting activity. Introduction of such a technical activity, its potential for speed, giving access to wild or remote country makes it prudent to offer guidelines against which such activities can be developed.

This is an activity, which carries with it a significant degree of risk. There appears to be an underlying false assumption that because most people can cycle they can also ride mountain bikes, off-road, in safety.

Qualifications

- 41) At present (September 2005) there is no single national governing body scheme of training or qualification in this activity, although some training schemes do exist.

Organisers should seek current advice from the Adviser for Outdoor Education.

Operational Guidelines

- 42) The following guidelines must be applied by all leaders who must:
- ensure that his/her own cycling, technical and leadership ability is well above that required for the proposed route

- ensure that at least one adult holds a First Aid Award and a comprehensive first aid kit is carried
- carefully select each route, taking into account group ability and endurance
- try out all but the simplest of routes before undertaking it with a group
- carry out a practical test of group ability and confidence; do not rely on their estimation of their own ability, especially before a long or technically difficult route
- ensure that all bikes are in satisfactory working order, in particular headset and wheel security and braking efficiency
- ensure that the group is appropriately clothed and equipped and carrying spares
- ensure that staff ratios reflect the nature of the route. There should be a minimum of two adults

Group Size

- 43) Group size will depend on the remoteness and difficulty of the route but should not exceed 12 for the simplest of routes, including staff. In remote areas or on difficult ground group sizes must be reduced to a maximum of 9 including leaders.

Group control in cycling is more difficult than in some other activities. Establish appropriate group control systems and clarify your expectations of the group before departure. Participants are at greatest risk on downhill sections. Close group management and speed control are vital, especially with less experienced riders.

Environmental Concerns

- 44) Mountain Biking as an activity is often not welcome in many places. Groups should stay on routes where cycling is officially permitted i.e. bridleways and by-ways. Do not permit cycling on designated footpaths and avoid sensitive areas and treat the environment with due care.

Take care when passing horses or walkers; horses are easily startled and walkers easily offended.

Ensure that the group understands and obeys the Mountain Biking and Country Codes.

Wild Country Routes

- 45) Leaders planning to undertake remote routes in 'wild country' areas would be expected to have similar qualifications and experience as for walking leadership in those areas e.g. Mountain Walking Leadership, in addition to appropriate levels of technical cycling skills and knowledge.

Ski-ing

Downhill ski-ing

- 46) Of the major adventurous activities, skiing is unusual in that the vast majority of group visits are organised through reputable and experienced tour operators. Such companies

invariably include a part or full day of qualified instruction. visit leaders should nevertheless be aware that skiing is a potentially hazardous activity, taking place at altitude in winter. Supervision and group control must be ensured at all times.

Organiser qualifications and experience

- 47) At least one member of the staff team (usually the visit leader) of a ski course must hold the Ski Course Organisers' Course (SCO) - Snowsport England. This Award is associated with general organisational issues. It does not indicate ability or experience to supervise skiing.

Ski instructors qualifications / the normal 4 hour package

- 48) Organisers will normally be expected to opt for full instructional provision, of a minimum 4 hours per day. All skiing instruction must be given by formally qualified instructors who are either:
- instructors employed by the tour operator through the local ski school or
 - instructors with qualifications at BASI Grade 3 as a minimum, or equivalent

'Fully supervised' packages

- 49) Some Tour Operators provide 'fully supervised' packages, whereby leaders are provided by the Company to supervise much of the skiing outside instructional periods and to lead some social activities of the programme. Party Leaders should ensure that:
- such leaders are properly qualified (Snowsport England/Scotland/BASI qualified)
 - they are always accompanied by a member of school staff
 - they supervise skiing only and do not instruct
 - their activities are carefully monitored

Special needs

- 50) Specific situations may suggest that some pupils would benefit from direct supervision by school staff (e.g. pupils with specific learning difficulties, Special Needs groups) rather than enrolment in normal instructional groups. The decision to deal with a given situation in this way must be that of the visit leader. Such pupils must be led by appropriately qualified staff.

Staff supervised skiing

- 51) Where staff wish to ski with groups outside the instructed periods then staff must be qualified as follows:

For supervision on nursery slopes: SSE Artificial Ski Slope Instructors Award or
BASI or ASLA

For supervision on green and blue pistes: Alpine Ski Leader Award or BASI Instructor

For supervision on red/black pistes: Alpine Ski Leader Award or BASI Instructor

Guidelines for Additional Group Skiing Activity

- 52) The decision whether or not to provide skiing additional to the four hours per day instructor-led sessions, is a crucial one. It must be recognised that pupil fatigue can quickly lead to deteriorating performance and an increased risk of injury. For younger pupils and novices, it is probably wiser to restrict skiing to four hours per day.

Where the decision is taken to provide additional skiing, visit leaders must ensure that such groups are supervised and led by a qualified adult skier (see above). Unless visit leaders can satisfy themselves of the qualifications of such adults they must opt for additional, instructor-led, supervisory sessions, despite the increased cost.

THIS IS A CRUCIAL DECISION, WHICH MUST BE MADE AT THE PLANNING STAGE.

In making additional skiing provision, visit leaders must recognise that:

- the effect of staff injury or illness can be disastrous in groups with small staff numbers and limited experience. This should be a major factor in deciding whether or not to opt for full, professional supervision.
- the cost of additional qualified instruct^{or} for multi-pitch climbing factor in this decision. The safety and well being of students and the added flexibility of this arrangement should be paramount.

The following guidelines **MUST** be applied:

- Sessions should only be undertaken on local, easy slopes familiar to students and leaders and should be of short duration
- Most staff supervised sessions will usually take place following formal instructional sessions, normally towards the end of a skiing day. It is essential to recognise the likelihood of fatigue and plan accordingly
- Group size should be restricted to 10 pupils
- Under no circumstances should groups be taken off-piste or on pistes unfamiliar to students or leaders
- Jumps and speed skiing must not be allowed

- Most staff will not be qualified to instruct and should avoid any attempt to coach or to introduce new skills
- Expeditions and extensive travel from piste to piste should be discouraged

Artificial Slope Skiing

- 53) When skiing on artificial slopes the minimum instructional qualification is the SSE Artificial Ski Slope Instructor (A.S.S.I.). This Award has no validity for snow skiing.

