

EAST AYRSHIRE COUNCIL DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES	Title: OUTDOOR EDUCATION CODE OF PRACTICE Document: Health and Safety File File No.: 33(Revised) Date: 01/02/07 Prepared By: Mike Howes Principal Officer, Outdoor Education. Authorised By: Date:
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1. INTRODUCTION

Participation in any adventurous outdoor activity will inevitably involve a physical and psychological challenge and can never be free of some small risk.

The elimination of all risk is not possible or desirable **but it is indefensible to expose anyone to dangerous conditions and unnecessary risk and so there must always be an acceptable framework of safety.**

It is recognised that the organisation of safety in some locations, particularly in the event of an emergency, cannot be foolproof and quick decisions have to be made. In these circumstances, organisers of activities cannot give absolute guarantees of safety to participants, parents or guardians, but at least assurances must be given that all reasonable care will be provided and that sensible preparatory arrangements have been made.

The guidance provided in this circular is particularly related to the physical safety of pupils and young people for whom the authority has a duty of care, however it also applies to all Authority administered groups of all ages and abilities.

With the introduction of the Activity Centres (Young Persons) Safety Act 1995, and the increased emphasis on risk assessment across the board it is now essential that clear guidelines related to safety in the outdoors are in place.

All organisers of Outdoor Activities within Scotland should be familiar with the Scottish Outdoor Access Code (SNH 2004).

The complexity and diversity of material which must be considered can lead to confusion and in this confusion vital checks and safeguards may be overlooked. It is vital therefore that anyone wishing to undertake outdoor activities under the auspices of East Ayrshire Council should be familiar with the relevant sections of this document.

To assist in the locating of information and the ordering of procedures, the following sequence of questions may be helpful.

1. Which activities am I interested in?
2. Are these activities covered by this document?
3. If so, are they activities which may require a licensed operator?
4. What qualifications are required of the leaders/instructors?
5. What arrangements must be put in place to ensure safe practice?

In many cases the answers to these questions will be straight forward. In others however things may be more complicated involving careful interpretation. Whilst every effort has been made to clarify the situation in this document it is inevitable that queries will arise. Heads of Establishments cannot be expected to be au fait with the multiplicity of qualifications and awards that are now current in outdoor activities.

The Principal Officer, Outdoor Education is available to answer all queries related to this document and to provide assistance when corresponding with providers. Heads of Establishments are strongly recommended to seek assistance where any doubt exists.

For further information telephone 01563 551457.

2. PROCEDURES

It is of prime importance that clear arrangements are made for approval to be given for an outdoor activity. Such approval will be sought in the first instance from the Head of Establishment.

2.1 RESPONSIBILITIES - HEAD OF ESTABLISHMENT

The Head of Establishment is defined as the responsible person in charge of the establishment which is organising the activity and to which participants belong or are associated.

The main concern of the Head of establishment, when deciding whether to support an application, should that be the arrangements are sensible and reasonable, the competence of the leader in charge is appropriate, and the needs of the participants are recognised. Special care should be taken to ensure that:

- i) The relevant administrative procedures are followed including information to participants (and parents and guardians where applicable), recorded consents, contingency arrangements and risk assessments.
- ii) The proposed excursion has appropriate, achievable and well defined aims
- iii) All staff have appropriate experience and training, and that the required qualifying awards are current
- iv) Party size, group size and ratios of staff to participants conform to the guidelines
- v) The contact arrangements for the event are sufficient for all eventualities and allow for a proper and co-ordinated response to any incident that may occur
- vi) Staff involved understand their respective roles and responsibilities

- vii) The financial and insurance arrangements are adequate
- viii) The particular requirements of those with special educational needs are considered, including arrangements for medication

The Head of Establishment must recognise the difficulties in making judgement on the safety of outdoor pursuits, and therefore should identify certain recognised people with proven experience and/or qualifications, from whom guidance can be sought. The Principal Officer of Outdoor Education will provide such guidance.

2.2 ACTIVITY LEADER

An activity leader is a person who provides instruction in one or more outdoor activities. They have responsibility to ensure that:

- All equipment is checked for suitability and safe condition
- They operate within the safety in outdoor education policy of East Ayrshire Council
- Where appropriate they adhere to other relevant codes of practice
- They are aware of the groups aims in participating in the activity, and conduct the activity in the manner which best facilitates these aims.

2.3 RESPONSIBILITIES - LEADER IN CHARGE

The Leader in Charge is the person who has been delegated the responsibility of ensuring the safety and well being of the group undertaking the activities. This person may also be the Activity Leader.

The Leader in Charge has overall responsibility for the safety of individuals and the group at all times and must be prepared to intervene if necessary to ensure safe practice. In particular they are responsible for:

- Ensuring that all participants in their care are adequately briefed
- Effective liaison with other staff involved with the programme
- Taking full account of any special education needs
- Making arrangements for any medical requirements

Details must be given by the Leader in Charge to their Head of Establishment of the following: nature of activity, list of participants and staff, designated leader, details of qualifications of activity leader, feeding and clothing arrangements

where appropriate, physical demands on participants, transport arrangements, first aid arrangements and foul weather alternatives.

Arrangements in the event of an emergency require to be devised for each outing, clarifying the responsibilities of the Leader in Charge, Activity Leader, Contact Person and the Head of Establishment. Procedures must be in place to ensure that the Head of Establishment is informed that the activity or trip has been concluded satisfactory.

Information must be given to parents/guardians and all participants, of the proposed activity. This information should be in written form and must incorporate a statement of the experience, qualifications and competence of the activity leader and staff. In addition they should be informed of any hazards that they might not reasonably be expected to be aware of, the likelihood of any harm occurring and how risks will be managed.

A description should be given of the area to be visited and the probable physical demands on the participants. Details should be provided on transport, emergency procedures, feeding and requirements of clothing and footwear.

Where young people are involved, parental consent forms must be completed. Similarly where participants do not require parental consent the same forms must be completed by the individual. A copy of the consent form should be attached to the filed information on the activity and the original form should be taken by the leader during activities.

The Leader in Charge must be satisfied that he/she has enough leaders in the party to provide supervision at all times. This would normally be at least two adults. The Leader in Charge must also be satisfied as far as is reasonably practicable that individual participants are suited to the activity involved.

2.4 DEFINITIONS

2.4.1 Activity Leader

A person who provides instruction in one or more outdoor activities.

2.4.2 Leader in Charge

The person who has been delegated the responsibility of ensuring the safety and well being of the group undertaking activities (e.g. School or staff member accompanying young people). This responsibility may be delegated to the Activity Leader.

2.4.3 Contact Person

Responsible person remaining contactable throughout the planned activity and able to provide communication and information link if required. The role can be

fulfilled by any of the persons mentioned here or any other responsible person with the exception of the Activity Leader.

2.4.4 Agency Co-ordinator

Head of an Outdoor Centre or organisation providing Activity Leaders.

2.4.5 Head of Establishment

The person who authorises the activity to take place e.g. Head Teacher, Senior Community Education Worker, Senior Social Worker. This person should be briefed by the Leader in charge and/or the Activity Leader at each planning stage. The Head of Establishment will be advised by the Leader in Charge and/or the Agency Co-ordinator during an emergency and will advise senior officers according to pre-determined plans.

2.4.6 Principal Officer/Head of Service/Head of Section

Provides the first element of management oversight for Heads of Establishment in their sector and supports the Head of Establishment in the management of all safety matters. May have little or no involvement in incident response but will be involved in incident investigation.

2.4.7 Executive Director of Educational and Social Services

Is informed of all higher level (see page 10) incidents. Provides primary liaison as appropriate with officers within Chief Executives Department.

2.4.8 Chief Executive

Responsible for co-ordinating the Council's response to major incidents, principally via:

1. Emergency Planning Officer
2. Public Relations Officer

2.5 PREPARATION OR PLANS FOR EMERGENCIES

Detailed arrangements will need to be made by each establishment. These will of necessity reflect the nature and size of the establishment and the nature of the activities planned or anticipated. The use of previously prepared Action Cards may be considered.

The individual roles need to be carefully considered, especially in very small establishments. Frequently a member of staff may find that they are undertaking two or more roles, e.g. the Head of Establishment may be the Party Leader, and

the Co-ordinators role performed by their depute or another member of staff or, in some cases a spouse or a parent.

Where the role is undertaken by a person who is not a member of staff the function will be limited to the recycling of information in a predetermined manner. It must be recognised that many events will take place out of normal office or school hours. Planned contact arrangements must take account of this.

2.5.1 Response to Emergency Situations

Emergency situations can occur despite the best precautions and therefore contingency planning and consideration of emergency procedures are necessary. Such planning ensures that the consequences of an incident are handled efficiently and sensitively and do not progress arbitrarily.

2.5.2 Principles of planning for emergency situations

The principles outlined provide a format for response and communication for East Ayrshire groups encountering misfortune whilst undertaking outdoor activities.

These principals do not attempt to provide details for all possible situations. They are intended to form the basis of plans developed by Establishments to suit their particular situation.

A progressive hierarchy of emergencies is utilised and is shown on page 8.

The effectiveness of all such plans depends on the staff concerned being familiar with their specific duties and responsibilities. The role of each individual must be understood by all concerned. Lines of communication must be confirmed or established for each planned excursion.

A list of key individuals is shown on page 5.

The Flow Chart on page 10 represents the channels of communication during the containment phase of the emergency. The subsequent investigatory procedures are an entirely separate, but essential, process.

Both the flow chart and the hierarchy of emergencies are schematic. Common sense should prevail in the preparation of plans at establishment and other levels.

2.5.3 Hierarchy of Emergencies

Misfortunes and incidents do not fit naturally and automatically into predetermined categories. The categories listed below are useful however in

predetermining the appropriate level of response, both to deal with the event at the time and in subsequent investigation.

- | | |
|----------------|--|
| Level 1 | Miss fortunes. Slightly delayed return to home, minor accidents requiring some attention from the Activity Leader. No medical attention required. |
| Level 2 | Minor events. Significantly delayed return. Injuries minor but requiring medical attention on return. Party still able to extract itself and return home without outside help. |
| Level 3 | Serious events. Injuries significant but not life-threatening. Part or all of the party requires to be rescued. |
| Level 4 | Fatal or near-fatal events. |

Near misses. An event where no injury or other misfortune has actually befallen the party - but may well have, this may or may not require specific response at the time, but should subsequently be investigated in order that lessons may be learned and appropriately shared.

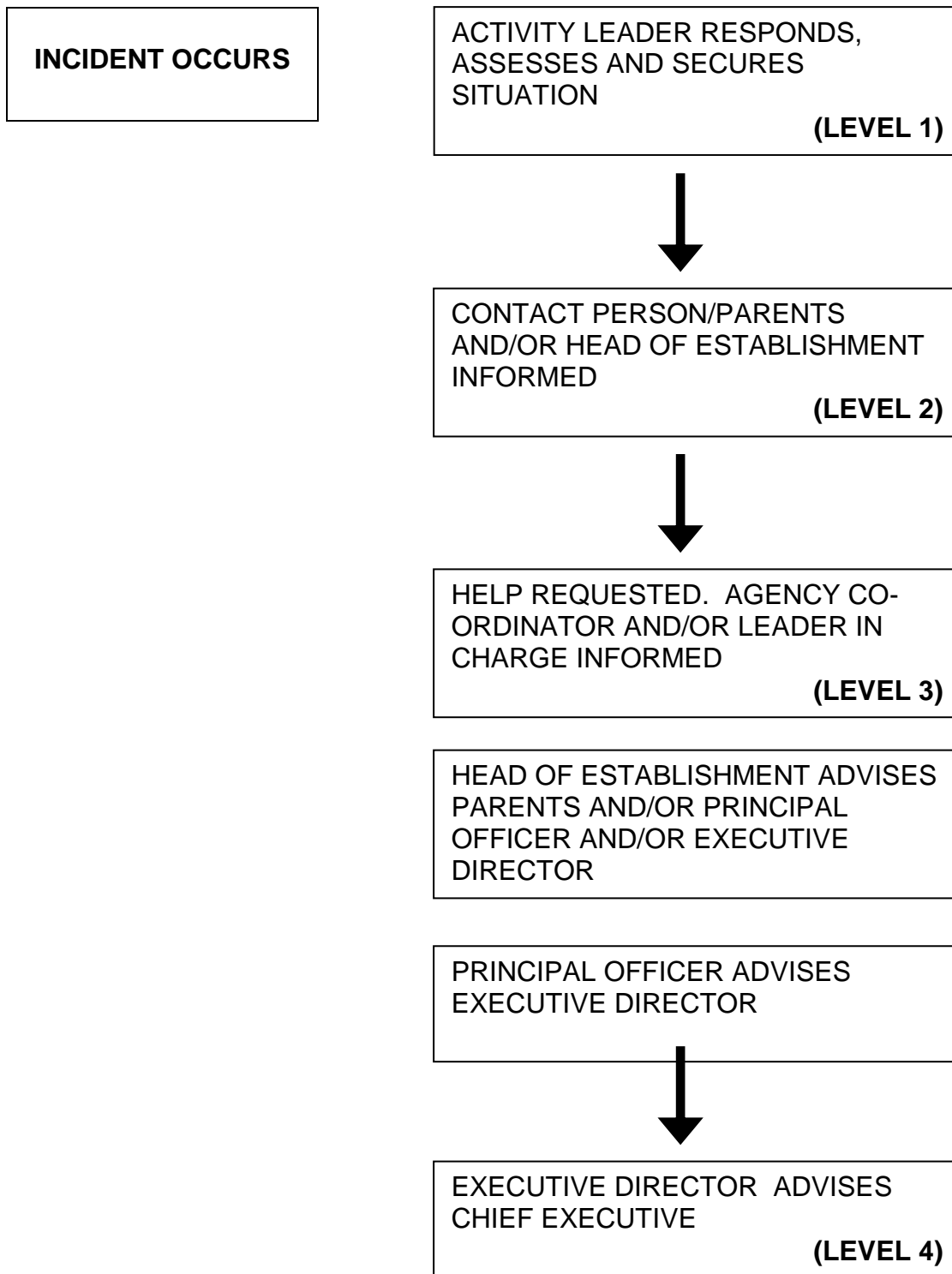
2.6 OPERATION OF EMERGENCY RESPONSE PLANS

It is imperative that contact is made at each stage. Therefore, individual staff must be clear who they will need to contact and how. If that person is not available then an alternative contact on the same or next tier of administration should be advised.

Similarly other tiers within the administration must ensure that response arrangements are established and that procedures are known to the individual officers concerned e.g. within area Community Education teams, Social Work etc.

It should be recognised that during an ongoing emergency response, it may be appropriate for various individuals to be in direct contact, by-passing others within the network, i.e. the Public Relations Officer will need to speak directly to the Agency co-ordinator, Head of Establishment and to the Activity Leader.

2.6.1 Emergency Incident Procedure



2.7 YOUNG PEOPLE (UNDER THE AGE OF 16 YEARS)

The authority is obliged by law to ensure that clear arrangements are made for approval to be given to programmes of outdoor activities. In this connection the authority is also obliged to ensure that parents and guardians of young people should be fully informed of the details of the activities including risks involved and give approval for their involvement.

Parents/carers shall be informed of any hazards that they might not reasonably be expected to be aware of. They should be informed of the likelihood of an occurrence (usually low). It may be useful to point out to parent/carers that there is always some level of risk in any activity, but that this will be managed to minimise the possibility.

The attention of heads of educational establishments is drawn to the detailed instructions relating to school excursions and educational visits set down in Health and Safety File, Circular 14. The appropriate appendices to this standard circular should be referred to when seeking approval for outdoor educational activities.

References should also be made to Health and Safety File Circular 10, "Insurance for participants, teachers, and other adults taking part in educational excursions and activities".

Where young people are in residential care, the Head of Establishment must inform parents of the proposed activities and obtain parental consent, where practicable. This would be the case for all young people other than those in care under Section 16, where the Department of Social Work has parental rights. This participation of young people in care under sections of the Social Work (Scotland) Act, other than Section 16, may in certain circumstances be authorised by the District Manager.

2.7.1 Use of Outdoor Activity Providers

Department of Educational and Social Services

Executive Director: Graham Short

Head of Service: Schools Support: Andrew Sutherland

Use of Outdoor Activity Providers

To be completed by the user

When considering using an outdoor activity provider, East Ayrshire Council establishments and organisations are recommended to seek assurances that the provision complies with East Ayrshire Council, Outdoor Activities Code of Practice. (Standard Circular 33, Health and Safety File 20)

This form is designed to assist groups in gaining written assurances from providers.