Off-piste and Cross Country Skiing

- 54) Off-piste skiing and ski touring, undertaken in Britain, is an activity licensable under the Adventure Activities Licensing Regulations. .

Contractual Issues

- 55) Visit leaders may leave themselves legally exposed to litigation if they personally sign a contractual agreement with the tour operator. In summary, any such agreement must be signed by the headteacher or delegated person, on behalf of the school, thereby making the school the contracting party. Please refer to Section 8 for full guidance.

The subject of 'free' inspection visits for staff is a sensitive one for some parents and governors. It is, however, important that the visit leader undertakes research, which can most effectively be done through personal knowledge of the resort in question. Such visits should:

- be kept to a minimum
- involve the visit leader/s only
- have findings recorded in writing, made available at parental briefings if required, and retained

Further advice on the organisation, management and supervision of ski groups is available from the Adviser for Outdoor Education.

Underground exploration

- 56) Caving, other than visits to commercial, public show-caves, is an exciting, demanding activity. It can take place in a wide variety of different environments from large walk in caves to tight potholes.

All mines, other than working mines open to the public, are potentially hazardous and should be avoided unless using qualified leaders. Unqualified staff must restrict their activity to the public access areas of show caves or tourist mines.

Leaders intending to offer underground exploration to students must contact the Adviser for Outdoor Education.

Qualifications

Caves/mines

With pitches over 18 metres
With pitches under 18 Metres
Without pitches

CIC holder
LCMLA Level 2
LCMLA Level 1

Show caves/mines

Journeys beyond public, marked/lit areas
Areas open to the public

As appropriate above
None required

Notes

**THE ABOVE QUALIFICATIONS ARE USUALLY SITE-SPECIFIC; ORGANISERS MUST CHECK VALIDITY.
LEADER RATIOS ARE NORMALLY 2:10 (WITH A MINIMUM PARTY SIZE OF 4).**

Horse riding and pony trekking

- 57) These activities carry a range of risks specific to the activity or arising from the environment. Before commitment, leaders should assure themselves that the following criteria are fulfilled.
- 58) Riding should normally only be undertaken through centres or riding schools approved by the British Horse Society and/or who are members of the Association of British Riding schools.
- 59) BHS Instructors must be used when offering riding to participants from LEA groups.
- 60) Any riding establishment to be used must be registered and have been inspected by the local Environmental Health Officer of the relevant local council. Ask the provider for a contact name and telephone number.
- 61) Riding clubs may also be used providing they fulfil the above criteria. This must be confirmed, in writing, by the organisations concerned and should be checked by the visit organiser.
- 62) Pony trekking is subject to the Adventure Activities Licensing Regulations when journeying into high or remote country as defined by the Regulations (see Section 3).

Fieldwork (undertaken in wild country or involving adventurous activities)

- 63) Fieldwork undertaken in 'wild country' requires the same leadership, technical skills and equipment as would be appropriate for an activity group operating under the same circumstances. Factors such as location, time of year, remoteness and group experience are major criteria regardless of the educational reason for being in that environment.
- 64) When operating in or near water, leaders should consider and apply the appropriate Water Activities guidelines in this section.
- 65) Leaders of fieldwork groups operating in wild country or near or on water must:
 - apply the appropriate adventure activity guidelines detailed in this Section

- notify the LEA (Section 3), where required
- 66) Fieldwork groups operating near water may be particularly at risk and leaders are strongly advised to apply the precautions detailed in this Section. Please see DfES, group safety at water margins, www.teachernet.gov.uk/visits
- 67) In planning the visit, organisers should:
- obtain permission, in advance, from land-owners and occupiers, to work on the site and be quite clear about rights of way and any restrictions on access and activities
 - choose sites with care, avoiding sites of Special Scientific Interest and Nature Reserves (unless these specially cater for education) and seek resilient areas. Wardens of any field centres in the area should be consulted and the need to avoid over-use of areas near to centres recognised
 - ensure that everyone is fully familiar with appropriate codes of conduct, such as the Countryside Code and the more specialised botanical, geological and habitat codes
- 68) When on site organisers should ensure that:
- all party members are appropriately clothed, shod and equipped
 - leaders maintain a degree of supervision, appropriate to the nature of the party, including frequent checks on number and safety
 - appropriate first-aid equipment and other emergency supplies and materials are carried
 - collecting of plants, rocks, etc is reduced to an absolute minimum or prohibited and that members of the party be encouraged, instead, to record by sketches, photographs and careful description

- the use of questionnaires involving members of the public is reduced to a minimum or eliminated altogether This is especially important when the Visit is to an area where this kind of activity is likely to be practised by many fieldwork groups
- the behaviour of the party does nothing to damage the view of field studies held by site owners or the general public, and to this end make sure that all members of the party recognise the need for good behaviour and courtesy in all their contacts with the public

NB The above is selected from the 'Outdoor Studies Code' (Council for Environmental Education) recommended by the National Association of Field Study Officers.

Camping

- 69) Camping can offer a cheap, valuable and exciting residential opportunity when properly organised and with appropriate forethought. Undertaken haphazardly and without proper training it can be a dispiriting and uncomfortable experience. It is vital that all educational camping should fall into the former category. The following principles apply both to standing and to mobile (i.e. lightweight) forms of camping.
- 70) Organisers must ensure that all sites and areas used are left clean with as little damage to the environment as possible. In general, open fires are best avoided and should only be used in specific, designated areas.

Staffing

- 71) A significant proportion of staff involved should have considerable experience of campcraft. The ratio of staff and the balance between male and female will depend upon the nature of the particular camp.
- 72) At least one staff member should have a first aid qualification and it is strongly recommended that for large camps more than one member of staff should hold a first aid qualification.

Safety

- 73) Perhaps the greatest hazard is of fire and the group leader must establish safety procedures of which all campers are made aware:
- establish first aid and fire points - appropriate water and/or sand buckets located here
 - on standing camps the kitchen area is particularly at risk and should have its own water/sand buckets and, where possible, fire blankets and/or appropriate extinguishers
 - all containers of inflammable liquids should be so marked and safely stored (see paragraphs 77-82)

- adequate separation between tents is important
- prohibit running and ball games in the vicinity of stoves and tents
- cooking inside lightweight tents must be avoided

Hygiene

- 74) The establishment of good practice and the provision of appropriate facilities are obviously essential. Inattention here can rapidly lead to a lowering of morale. Provision should also recognise the age and particular needs of the group.
- 75) Leaders should give positive advice on personal hygiene to young people when necessary and make appropriate rules. Four main areas require attention and organisation appropriate to the particular camp - its size, location and the prevailing weather. They are - sanitation, kitchen waste, food storage and food preparation. Camp organisers should seek advice when in doubt.

Lightweight camping

- 76) It is essential to undertake adequate advance preparation in which young people should acquire the appropriate skills of tent erection, stove lighting and meal preparation before being thrust on to the mountainside. Such practical skills will ensure, as far as is possible, that the experience will be one of satisfaction.

The use of liquid fuel stoves

- 77) A recent court case, arising from severe injury to a school pupil and member of staff resulting from the incorrect use of Trangia stoves, highlights the dangers of incorrect practice in the use of this equipment. Essentially, incorrect re-fuelling of a Trangia resulted in a severe explosion with consequential severe burns to both persons.

- 78) The following procedures must be followed:

- Adequate, practical training in the use of stoves, the carriage and handling of fuel and the cooking process is essential before any expedition (including "practice" expeditions) is undertaken. It is important that all participants are practised in these skills
- The fuelling of liquid meths stoves must only be from fuel bottles designed for the purpose. **THE ONLY BOTTLE TO USE IS TRANGIA'S OWN FUEL BOTTLE, SPECIFICALLY DESIGNED FOR USE WITH TRANGIA STOVES.** All new or replacement fuel bottles ordered must be Trangia bottles. The use of Sigg bottles must be prohibited

Refuelling

Leaders and members of trips/expeditions **MUST NEVER:**

- refuel a stove that is still alight, or that is not. The burner must be cool enough to touch
- refuel from an open topped container
- refuel a stove within 5 metres of a tent
- refuel a stove within 5 metres of another lighted stove.

- 79) Take care to avoid spillages and the above principals with minor alterations, can apply to all liquid fuel stoves.
- 80) If bulk supplies of any liquid fuel are present (such as in training situations) this must be transferred to dedicated fuel bottles of the type above, well away from the planned cooking area and before any stoves or other naked flames are lit.
- 81) Gas stoves must be of the type, which use self-sealing cartridges/cylinders. The older type, in which the cartridge head is pierced on assembly, must be replaced with the above self-sealing type.
- 82) Further and excellent advice is available in the Duke of Edinburgh Award Expeditioning Guide.

Fire

- 83) Naked lights (matches, lighters, candles, smoking etc.) must not be used in tents. By definition, this also prohibits cooking inside tents, including in the porch area.
- 84) Wherever possible, tents should also be separated from each other by at least three metres. It is recognised that this is not always possible. Where such separation is not possible additional vigilance over the risk of fire must be maintained at all times : the rules on naked flames are important in all settings but never more so than when space is limited.

The cooking process

- 85) All participants must be practised in these skills and must be made aware of the dangers involved. In normal circumstances, it is recommended that the cooking process should be carried out at least two metres from the tent. However, in some extreme circumstances in the tent structure may offer a degree of shelter from the wind. No more than two group members should be involved in this task.
- 86) Great care should be taken when cooking including the stability of the stove.

Associated first aid

- 87) It is essential that all group members should know what action to take in the event of burns or scalds and recognise the importance of rapid emergency treatment in serious cases.

Other land-based activities

- 88) A range of other activities, which do not readily fit into traditional categories, may nevertheless carry significant risk. Examples are wide games, bungee jumping, initiative exercises and problem-solving activities. The rapid development of such activities makes it difficult to provide detailed and comprehensive guidance in this document.

Unconventional activities

- 89) Activities of an unconventional nature are being used by teachers/leaders and offered by activity providers for educational purposes, e.g. problem-solving activities, rope courses and initiative exercises. High Ropes Courses are of particular concern and require early communication.
- 90) The potential value of these activities is considerable and their development and use is encouraged. The Advisor for Outdoor Education is happy to share ideas and suggestions with leaders planning in this area.
- 91) In general, safety in these activities depends on thorough preparation, appropriate supervision and an awareness of hazards.
- 92) Such activities may carry elements of risk, sometimes not readily identifiable. Where skills inherent in some conventional activities are included, eg rope-work, water skills, climbing thus leaders are required to plan accordingly and notify the LEA as required.

Paint-ball and war games

- 93) This type of activity has acquired popularity and notoriety in recent years. Organisers should seriously consider the moral, ethical and environmental implications of these activities before offering them to young people.
- 94) **LEADERS PROPOSING SUCH ACTIVITY MUST NOTIFY THE OUTDOOR EDUCATION ADVISER BEFORE ANY CONTRACT IS SIGNED.**

Water-based activities

- 95) Leaders should recognise that all activities undertaken on, in or near water are potentially hazardous. The level of risk will vary greatly depending on circumstance, but even quite shallow water; ie knee depth must be treated with caution and appropriate safety measures taken.
- 96) Specific guidelines are given below for a number of the more common activities. Many new activities are now available to educational groups for which space forbids detailed consideration. Experienced leaders will be able to determine appropriate safeguards and operational factors. Advice is available from the Adviser for Outdoor Education.
- 97) Fieldwork groups operating near water may be particularly at risk and leaders are strongly advised to apply the precautions detailed in this Section. Please see DfES, Group Safety

Swimming ability and water confidence

- 98) All participants involved in water activities must be confident in water. The ability to remain calm on sudden immersion is of greater importance than the ability to swim a prescribed distance. A combination of water confidence and proven swimming ability is ideal, but it is recognised that many children are unable, for physical reasons, to swim the previously required 50 metres.
- 99) The current national recommendation is as follows:
- that the ability to swim is highly desirable
 - that discretion is recognised for the responsible person in charge of the activity not to require a swimming test as a pre-requisite when all participants are wearing appropriate, approved personal buoyancy, are under close supervision and where adequate rescue and back up facilities are to hand