EAC Organisation/Establishment:

Leader in charge of visit:

Name of provider:

To be completed by the provider

The provider of outdoor activities to the organisation/establishment named above is asked to give careful consideration to the statements below and sign in the appropriate space that the standard of service provided will meet the conditions listed. Please tick all specifications you can meet. Indicate by a cross any you cannot meet. Write N/A against any specifications which do not apply to your provision.

Are you proposing to provide Outdoor Activities which require an Adventure Activity Licensing Authority (AALA) licence:

Yes

No

Please list those activities:

AAIA reference number:

Specifications 1-9 are checked as part of an AAIA inspection. However, providers registered with the AAIA are asked to consider these specifications with respect to any activities or aspects of their provision not covered by the licence.

Activity Management

1. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties.
2. The provider maintains written codes of practice for activities which are consistent with relevant National Governing Body (NGB) guidelines and these are available for inspection.
3. Staff competencies are confirmed by possession of appropriate NGB qualifications at the level recommended by that NGB for the activities to be undertaken, or staff have individually had their competencies ratified by an appropriately experienced technical adviser.
4. Where there is no NGB for an activity, operating procedures and staff training and assessment requirements are explained in the providers code of practice.
5. Participants will at all times have access to a person with a current first aid qualification. Staff are practised and competent in accident and emergency procedures.
6. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.
7. All equipment used in activities is suited to the task, adequately maintained in accordance with statutory requirements and current good practices, with records kept of maintenance checks.

Health, Safety and Emergency Policy

8. The provider complies with relevant safety regulations including the Health and Safety at Work Act 1974 and has a Health and Safety policy and recorded risk assessments which are available for inspections. (Checked by AALA only in respect of licensed activities)
9. Accident and emergency procedures are maintained and records are available for inspection.

Vehicles

10. All vehicles and trailers are roadworthy and meet the requirements of the law.

Staffing

11. All reasons able steps are taken to check staff who have access to young people for relevant

criminal history and suitability for work with young people.

12.
There
are
adequ

ate and regular opportunities for EAC staff to liase with the provider's staff.

13. There is sufficient flexibility to make radical changes to the programme if necessary and the reasons for such changes will be made known to EAC staff.

Insurance

14. The provider has public liability insurance to at least £5 million, with a clause giving "indemnity to principal".

Accommodation

15. The premises are covered by a current fire certificate.
16. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.
17. Separate male and female sleeping and washing facilities are provided and staff accommodation is close to pupil's accommodation.

If any of the above specifications cannot be met or are not applicable please give details on an additional sheet:

Details of any other accreditation with NGB's tourist boards, etc:

Signed:	Date:
Name in capitals:	
Position in organisation:	
Name and address of provider:	
Telephone number:	Fax:

Thank you for completing this proforma. Please return it to the Leader in Charge named overleaf.

2.8 SPECIAL NEEDS

The diversity of outdoor education will generally enable a form of activity to be found to complement an individual's particular needs and abilities. Challenges taken and achievements gained in this way make a valuable contribution to the individual's quality of life and development.

In many cases the format of activity and its venue will need to be adjusted to suit the individuals involved.

Equipment and other resources deployed may need particular consideration.

The number of staff and the range of expertise and competencies should be determined by the needs of the individuals within the group and the nature of the activity.

The judgement of staff skilled both in meeting special needs and in working out of doors, set against the principles of good practice contained throughout this document, must be relied upon.

It would not be appropriate in a general document of this nature to provide specific advice relevant to all activities and all needs.

2.9 ADULT GROUPS (OVER THE AGE OF 16 YEARS)

When instruction for adults is to be provided a duty of care exists which whilst differing from that for children, must be seen to be comparable. The detailed guidance within this document must then apply.

Where a group of adults comes together to participate in an activity without instruction (typically within a Community Education Group) then a different situation exists, and the detailed guidance within this document does not necessarily apply.

In such circumstances adults are primarily retaining responsibility for themselves, whilst accepting a mutually agreed level of shared responsibility as a group. In this situation it may be more appropriate to refer instead to the guidance published by the governing body of the activity concerned.

It is for the Head of Establishment to determine whether a particular event can be deemed as participatory rather than instructional prior to authorising it to proceed. Heads of establishments must ensure that the adults involved are suitably competent to participate in this manner, and that the nature of the arrangements are fully understood by all concerned.

The Head of Establishment should still ensure that good practice is maintained and that the activity is properly planned within the competence of the participants.

Where young people accompany their parents or guardian on such an activity it is acceptable for them to participate under these arrangements, as no transfer for responsibility of care occurs.

When young people are not accompanied by a participating parent or guardian then the detailed guidance in this document must apply.

2.10 50+ GROUPS

The guidance given above relating to adult participant groups generally should be noted.

Staff responsible for the support of such groups will take account of the range of experience and competence within the group.

Care should be taken in the planning of activities by such groups to ensure that the needs and abilities of all members are recognised.

2.11 ROLE OF THE OUTDOOR CENTRES AND OTHER AGENCIES

There will inevitably by many occasions when groups and individuals use specialist agencies not operated by East Ayrshire Council, for example: Outward Bound Centres, National Sports Training Centres, commercial and voluntary outdoor activity holiday providers.

There will also be occasions when groups will travel abroad under the auspices of the authority and wish to participate in outdoor activities referred to in this circular.

The head of establishment in all circumstances has a duty to be satisfied, as far as is reasonably practicable, that agencies not maintained by the authority operate to a least the standards described in this document and that the qualifications of instructors accord to these standards. (See form page 14)

2.12 INSURANCE

Because of their hazardous nature some activities are specifically excluded from the authority's insurance policies, and cover is unlikely to be forthcoming.

Examples of these activities include:

Bungee jumping ,Caving and pot holing (see definitions), Certain forms of skiing (see skiing), Hang gliding and para gliding, Kite surfing, Racing on horse back,

Sand

yachting, Sub aqua diving, White water rafting, Use of motorised vehicles, Shooting,Paintballing.

Any activity covered by this document undertaken competitively.

In addition there may be some other Outdoor Activities not referred to in this document (see appendix for advice on field sports and agencies offering multi activities).

East Ayrshire Council's Standard insurance provides limited cover. Groups may wish to consider arranging specific insurance cover for visits, particularly residential visits and those involving adventure activities. Further information is available from East Ayrshire Council Insurance Section (01563 576435)

2.13 QUALIFICATIONS

The validity of some leadership and instructional awards may be subject to renewal, refreshment or upgrading. This has resulted in confusion about the validity of certain awards, and whether they continue to be recognised by the authority. Normally the authority only recognises awards that are accepted as current and valid by the awarding organisations identified in the relevant parts of Section 3.4, specific approved outdoor activities, however see section 2.13.2 below for exceptions.

2.13.1 First Aid Certificates and Life Saving Awards

These awards must be kept up to date and valid. Unless otherwise stated the level of first aid training required by the authority for all activities is the 'Standard' First Aid course, comprising 18 hours of instruction and which meets the requirements of the Health and Safety (first Aid) Regulations 1981.

2.13.2 Instructional Awards

It is recognised that in practice it is often very difficult for leaders/instructors of a number of activities to keep all their awards up to date and current. The authority accepts that young people will not be exposed to any significant additional risk in circumstances where a qualification has recently lapsed and the guidance contained in this document has been correctly followed. Heads of establishment should, therefore, exercise their own judgement as to whether a trusted and experienced leader or instructor, whose particular activity award has temporarily lapsed, should continue being responsible for activities.

In circumstances where a member of staff is regularly involved in leading, instructing and supervising groups, with sole responsibility for the safety of participants at an activity site, the relevant qualification must be renewed as quickly as practicable.

It is recommended that an award should not have lapsed for more than 3 years.

Leaders and instructors are strongly advised to remain a member of any organisation that has awarded them a qualification, so that they continue to receive

the sporting bodies coaching literature and are able to keep up to date with safety procedures and proper coaching methods.

NOTE: Heads of establishment and leaders in charge can get further information concerning the conditions which limit the validity of any of the awards specified in this document by contacting the awarding organisation.

2.14 RISK ASSESSMENT

The approval of the Head of Establishment must be obtained for all Outdoor Activities. Where off-site activities are planned a formal planning process must take place. Through the process of risk assessment consideration must be given to hazards that may be encountered. Risk must be contained within acceptable levels. Assessment must be suitable and sufficient.

Risk assessments should only be carried out by competent staff and where appropriate communicated to staff leading visits or activities. A written risk assessment should be completed for each visit or activity using form B24 . For offsite activities regularly undertaken a “generic” risk assessment may be completed and reviewed annually. An individual assessment must be completed for any visit or activity not covered by generic assessments.

Risk assessments need not be completed for activities or visits which are the responsibility of another provider (e.g. using a commercial adventure activities provider).

A check must be made however that the provider has suitable risk assessments and that the necessary control measures are in place.

2.15 SPECIAL CONSIDERATIONS

Throughout Section 2, qualifications for leaders are prescribed. It should be noted, however, that experienced persons without formal qualifications and who can demonstrate an appropriate standard of competence in outdoor activities may be designated as leaders with the exceptional approval of the Principal Officer of Outdoor Education. Such approval would require to be regularly reviewed and would only be given after individual investigation. Such people will be encouraged to take formal qualifications.

In certain circumstances qualifications may be spread amongst members of a group. Each qualified person must be fully aware of their responsibilities and when to discharge them.

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3. SPECIFIC APPROVED OUTDOOR ACTIVITIES FOR WHICH A LICENSED OPERATOR MAY BE REQUIRED

3.1 ACTIVITY CENTRES (YOUNG PERSONS' SAFETY) ACT 1995

“The aim of the adventure activities licensing scheme is to give assurance that good safety management practice is being followed so that young people can continue to have opportunities to experience exciting and stimulating activities outdoors while not being exposed to avoidable risks of death and disabling injury”. (HSE).

Anyone who provides, in return for payment, adventure activities (as defined below) to young people under 18 years of age must have a licence and abide by its conditions. This includes providers with premises and those without, perhaps operating on a freelance or independent basis.

The scheme is aimed at those who sell adventure activities to schools and the public. It does not cover activities offered by voluntary associations to their members, schools to their pupils or provision for young people accompanied by their parents or guardians.

Local Authority provision is also included in the licensing arrangements except for schools and colleges providing to their own students. A local Authority needs a licence for the facilities for adventure activities it offers in return for payment in the same way as other providers. In addition a Local Authority needs to hold a licence if it provides facilities to educational establishments (schools, colleges etc) for their pupils without requiring payment.

The guidance notes for the Act stipulate the expected level of competence of leaders and instructors at different levels of responsibility. The following activities are within the scope of the scheme:

- | | |
|-----------------|--|
| Caving | (underground exploration in natural caves and mines including pot holing, cave diving and mine exploration) |
| Climbing | (climbing, traversing, abseiling and scrambling activities except on purpose-designed climbing walls or abseiling towers); |
| Trekking | (walking, running, pony trekking, mountain biking, off-piste skiing and related activities when undertaken in moor or mountain country which is remote, i.e. over 30 minutes travelling time from the nearest road or refuge); |

Water Sports (canoeing, rafting, sailing and related activities when done on the sea, tidal waters or larger non-placid inland waters).

3.2 CLIMBING AND ABSEILING

3.2.1 Definition

The use of ropes and other climbing equipment to ascend or descend man made structures or natural features.

3.2.2 Qualifications

In general instructors of such activities should hold the Mountain Instructors Certificate (MIC) Award (MIA) awarded by the Scottish Mountain Leader Training Board, this will allow them to carry out Climbing and Abseiling activities at any site within the UK without restrictions.

3.2.3 Site specific qualifications

It is recognised that Climbing and Abseiling activities can be run at specific sites in Scotland by staff who do not hold either an MIA or MIC but they must be managed in accordance with the following procedures.

1. All persons wishing to instruct Climbing and Abseiling activities who are not qualified at either MIC or MIA standards must have undertaken training for the BMC Single Pitch Award.
2. SPA training of instructors wishing to undertake Climbing or Abseiling activities must be done by a person holding an MIC or MIA.
3. The programme of training provided should be approved as suitable by the East Ayrshire Council Technical Advisor for Climbing and Abseiling.
4. The Climbing and Abseiling Activity instructors trained in such a fashion should only be deployed to instruct Climbing and Abseiling activities at the specific sites for which training has been provided. Site specific risk assessments shall be available for inspection and regularly updated.
5. The instructional activities should be annually monitored by a person holding an MIA or an MIC to ensure continuity of safe practice.

6. Instructors should ensure that they attend regular training sessions to keep up to date on technical matters and safety standards. A record of training should be kept.
7. The Principal Officer for Outdoor Education should be kept informed of sites at which Climbing and Abseiling activities are being undertaken together with the names of individuals who are being trained to undertake such activities at that site.
8. All Climbing and Abseiling activities must be authorised as per normal authorisation procedures.
9. All instructors using climbing equipment must ensure that it complies with the appropriate standards for such equipment and carries the Personal Protective Equipment CE mark. The equipment should be regularly checked as appropriate to ensure that it is serviceable and safe.
10. All persons participating in sessions of Climbing and Abseiling activities must wear climbing safety helmets that conform to the PPE norm at all times when there is a danger of stone fall or head injury.
11. Instructors with site specific qualifications should aim to become qualified to the Mountain Instructor Award standard as soon as possible.
12. Climbing and Abseiling activities should only take place where relevant educational and social work objectives can be demonstrated.

3.2.4 UIAA - Label Standards.

Any of the following list of equipment that carries the UIAA label meets the following UIAA standards.

Ropes for Mountaineering	UIAA Norm B (Oct 1 1989)
Karabiners	UIAA Norm C (Oct 1 (1989)
Harnesses	UIAA Norm E (Oct 1 1989)
Climber's Safety Helmet	UIAA Norm F (Oct 1 1989)
Accessory cords (for slings)	UIAA Norm G (Oct 1 1989)
Tape material (for slings)	UIAA Norm H (Oct 1 1989)
Tape stitched slings	UIAA Norm J (Oct 1 1989)

Chocks	UIAA Norm K (Oct 1 1989)
Adjustable chocks (Friends)	UIAA Norm L (Oct 1 1989)
Fall Arrestor systems (Belay plates)	UIAA Norm N (Oct 1 1989)

Note: Heads of establishment and persons interested in involving groups in such activities can gain further information concerning safety during rock climbing and abseiling activities from the Secretary of the Scottish Mountain Leader Training Board, the United Kingdom Mountain Training Board and British Mountaineering Council.

The Scottish Mountain Leader Training Board
Glenmore Lodge
AVIEMORE

The Scottish Sports Council
Caledonia House
South Gyle
EDINBURGH
EH12 9DQ

Tel: 0131 317 7217

UK Mountain Training Board
Capel Curig
GWYNEDD
LL24 0ET

Tel: 01690 710314

The British Mountaineering Council
177-179 Burton Road
Liest Didsbury
MANCHESTER
M20 2BB

Tel: 0161 445 4747

3.3 GORGE WALKING (Combined water and rock activities).

3.3.1 DEFINITION

Ascent or descent of Gorge that may or may not have water flowing down its floor.

Gorge walking has become more and more popular over the past few years because of the excitement and challenge that it offers. Offering advice on the activity is fraught with difficulty because of the varied nature of the environment in which it takes place (see HSE information Sheet No. 13 : Guidance for providers).

If the gorge can be navigated without any pitched rock climbing, and the gorge can be easily entered or exited if required, then a suitable level of experience would be a Summer Mountain Leader.

If the gorge requires pitched rock climbs or rock climbing techniques in order to navigate it, then an Mountain Instructor Award, Mountain Instructor Certificate or SPA will be the level of experience required.

On all occasions helmets must be worn, either climbing or canoeing styles would be acceptable, although if significant risk of rock fall from above is present climbing helmets would be preferable.

If any swimming is to take place or if falling into deep water is possible then the guidance on 'Bathing in Natural Waters' given elsewhere in this Code of Practice must be adhered to and buoyancy aids must be worn.

Where there is the possibility of exposure to very fast flowing water or white water rapids, the Scottish Canoe Association qualifications of White Water Safety and Rescue may be appropriate.

If immersion in water is expected then suitable clothing should be worn to match the circumstances, this would normally be a wetsuit of minimum thickness 3mm.

The decision on whether to go ahead with a gorge walk on any particular day must take notice of the variable factors relating to any particular gorge i.e. flow of water, air temperature, water temperature and the abilities of the group participating. If any of these factors mean that the environment cannot be managed without risk to the participants or staff the walk must not go ahead.

Permission will only be given to gorge walk in winter after consulting the Principal Officer of Outdoor Education

3.4 WALKING AND HILLWALKING

GENERAL INFORMATION

Whilst being a valid and valuable activity in its own right, walking forms the basis of many other outdoor activities.

The variety of coastal, rural, hill and mountain terrain within easy reach provides a wealth of opportunities for educational parties of all types, whether for specific learning opportunities or as a leisure activity.

Provided that the correct terrain is chosen with regard to both the prevailing conditions and the needs of the participants, and provided that the qualities of good leadership are applied, valuable learning experiences consistent with good and safe practice can almost always be created.

Whether the excursion is to local low lying hills, near the coast or to the high tops of the Cairngorms the principles underlying good practice and effective leadership are the same.

Effective leadership is based upon appropriate personal experience of the activity, overlaid by training in the additional skills and knowledge required to lead others.

Experience and training must relate to the nature of the terrain employed. This document distinguishes between “**Lowland accessible**”, “**Lowland remote**”, and “**Mountain**”.

Distinction is also made between Summer, which is defined as 1 May - 31 October inclusive, and Winter as 1 November - 31 April inclusive. (see definitions)

3.4.1 Levels of Terrain – Lowland Accessible/Lowland Remote/Mountain

The above classification is based on that presented in “The Adventure Licensing Regulations 1996”. Whilst it is recognised that not all walking excursions require licensed leaders the definitions contained in the above mentioned document relating to terrain have been adopted.

The boundary between Lowland ground and Mountain is taken to be 600 metres.

However, factors other than mere altitude must be considered e.g. remoteness and roughness of ground.

Where the level of a planned walk is not clear, advice from the Principal Outdoor Education Officer should be sought.

3.4.2 Low Level Activities

A considerable range of educational activity on foot takes place out of doors at low level, much of which is more appropriately considered as “rambling” activity rather than hillwalking.

Low level walking is generally considered to be a low risk activity. There are however features or terrain that may be encountered that prove to be hazardous e.g. beaches, cliffs, ruined buildings, eroded paths, rivers.

Leaders must be familiar with and evaluate these risks.

Walking at low level is not necessarily constrained to the summer months only, but considerable thought should be given to winter walking particularly with younger children.

The importance of planning, clothing and footwear, taking heed of weather forecasts, party size, and the experience and competence of staff for such an activity cannot be overstressed.

3.4.3 Walking in Remote Lowland Below 600 Metres

Most walking on Lowland country, (up to 600 metres), is reasonably straightforward on most days of the year. Where this country becomes remote however, (see definition), hazardous and challenging situations may arise which require appropriate skills and leadership.

Staff leading parties in Lowland remote areas, whilst not necessarily requiring a National Governing Body qualifying award as for Mountain, must nevertheless be suitably trained.

Staff not holding a qualifying award must attend a course of training in the basic skills and knowledge required for leading parties on such ground. The recently introduced **Walking Group Leader Award** is recommended.

Such training will be regarded as appropriate for leading parties in remote lowland in the summer months only. Separate training is required for winter conditions.

Subject to authorisation by the Principal Outdoor Education Officer those holding qualifying awards relating to Mountain in Summer may lead parties in remote lowland in the winter months providing that Summer Conditions, (i.e. no snow cover or extensive freezing) prevail, and the weather forecast is clement and stable. If winter conditions prevail the leader must have attended an acceptable introductory course in Winter Hillwalking Leadership.

3.4.4 Hill Walking Above 600 Metres

This is designated as walking in Mountain country for the purposes of this document. Parties in Mountain country must always be supervised by the holder of an appropriate qualifying award.

Those holding a Mountain Leader Award (Summer) may lead parties above 600 metres in the Summer months.

Specific advice must be sought from the Principal Outdoor Education Officer for all Mountain walking in the Winter months.

In the Winter months holders of the Mountain Leader (Winter) Award may lead parties above 600 metres.

3.4.5 Special Consideration

It is recognised that some individuals may possess considerable experience in Summer and Winter Hill walking without having obtained recognised governing body qualifications. Such individuals wishing to lead groups are encouraged to submit written evidence for consideration by the Principal Officer Outdoor Education. Attendance at a vetting session will be required. Applicants will then be notified of the level at which they may operate.

3.4.6 Authorisation Procedures

Whatever the time of year all persons wishing to walk in remote lowland or mountain areas as defined above whilst acting under the auspices of East Ayrshire Council must seek prior authorisation from the Principal Outdoor Education Officer. Details of routes, party members and leader qualifications must be submitted in advance.

3.4.7 Hillwalking (Trekking on Foot) - Summer

Hazard Level	(Minimum) Qualifications Group Instructor/Leader	Ratio	Age
Lowland (Accessible)	No qualifications required but first aid highly recommended	1-12	
Lowland (Remote but below 600m)	An introductory course in hill walking leadership as defined by East Ayrshire Council. First Aid Certificate holder must be a member of the party.	1-8	9 upwards
Mountain (above 600m)	Summer Mountain Leader Award with a satisfactory assessment report recorded in a official M L Logbook of experience and a First Aid Certificate.	1-8	9 upwards

* See special consideration

Winter definition

Where conditions are encountered that would not normally prevail between May 1st and October 31st on Scottish mountains

1. Extensive freezing
2. Snow cover that imposes significant safety demands beyond those imposed whilst walking in the same area without snow
3. Prolonged sub zero temperatures
4. Combinations of wind chill and precipitation not normally encountered between May 1st and October 31st.

Where it is necessary to consider the use of specialist winter equipment or skills.

Where winter conditions are forecast.

3.4.8 Hill Walking (Trekking on Foot) - Winter

Hazard Level	Qualifications Group Instructor/Leader	Ratio	Age
Lowland (Accessible)	No qualifications required but first aid highly recommended	1-12	
Lowland (Remote but below 600m)	An introductory course in Winter hill walking leadership as defined by East Ayrshire Council. First Aid Certificate holder must be a member of the party.	1-8	9 upwards
Mountain (above 600m)	Winter Mountain Leader Award with a satisfactory assessment report recorded in a official M L Logbook of experience.	1-8	9 upwards

* See special consideration

3.5 HORSE RIDING

There are two organisations which control riding in Scotland.

The British Horse Society, which is the national controlling body, and The Scottish Trekking and Riding Association.

Staff should check the following when approaching a stable for riding tuition.

- That it is an approved establishment of the British Horse Society or Scottish Riding and Trekking Association.
- If the establishment is approved by the British Horse Society the Instructor should have the Society's "Assistant Instructor Certificate".
- If the establishment is certificated by the Scottish Trekking and Riding Association, the Instructor should have the Association's Grade 2 certificate.
- The instructor to student ratio should be maximum of 1:8.
- It is imperative that staff accompanying students should ensure that all students are either given or hire hard hats and that they are properly fitted prior to riding. If hats are not available riding must not take place.
- Students should not under any circumstances wear flat heeled shoes which can slip through the stirrup. The most commonly available adequate footwear would be wellington boots which must have a separate heel.
- Particularly in the case of pony trekking, all students should have adequate protective outdoor clothing even in summer as trekking can be relatively passive.
- Should a member of staff wish to hire horses and tack without tuition, he or she must hold the minimum qualifications noted above and adhere to the same basic safety points mentioned above.
- Where trekking is to take place in 'remote country' instructors must possess the appropriate on foot qualification and one of BHS Tourism Qualification for Ride Leader, or ABRS Trek Leader Certificate.

3.5.1 First Aid

All instructors must hold a current First Aid Certificate. In the case of pony trekking excursions to remote, wild moorland or highland country the leader or teacher in charge should ensure that they themselves carry an appropriate first aid kit, or that the instructor has first aid training and a first aid kit.

3.5.2 Weather Forecasts

The leader or teacher in charge of groups planning pony trekking excursions in remote, wild or highland country should get a weather forecast prior to the excursion and give consideration to whether the excursion should proceed if the weather is expected to be particularly inclement.

3.5.3 Students with Special Educational Needs (Physical and Mental Disability)

Where staff are considering riding or trekking for such students it should be noted that such arrangements can only be proceed under the auspices of the Riding for the Disabled Association, Heads of establishment should, in the first instance, contact the Regional Chair of the Riding for the Disabled Association for advice in all cases.

3.6 MOUNTAIN BIKING

Trail and off-road cycling using specially designed and built cycles is steadily increasing in popularity as a means of exploring the countryside. Similar fitness, planning and safety techniques to those necessary for mountain and hillwalking are required of both cyclists and leaders.

Off-road cycling appeals to a wide variety of individuals including young and old and also those new to mountain and forest travel as well as experienced hillgoers. Cycling ventures can involve greater distances than those using other methods of journeying, e.g. on foot or by canoe, and great attention is required with regard to matters such as safety, group management, planning, the needs of other mountain/forest users and environmental impact. Access, path erosion and conflict of land use are other important issues which all users must address. These notes are intended to provide a series of guidelines for those leaders working within a local authority context.

3.6.1 Leader Qualifications

The **Scottish Mountain Bike Leader Award** has been developed by the Scottish Advisory Panel on Outdoor Education and the Scottish Cyclist Union who have now set up the Scottish Mountain Bike Leaders Association. The scheme is endorsed by the British Cycling Federation and the Adventure Licensing Authority as providing appropriate awards for leading groups on mountain bike excursions in the UK. There are two levels of award, **Trail Cycle Leader** for leading groups primarily on good quality forest tracks with little difficulty or remoteness, and **Mountain Bike Leader** for leading groups on established tracks in wild country requiring high technical skills and navigation skills in remote country. If however, a route is planned to cross remote lowland or mountain country the activity leader must possess the appropriate Trekking on foot qualifications and have undergone in house or local training in mountain biking.

Leaders who wish to Trail Cycle with groups on a regular basis are encouraged to obtain the Trail Cycle award. However leaders who do not have the award may lead groups on suitable trails provided that at the very least they demonstrate an ability to navigate, route plan, organise groups, maintain and repair cycles and have a clear knowledge of safety procedures and First Aid. For further clarification contact the Principal Officer, Outdoor Education.

In addition, leaders should be fully aware of access arrangements, environmental impact, particular erosion problems and the needs of other mountain/forest users.

3.6.2 Safety Considerations

Leaders should be fully aware of the normal procedures for cycling on public roads (e.g. working lights should be displayed after dark; groups should cycle in single file a safe stopping distance apart; proper consideration should be given to other road users, etc).

In the event of mechanical breakdown or other serious delay, the base should be informed as soon as possible.

Route cards (or equivalent) should be left with base/responsible authority.

A comprehensive first aid kit should always be carried by the leader.

Speed of all users should always be under control.

All users must wear suitable safety helmets (climbing or special-purpose cycling helmets), particularly if there is an intention to ride at speed in off-road situations.

Particular care should be taken when descending and when riding on wet, loose, broken and wooded surfaces.

Good group management practices should be adhered to

Attempt to avoid places heavily used by other cyclists and walkers and always walk through congested areas.

3.6.3 Access

Cycle parties should follow the Scottish Outdoor Access Code and where appropriate seek the approval of the landowner/s of the ground on which they wish to operate. Requests from landowners to avoid particular areas or to operate at particular times should be respected. Access considerations should always be an integral part of the planning process (see below).

Cycling is not permitted by law on public pavements.

When using bridleways, footpaths, forest tracks and other byways, cyclists should always give way to walkers and horseriders.

Designated cycle paths or bicycle routes which may be located in urban areas on forestry commission land or disused railway tracks may provide suitable alternatives to touring off-road.

High mountain tops and plateau areas which contain fragile vegetation should be avoided.

The Country Code should be adhered to at all times and special respect given to land management activities, e.g. do not disturb sheep gathering or stalking and dismount where necessary to avoid disturbing farm animals.

3.6.4 Planning

Careful planning and preparation contribute greatly to the safe and enjoyable outcome of any activity and this applies equally to trail/off-road cycling. The following matters should always be considered.

Terrain - The choice of terrain will be dictated by a whole range of factors including experience and fitness of the group, experience of the leader, time of year, daylight hours and weather. Escape routes and alternative plans should always be worked out in advance.

Return Journey - Due consideration should always be given to the return element of the journey whether direct or circular and sufficient account taken of the terrain, gradient and wind strength or direction to allow the return to be undertaken in reasonable time.

The possibility of mechanical breakdown or accidental damage to cycles should be anticipated and due account of this must be taken in planning the route allowing sufficient time for such eventualities.

Before planning a journey it would be unwise to make the assumption that everybody can ride a cycle. Checks should be made that all members understand road traffic signals, know how to use gears and change gears and how to break effectively. Particular attention should be paid to coping with steep descents and ascents, packing and load carrying, and individual responsibility to the group.

3.6.5 Group Management

The optimum ratio of leader: students is 1:6. The maximum group size is 12 and ideally there should always be two adults.

Group management should be tight - a safe distance should be kept between all cycles, back markers should be appointed and the leader should always be close by each group member in the event of injury, accident or assistance.

Consideration should always be given to pace and energy expenditure in order that the group remain in contact at all times.

3.6.6 Equipment

Care and time should be taken to ensure that size of cycle is suited to the size of individual. Trail/off-road cycles are normally smaller than those used for touring on public roads.

Care and the time should be taken to ensure that all cycles meet legal requirements when used on the road. Reflective bands, anklets and wristbands add greatly to the safety of all cyclists using public roads.

Small daysacs (possibly shared) allow personal items including packed lunches, drinks, etc to be carried in relative comfort.

Leaders must always expect the unexpected. Consideration should be given to carrying items such as spare clothing and food, first aid and other emergency equipment according to the location being used and the extent of the expedition. A quality first aid kit should always be carried.

Leaders should ensure they have a repair kit appropriate for the cycles being used. A kit should include, a spare inner tube; a puncture repair outfit; three tyre levers, an adjustable spanner or multi-holed spanner (which works!); a screw driver; correct Allen keys; a pump; spare brake locks, nuts and bolts, bulb and batteries; security chain and cycle lock; chain link extractor. Leaders should be familiar with common repair problems and know how to deal with them speedily and efficiently.

3.6.7 Clothing

Specific clothing needs will be determined by - time of year, prevailing weather conditions and altitude, likely changes in weather, nature of the journey and terrain, experience of the group.

Considerations should be given to - waterproof clothing, mittens or gloves, footwear (the possibility of having to walk should be considered), spare clothing.

3.6.8 Further sources of Information

The Sports Council have published a leaflet "The mountain bike code of conduct".

Cyclist Touring Club

Bike magazine, Videos. Etc

3.7 SKIING

3.7.1 On or Off piste skiing

The following paragraphs refer to skiing "on piste" in recognised ski areas where a ski patrol operates. Where ski mountaineering or ski touring "off piste" in Scotland

or abroad is planned, leaders must notify their Head of Establishment who must obtain authorisation from the Principal Outdoor Education Officer. All leaders in charge of groups touring “off piste” should hold the appropriate skiing qualifications as well as those for hillwalking (trekking on foot) in winter.

Please note special conditions apply to the use of ski helmets. Please contact the Principal Officer, Outdoor Education (01563 551457) for advice.

3.7.2 Qualification of Leaders: Alpine Downhill

The minimum qualification for persons in charge of groups on piste, in a recognised ski area where a ski patrol operates is Snowsport Scotland, Alpine Ski Leader Certificate. Other appropriate qualifications for this area, but at a higher level of competence are Snowsport Scotland Club Coach, British Association of Ski Instructors (BASI) Alpine Ski Instructor, Alpine Ski Teacher, Alpine National Ski Teacher and Alpine Tutor.

Either the Artificial Ski Slopes Instructor Certificate (ASSI) or the Alpine Ski Leaders Certificate is required as a minimum for leaders in charge of groups using artificial or dry ski slopes.

3.7.3 Ski Equipment: Alpine Downhill

Leaders should ensure that all equipment fits the participants properly and that any skis, whether owned by the authority, hired commercially or owned by participants, are of an appropriate length and are fitted with modern step-in ski bindings. Bindings must meet the specification of the Deutsches Industrie Norm. (DIN) 7881/Feb.82 and must be adjusted by a trained person to the manufacturer’s recommendations. It should be noted that modern ski boots are designed to be compatible with bindings made to this industrial standard, and for the bindings to work effectively boots should be modern and the soles should not be excessively worn, especially at the toe and heel.

Leaders should ensure that the bindings are properly adjusted and work effectively. The condition of metal edges is also very important. Leaders should carry out a visual check before the start of each session of instruction. On pisted ski slopes brakes must be used.