Buoyancy aids and life jackets

- 100) All participants in water-borne activities must wear an appropriate, approved buoyancy aid or life jacket. Leaders must resist any pressure from participants who maintain that the wearing of buoyancy aids is not the norm in a particular activity, e.g. windsurfing and rowing. Any approval to dispense with personal buoyancy should be seen as wholly exceptional and must be only taken following a thorough risk assessment that will determine how an individual's safety can be secured.
- 101) LEA and national governing body recommendations on the wearing of personal flotation are as follows:
- for canoeing, sailing and boardsailing, buoyancy aids to EN393 standards is acceptable
 - coastline activities*, life-jackets conforming to EN395 standard with inherent foam buoyancy, topped up by oral means, are the recommended wear in the majority of cases. RYA Senior Instructors in charge of sailing may, at their discretion, sanction the use of buoyancy aids to SBBNF standards. (*Usually coastal)

Health issues

- 102) Several potential risks to health can occur in or near water. (See Section 4 - Farm visits : Zoonosis infection).

Kayaking and canoeing

- 103) Leaders should consider and apply as appropriate the general considerations in paragraphs 6 - 21 of this Section.

Qualifications

- 104) Leadership awards are numerous and must reflect the location and whether the activity is

undertaken in canoes or kayaks. See “activity qualifications” at the end of this Section for detail.

Group size

- 105) Recommended leader/student ratios on which actual operating ratios should be based are:
- 1:5 for sea-canoeing
 - 1:6 for white water canoeing or exposed inland waters
 - 1:10 for placid, confined waters using single-seater kayaks
 - 1:10 for placid waters using canoes (maximum 2 persons per canoe)
- 106) These ratios include any accompanying adults whose experience and ability is not significantly above that of the students and which would not enable them to assist the leader in an emergency.
- 107) In all situations, instructors should be qualified for the activity being delivered i.e. kayak or canoe.

Sea kayaking

- 108) Canoeing and kayaking on the open sea and in estuaries is a serious undertaking. Wind direction and strength, tidal effects and waves create an ever-changing environment where considerable experience and judgement is required on the part of the leader.
- 109) Apart from extremely sheltered or known, predictable situations the sea around the UK is generally unsuitable for introductory canoeing. Participants should normally have had inland water experience and have proved their competence before being introduced to sea canoeing.
- 110) There are, however, certain situations of settled, fair conditions when activities such as canoe surfing are eminently suitable for novices. The issue is one of leader judgement, based on sound experience.
- 111) Activity leaders must be qualified as detailed in “activity qualifications” at the end of this Section.
- 112) Any leader proposing sea-canoeing activity, directly or through another party eg commercial operator, must notify the LEA well in advance of the visit.

Sailing

- 113) Leaders should consider and apply as appropriate the general considerations in paragraphs 6 - 21 of this Section.
- 114) Sailing should be undertaken at a RYA recognised centre or through a provider licensed under the Adventure Activities Licensing Regulations.

Qualifications / experience

- 115) Instructor qualifications are detailed in “activity qualifications” at the end of this Section. In summary:
- RYA Senior Instructor Certificate is required for situations in which

all of the major

- responsibilities, ie safety cover, decisions relating to weather conditions etc are in the hands of the group leader. When operating on the sea, the award must have a Coastal endorsement
- For situations on exposed inland waters in which group leaders are operating under the overall supervision of a water-sports centre, eg Grafham Water centre, the RYA Inland Instructor / Assistant Instructor Awards are normally considered adequate
- RYA Senior Instructors are free to determine the level and type of supervision, including the experience and qualifications of persons used in an instructional capacity, taking into account the type of water, craft, group, resources, prevailing weather conditions and any other pertinent factors

116) Group control and supervision in sailing is heavily dependent on the experience of group members and on prevailing conditions. When operating with inexperienced sailors or in adverse conditions, the number afloat and/or the sailing area should be restricted.

117) Whenever expeditions are planned to take place on coastal waters aboard cruising craft, i.e. ballasted yachts having fixed accommodation, prospective party leaders should contact the Adviser for Outdoor Education.

Instructor / student ratios

118) The Royal Yachting Association's recommended ratios should be applied in all normal circumstances. These can be found in the RYA Dinghy Coaching Handbook (G14/99). Individuals in charge of sailing would be required to justify deviation from the recommendations in a specific risk assessment.

Windsurfing

119) Leaders should apply as appropriate the general considerations in paragraphs 6 - 21.

Qualifications / experience

120) Leaders/instructors wishing to instruct in boardsailing must hold:

- RYA Windsurfing Instructor Level 1 Open Sea Certificate for operation on sea or tidal waters, **OR**
- RYA Windsurfing Instructor Level 1 Award for operation on inland water.

- All arrangements for the supervision of windsurfing (group size, operating conditions, instructional ratios, safety cover etc) must meet the requirements as defined by the Royal Yachting Association.

White water rafting

- 121) White water rafting, using inflatable rafts, is an increasingly popular activity
- 122) Leaders proposing to offer this activity must check with the LEA or AALA that the provider is licensed. Unlicensed providers must not be used.

Improvised rafting

- 123) Leaders should apply, as appropriate, the general considerations in paragraphs 6 - 21 of this Section and, in particular, be aware of the possibility of water pollution or water-borne disease (see Section 4 - Farm visits).
- 124) Improvised rafts are normally unstable, unwieldy, difficult to propel and often prone to disintegration. Waters chosen for this activity should normally be confined, not subject to strong currents and free from specific hazards eg overhanging trees, underwater obstructions etc.
- 125) Leaders must contact the Outdoor Education Adviser in advance when planning to undertake such activities on rivers and large expanses of water.