3.8 NORDIC/CROSS COUNTRY SKIING

3.8.1 Qualifications of Leaders; Nordic/cross country

The minimum qualification for a person in charge of groups on piste, in a recognised ski area where a ski patrol operates, was the British Association of Ski Instructors (BASI) Associate Nordic Instructor Award however this is no longer awarded. Appropriate qualifications for this area, but at a higher level of competence are Snowsport Scotland Nordic Ski Leader, BASI Nordic Ski Instructor, Nordic Ski Teacher, Nordic National Ski Teacher, Nordic Tutor and Telemark Instructor.

3.8.2 Ski Equipment: Nordic/cross country

The skis should be of the light tour or metal edge type. For anything other than introducing downhill techniques on very gentle piste, the metal edge type are essential. Similarly when the snow conditions are hard or icy, the metal edge type are essential whatever techniques are being taught. Ski brakes or safety straps must be used. The bindings should be appropriate to the form of skiing and the nature of terrain used. Boots should match the bindings and provide the appropriate level of stiffness and control for the level of the activity.

NORDIC SKIING(OFF PISTE)

HAZARD LEVEL	MINIMUM QUALIFICATIONS OF INSTRUCTORS / LEADER	RATIO	MINIMUM AGE
Very accessible	East Ayrshire accreditation and First Aid Certificate	1:12	
Lowland accessible	First Aid and either SNSC Nordic Ski Leader or BASI Nordic Instructor	1:12	
Lowland remote	Winter Mountain Leader Award with assessment report in logbook, a First Aid Certificate and either SNSC Nordic Ski Leader or BASI Nordic Instructor	1:8	9 years
Mountain	Winter Mountain Leader Award with satisfactory assessment report recorded in an official ML logbook of experience and either SNSC Ski Leader or BASI Nordic Instructor	1:8	12 years

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3.8.3 Ski Mountaineering and Nordic Ski Touring “off piste” in Scotland and Abroad

In view of the potential hazard involved, prior to engaging in these activities leaders must notify their Head of Establishment who must obtain authorisation from the Principal Outdoor Education Officer. All leaders in charge of groups touring “off-piste” should hold the appropriate skiing qualifications as well as those for Hillwalking (Trekking on foot) in Winter.

3.8.4 Insurance

It should be noted that the normal insurance policy held by the council does not cover competitive skiing activities.

Note: Heads of Establishment and leaders in charge may get further information concerning safety procedures relating to skiing from Snowsport Scotland, and should refer to the safety advice contained in the publication, “Ski-Safe”.

Snowsport Scotland
 Hillend
 Biggar Road
 Midlothian
 EH10 7EF

Tel: 0131 445 4151

Note: *Deutsche Industrie Norm (DIN), the German Industrial Standard.

Bindings for skis and boots have now been made technically compatible by the establishment of norms for the sole of the boot and the size and shape of the binding. All recently made boots and bindings of any manufacture are compatible. However, old, worn or poorly maintained equipment cannot be guaranteed to be reliable.

The DIN standards for the following items of equipment are

Ski Boots	DIN 780/ISO 5355
Bindings	DIN 7881/Feb 82

3.9 SNOWBOARDING

3.9.1 Qualifications of Leaders:

The minimum qualification for a person in charge of groups on piste, in a recognised ski area where a ski patrol operates is Snowsport Scotland Snow Board Leader Award.

The British Snowboarding Association administer three levels of Dry Slope Instructor (Level 1 being the highest). All are appropriate for introducing beginners on an artificial ski slope.

3.9.2 Equipment:

The board should be in good condition of the appropriate length and design for the ability of the rider. It is important that the bindings are set for beginners stance and it is imperative that the tension is adjusted very carefully. It is important to provide left foot and right foot forward bindings as appropriate. A retaining leash must always be worn. Particular attention should be given to the condition of hired bindings. **Please contact the Principal Officer, Outdoor Education (01563 551457) regarding the provision of Safety Helmets.**

3.10 GENERAL GOOD PRACTICE – ALL SNOWSPORT ACTIVITIES

3.10.1 Planning

- Careful planning and preparation contribute to the safety and enjoyable outcome of any activity.
- Seek prior knowledge of the location to be used, this should preferably be first hand knowledge, but if not, then a reliable source.
- Build sufficient flexibility into planned programmes to allow for last minute modification or curtailment due to changing conditions and unforeseen circumstances.
- Have prior knowledge of the group, in particular, their experience and their physical capabilities, including any relevant medical problems.
- Obtain a weather forecast before setting out. Obtain a ski and access road report for the area.
- Be aware and take account of changing conditions e.g. weather, snow, daylight hours, group well being.
- As in all sports, people learn at differing rates and groups must be organised in such a way that each can learn at his own rate without impeding the progress of others.

3.10.2 Ratios

The leader to students ratio of any group under instruction should not exceed 1:12, and students should be supervised at all times while skiing or involved in any other activities on the snow.

3.10.3 Instructor equipment

The equipment an instructor chooses to carry or have readily accessible in order to ensure that they keep a group safe and comfortable will vary accordingly to the nature of the activity, the location, the time of year, the range of the group, the experience of the group, the aims of the session and the weather.

The leader of skiing activities should carry (or have direct access to)

- simple first aid kit
- spare clothing (including hat, gloves, goggles)
- piste map

and consider selecting some of the following items; whistle, exposure bag, photo protective sun block cream, sunglasses, light waterproofs, torch, map and compass.

3.10.4 Warm up

Before the commencement of each session of skiing activities the leader should ensure that the group undertake an appropriate warm up because this reduces the chances of injury and strained muscles.

3.10.5 Skiing abroad

In the case of all groups skiing abroad, on piste, in a recognised ski area where a ski patrol operates, it is emphasised that the leader in charge of the group during the skiing activities must hold at least Snowsport Scotland Ski Leader Certificate, and has responsibility for the safety of the participants at all times while they are on the snow.

3.10.6 Helmets

All children under the age of 8 must wear helmets of an appropriate standard. The helmet must be properly sized for the child and chinstraps/buckles must always be correctly fastened.

Participants between the ages of 8 and 16 years should wear helmets, particularly when ever snow conditions are described by resort reports to be hard packed or icy and when snow cover is reduced to a level where runs or pistes are not complete.

It is suggested that adult skiers give careful consideration to wearing helmets as above. All those engaged in competition and race training must wear helmets. Please contact the Principal Officer, Outdoor Education (01563 551457) for further advice.

3.10.7 Sunlight

Regards should be given to Section relating to activities that involve exposure to strong sunlight.

3.11 WINDSURFING

3.11.1 Safety Issues

Windsurfing is an adventure sport and therefore has an inescapable element of attendant risk. It is an activity which requires careful monitoring and adherence to prescribed safety procedure. Windsurfing activities taking place within the scope of this document should only be undertaken under the direct supervision of those qualified to assess and monitor risk in a windsurfing situation and thus maintain risk at an acceptable level. The involvement of water necessitates that life-saving and rescue procedures and equipment are of the highest order. Dangers associated with water quality, hypothermia and prolonged exposure to sunlight should be considered.

3.11.2 Operating Environment

Windsurfing can take place on a variety of venues, many of these venues presenting considerably different hazards to the windsurfer and the instructor in charge. Similarly the potential for accident and the consequences to the participant can vary enormously. East Ayrshire Council recognises two broad operational areas based on the risks involved. For guidance on the suitability of specific pieces of water contact the Principal Outdoor Education Officer.

3.12 LOCATIONS

3.12.1 Inland Waters

Examples include: - Castle Semple Loch, Loch Doon, Loch Lomond. The sheltered bays in the larger lochs should be considered for novice groups. Sheltered water should be free from hazardous currents with easy safe landing areas. Where the area forms part of a larger body of open water, the instructor should be experienced, prepared and equipped for the possibility of open sea conditions.

3.12.2 Sea

Examples include: - any coastal location. These locations should be free from strong tides or currents and have easy, safe landing areas. In any of these locations, the wind must not be blowing offshore and visibility must be good.

The instructor responsible for the group should be suitably experienced and qualified to supervise participants on large open areas of water. The staff

competence, equipment, ability of the group and weather conditions should be considered before undertaking a session in this category.

3.12.3 Qualifications

The minimum qualifications for a person in charge of groups windsurfing is the **Royal Yachting Association (RYA) Level 1 Windsurfing Instructor**. It should be noted that the application of this award to either “inland” or “all suitable waters” depends on where the instructor’s sailing assessment took place. The status of the instructional qualification is recorded in the official RYA log book of experience and training that should be held by all windsurfing instructors.

There are a further 4 levels of instructional award rising to a Level 5 Windsurfing Instructor, all of which are suitable qualifications for a person in charge of novice participants during windsurfing activities.

RYA INSTRUCTOR AWARDS

Junior Scheme Supervisor	A trained committed individual who has some windsurfing experience and has an interest in introducing children to the sport.
Level 1 Instructor	A competent windsurfer trained to teach and assess level 1 of the RYA National Windsurfing Scheme
Level 2 Instructor	A competent and experienced windsurfer trained to teach and assess up to level 2 of the RYA National Windsurfing Scheme.
Level 3 Instructor	A competent and experienced windsurfer trained to teach and assess up to level 3 of the RYA National Windsurfing Scheme
Level 4 Instructor	An experienced and very competent instructor with excellent sailing ability, trained to teach and assess up to level 4 of the RYA National Windsurfing Scheme.
Level 5 Instructor	An experienced and very competent instructor with excellent sailing ability, trained to teach and assess up to level 5 of the RYA National Windsurfing Scheme.
Windsurfing Trainer - Level 3	A very experienced windsurfer and instructor trained to teach and assess up to level 3 instructor

**Funboard Trainer -
Level 5**

A very experienced windsurfer and instructor trained to teach and assess up to level 5 instructor

3.12.4 First Aid Qualifications

Windsurfing Instructor awards are valid for three years from the date of issue, provided a current First Aid Certificate is held. At the end of this period, awards are normally re-validated and re-issued for a further three year period.

3.12.5 Ratios

The Instructor/student ratio should not exceed 1:6.

NOTE: The Instructor can be the Safety Boat driver if they hold the RYA Level 2 Powerboat Award (See below).

3.13 EQUIPMENT

3.13.1 The Board

Boards should be sound and seaworthy with buoyancy appropriate to the level of student. A variety of sizes of sails should be available to suit conditions and student ability. Boards should be fitted with a bow loop.

3.13.2 Safety Boats

In all sea locations and the majority of inland locations a rescue boat must be in attendance. The only exception to this would be in very restricted and sheltered locations, i.e. less than 500m in width or length, and shallow enough for participants to stand on the bottom, for example no more than 1.25 m in depth.

The safety boat operator at the site of windsurfing activity should hold a RYA Powerboat Level 3 Award, and all windsurfing instructors should have undertaken the powerboat level 2 award before operating the safety boat. Instructors using Local Authority Park waters sports facilities e.g. Strathclyde Park and Castle Semple Loch, must notify the operator of the rescue boat service to ensure cover prior to the start of any windsurfing activity on the water.

3.13.3 Safety Boat Specifications

The safety boat must be sufficient to meet situations as they arise i.e. widely scattered fleet. When appropriate the safety boat should carry or have direct access to: -

Spare Killcord
First Aid Kit

- Flares
- Survival bag
- Fire extinguisher
- Basic engine tools and spares
- Compass and whistle
- VHF radios are highly recommended

The safety boat should have enough equipment to render adequate assistance to a disabled board.

Consideration should be given to the selection of other items from the following list:

- Large knife
- Pliers or shackle key
- Spare buoyancy aid
- Foghorn
- Bucket
- Throwline
- Small stock of chandlery
- Torch and spare batteries
- Map or chart
- Emergency food/hot drink

3.13.4 Other Equipment

If a simulator is being used it needs to be of an appropriate type and be in good order.

A suitable and effective method of tethering should be available if required.

The instructor should carry, or have access to, **first aid kit, tow-line, spare line, knife, whistle.**

There must be the facility to evacuate casualties to shelter and further care if required, via the emergency services.

3.13.5 Clothing

Windsurfing is a total immersion watersport and in East Ayrshire cold conditions can be expected at any time of the year.

The participants need to be provided with correct fitting wet suit or steamer with a minimum thickness of 3mm, together with other insulating and windproof clothing, appropriate to the sport. Protective footwear is recommended (trainers or neoprene shoes/boots).

3.13.6 Buoyancy aids

Participants should wear a buoyancy aid conforming to the Boat Manufacturers Industry Federation specification BMIF/79. A new EEC standard for lifejackets and buoyancy aids came into effect in July 1992. Buoyancy Aids and Lifejackets that conform to this standard can be identified by the CE Mark which has a similar purpose to the BSI Kite Mark.

3.13.7 Safety Considerations

It is particularly important when teaching windsurfing, that the instructor is vigilant of changing conditions and able to modify the programme accordingly.

The defined sailing area must suit the circumstances and the fleet communication system must be clear to all concerned.

It should be born in mind that the larger the group the greater the problems of group control.

The instructor must be informed of any relevant medical condition or if the student is a non swimmer.

If the student is a non-swimmer, the instructor must assess their ability to cope in a deep water situation through a swim test with a buoyancy aid worn.

Participants must be taught self-rescue techniques as soon as possible.

In tidal situations the risk of being swept out to sea should be recognised.

3.13.8 Training

Windsurfing, particularly in the early stage, is a strenuous activity and the instructor should be aware of the possibilities of tiredness amongst the group.

3.13.9 Weather Forecasts

Before sessions involving the use of areas of exposed open water, the instructor in charge should get a weather forecast and consider carefully whether the session should proceed if there is any indication that the weather is expected to be particularly inclement.

3.13.10 Planning

Specifically the following should be considered:

3.13.11 Prior Knowledge

Seek prior knowledge of the location. This should preferably be first hand, but if not, then from a reliable source. Venues should be chosen for their suitability to the students level of skill and the aims of the session.

3.13.12 Flexibility

Create sufficient flexibility into planned programmes to allow for last minute modification or curtailment to take account of changing conditions and unforeseen circumstances.

3.13.13 Know the group

Have prior knowledge of the group, in particular their experience and their physical capabilities, including relevant medical problems.

3.13.14 Weather

Obtain a local weather forecast and be aware of changing conditions.

3.13.15 Communications

Notify relevant bodies as to your plans e.g. Coastguard, Harbourmaster, landowners, colleagues at base.

3.13.16 Tidal Conditions

In tidal areas references must be made to tide times. In strong tidal conditions it is recommended to teach beginners during the slack water period. Consideration should be given to wind influence over tide.

3.13.17 Other Constraints

Consideration should be given to other interests e.g. conservation and environmental constraints and other water users.

3.14 CANOEING AND KAYAKING

3.14.1 Rationale

A fun and physically demanding activity that enables participants to develop creative responses, critical appreciation and inter-personal; skills. In addition, they experience and gain knowledge and understanding of the role of exercise in good health and develop a positive attitude to an active lifestyle and a concern for physical well-being. Issues of Environmental Education can be addressed and a programme of progressive skill training incorporated.

Kayaking as a sport provides opportunities for adventure, relaxation, exploration, competition and investigation. Kayaking has been long recognised as a useful medium for outdoor education, and is of particular value in building confidence, self reliance and co-operation.

The open canoe is a relatively stable and immensely versatile craft which is normally paddled by two people but can equally be handled solo. To learn to paddle a canoe as a doubles pair requires effective communication and the development of good teamwork between partners. It is perhaps these characteristics which represents part of its worth as an educational medium, but it is the unique potential of the canoe as a journeying vehicle which is responsible for its rapidly heightening profile both in education and recreation.

3.14.2 Safety Issues

Canoeing is an adventure sport and therefore has an inescapable element of attendant risk. It is an activity whose dangers are frequently overstated but which does require careful monitoring and adherence to prescribed safety procedures. Canoeing activities taking place within the scope of this document should only be undertaken under the direct supervision of those qualified to assess and monitor risk in a canoeing situation and thus maintain risk at an acceptable level. The involvement of water necessitates that life-saving and rescue procedures and equipment are of the highest order. Dangers associated with water quality and prolonged exposure to sunlight should be considered.

3.14.3 Operating Environment

Paddle sports take place on a wide variety of venues, many of these venues presenting considerably different hazards to the canoeist and the instructor in charge. Similarly the potential for accident and the consequences to the participant can vary enormously. East Ayrshire Council recognises three board operational areas based on the increasing risk involved. For guidance on the suitability of specific pieces of water contact the Principal Outdoor Education Officer.

3.14.4 Simple Water

Simple Water may be defined as: areas of flat sheltered water-free from hazardous currents which have easy safelanding areas in moderate summer conditions with a wind strength no greater than force 2. Where the area forms part of a larger body of open water the wind must not be blowing offshore.

Examples include swimming pools, canals, pools on very slow moving rivers free of strong currents (upper River Doon), small harbours (Doonfoot), small lochs (Bogton Loch). Sheltered bays within larger bodies of open water (Loch Doon, Loch Lomond), in calm conditions may also fall into this category. Advice should be sought from a senior instructor).

3.14.5 Moderate Water

At this level and above challenging environments can be found either inland on rivers or lochs, or on the sea.

Sea

This category includes tidal water and coastal journeys anywhere up to a maximum of three kilometres off shore. Expeditions under this category should endeavour to be much closer to the coastline, and should not involve tide races during periods of flow, difficult landings or open crossings when they are predicted to be exposed to wind speeds exceeding force 3-4.

Inland

Inland waters and rivers with rapids up to Grade 2, e.g. Ayr, Clyde, Upper Nith, (There are large fresh water lochs in Scotland with open crossings exposed to weather conditions similar to those experienced at sea. If such crossings are to be attempted, the instructor responsible for the group should be suitably experienced and qualified to supervise participants on large open areas of water. The staff competence, equipment, ability of the group and weather conditions should be considered as if the expedition was an open sea crossing, e.g. Loch Doon, Loch Lomond).

3.14.6 Advance Waters

Sea

Multiple day expeditions of an advanced or remote nature, should only be sanctioned after discussion with the head of establishment and an adviser for the sport recognised by the education department.

Inland

Inland waters and rivers with rapids up to Grade 4 or 5. Multi-day inland expeditions of an advance or remote nature.

3.14.7 Qualifying Awards

The Scottish Canoe Association (SCA) is the National Governing body for Kayaking and Canoeing. It administers within Scotland The British Canoe Union (BCU) Scheme of tests and awards for the qualification of instructors. These qualifications are only valid if the instructor is a current member of the SCA. East Ayrshire Council have adopted the SCA scheme of tests and awards for those in charge of kayaking and canoeing activities. These are detailed below. *Italics indicate name of award pre 1996.*

3.14.8 Kayak

Level 2 Coach Instructor (Kayak)

A qualification for those wishing to operate on simple water only. It is the appropriate award for those requiring to teach basic kayaking skills to groups of novices in sheltered situations. It is not an expedition leadership award and is not appropriate for those wishing to undertake journeys with their groups.

Level 3 Coach Senior Instructor (Kayak)

The minimum appropriate level of qualification for those in charge of kayaking activities in an establishment or club. It is assumed that having attained this level a coach is capable of exercising the maturity of judgement necessary to correctly identify and stay within their limit of operational competence. There are a number of level 3 coach (Kayak) awards, the 3 most common are:

Level 3 Coach Senior Instructor - Inland Kayak

Appropriate qualification for those taking charge of kayak on moderate inland waters.

Level 3 Coach Senior Instructor Sea Kayak

Appropriate qualification for those taking charge of kayak on moderate sea waters.

Level 3 Coach Senior Instructor Surf

Appropriate qualification for those taking charge of kayak surfing as a specialised activity.

Level 4 Coach or Level 5 Coach - Inland Kayak or Sea Kayak

Is the appropriate level of qualification for those taking charge of kayaking on advanced water.

Trainee Level 2 Coach (Kayak) and Trainee Level 3 Coach (sea) or (inland)

Are not appropriate levels to have sole responsibility for a group but are recognised as extremely useful assistants and should be encouraged to take responsibility for a group under the direct on site supervision of an appropriately qualified coach.

3.14.8 Canoe

Level 2 Coach Instructor (Canoe)

A qualification for those wishing to operate on simple water only. It is the appropriate award for those requiring to teach basic canoeing skills to groups of novices in sheltered situations. It is not an expedition leadership award and is not appropriate for those wishing to undertake journeys with their groups.

Level 3 Coach Senior Instructor (Canoe)

The minimum appropriate level of qualification for those in charge of canoeing activities in an establishment or club. It is assumed that having attained this level a coach is capable of exercising the maturity of judgement necessary to correctly identify and stay within their limit of operational competence. The appropriate award for those taking charge of canoeing on moderate inland waters.

Level 4 Coach or Level 5 Coach - (Canoe)

Is the appropriate level to have sole responsibility for a group on advanced water.

Trainee Level 2 Coach (Canoe) and Trainee Level 3 Coach (Canoe)

Are not appropriate levels to have sole responsibility for a group but are recognised as extremely useful assistants and should be encouraged to take responsibility for a group under the direct on site supervision of an appropriately qualified coach.

Ratios

Coaches should recognise that there will be circumstances in which these ratios should be reduced however, they should not be exceeded.

Simple Water **1: 8**

Moderate Water

Sea **1: 6**

Inland **1: 6**

Advanced Waters

Sea **1: 4**

Inland **1: 4**

3.14.9 Equipment

The circumstances in which equipment is to be used will determine minimum acceptable standards in terms of its design and state of repair. Whilst safety is primarily a function of thought and attitude the careful selection of the most suitable equipment will make significant contribution to safety. All craft must be suitable in terms of their design and their condition for the purpose for which they are to be used.

3.14.10 Simple Water

There are certain basic minimum requirements to which all groups and their craft must conform before venturing out on any canoe or kayak activities. These are:

- All canoes and kayaks must have sufficient buoyancy (MIN 25 Kgm) distributed so as to allow the craft to float horizontally when waterlogged. Preferably maximum buoyancy should be achieved by fitting additional air bags.
- Canoes and kayaks must have end grabs at bow and stern designed so as not to trap the hand and to which a karabiner can be quickly and easily attached.
- A securely fitted and “failsafe” footrest in kayaks, preferably easily adjustable.
- All gunwhales, thwarts, seats, and deckplates should be securely fitted.
- All group members must wear an approved buoyancy aid or life jacket.

3.14.11 Moderate Water and Advanced Waters

In addition to the above, when operating on anything other than simple water, instructors should consider the following:

3.14.12 Footrest

A securely fitted and “failsafe” footrest is essential. A full plate bulkhead footrest with foam shock-absorbing pad is the best system currently available, and in conjunction with a keyhole cockpit and backstrap is recommended for white water use and surfing.

3.14.13 Additional Buoyancy

In the form of air bags securely fitted in the bow (forward of the kayak footrest) and in the stern are recommended in both canoe and kayak, except where kayaks are

already fitted with water-tight bulkheads. On the sea and on other open water, the fitting of additional buoyancy makes deep water rescues quicker and easier to perform. On white water it significantly reduces the chances of the boat becoming pinned on an obstacle and of the paddler becoming entrapped.

3.14.14 Spray Decks

A tight fitting and secure spray deck will make a significant contribution to a kayaker's safety as well as their comfort, it must be secure around the paddlers body so as not to slip down when swimming and have reliable release system.

3.14.15 Helmets

On rivers, for coastal rock hopping, surfing, and any other situations where capsizing in shallow water is likely, a safety helmet is essential. On open water or sea journeys, a warm hat or sun hat is more appropriate.

Depending upon the environment and activity bailers, painters or swim bags should be carried in each open canoe, to ease rescue and emptying.

Deck lines, especially on sea kayaks, should be taught and free from the cockpit area.

3.14.16 Instructor Equipment

The equipment that the Instructor chooses to take in order to enhance a groups safety and comfort will vary according to:

- nature of activity
- location
- time of year
- age range of the group
- experience of the group
- aims of the session

Kayak and Canoe Instructors should carry or have direct access to the following basic items: Spare clothing including hat and gloves, survival bag, first aid kit, hot drink, towing line, spare paddle and whistle.

Instructors should consider selecting other items from the following list: map or chart, compass, whistle, torch, repair kit, knife, folding saw, slings, karabiners and pulleys, throw line, paddle hook, flares, radio, emergency food, matches or lighter, pump.

3.14.17 Clothing

It is the responsibility of the instructor to ensure that their group is adequately and appropriately clothed for the type of activity and the prevailing conditions. Instructors should take account of the following:

3.14.18 Wind and Water-proof Shell

Most warm clothing will insulate the body even when wet but must be supplemented by a wind and water proof shell if it is to be effective.

3.14.19 Wet Suits

Recommended in circumstances where frequent capsizes are likely. They also afford a level of protection against bumps and grazes which frequently result from swimming in rapids. Wet suits for paddle sport should not restrict movement of the upper arms and shoulders. Few wet suits are windproof in their own right. It is recommended they be worn in conjunction with a windproof paddle top.

3.14.20 Dry Suits

Beyond the budget of most groups. Dry suits are only effective if suitable thermal clothing is worn under them.

3.14.21 Winter

Particular attention needs to be paid to suitable clothing during the winter months. Wet suits, dry suits or other specialised protective clothing should be regarded as essential where risk of capsize exists.

3.14.22 Footwear

It is important that paddlers wear suitable footwear, old trainers with thick woollen socks or wet suit boots with a sturdy sole are good options.

3.14.23 Water Competence

In accordance with BCU policy participants should normally be able to swim 50 metres. In the case of non-swimmers, the instructor should be satisfied that the participant has a reasonable level of water confidence when wearing a buoyancy aid.

All participants should undergo some basic training on simple water (especially capsizing) before progressing to moderate conditions.

3.14.24 Environmental Considerations

Special consideration should be given to the impact of paddle sport in respect of the following:

- Erosion to banks at access and egress points
- Disturbance to wildlife
- Disturbance to other water users.

3.15 THE USE OF SWIMMING POOLS FOR CANOEING

The Pool Manager will require the following assurance before permitting canoeists to use the facility:

1. That no damage will occur to the fabric of the pool
2. That no pollution will enter the pool
3. That those using the pool have proper insurance indemnity
4. That the activity is properly organised and supervised and that any risk of accident is minimised.

To comply with the above all canoeing groups using East Ayrshire Council swimming pools **must** ensure that:

Group members are well behaved and disciplined in the use of the pool.

Supervisors are appropriately qualified.

Copies of qualification certificates are available for inspection on request.

3.15.1 Supervision of session

The minimum qualification to supervise canoeing in a swimming pool is the **Level 2 Coach holding a BCU Canoe Safety Test Certificate**. In addition supervisors must hold a **current First Aid Certificate**.

An individual holding a BCU Lifeguards Pool Endorsement should be present. It is intended that this endorsement will become compulsory for swimming pool canoeing supervision.

The person in overall charge and any support staff **must** be familiar with the Normal Operating Plan and the Emergency Action Plan for the swimming pool concerned.

3.15.2 Managing a session

1. The canoe instructor or person in charge should assess **each** session according to the proposed activity.
2. All full size canoes should have rounded ends and must be fitted with some kind of impact buffer to prevent possible damage to the pool sides. This does not apply to pool bats.
3. Only all plastic or wooden paddles should be used.
4. The number of canoes permitted in the pool at any one time will depend very much on the size of the pool and the activity being practised. As long as each canoe has room to manoeuvre and the canoeist has room to swing a paddle, there is room enough. As a guide a maximum ratio of 1:8 may be appropriate for practising capsizing drill. Passive rafting of canoes (for example during rescue training) may require nine boats in the water i.e. three groups of three. Canoe polo on the other hand, which requires more active use of canoes, would more appropriately be restricted to six boats given the normal space available.
5. Activities should be restricted where possible to ensure boats do not come within 1 metre of the sides of the pool except when entering and exiting. Lines on the pool bottom could be used as demarcation.
6. No swimmers to be allowed in the pool whilst canoeing is taking place. Spectators must sit out away from the pool edge.
7. Participants who are not water confident **must** wear buoyancy aids.
8. Canoes and buoyancy aids must be thoroughly cleaned before being taken into the pool.

For additional guidance to canoeing in the swimming pool session supervisors should consult the British Canoe Union booklet, 'The Canoeist and the Swimming Pool'.

Where Supervisors/Managers are not familiar with procedures relating to canoeing in the pool a risk assessment should be requested from the Principal Officer, Outdoor Education (Tel: 01563-551457).

3.16 SAILING

Heads of establishments and instructors should also have regard to Section 3 of this code of practice, General guidance on safety during educational outdoor activities, Part 3.1 concerning activities involving the use of natural waters, and Part 3.2 concerning activities involving exposure to strong sunlight.

3.16.1 Qualifications

The person with overall responsibility for the organisation and control of group sailing tuition should be a holder of the **Senior Instructor's Certificate of the Royal Yachting Association** with the appropriate tidal endorsement for sea sailing. The **Instructor's Certificate**, with appropriate tidal endorsement, is the minimum qualification for a leader in charge of day sailing. The instructor shall implement the instructional programme laid down by the senior instructor.

3.16.2 Water Confidence Test

Novices should be expected to undertake a simple water confidence test, at some time prior to participating in sailing activities, to demonstrate their ability to manage themselves adequately in cold water should they be involved in a capsized or fall overboard.

A swim test in a heated swimming pool is not sufficient by itself.

3.16.3 Clothing

Instructors must ensure that all participants are suitably clothed and experienced for the level of activity planned and should be most vigilant with regard to the safety of participants. If frequent immersion in cold water is likely to take place a wet or dry suit should be worn by participants, and instructors should pay careful attention for signs of hypothermia developing among participants.

3.16.4 Lifejackets and Buoyancy Aids

All participants must wear either a lifejacket which meets the specification of BS 3595/81 or a buoyancy aid that meets the Boat Manufacturer's Industry Federation specification BMI/79 depending upon the circumstances and/or type of boat being sailed.

The EEC standard for lifejackets and buoyancy aids came into effect in July 1992, and as the present stock of lifejackets and buoyancy aids are replaced all such articles should in the future comply with the EEC Standard. Buoyancy Aids and Lifejackets that conform to this standard can be identified by the CE Mark which has a similar purpose to the BSI Kite Mark.

3.16.5 Safety Boats

Groups of novice sailors for whom the authority has responsibility, and any other groups under tuition, must be accompanied by one or more powered safety boats as required. The recommended ratio of safety boats to dinghies is 1:6 and rescue craft should be under the command of persons holding at least the **Royal Yachting Association National Power Boat Level 3 Certificate**.

3.16.6 Informing Coast Guard Services

The Coast Guard services should be informed whenever sailing passages are planned, remote from the vicinity of the normal sailing base, which will involve;

- an extended crossing of exposed areas of open sea
- novice sailors under tuition on sea areas that can be subject to hazardous wind or tidal conditions
- a possibility of drifting more than a kilometre from any shore in the event of a capsize

The Coast Guard must also be informed at the end of the session when all participants are safely off the water.

3.16.7 Weather Forecasts

Before any session the senior instructor responsible for the organisation and control of the group under tuition should get a weather forecast and carefully consider whether the session should proceed if there is any indication that the weather is expected to be unusually inclement.

Extended multi day cruising in dinghies or charter yachts should take place only at the discretion of the Principal Outdoor Education Officer.

Groups operating with their own cruising vessels and undertaking coastal cruising must ensure that the person in charge has the appropriate RYA Certificate as laid down in the "RYA National Cruising Scheme (Sail) Syllabus and Logbook G15". The vessel must fully conform to the construction and equipment requirements of the current Code of Practice of the Department of Trade and Industry for the safety of small commercial sailing vessels.

Note: Heads of establishment may get further information concerning safety procedures relating to sailing from the Royal Yachting Association, Scotland.

Royal Yachting Association Scotland

4. ACTIVITIES NOT DIRECTLY COVERED BY LICENSING REGULATIONS

4.1 ORIENTEERING

Orienteering can take many forms and take place anywhere from school grounds to Country Parks or mountain forests. At the competitive level it is a solo or relaying running sport carried out using IOF standard maps and under BOF rules for equipment and conditions.

Safety for orienteering is best assessed by the nature of the area in use. Safety procedures should be clear and site specific where possible.

Three important points should be considered before the activity commences.

The person in charge should be qualified and/or competent relevant to the area and the conditions prevailing.

The activity must be planned with due consideration for the ability and preparedness of the group.

Emergency procedures must be relevant to the situation. Staffing ratios are offered only as a guideline. The leader must ensure that the group is adequately equipped and supervised. Young children, beginners and those with special needs may require additional supervision.

At all levels a qualified first aider and an appropriate accident response kit should be close at hand.

Recommended Qualifications	Operating Area	Ratio
In Service training	School, Outdoor Centre, or other private, safe grounds with low level hazards	1:30 (School Grounds) 1:20 (Other Grounds)
BOF Instructor or Orienteering experience and in	Public parks or areas with easily accessible tracks and obvious boundaries	1 experienced or qualified person with up to 10 participants.

house training		An additional helper is required for up to 20 persons
BOF Club Coach	More complex and/or exposed areas	1 qualified person with up to 10 participants plus an additional competent helper.