Constructional risks

- Leaders must check that all materials and tools are appropriate for the activity, the age and ability of the group
- Plastic barrels/containers are available in a range of sizes. Steel drums should be avoided; they are prone to rust and often have sharp edges
- New plastic containers should be used whenever possible. The contents of used drums may be toxic to humans and/or the environment. It is essential that leaders check thoroughly the contents of used drums and reject any that are suspect. Seek technical advice when necessary
- Fingers, toes and eyes are particularly vulnerable. Adequate instruction, advice and supervision should be provided, particularly where tools are

involved

- It is often better to avoid the need for tools by providing ready-to-use materials
- Where construction is being undertaken close to deep water, it may be necessary to insist on the wearing of buoyancy aids at this stage (see below)

Risks in use

- every group member, when on the raft, must wear an approved buoyancy aid
- canoeing helmets should be considered
- all afloat should be confident in the water

Safety cover

126) On water larger than 100m across, on moving water or on other waters where specific hazards are present, it is essential to provide rescue facilities as follows:

- on large open waters (greater than 100m across) or rivers with significant current: BCU (Level 3 Coach). Ratios - 1 instructor to 2 rafts; maximum 12 people
- on waters under 100m across or slow moving rivers, free from specific hazard: BCU Level 2 Coach
- on very small, still waters where the raft can be reached at all times by wading, then a Leader with experience and qualified, first-aider only is required

Other water-based activities

127) A great variety of activities are currently offered to groups, particularly through commercial organisations and new activities are being developed. Examples of such activities are board surfing; powered watersports; snorkel and aqua-lung diving; river-running, kite surfing.

128) Leaders are asked to consider the implications of such activities and, where necessary, consult the Adviser for Outdoor Education. LEA notification is required for all such activities.

Airborne activities

- 129) In general, LEA approval would not be given to teachers to take responsibility for instruction or direct leadership of any forms of airborne activity. Exceptions may be made where staff have specific national governing body qualifications and current experience.
- 130) Where commercial providers are to be used, leaders must ensure that the organisation is a bona fide operator and is licensed by the appropriate national governing body or government department.
- 131) Comprehensive insurance cover must be provided for all participants following specific parental, written approval.

Management of unaccompanied groups

- 132) These principles apply particularly to unaccompanied groups undertaking adventurous activity:
 - The leader should be sufficiently qualified and experienced to determine that the training, skills and abilities of the individual members of the group are appropriate to the venture
 - Basic ground rules regarding behaviour, mutual support, out-of-bounds areas etc must be established and agreed with the group
 - When on expeditions, unaccompanied groups must carry (and have had instruction in the use of), appropriate emergency

bivouac equipment, including spare food and clothing. Normal camping equipment will, of course, suffice where this is carried

- Routes chosen must reflect the experience and fitness of the group and the loads being carried. Most groups will be equipped for remoteness and not steep ground
- At least two members of the party must have received training in emergency first aid and at least one should preferably hold a qualification
- Clear, concise, written instructions for emergency action and emergency telephone contacts must be given to all members of the group. It is strongly recommended that these instructions should be carried by every member of the group on a waterproof card, together with a list of all group members
- Emergency telephone numbers should be permanently manned

Duke of Edinburgh Award expeditions

133) Cambridgeshire County Council and Peterborough City Council hold a licence to offer the Duke of Edinburgh's Award to young people between the ages of 14 and 25. The Council is empowered to issue licences to groups and organisations who wish to operate the Award. These groups may be schools, FE and HE colleges or youth clubs. This licensing arrangement is unique in terms of this manual in that groups not normally thought of as part of the Council, are brought within the scope of Council policies and guidance.

134) **ANY D OF E GROUP OPERATING UNDER THE COUNCIL'S LICENCE MUST ADHERE TO THE POLICIES, GUIDELINES AND SYSTEMS DESCRIBED IN THIS MANUAL WHICH APPLY TO ALL PARTICIPANTS (NOT JUST THOSE UNDER 18).**

135) These policies apply to all sections of the Award. The expedition section obviously comes within the scope of this manual but so may activities in other sections, eg canoeing for the physical recreation section, or certain types of residential projects.

136) Leaders should also consult the Duke of Edinburgh's Award Handbook and the Expedition Guide for information and should also familiarise themselves with the guidance on:

- the management of unaccompanied groups in paragraph 132
- lightweight camping, in particular the use of liquid fuelled stoves in paragraph 76-77
- camping section : paragraph 69 - 87

137) The quality of training is crucial, particularly at the earlier stages. Sound training at the bronze and silver levels forms a basis on which expeditions in wild country can be undertaken and enjoyed in safety. A qualified hill walker should monitor training at all levels, wherever possible.

The Adventure Activities Licensing Regulations

138) Most D of E Gold Award and many Silver Award expeditions will fall within the Licensing Regulations (see Section 4 for detail).

139) Organisers must note the following:

- school based D of E units, **IN WHICH ALL** members are students at the school or college in question, are currently exempt from the Licensing Regulations
- Units which recruit members from more than one school or college, or from the local community (including ex-pupils of the host school), will be subject to the Licensing Regulations. In order to fulfil its legal obligations such a unit must apply to the Outdoor Education Adviser for recognition under the LEA's Adventure Activities Licence

140) Designated Open Award centres are already covered by this licence.

Paid leaders

141) Organisers need to be aware that payment for leadership services in a licensable activity to someone who is not a member of staff at the organisation from which the group members are recruited, will make the expedition subject to the Adventure Activities Licensing Regulations. In this case, any such provider must be licensed under the Licensing Scheme. More detail on the regulations is given in Section 4.

Incident / accident Reports

142) Any incident during an expedition, which resulted in or could have caused injury, must be reported to the LEA by contacting the Council's D of E Officer as soon as possible after the incident. This includes completion of Form IR96. this applies to all groups operating under the Council's License.

Choice of expedition area

143) Choice of environment for D of E expeditions must take into account the experience and competence of each member of the group. Both the Award and the Council agree that ventures should travel through rather than over mountains. This means that groups should plan routes which predominantly use valleys rather than going to the tops of major peaks. Our emphasis should be on adventure and challenge through remoteness rather than technical difficulty/risk.

Expeditions in 'normal' country, 'open' country & 'wild' country

144) All expeditions, practice and qualifying ventures are to be notified and approved by the LEA.

Expeditions in 'wild country' areas

145) The majority of young people undertaking expeditions, even at Gold level, will still be relatively inexperienced in hill walking. They will rarely have had more than a few days experience in such terrain and are unlikely to have been exposed to a variety of weather and underfoot conditions.

Steep ground

146) The D of E Expedition Guide is quite explicit that routes chosen should reflect the experience of the group and should be "through rather than over wild country-solitude not altitude". Routes involving sharp ridges, very steep ground or prolonged treacherous underfoot conditions e.g. heather-covered boulder scree should be avoided. The heavy loads carried further exacerbate the difficulties of such terrain.

147) When advising group members, leaders should take into account the effect of navigational error during the expedition. Where such an error may quickly lead a group onto very steep ground or sharp ridges, the route may need modification or supervision (see below).

148) Training will have provided group members with the skills for operating in remote areas and they will be expected to carry equipment for sustained survival in such country. They will **not** have been trained for movement on steep ground, where the use of hands may be required, or where the carrying of a rope for safe movement would be the normal expectation.

River crossing

149) The fording of streams and rivers, except in the most obviously benign circumstances, is a high-risk activity. It requires the judgement and skills of an experienced mountaineer. In conditions of significant depth and/or current it also requires the use of a rope for safety or rescue. River crossing should **NEVER** be necessary for a DEA expedition group.

150) The D of E Expedition Guide offers little advice on this subject. The LEA's position is to view any expedition that requires or may require the fording of a significant river or stream with extreme concern. Routes should be selected to avoid the need for such activity. Groups must be advised that if confronted by swollen rivers as a result of unexpected heavy rain, then they must not attempt to cross, even if this means abandoning the planned route. They must either proceed on a Planned alternative route or camp until such times as they are contacted or the waters subside until recognised crossing places are once again safe to use.

Supervision during expeditions

151) The D of E Expedition Guide is quite specific that a group should complete its expedition without external help. However, where a route potentially places a group in technically difficult terrain then supervision by an appropriately qualified leader may be acceptable. Routes requiring supervision for safety reasons should not become the norm since they would then fall outside the expectations of the Award.

152) Where essential, supervision must:

- be undertaken by an appropriately qualified person. In wild country this will normally be someone who has been successful at the assessment of Mountain Walking Leader Scheme (Summer)
- be restricted to those parts of the route which are outside the

technical experience of the group e.g. on or adjacent to sharp ridges or very steep ground

- be of an absolute minimum and provided only to ensure the safety of group members;
- be discreetly done by 'shadowing', normally in visual contact but close enough to intervene if safety requires

Altitude

153) Altitude in the UK is not, of itself, a major factor subject always to consideration of prevailing and forecast weather. There are many areas of countryside, which are of considerable height but which lack the objective dangers in the paragraphs 28 - 30. Advice is that routes "which involve more than 600 metres of ascent in a day should be viewed with suspicion". If applied, this advice will usually imply maximum height limitations.

Notification and approval of routes

154) Route selection should always be by the group members against criteria based on the above expectations. Leaders must ensure that routes chosen reflect the above criteria. It is important that routes should normally first be notified to and approved by the LEA before submission to the Wild Country Panel. This will minimise paperwork should amendment be required.

155) The functions and responsibilities of the LEA as an Operating Authority and of the Wild Country Panels are quite distinct. The LEA has responsibility for the safety of participants and the effective operation of the Scheme. The Panels maintain no direct responsibility for safety but have such functions as, for example, checking that routes meet the minimum requirements of the Award level, advising on local access issues, provision of assessment, where required.

156) Organisers must supply to the LEA:

- a copy of the Wild Country Panel notification form
- Form OE 2005 (Section 2 - Visit Checklist and Section 3 - Adventure Checklist)
- routes at 1:50,000 scale. Such information can be supplied simply on a marked 1:50000 map, which will be returned

157) Routes should be supplied on a black & white photocopy map. These should show map number/s, at least one pair of N-S/E-W numbered gridlines for location purposes, the day number or date of the part route shown and, where more than one group is involved, the name or number of the group. All groups should be marked onto the same map so that crossover points/check points on qualifying ventures can be easily recognised. Alternatively, memory map files can be emailed to the Outdoor Education Adviser.

Series approval of expeditions

158) In an effort to minimise paperwork series approval may be given to certain groups. This will involve the written agreement of organisers/leaders to the selection of routes, staffing and management practices. Any organisers interested in this approach should contact the Adviser for Outdoor Education.

Activity qualifications

The following qualifications indicate the minimum normally expected for leadership in the particular environment. Organisers must check that all paid or voluntary leaders hold such qualifications. In some circumstances, proven personal and leadership experience at a comparable standard may suffice as an alternative.

159) Canoeing and kayaking

Activity

Group Leader

Assistant

ADVANCED SEA ACTIVITY OR JOURNEYS

Contact Advisor for Outdoor Education before commitment

SURFING

Level 3 Coach Surf BCU Level 3 Coach (training) other L3/L2 coaches

SEA

Journeys	Level 3 Coach	with relevant experience
Close to suitable beaches	Level 2 Coach plus 4 Star	with relevant experience
Sheltered tidal waters eg estuaries	Level 2 Coach	with relevant experience

LARGE BODIES OF OPEN WATER EG LOCHS

Journeys (kayak)	Level 3 Coach	with relevant experience
Journeys (canoe)	Level 3 Coach	with relevant experience
Close to suitable shores (kayak/canoe)	Level 2 Coach	with relevant experience

RIVERS (kayak/canoe)

White Water Grade 3 and above	Level 4/5 Coach	with relevant experience
White Water Grade 2	Level 3 Coach	with relevant experience
Grade 1 or below	Level 2 Coach	with relevant experience
Sheltered inland water, e.g. small lakes/canals	Level 2 Coach	with relevant experience

Notes

Instructor qualifications must be relevant to the nature of the activity (sea or inland) and to the discipline, ie kayaking or canoeing.

The above summary should be read in conjunction with the detailed descriptions in paragraphs 103 - 102 of this Section.

160) Climbing

Activity

Group Leader

Assistant

WINTER CLIMBING

Snow and ice covered crags and gullies	MIC	Winter ML
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CLIMBING

Rock climbing*	MIA	SPA
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Multi pitch routes	MIA	SPA
Single pitch routes	SPA	SPA Trained
Climbing Walls**	MIA/SPA/LEA	Competent adult
Gorge and ghyll scrambling*	SPA***	SPA Trained

* These references apply to activity provision in summer conditions only. Unless appropriately qualified for walking activity, climbing leaders should restrict their activity to crags within easy walking distance of road/emergency access.