A risk of cross infection for orienteers through cuts and scratches from infected vegetation has been identified, and also a risk of infection from ticks. It is important, therefore, for leaders to ensure that all participants wear clothing that provides full arm and leg cover. Leaders should also ensure that participants wear clothing suitable for the environmental conditions during cold, wet and windy weather, as there is always the possibility that poorly clothed participants may suffer from exhaustion and hypothermia.

All participants must be aware of safety procedures for an event including a rendezvous point should they become lost or give up, a recall signal if the event is terminated, and the use of a whistle which each participant must carry.

Note: Heads of establishment may get more information about the sport of orienteering and the coaching scheme from the Scottish Orienteering Association or the British Orienteering Federation.

Scottish Orienteering Association
Secretary
Riversdale
Slitrig Crescent
Hawick
Roxburghshire
TD9 0EN

Telephone Number 01450 377383

National Office
British Orienteering Federation
Riversdale
Dale Road North
Darley Dale
Matlock
Derbyshire
DE4 2HE

Telephone Number 01629 734042

4.1.1 British Orienteering Federation Coaching Awards Information

All awards are valid for three years and renewable after that time.

Minimum age for Course attendance is 17 years for all Certificates and Awards except that of Senior Coach where the minimum age is 21 years. Except for the Teacher/Leader Certificate and the Instructor Award, all candidates must be members of the British Orienteering Federation. The Coaching Award booklet (free) and the Coaching Manual, with which all coaching levels must be thoroughly conversant, are available from the British Orienteering Federation

4.1.2 Teacher/Leader Certificate (Duration 7 hours)

Courses include basic instruction on the introduction of orienteering and National Curriculum requirements. An Attendance Certificate is issued and there is no assessment.

4.1.3 Instructor Award (Duration 15 hours)

Courses include instruction on basic techniques, safety considerations, the introduction of orienteering and the coaching of beginners on simple courses. A subsequent assessment of the candidate's ability to introduce and coach beginners on simple course is required for successful completion.

4.1.4 Club Coach Award (Duration 15 hours)

Courses include instruction on physical and technical training techniques, applicable at club level and including the planning of club training programmes. A valid First Aid Certificate is also required. As for the Instructor Award, assessment takes place at a later date.

4.1.5 Regional Coach Award (Duration 15 hours)

Courses include instruction on personal performance, coaching Awards and Squad courses. Much of a Regional Coach's work could be in Instructor and Club Coach tutoring and assessment at regional level. A valid First Aid certificate is required. Attendance at some National Coaching Foundation courses is mandatory. As for the previous Awards, assessment takes place at a later date.

4.1.6 Senior Coach Award (Duration 11 hours)

Courses involve progressive assessment over several weekend or day courses depending upon the candidate's experience in the sport which must be considerable. Courses include coaching in greater detail together with input on sport psychology, diet and coaching methodology. Assessment is geared to the candidate's area of specialisation and qualification has to be confirmed by the National Coaching Committee on the recommendation of the Director of Coaching. Attendance at some National Coaching Foundation courses is mandatory.

4.2 EDUCATIONAL FIELD VISITS

Heads of establishments and teachers/leaders of field visits should also have regard to section 2 General guidance on safety during educational outdoor activities, section 3 Part 3.1 Bathing in natural waters and may wish to consult Department of Education and Skills : Group Safety at Water Margins.

Further guidance is available in codes of practice for the safe conduct of field studies related to particular subject areas which should be included in establishment and departmental safety files. These make reference to safety equipment and procedures that are beyond the immediate scope of this document.

The head of establishment and teacher/leader should also consult the Educational and Social Services document “Guidelines for teachers on the organisation of educational field visits” which contains further advice. The bibliography that accompanies these guidelines includes references to books and pamphlets issued by a variety of bodies that should also be consulted.

It is recommended that the leaders of educational field visits using remote moorland, wild country or exposed coastal areas should have attended a course in safety and leadership procedures for practical fieldwork.

4.2.1 Preparatory arrangements.

Prior to and in preparation for such visits leaders should:

- a) obtain permission for access to the proposed fieldwork area
- b) arrange for a preliminary examination/investigation of the area to be carried out to assess any hazards present and to prepare an appropriate work programme
- c) advise participants on the type of clothing to be worn and equipment required. This should include clothing that can provide full arm and leg cover
- d) check the master Health & Safety File in their educational establishment and ensure that participants comply with the regulations and specific Codes of Practice therein as they relate to particular disciplines including Standard Circular 48, Educational Visits and Excursions.
- e) consider carefully the staff to student ratio appropriate to the particular needs of the pupils, and the nature of the activity, if pupils with special educational needs are involved.

4.2.2 While engaged in the fieldwork excursion the leader should:

- a) carry a list of all participants

- b) have available a contact phone number for the head of establishment
- c) be in possession of a suitable first aid kit
- d) ensure that pupils have access to all personal medication that may be required during the excursion.

If field studies excursions involve hillwalking, boating or sea angling then the relevant parts of this document must also be referred to for further guidance.

Heads must exercise discretion when authorising individual field study projects which will be undertaken by senior students in moorland, wild country or exposed coastal areas. The nature and location of these projects must be clearly indicated, examined and, if necessary, specialist advice should be sought prior to authorisation.

NOTE:

Heads of establishment and leaders may be able to gain more information about safety procedures applicable during outdoor studies and visits from the National Association for Environmental Education, the Scottish Field Studies Association or the Field Studies Council.

The National Association for Environmental Education (NAEE)
West Midlands College of Higher Education
Gorway
Walsall
WS1 3BD Telephone Number 0192 231200

The Scottish Field Studies Association
Kindrogan Field Centre
Enochudu
PH10 7PG Telephone Number 01250 881286

The Field Studies Council
Preston Montford
Montsford Bridge
Shrewsbury
SY4 1HW Telephone Number 01743 850164

4.3 BATHING IN NATURAL WATERS

The categories of activities covered by the guidance given in this section are:

- 1) Bathing in areas of natural water which are unsupervised by a professional lifeguard service.

- 2) Outdoor activity groups incidentally using beaches, rivers pools and lakes for casual bathing and paddling
- 3) Outdoor activity groups involved in excursions, physical activities or environmental investigations in close proximity to areas of natural water.

Those involved in the supervision of these activities will not need to be reminded of the high incidence of fatalities during activities involving water. It is imperative that sensible safety precautions are adhered to and the utmost vigilance applied when bathers are actually in the water. There are no formal qualifications for the full range of activities that have been subsumed under the guidance provided in this section. Therefore, the guidance should be understood to be indicative of good practice and is provided to raise leaders awareness of the factors that have to be considered if a high standard of safety is to be achieved.

Heads of establishment and leaders in charge should also have regard to section 3 General Guidance on safety during educational outdoor activities, part 3.2 concerning activities involving the use of natural waters , part 3.1 concerning activities involving exposure to strong sunlight and may wish to consult the Department of Education and Skills leaflet, Group Safety at Water Margins.

Many drowning incidents are associated with the consumption of alcohol, or the onset of hypothermia, therefore swimming and bathing activities should not take place:

- soon after a meal
- if there is reason to believe alcohol or drugs have been consumed by participants
- in very cold water
- after nightfall
- on cold, wet or windy days

Leaders in charge must also ensure that nobody goes swimming alone and unsupervised, and that young people do not forcibly throw others into cold water against their will. Inflatable toys and air beds should not be used on tidal waters and open lochs, but may be used on very confined areas of still water with an area less than a hundred square meters.

Before undertaking bathing activities the leader in charge of the group should have referred to activities involving the use of Natural Waters and have fully considered the actions that might need to be taken in the event of a participant getting into difficulties.

This should include the actions needed to contact appropriate emergency services.

4.3.1 Qualifications

Groups involved in bathing in natural waters must always be supervised by a person holding at least a life saving qualification equivalent to a **Royal Life Saving Society (RLSS), Bronze Medallion (General)** or be a life guard holding a formal qualification of equivalent standard recognised as suitable to the task. (see 5.3.9)

4.3.2 Recognition of other national qualifications.

If the activity takes place outwith the UK, the qualification of any foreign lifeguard deployed for supervisory purposes should be one officially recognised by the country in which the activity takes place, appropriate to the situation being supervised and of equivalent or higher standard than the **RLSS, Bronze Medallion (General)**.

4.3.3 Ratios

The maximum number of people in the water at any one time should not exceed 8 per qualified lifesaver or lifeguard. The lifesaver or lifeguard and the leader in charge should be constantly watching the bathers from a safe point, either outwith or on the water, from which the bathers are all visible.

4.3.4 Risk Assessment

Before any bathers enter the water the leader in charge of the group must have careful regard for any hazards that might contribute to participants being put at risk. These might include the cleanliness of the water, the wind and tidal conditions, the presence of surf and waves that might imply the presence of undertow or strong currents, the temperature of the water, the depth and clarity, and the presence of any hidden rocks or obstructions. The number of other people in the water may also be significant, if this makes it more difficult to keep a proper watch over members of the group. The leader in charge should also be aware of the significance of any hazard warning signs or flags displayed in the beach area.

4.3.5 Limiting the bathing area

A limited area should be identified for the bathers to stay within and this should be delineated by clearly identifiable physical features or flags. The area identified should be such that the leader(s) in charge can feel confident that a rescue can be affected without they themselves being exposed to unnecessary danger.

If the leader in charge is unfamiliar with the swimming ability of the participants the area identified should be limited to one within which the bathers will remain within

their depth. The limited area should not generally exceed 1.25 metres in depth. If the water is generally deeper than 1.25 metres, and the surface area of water is greater than a hundred square metres, a boat should be at hand for rescue purposes.

4.3.6 Use of “Buddy” system

The participants should be paired, and the individuals in each pair should be asked to watch out for the welfare of each other while in the water. Bathers should be made aware of an appropriate method of alerting the supervising lifeguard from the water in the event of an emergency.

4.3.7 Distance swimming

Bathers wishing to swim long distances should be asked to swim back and forward parallel to and close to the shore in an area within which a rescue could be effected and not far out to sea or into the middle of an open loch or reservoir.

4.3.8 Diving

Diving should be forbidden.

4.3.9 Particular Activities

Bathing in areas of water which are unsupervised by a professional lifeguard service;

i. Means of rescue

The life saver or lifeguard supervising the bathers should have close at hand and available for immediate use a long pole, or a floating throw line with a buoyant object attached that can be thrown to a bather experiencing difficulty, and used to draw them to the shore, without the rescuer themselves entering the water and being put at risk.

ii. Lifejackets and Buoyancy Aids

To help to ensure their own safety the life saver or life guard should have, close at hand, a life jacket or buoyancy aid to wear in the event of having to enter the water to assist a bather.

iii. Spare clothing

It is advised that the group should have appropriate equipment and clothing to use in the event of any bather(s) becoming cold and showing symptoms of hypothermia.

Outdoor activity groups incidentally using beaches, rivers and lakes for casual bathing and paddling.

- The leader in charge should have regard to the guidance in the preceding paragraphs.
- Groups should only go bathing if supervised by an appropriately qualified lifesaver or lifeguard. (see list below)
- The waters should be well known to the person in charge of the group and free of hazards. In the case of lochans situated high in the mountains special regard should be paid to the temperature of the waters. Leaders must ensure that bathers do not swim out of their depth or dive into deep cold pools because the water temperature below the surface is seldom much above freezing.
- The number in the water should not exceed 8 per supervising lifesaver at anyone time.
- The limited area of water to be used should be clearly identified.
- If the water is anywhere deeper than 1.25 metres, a floating throw line and buoyant object should be available.
- The group should have with them spare warm clothing and provision to make a hot drink in case group members show symptoms of hypothermia.

Outdoor activity groups involved in excursions, physical activities or environmental investigations in close proximity to areas of natural water.

This guidance would apply to groups wading in shallow waters and crossing shallow burns in the course of other activities. Leaders and instructors of groups involved in activities where a water hazard is believed to exist must ensure that every possible care is taken and the following guidance is indicative of the matters that must be given consideration. Any moving water that is deeper than knee height for the majority of the party should be considered as dangerous.

- Leader/ teachers in charge should have regard to the preceding paragraphs and must familiarise themselves with the area to be used in advance of the visit, and assess the area for likely hazards.

- The leader should be particularly aware of such things as; stagnant water, steep slippery banking, deep pools, fast flowing streams and rivers, undercut banks and overhanging trees and bushes.
- Potential hazards should be brought to the attention of the members of the group at an appropriate time and the action should take in the event of an incident explained.
- If in the initial visit to the area a leader believes that there may be a significant degree of risk because of an existence of areas of potentially hazardous natural waters, then the action to be taken in the event of an emergency should be carefully considered.

Consideration should be given to:

The need for a lifesaver, holding an appropriate life saving qualification to accompany the group (see list below)

Whether a throw line, flotation aid, and lifejacket or buoyancy aid should be at hand in case of an incident.

Whether there is a need to have a day sack containing spare warm clothing and a flask of hot drink available, in case anybody accidentally becomes immersed in cold water.

The location of the nearest means of communicating with emergency services.

- The group should always be expected to work in at least pairs, and no individual must be allowed to go off alone.
- The leader must apply the utmost vigilance and not lose contact with any member(s) of the group for any extended period of time.
- If the visibility in the area is poor because of the topography or trees and undergrowth, the members of the group should be supplied with whistles to attract attention in the event of an incident occurring.

Other acceptable Lifesaving and Lifeguard qualifications

The Corps of Canoe Lifeguards Canoeing Safety Test.

The Corps of Canoe Lifeguards Rescue Test

The Royal Life Saving Society Bronze Medallion (General)

The Surf Life Saving Association Bronze Award.

or any qualification that is of an equivalent or of a higher standard to any of those detailed above.

4.4 ACTIVITIES INVOLVING THE USE OF BICYCLES

Many groups of young people for whom the education department has responsibility wish to undertake activities involving the use of both 'on road' and 'trail' or 'off road' bicycles. On many occasions these activities can only be undertaken by using bicycles that are hired from commercial organisations. The authority has received advice on safety considerations relating to the use of bicycles which has highlighted the risks of upper body and head injuries.

The utmost care must be applied in the planning and execution involving the use of bicycles. Leaders in charge of cycling activities should avoid using busy main roads and minor roads during periods of time when fast moving traffic can be expected. It should be noted that a growing number of cycle tracks and bridle ways are being designated to separate cyclists from other traffic, and these should be used as far as is practicable.

4.4.1 Qualification of Leaders.

Heads of establishment should, satisfy themselves that any persons organising and leading cycling activities is sufficiently experienced and skilled to take responsibility for the activities envisaged.

If the activity is to take place off the public road, in remote, wild or mountainous country, cognisance should be taken of the leadership qualifications, locations and planning criteria codified in Section 3 Part 4. HILL WALKING. Expeditions to such areas should be carefully planned and fully justified using similar criteria to those that apply to hill walking expeditions. The limitations and conditions as to the location and the time of year when the hill walking qualifications can be deployed should also be conformed to when used in relation to 'off road' cycling expeditions.

4.4.2 First Aid.

The leader in charge should be qualified to administer first aid. An "Emergency Aid" training is sufficient for activities that only involve the use of roads and tracks close to well inhabited areas, but a full "Standard First Aid certificate is required for 'off road' expeditions to remote highland and moor land locations.

4.4.3 Pre-visits.

The leader of any cycling excursion should be familiar with the area to be used and aware of any potential hazards that exist.

4.4.4 General guidelines.

It is essential that before any expedition or excursion a period of prior practical training takes place in a safe off road location.

Details of the route and expected duration of any planned excursion should be provided to both the head of establishment and parents or guardians of the young people involved.

Leaders of groups involved in cycling activities should satisfy themselves that all bicycles, whether owned by participants, belonging to the authority, or hired commercially, are properly serviced and appropriate for the planned excursion or expedition.

Participants should be appropriately dressed for the environmental conditions that they are liable to encounter, and where the excursion involves the use of remote moor land or highland areas the criteria that applies to clothing for hill walking activities should also be applied to cycling excursions. On such excursions it is strongly recommended that participants carry a light day sack, saddle bag or pannier which contains spare warm clothing and light waterproofs.

Cycling helmets must be worn by all participants during both 'on road' and 'off road' cycling activities. For excursions involving the use of public roads, brightly coloured tops or yellow 'day glow' safety vests should be worn by all participants.

The leader should carry a repair kit suitable for any 'off road' expedition, or have made suitable arrangements for the group to be picked up from any 'on road' location should they become immobilised as a result of mechanical breakdowns.

The leader of the group should carry a first aid kit appropriately matched to the seriousness of the excursion.