** This reference is to activity on structures purpose-built for climbing eg walls and towers. The proposed use of any other man-made structures, e.g. bridges, should be referred to the Adviser for Outdoor Education.

*** This qualification is applicable where single pitch routes only are present in the particular gorge or ghyll. Environments containing multi-pitch routes require MIA or above.

Notes

The above should be read in conjunction with paragraphs 34 - 39 of this Section

161) Windsurfing

<u>Activity</u>	<u>Group Leader</u>	<u>Assistant</u>
Sea or tidal waters	RYA Instructor - Level 1 Open Sea	
Inland waters	RYA Instructor - Level 1 Inland	

Notes

Windsurfing must not take place without appropriate, professional safety cover provided by a recognised RYA centre.

The above should be read in conjunction with the detailed descriptions in paragraph 119-120 of this Section.

162) Walking and expeditions

<u>Activity</u>	<u>Group Leader</u>	<u>Assistant</u>
<u>WILD COUNTRY - WINTER*</u>		
High or remote country in winter conditions*	MIC or Winter ML	Summer ML
Low level or less remote areas in winter conditions*	Summer ML plus proven winter experience	Summer ML

WILD COUNTRY - SUMMER*

High or remote areas in summer conditions*	MIA or Summer ML	Summer ML (training)
Open country	Summer ML WGL ABEL	ABEL
Normal country - any area outside the designated wild country areas	ABEL or above	

- * 'Winter' conditions apply when any part of the route is covered in snow or ice or when winter climatic conditions prevail or are forecast. Winter conditions can be present at any time of year (even during the summer months) in high country. 'Summer' means all conditions not covered by the 'winter' definition.

Notes

The above summary should be read in conjunction with the detailed descriptions in paragraphs 23 - 32 of this Section.

For mountain bike activity in the above areas/seasons, leaders should refer to paragraphs 40 - 45 of this Section.

For pony trekking activity in the above areas/seasons, leaders will require the BHS Ride Leader or ABRS Trek Leader Certificate.

163) Orienteering

<u>Activity</u>	<u>Group Leader</u>	<u>Assistant</u>
<u>SCHOOL SITE / DEFINED LOCAL PARK</u>	BOF Level 1 Coach	
<u>COUNTRY PARK / SMALL WOODS</u>	BOF Level 2 Coach	
<u>REMOTE OPEN LAND</u>	BOF Level 3 Coach	

Notes

Leaders with other navigation qualifications please consult the Outdoor Education Adviser.

164) Sailing

<u>Activity</u>	<u>Group Leader</u>	<u>Assistant</u>
<u>SEA OR TIDAL WATERS</u>		
Coastal Journeys	RYA Advanced Instructor Coastal	
Within confines of harbour or suitable beach	RYA Instructor Coastal	

Notes

Instructor qualifications should be relevant to the craft used, ie dinghies or keelboats.

The above qualifications assume that all major decisions are taken and safety cover provided by a parent watersports centre, recognised by the RYA. Where this is not the case, a Senior Instructor Award (Coastal or Inland as appropriate) is required in all cases.

Leaders planning coastal journeys aboard cruising yachts should contact the Adviser for Outdoor Education before commitment.

The above should be read in conjunction with the detailed descriptions in paragraphs 113-118 of this Section.

165) Caving

<u>Activity</u>	<u>Group Leader</u>	<u>Assistant</u>
<u>CAVES/MINES</u>		
With pitches over 18 metres	CIC Holder	
With pitches under 18 metres	LCMLA Level 2	
Without pitches	LCMLA Level 1	
<u>SHOW CAVES/MINES</u>		
Journeys beyond public, marked/lit areas	As appropriate above	
Areas open to the general public	None required	

Notes

The above summary should be read in conjunction with the detailed descriptions in paragraphs 56 of this Section.

Adventure checklist

FOR SUBMISSION TO THE LEA BY ESTABLISHMENTS SEEKING APPROVAL FOR ADVENTURE ACTIVITIES
(OR APPROVAL- INTERNAL USE BY SELF-APPROVAL SCHOOLS)

Visit to : Date(s):

IN ADDITION TO VISIT CHECKLIST IN SECTION 2 THE FOLLOWING QUESTIONS SHOULD BE COMPLETED WHERE ANY OF THE ADVENTURE ACTIVITIES LISTED IN SECTION 3 ARE UNDERTAKEN DURING THE VISIT. IT SHOULD ALSO BE USED WHEN ANY SUCH ACTIVITIES TAKE PLACE ON THE ESTABLISHMENT SITE SINCE RISK MAY BE INHERENT IN THE ACTIVITY, IRRESPECTIVE OF WHERE IT TAKES PLACE.

Part 1: For all defined adventure activities (See Section 3 for technical information)

Questions 1 - 13 should be answered when any adventure activity is planned, whether delivered by school staff, a centre or a licensed provider.

- 1 Have you ensured/received written confirmation that staff/instructor activity qualifications yes
- 2 Do instructional staff have experience within the past 5 years of the geographical area/s to be used? yes
- 3 Do leader ratios conform to the LEA guidelines for each activity offered? (Section 3) yes
- 4 Are the time of year and anticipated conditions appropriate to the activity? yes
- 5 Is the prior experience of participants adequate for the level of the activity offered? yes
- 6 Are the activity guidelines commensurate with those of the LEA? (Section 3) yes
- 7 Do group sizes reflect LEA guidelines? (Section 3) yes
- 8 Do instructors have appropriate first aid qualifications and equipment? yes
- 9 Do participants have clothing and equipment suitable for the proposed activity? yes
- 10 Have arrangements been made to deal with emergencies whilst the activity is in progress? yes
- 11 Where an outside organisation is used to deliver activity, has the Independent Provider Questionnaire (Section 4) been satisfactorily completed? yes
- 12 Has a risk assessment been carried out and recorded? (Section 2 paragraph 52 and Section 3 paragraph 20 -21) yes
- 13 Has the LEA been notified using Adventure Activities Approval Form 2005? yes

IN ADDITION TO VISIT CHECKLIST IN SECTION 2 THE FOLLOWING QUESTIONS SHOULD BE COMPLETED WHERE ANY OF THE ADVENTURE ACTIVITIES LISTED IN SECTION 3 ARE UNDERTAKEN DURING THE VISIT. IT SHOULD ALSO BE USED WHEN ANY SUCH ACTIVITIES TAKE PLACE ON THE ESTABLISHMENT SITE SINCE RISK MAY BE INHERENT IN THE ACTIVITY, IRRESPECTIVE OF WHERE IT TAKES PLACE.