The authority has been advised that the maximum recommended ratio of leaders to novice cyclists is 1 to 8, and the maximum recommended group size is 12, and there should always be at least two adults. There should always be a responsible person at the front and back of any group to prevent the group becoming too widely dispersed.

The leader should ensure that members of the group comply at all times with any procedures that are designed to ensure the safety of the group. Attention should be paid to coping with steep ascents and descents during 'off road' expeditions, and the participants should be made aware of the injuries that arise from excessive speed resulting in loss of control and hard falls.

The leader should carry a list of participants, a map, and a contact phone number for the head of establishment.

The leader should get a weather forecast before any excursion and judge whether it should proceed if the weather is forecast to be particularly inclement with the associated risk of hypothermia.

4.4.5 Duke of Edinburgh Award Scheme, Expedition Section.

If the expeditions involve the use of 'on road' or 'off road' cycles then the above guidelines should be carefully followed during the process of training award scheme candidates until the supervisor of any planned unaccompanied practice or qualifying expedition is confident that the candidate can be relied upon to follow all the procedures necessary to reasonably secure their own safety. The supervisor of an unaccompanied cycling expedition should monitor the progress of the participants through prearranged check points. The progress of the participants along any section of the road shared with a significant amount of motorised traffic should be continuously monitored from a distance, in order that the emergency services can be quickly mobilised in the event of a traffic accident involving the participants.

It is recommended that in the event of the participants ignoring safety advice and acting in a way that may be a threat to their own safety the expedition should be terminated, or continued as an accompanied training expedition in accord with the above guidelines.

The service responsible for co-ordinating all land based rescues in Scotland is the Police Service. In the event of an expedition being planned that will make use of particularly remote or inaccessible areas the leader should inform the police responsible for the area in advance.

4.5 RACING ROWING

Heads of establishment and instructors should also have regard to Section 2 of this circular, General guidance on safety during educational outdoor activities, particularly part 2 concerning activities involving the use of natural waters. Competitive rowing is not covered by the Councils insurance.

4.5.1 Qualification of instructors

The minimum qualification for persons in charge of racing rowing activities is the **Scottish Amateur Rowing Association Instructors Certificate**.

Experienced staff who do not hold any instructional qualification may instruct groups on suitable waters under the direct supervision of a formally qualified instructor.

4.5.2 Lifejackets and buoyancy aids

It is not possible for participants to wear buoyancy aids or lifejackets while actually rowing, therefore, the instructor in charge must ensure that participants conform to the procedures adopted in the practise of the sport which are designed to secure the safety of participants. Coxes should wear either a lifejacket that conforms to the

BS 3595/81 specification or a buoyancy aid that meets the Boat Manufacturers Industry Federation standard BMIF/79.

A new EEC standard for lifejackets and buoyancy aids came into effect in July 1992, and as the present stock of lifejackets and buoyancy aids used by an establishment are replaced all such articles should in the future comply with the EEC standard. Buoyancy Aids and Lifejackets that conform to this standard can be identified by the CE Mark which has a similar purpose to the BSI Kite Mark.

4.5.3 Safety Boats

A safety boat, which is appropriate to the waters being used, must be in attendance at all times. In circumstances where rowing takes place on extensive open waters, exceeding 500 metres in width, the safety boat should be a powered craft capable of maintaining station in close proximity to racing rowing craft.

In such circumstances the appropriate qualification for persons responsible for the safety boat is the **RYA National Powerboat Level 3 Award**.

When in use the safety boat should be equipped with a safety bag containing warm dry clothing, a first aid kit, a floating throw line, additional life jackets or buoyancy aids and oars. The safety boat should be equipped with a means of towing racing rowing craft in the event of an incident.

4.5.4 Informing Coast Guard Services.

When racing rowing activities take place on sea locations which can be subject to hazardous wind and tidal conditions and/or from which it is possible to drift more than a kilometre off shore, the Coast Guard should be informed.

The coast guard must also be informed at the end of the session when all participants are safely off the water.

4.5.5 Weather Forecasts.

The instructor in charge should get a weather forecast before sessions involving the use of areas of exposed open waters and consider carefully whether the session should proceed if there is any indication that the weather is expected to be particularly inclement.

4.5.6 Winter Clothing.

There is no close season for rowing but is strongly recommended that during the period between 31 October and 1 April additional layers of warm clothing should be worn by participants and a sufficient supply of spare dry clothing should be available in case of participants experiencing hypothermia due to immersion or exhaustion.

4.5.7 Immersion in polluted waters.

Supervisors should ensure that a routine emergency procedure is adopted in the event of any incident involving a participant experiencing immersion in polluted waters. This procedure should involve ensuring that a potential casualty consults a medical practitioner as soon as possible. A record of all such incidents should be maintained because in the event of a subsequent illness of a participant there could be legal implications for the authority.

4.6 WATER SKIING

Heads of establishment and instructors should also have regard to Section 2 of this circular, General guidance on safety during educational outdoor activities, Part 2.2 relating to the conduct of activities involving the use of natural waters. This activity is not covered by the Councils insurance.

4.6.1 Qualification of Instructors.

The basic qualification for persons in charge of groups is the **British Water Ski Federation Ski Boat Driver Level 3 Certificate**, both for handling a ski boat and instructing water skiing. This award qualifies the holder to give basic instruction to students using two skis. An **Instructors Certificate of the British Water Ski Federation** is required for persons wishing to teach trick, mono and slalom techniques.

In addition to a driver there should always be an observer in the boat who should face the skier in the water. The observer must be fully conversant with the signals used in communication between the skier and the boat driver.

4.6.2 Ski Boat.

The ski boat should be of a suitable design with a ridged hull. The boat should be equipped with a First aid kit, appropriate flares, a safety bag containing warm dry clothing, a floating throw line and oars or paddles.

4.6.3 Buoyancy Aids/Clothing.

All participants should wear an all round buoyancy jacket that conforms to the Boat Manufacturers Industry Federation specification BMIF/79.

A new EEC standard for life jackets and buoyancy aids came into effect in July 1992, and as the present stock of lifejackets and buoyancy aids used by an establishment are replaced, all such articles should comply with the EEC standard.

Buoyancy aids and life jackets that conform to this standard can be identified by the CE Mark which has a similar purpose to the BSI Kite Mark.

Skiers should wear a wet suit or dry suit and other clothing appropriate to the conditions.

4.6.4 Ratios

The ratio of students to instructor must not exceed 1:6 with only one person being towed at a time. There should be no double or triple towing or ski jumping.

4.6.5 Weather Forecasts.

Before any session that involves the use of exposed open waters the instructor in charge should get a weather forecast and carefully consider whether the activity should proceed if there is any indication that the weather is expected to become unusually inclement.

4.6.6 Informing Coast Guard Services.

When water skiing activities involve the use of areas of exposed and open sea the Coast Guard should be informed.

The Coast Guard must also be informed at the end of any session when all participants are safely off the water.

4.7 MISCELLANEOUS USE OF BOATS

Heads of establishment and persons responsible for using small boats of any description should also have regard to section 5, General guidance on safety during educational outdoor activities, sub section 5.1 concerning, activities involving exposure to strong sunlight and sub section 5.2 concerning activities involving the use of natural waters. They should also refer to section 5 sub section 2, concerning bathing in natural waters. The guidance relating to safety in these sections may inform action in relation to circumstances that might arise during activities involving the use of small boats.

4.7.1 Small Boats under 6 metres

Water Confidence Test

Rowing boats and small boats with outboard motors under 6 metres in length are vulnerable to capsize in certain conditions, therefore all persons using such craft must be able to support themselves in the water with confidence in appropriate

clothing. The participants should be expected to undertake a test at some time prior to embarkation to demonstrate their ability to regain contact with the boat in the event of a capsize.

A test in a heated pool is not sufficient by itself.

Lifejackets and Buoyancy aids

All persons while afloat must wear personal buoyancy which will help them stay afloat in the event of a capsize or falling overboard. Personal buoyancy aids should conform to the correct EEC directive and should be of an appropriate size and be correctly fitted.

4.7.2 Ratios

There must be a leader in each boat and no more persons in the boat than the number recommended by the boat manufacturer.

4.7.3 Clothing

All participants must have available adequate clothing to wear appropriate to the prevailing and expected conditions which should include waterproofs, and a hat.

4.7.4 First Aid

It is recommended that each leader should carry a small first-aid kit, some spare clothes, and a flask containing a warm drink.

4.7.5 Weather Forecast

Before going afloat a weather forecast should be obtained and studied. If any doubts exists regarding a change in weather, advice should be sought by telephoning either the Coast Guard or the Glasgow Met. Office. Having gone afloat the leader should be aware that conditions can change rapidly and should the weather deteriorate more than expected the boats should return to more sheltered waters or to shore.

4.7.6 Training of Leaders

The person in charge of the boat must either hold a Royal Yachting Association qualification appropriate to the boat being used or have attended a relevant basis training course in small boat handling run by a sail or powerboat training centre recognised by the Royal Yachting Association (RYA). The leader in charge of each boat must have read the booklet, "Seaway Code", available from HM Coast Guard and yacht chandlers.

4.7.7 Designating areas

Before going afloat, the overall leader in charge must designate the area of water within which all boats must stay, and the time at which all boats should return to shore.

4.7.8 Coast Guard Service

When boating activities take place on an exposed and extensive area of open sea, that can be affected by potentially hazardous wind and tidal conditions and/or off a shore from which it is possible to drift more than a kilometre out to sea, the coast Guard Service should be informed of the time of the start and expected duration of the activity.

The Coast Guard service must also be informed at the end of the activity when all boats have returned and all participants are safely ashore.

4.7.9 Season

The use of small boats under 6 metres, by pupils and other novices for whom the authority has a duty of care, should only be permitted on extensive areas of open water during the period 1 April to 31 October. The training of experienced boat handlers for RYA powerboat awards is not limited to a particular season.

4.8 SEA FISHING AND CHARTER BOATS

When larger charters boats are used, for example for sea fishing or canal boats, the leader must ensure that the skipper of the boat has a Department of Trade Boatman's Licence, and that the boat is equipped to conform with all regulations relating to provision of lifesaving equipment, fire appliances and where appropriate shows the correct lights to meet the Rules for the Avoidance of Collision at Sea. All vessels which carry more than 12 passengers must hold a Maritime and Coastguard agency (MCA) "Passenger Ship Certificate" if putting to sea. All vessels under 24 metres in length which go out to the open sea should comply with the MCA's NOP Code of practice All boats must be appropriately insured against third party claims.

Written confirmation of the skipper's qualifications, details of the insurance arrangements and the seaworthiness of the boat should be obtained when booking.

A specimen charter agreement is as follows:

4.8.1

DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES

CHARTER AGREEMENT

The leader of the group hiring/chartering the vessel(s) has been instructed by East Ayrshire Council Education Department, which has the primary duty for care for the welfare of the members of the group, to get written confirmation that the master of the vessel(s) is (are) qualified and that the vessel(s) is (are) seaworthy, and is (are) equipped to comply with all regulations and is (are) properly insured for hire or charter. Please would you co-operate with the authority by providing the information requested and signing the charter agreement.

Thank you for your assistance.

NAME OF CHARTER VESSEL

.....

DATE OF CHARTER

I, skipper of the above vessel certify that I hold the Department of Trade Boatman's Licence.

The charter vessel(s) is licensed to carry . passengers and is fully equipped to meet lifesaving, fire and collision rules and regulations, and that the boat is insured against third party claims and is seaworthy.

Details of use to be made of the vessel(s)

Signed

Date

4.9 FISHING/ANGLING

Angling is one of the most popular leisure activities in the UK and there will be occasions when young people and other persons for whom the department has responsibility will wish to pursue this activity, on an individual basis. Further guidance is enclosed at the end of this section.

4.9.1 General Advice

The leader who is responsible for the participants should ensure that he/she knows where the participants are going to fish and where possible, has visited the fishing locations or sought local knowledge on suitability of the proposed locations. The leader responsible for the participants must be confident that the participants know all the potential risks of that location.

Some forms of angling involve moving from one place to another and the leader responsible for the participants should therefore ensure that the participants are aware of general principles of safety that can be applied in any location and that obvious dangers will be avoided.

Additional safety points to note include:

- Giving due attention to all warning notices.
- Some rods and lines can conduct electricity and overhead electrical cables and pylons constitute particular hazards.
- Care should be taken when handling hooks and fishing line.
- Every safe effort should be taken to retrieve all equipment to avoid hazards to the environment and wildlife.

The leader responsible for the participants should, to the best of his/her ability, make certain that the participants are aware of the potential risk and will apply the necessary judgement in particular circumstances.

The persons responsible for children or adults should know, irrespective of the activity, where their charges should be, and when they are expected to return. Appropriate action can then be taken, if necessary.

4.9.2 Fishing as an organised group activity - Category 1

Supervision - Groups with inexperienced members will require a higher level of supervision. This requires careful judgement on the part of the leader.

Fishing from the bank - still water

The leader must ensure that the activity is supervised properly and that due care to the safety of the party must be taken at all times. Participants must be in a position of safety at all times. Participants must be kept off dam walls and eroded or precipitous banks.

4.9.3 Fishing from the shore/bank/moving water - Category 2

Rivers and tides constitute particular additional hazards. A safety line must be carried and ready for use at all times.

Consideration should be given to the positioning of a leader with a safety line down stream of the party to be in a position to perform a rescue if necessary. Rivers can be subject to sudden surges and rises in the water level and strong currents and undertows can be present but not obvious. Only experienced river anglers should be permitted to wade and only by exception and specific authorisation.

4.9.4 Fishing from small boats - Category 3

The strictest discipline must always be maintained irrespective of the size of craft. The leader in charge of each craft must hold a current Bronze Medallion Life Saving Certificate and hold either RYA Sports Boat or Rescue Boat Certification. Waders or wellingtons must not be worn in the boat. Careful attention should be paid to section 3 "Boats - Miscellaneous Use of".

The summer season is defined as 1 May to 31 October. This may be extended in view of mild weather and water levels at the discretion of the Principal Outdoor Education Officer in consultation with the Group.

At all times, individuals/groups must carry the appropriate clothing and life jackets to cover all circumstances.

A permit must be purchased where necessary.

The number of persons in each boat must not exceed the manufactures recommendation.

CATEGORY	DESCRIPTION OF FISHING ACTIVITY	RATIO
1	Still water from bank	1 - 6
2	Moving or tidal water - river, loch. piers. beaches, using waders	2 - 6

3	Small Boats	1 - 2/3
4	Chartered Boats	1 - 8

4.10 CAMPING

There are several different types of camping, each designed for specific objectives and requiring different equipment and organisation. Where camping is used as part of an outdoor activity, such as canoeing, walking and expedition, the leader in Charge must have the knowledge and skills required for the camping aspect of the activity, Chapter III. "Campcraft and Expedition" in Mountaincraft and Leadership" by Eric Langmuir, is used for reference purposes.

The following points deserve particular attention:

- 1) **Tents**
Designs and weights vary enormously and extreme care must be taken when cooking with naked flames. The door/flap must be left open for a quick emergency exit. There must be no smoking in closed tents.
- 2) **Cooking**
Changing gas cartridges or filling stoves must be done in the open and away from naked flames. Ensure that all gas appliances are turned off properly at night. Where possible, a fire extinguisher should be carried out and positioned for all to use.
- 3) **Hygiene**
A clean water supply is the first concern of any campsite. If unsure, use sterilising tablets or boil water for ten minutes. Personal cleanliness is essential and must be insisted upon. Cooking and eating utensils must be thoroughly cleaned after each meal.

Toilet facilities depend on length of stay and recommendations can be found in the "Mountaincraft and Leadership" Handbook.

- 4) **Equipment**

Camping can be tremendous fun if you are well prepared and have the proper equipment. Further advice on all aspects of camping can be found in "Mountaincraft and Leadership" Handbook.

4.11 ARCHERY - (OUTDOORS)

4.11.1 Introduction

Archery is a sport enjoyed by many. It is essential that safe practice is followed in the organisation of this activity, where the hazards are very apparent.

4.11.2 Qualifications

Archery should always be organised and supervised by either:

- a) An instructor with a valid Community Sports Leader Award in Archery as administered by the Grand National Archery Society, (GNAS) or Certificate of Competence from the Scottish Field Archery Association.

or

- b) A qualified PE teacher or other teacher with the qualification described above in a). The session must be **within the normal working day of the school.**

4.11.3 Organisation and safety

Before any shooting takes place clear safety instructions must be given relating to the equipment in use and the expected conduct of the participants.