Part 2: These questions should be answered for Adventure Activity which is licensable under the Adventure Activities Licensing Regulations, 2004

Where ALL the following criteria apply:

- it is a “licensable” activity as defined in Section 4; paragraphs 6-9;
- it is provided to any young person under the age of 18;
- it is provided for a fee;
- it is to take place within the UK ;
- it does not fall into one the exempt categories;

then the provision will be subject to the Adventure Activity Licensing Regulations 1996.

(Note: Many companies or instructors provide a range of activities some of which will fall within the Regulations and some without. Questions 1 - 13 should provide assurance for those activities outside the Regulations).

Any activity instructed or led solely by staff of a school, and provided only to pupils of that school, will normally be exempt from the above Regulations. Where other adults are used to instruct or lead, the Regulations may apply, particularly where any financial transaction is made. Organisers must ensure the legality of any such provision. The LEA holds an AALA license to cover County Council Groups, but groups if in doubt, must check with the Adviser for Outdoor Education.

If the provision is licensable, then the additional questions below must be answered.

- 1 Has the Provider been confirmed by the LEA? (See LEA list on visits website or check with the Adviser for Outdoor Education) If so omit questions 15,16,17 yes
- 2 Have you received written confirmation that the activity provider is currently licensed under the above Regulations? (Section 4) yes
- 3 Can the provider supply you with a licence number? (Enter licence number here:.....) yes
- 4 Does the licence cover all licensable activities to be provided? If in doubt, or for assurance, check with the Outdoor Education Adviser. yes
- 5 Has the LEA been notified using Form OE2005? yes

Signed:.....(Visit Leader) Date:.....

If the answers to all the above questions are affirmative then approval of the activity(ies) could reasonably be assumed.

Signed:.....(Head/EVC) Date:.....

NOTE: A COPY OF THIS QUESTIONNAIRE MUST BE RETAINED BY THE ESTABLISHMENT WHERE AN INCIDENT OR ACCIDENT NECESSITATING THE SUBMISSION OF FORM IRF96 OCCURS

OE2005: Approval of adventure activities & notification of visits/expeditions abroad

THIS FORM SHOULD BE PHOTOCOPIED AND USED FOR APPROVAL/NOTIFICATION OF THE ACTIVITIES LISTED IN SECTION 3 AND 4 VISITS ABROAD INVOLVING OVERNIGHT STAYS SHOULD ALSO BE INCLUDED.

Schools/Centres Seeking LEA Adventure Approval:

- * Complete Parts 1 & 2 and Adventure Approval Checklist 2 (Section 3) and Abroad checklist - if adventure activities are abroad
- * Ensure each part is signed by the appropriate person
- * Enclose wild country routes where applicable
- * Send, with a copy of Adventure Checklist to the address overleaf

Notification for Abroad
(Notification by Self Approving Schools)

- * Complete Part 1 and Adventure/Abroad Checklist
- * Ensure each part is signed by the appropriate person
- * Send to the address below

PART 1 TO BE COMPLETED BY ALL ESTABLISHMENTS

Name of School/Youth Centre _____ Tel. _____

Address _____

Adventure Approval required

Overseas Notification only

Date of visit from _____ to _____ Name of visit leader _____

Total students	<input type="text"/>	Male	<input type="text"/>	Female	<input type="text"/>	Age range	<input type="text"/>
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Total Staff	<input type="text"/>	Male	<input type="text"/>	Female	<input type="text"/>	Total Volunteers	<input type="text"/>
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Geographical location _____

Address when Away _____

Your Contact Numbers when away _____

The Base Contact Person(s) and Number(s) _____

I confirm that appropriate insurance has been effected and that adequate emergency procedures are in place

Signed _____ (Visit Leader) Date _____

Signed _____ (EVC/ Head Teacher) Date _____

Please complete this form, as appropriate, and send it with enclosures to
 Stephen Brown,
 Adviser for Outdoor Education, Grafham Water Centre, Perry,
 Huntingdon, Cambs, PE28 0BX
TO ARRIVE AT LEAST FOUR WEEKS BEFORE THE PROPOSED VISIT.
Telephone: 01480 813857 Fax: 01480 813850

PART 2 TO BE COMPLETED BY ESTABLISHMENTS SEEKING LEA ADVENTURE APPROVAL

Names of all accompanying adults
 (Please indicate whether male/female (m/f);
 staff (s); parent (p); governor (g); volunteer (v)

Relevant qualifications/experience

Adventure activities (please list) _____

If the activities are wholly or partly provided by a commercial company or independent organisation, please state:

Name of Company/Organisation _____ Tel _____

Company Address _____

Address of Activity Base _____

Please state the activities, which will be under the direct control of:

i) LEA employees _____

ii) Hired instructors /centres _____

**For teacher-led expeditions into 'wild country',
Please enclose routes marked on a photocopied map scaled 1:50,000 or email a memory map file.**

Have you enclosed a copy of your completed Adventure Checklist (in Section 3)? Yes No

Have you enclosed a copy of your completed Abroad Checklist (in Section 5)? Yes No

I confirm that appropriate insurance has been effected and that adequate emergency procedures are in place

Signed _____ (EVC/ Head Teacher) Date _____

Please complete this form, as appropriate, and send it with enclosures to
Adviser for Outdoor Education, Grafham Water Centre, Perry,
Huntingdon, Cambs, PE28 0BX

TO ARRIVE AT LEAST FOUR WEEKS BEFORE THE PROPOSED VISIT.

Telephone: 01480 813857 Fax: 01480 813850

email: stephen.brown@cambridgeshire.gov.uk