- Ranges must be sited away from buildings, walls, hedges, or fences where there may be a risk of a person emerging without warning.
- The width of the range should be such that no target is positioned less than 30 m from public roads, pathways or areas over which the teacher/instructor has no control. Be aware that air shot arrows can travel considerably further than 30 metres. Consideration should be given to extending the danger area where there is any perceived risk.
- Warning notices should be placed at strategic points around the range.
- Where there is no bank or slope behind the targets the range should be positioned inside this area with at least 50 m clear behind them. The clear area may be reduced where there is a bank or slope of adequate height behind the target. Be aware of the distance that air shots can carry however and where risk is perceived the danger area must be extended.
- A shooting line should be clearly marked and a waiting line (behind which all those not actually shooting should wait) should be marked at least 5 metres behind it.
- Targets should be at least 3.6 m apart as measured centre to centre and archers should stand at least 1.5m apart when they are on the shooting line.

- There should be no more than 3 archers per target at any one time. A maximum of 3 targets per teacher/instructor if multiple shooters for each target. Single shooter maximum 9 targets.
- Shooting must not take place when the wind strength is such that arrows are dangerously deflected.
- Spectators should remain at least 5 m behind the shooting line.
- Indoor ranges must be laid out in accordance with G.N.A.S. and S.F.A.A. guidelines.

4.11.4 Equipment

For initial teaching bows with draw weights of 18lb (8kg) and 25lb (11kg) at 28" (72cm) may prove the most suitable, especially for younger and smaller children.

Target supports should be padded to reduce the risk of rebound or ricochet. The use of drawing pins or other similar objects for attaching additional targets to the target boss should be forbidden.

Beginners should use arrows of not less than 30" (76cm) in length. Arrows which are too short are dangerous. At least 1.5" (4cm) of the arrow should be seen to project in front of the arrow rest. Arrows of 32" (80cm) in length may be necessary for very tall pupils, in which case at least 2.5" (6cm) of the arrow should be seen to project in front of the arrow rest.

Bracers must be worn during shooting in order to keep the sleeves out of the way of the strings and to provide a measure of arm protection. Tabs are also necessary in order to perform a clean loose and to protect the shooting fingers.

Loose clothing may foul the string and should not be worn. Ties should be removed and long hair should be tied back.

4.11.5 Storage

For security reasons, bows and arrows when not in use, should be stored in separate lockable stores/cupboards.

Instructors/Teachers must ensure that all equipment is properly maintained and appropriate for individuals. Arm bracers and finger tabs must be worn.

4.11.6 Additional Information

For information about organising archery indoors please consult the document:
SSF/P1 (1)
GSF/3 (1)
HEALTH AND SAFETY IN PHYSICAL EDUCATION
CODE OF PRACTICE (REVISED)
SECTION 13 – ARCHERY

5. GENERAL GUIDANCE ON SAFETY DURING OUTDOOR EDUCATION ACTIVITIES

5.1 ACTIVITIES INVOLVING EXPOSURE TO STRONG SUNLIGHT

In the light of warnings from the medical profession on the hazards of exposure to sunlight the following guidance is offered to heads of establishment. The guidance is not intended to curtail activities out of doors, but is issued in order to reduce the incidence of avoidable injuries arising from excessive exposure to sunlight.

Although the hazard may be thought to be very small in the climate of the United Kingdom the very unpredictability of the weather often results in a state of unpreparedness that makes sunburn not at all uncommon and heads of establishment should bring the following to the attention of all staff directly responsible for groups involved in activities out of doors, both at home and abroad.

Present medical opinion is that skin cancer is associated with episodes of sunburn during participation in recreational activities. It is believed that a reduction in the incidence of sunburn will reduce the risk of contracting skin cancer later in life.

Actions to avoid sunburn injuries during outdoor activities.

- Participants should have available some form of head cover, such as a peaked 'baseball style' hat, that gives shade to the face, especially the nose. In conditions of very strong direct sunlight, the hat should have a brim that provides shade for the tops of the ears.
- Participants should have available clothing that offers full limb cover, and should only expose legs and arms to the sun for short periods of time.
- Participants should not be permitted to go on extended land based expeditions wearing only shorts and T-shirts.
- During water based activities participants should not be permitted to undertake extended periods of activity wearing only swimming costumes or shorts and vests or short sleeved T shirts. It is in circumstances such as these that cases of severe sunburn occur.

- Participants should be encouraged to wear sunglasses during water based activities on bright sunlit days, because the damage to eyes arising from exposure to bright sunlight reflected from water and sails can be significant.
- Groups involved in activities on snow, even on overcast days, should wear sunglasses or goggles, head cover appropriate to the conditions, and use photo protective sun block creams that give adequate levels of protection to the face, particularly under the chin, the nose, ears and lips.
- The risk of sunburn from diffused sunlight reflected from water and snow even on overcast days exists at any time of year. Leaders should have special regard to the risk of burns to areas of pale skin not normally exposed to sun, such as under the chin, and the backs of legs and arms. The precautionary use of photo protective creams should not, therefore, be abandoned because the sun is not visible.
- Participants in land based activities out of doors during the summer months, especially when abroad, should be advised to wear photo protective creams, and to regularly re apply the protection to exposed areas of skin in accordance with the manufacturer's recommendations.
- Persons responsible for groups involved in activities out of doors during the summer should have with them high factor photo protective sun creams, of a non allergic variety, as a part of the First Aid provision.

The occurrence of sever sunburn should be regarded as a reportable accident and should be recorded on the appropriate Accident Report forms. It is important that such records are kept because the incident of avoidable sunburn injuries may in future have legal implications.

5.2 ACTIVITIES INVOLVING THE USE OF NATURAL WATERS

It is essential that in programmes of educational activities, where water related hazards may be encountered, safe practices are adopted at every stage of training, participants adhere to safety procedures and young people are encouraged to show the utmost vigilance for the safety of each other.

The following guidance is not intended to curtail such activities but is issued in order to reduce the incidence of avoidable drowning fatalities and infections.

The Royal Society for the Prevention of Accidents has identified a series of factors that contribute towards drowning and other incidents. These are:

- ignorance, disregard or misjudgement of potential hazards and dangers;
- a poor understanding of what constitutes a dangerous situation;

- allowing unrestricted access to dangerous situations to those ill equipped to cope;
- absence of adequate supervision;
- lack of the means or knowledge of how to help oneself and others in danger.

Leaders are urged to keep these factors in mind during the conduct of any activity, but especially those associated with water, and to adopt a preventative approach.

The inadequate level of control exercised by the leaders and the lack of self discipline and responsibility shown by young people themselves has been identified as a further contributory factor to certain accidents.

One of the essential outcomes of any programme of outdoor education should be that participants should be able to recognise danger and to understand how, by forethought and careful planning, it can be minimised or eliminated.

The sites used for water based activities should be familiar to a leader or supervisor of such activities, and should have been checked for any hazards. The leader should be aware of the meaning of the conventional safety signs and flags.

The water environment presents a number of potential hazards of which any person responsible for the health and safety of others should be fully aware. These are too numerous to list, but it is essential that leaders understand the significance of both the effect of wind and tide and the risk of hypothermia associated with undertaking activities in cold water especially on cold wet windy days.

More obviously the presence of such hazards as steep overhanging banks, hidden underwater obstructions, thick weed, strong currents, off shore winds, ebb tides and pollution should be noted and avoided as far as possible.

Badly discoloured waters should be avoided because it is not easy to determine the depth, the existence of hidden underwater obstructions or the degree of pollution.

A number of additional safety principles apply particularly to the conduct of water based activities:

1. the activity should only be conducted in suitable weather and tidal conditions;
2. only suitably experienced and qualified leaders or instructors should be used to oversee and manage the activity, as indicated in Section - Bathing in Natural Waters
3. only appropriate and reliable equipment used

4. all equipment used should be subject to routine safety checks and be adequately maintained;
5. all participants should have developed a level of water confidence appropriate to the activity;
6. activity sites that are to be used for bathing or other activities where there is a high probability of participants ingesting water through mouth and nose should always be checked for pollution visually or by smell in the first instance. If doubt exists as to the water quality, further advice may be gained from the local water authority or Clyde Purification Board.

The hazards associated with polluted water which have been brought to the attention of the authority arise from:

5.2.1 Raw untreated sewerage and industrial waste.

Any beach or river should be checked for the presence of untreated sewerage, and industrial waste before it is used for water based activities.

5.2.2 Untreated farm yard manure's and slurries.

It is important that the contributories to any stream or river are checked for the presence of farm yard manures before the river is used for bathing or activities involving immersion or capsizing practice. The risks of disease for water sports participants are reported to be highest during periods of drought on stagnant canals and ponds, and after flash floods when high concentrations of pollutants can be washed into rivers and streams. It should be noted that water sports participants who do not capsize regularly and remain relatively dry are less at risk.

5.2.3 Blue Green Algae.

If participation in water sports involves a high degree of contact with water, such as when paddling, wing surfing, swimming, water skiing or canoeing, then water that is discoloured bright green should be avoided.

Water sports participants are advised to avoid all contact with water which has a blue green paint-like scum on its surface.

All participants involved in the water based activities should adopt the normal precautions that are recommended to avoid infection:

- all cuts and grazes should be covered with waterproof plasters before participation;

- hands should be washed before eating (or smoking);
- a shower should be taken after participation;
- all clothing used for the activity should be routinely washed in clean fresh water after use;
- every attempt should be made to avoid ingesting water (and infection) through mouth and nose;
- where there may be a possibility of infection then full immersion should be avoided;
- footwear should be used at all times to avoid cutting feet;
- any symptoms that would suggest an infection has occurred after participation in water based activities should be immediately brought to the attention of a doctor.

Whenever there is a risk of young people getting into difficulty during activities in close proximity to areas of natural water, the leader should have available an appropriate means of rescue. There are a number of commercially produced items on sale, such as 'Throw Bags' which are now widely used by canoeists, that can be purchased for such a purpose from specialist water sports suppliers.

In the event of an incident requiring a casualty to be rescued the rescuer should avoid entering the water unless absolutely necessary and either:-

TALK the casualty to the bank;

REACH out to the casualty from the bank;

THROW them a floating line connected to a buoyant object;

WADE out to them but retain contact with the bank;

ROW out and use the boat to tow the casualty to the shore.

(Refer also to Section BATHING IN NATURAL WATERS).

NOTE:

Heads of establishments and leaders in charge can get further information on safety procedures relating to activities involving water from The Royal Society for the Prevention of Accidents (ROSPA), the Scottish Accident Prevention Council and the Royal Life Saving Society (RLSS).

Royal Society for the Prevention of Accidents
353 Bristol Road

BIRMINGHAM
B5 7ST

Tel: 0121 248 2244

Scottish Accident Prevention Council
Slateford House
53 Lanark Road
EDINBURGH
EH4 1TL

Tel: 0131 455 7457

Royal Life Saving Society, UK
Mountbatten House
Studley
WARWICKSHIRE
B80 77NN

Tel: 0152 785 394

5.3 ACTIVITIES INVOLVING THE USE OF CAMPING STOVES.

All stoves commonly used for cooking during expeditions can be dangerous if mishandled with a consequent risk of fire and burn injuries. All reasonable care must, therefore be taken by all persons responsible for introducing young persons to the use of camping stoves so that any risk can be reduced as far as possible. The use of such stoves by pupils should be closely supervised.

Dealing with incidents involving injury due to fire can be very difficult if such injuries occur in isolated locations remote from habitation and easy communication with emergency services.

It is essential that thorough training in a controlled environment is given before stoves are used during camping expeditions.

5.3.1 General Guidance

All staff should ensure that they are fully conversant with the safest method of using a particular type of stove, and fully understand the method of operation, and the hazards associated with the fuels used.

When introducing others to the use of camping stoves, the stoves should be in a stable position on a non-combustible surface, and where possible, out of doors. A suitable fire blanket should be close at hand.

When cooking on a stove, it is advised that it should be used at ground level, to minimise the possibility of scalds resulting from the spillage of hot liquids. The stove should also be in a position where fire resulting from misuse can be quickly smothered and controlled. The smothering and control of accidental fires should be demonstrated during instruction.

Spare fuel containers should be kept well clear of lighted stoves. When not in use they should be kept outside the tent or bothy.

All persons using camping stoves should be made aware of the risks associated with flammable materials such as straw, dry grass, paper, cooking oil and cooking fat, tentage, sleeping bags and nylon clothing.

Further information relating to the hazards of inappropriate clothing can be found in the establishment Health and Safety File No. 82 Wearing of Shell Suits in Practical Areas.

In the early stages of introducing students to the use of stoves the person in charge should control the spare fuel supply, and closely supervise the process of refuelling, and re-ignition. These are occasions when dangerous incidents often occur.

The lighting of camp fires, and especially the use of them for cooking should be discouraged, unless these activities take place in established camping grounds or barbecue sites, where there are safe, properly constructed fire-places or barbecues and associated fire appliances. These constraints are imposed for safety reasons as well as in the interest of the conservation of the environment and in conformity with the country code.

5.3.2 Solid Fuel Stoves

Solid Fuel stoves are simple and easy to use safely. However, they are relatively inefficient and are easily affected by draughts.

The stoves should be used on hard non-flammable ground in a sheltered location, but one that is well ventilated as the fumes given off are unpleasant.

Care should be taken when handling the stove after use, the stove should be given plenty of time to cool.

After handling the fuel blocks the hands must be washed before preparing or eating food.

5.3.3 Pressured Gas Canister Stoves (Camping Gas, Epigas Etc).

Pressured gas canister stoves are very easy to use, but are potentially dangerous, because the canister can explode. Certain makes of stove are unstable when used on rough ground.

The stoves should be used at ground level on a surface on which they are stable. Care should be taken where the burner is fitted directly to the top of the canister that pans are in balance during cooking activities.

The canisters should always be removed and replaced in a safe location well clear of flammable materials and naked flames, preferably out of doors, and well away from tents.

The re-ignition of the stoves after the replacement of a canister should be done in a safe place. There is an ever present risk of igniting leaking gas if there is a fault in the seal between canister and burner.

Self sealing gas canisters of more recent design are safer, but can be faulty. Damage to the thread and washer of the connecting appliance can still allow gas leakage. The connecting appliance should, therefore, be thoroughly checked by the instructor before use by students.

The replacement of gas canisters should be closely supervised until students fully understand the risks associated with the use of such stoves.

Empty gas canisters must never be ignited or thrown on to open fires. Empty canisters should always be disposed of in accordance with the manufacturers instructions.

5.3.4 Non Pressurised Methylated Spirit Stoves (Trangia Stoves).

This type of stove is now in common use because of its simplicity and ease of maintenance. It is particularly functional because it can be used in the open, even in strong winds, and is very stable during cooking activities.

All persons using such stoves should be aware that methylated spirits is a registered poison and when used as fuel it is very volatile, especially in the form of a vapour. The person in charge must, therefore, carefully control the supply of methylated spirits.

The stove should be filled in the first instance by the instructor in charge.

Students should obtain additional fuel from the instructor when their initial supply has run out, and the process of re-ignition should be closely supervised.

An instruction, with the wording DO NOT FILL WHEN HOT, should be permanently visible on the lower section of the stove, which functions as a support and windshield in bright sunlight.

When it is planned to use this type of stove during an unaccompanied expedition as part of the Duke of Edinburgh Award Scheme, sufficient prior practice in its use, under close supervision, must be carried out. Students must be made fully aware of all the risks associated with improper use of this type of stove.

5.3.5 Hand Pressured Paraffin Stoves (Optimus, Primus, Valor, Etc).

This type of stove has been in use for many years, and is reliable, robust and popular. Such stoves can be brought in a variety of different designs, some of which are more stable when in use than others. It is advised that the more stable design be used for novice campers. This type of stove requires careful maintenance.

The paraffin stove needs to be preheated with a volatile priming fuel. It is usual for this to be methylated spirits. This should only be supplied in small quantities.

The use of paraffin pumped from the stove for preheating the stove is a dangerous practice and should not be demonstrated, as this regularly causes uncontrolled flare ups of unvaporised fuel.

This type of stove should be preheated without any pressure in the fuel tank, and the heated paraffin vapour allowed to ignite before pumping pressure into the stove.

When the stove is fully heated, and the flame properly alight, an initial pump to pressurise the stove should be given to continue the heating process.

This type of stove should be fully pressurised when it is fully heated and the paraffin arriving at the burner fully vaporised.

All users of this type of stove should be fully aware of the danger of pressuring an inadequately preheated stove, for this causes liquid paraffin to spill over the stove which may ignite and cause an uncontrollable explosive fireball. It should be noted that overfilling the stove with fuel can contribute to this occurrence.

5.3.6 Petrol Stoves

Petrol stoves should never be used by inexperienced young people because the fuel is very volatile, and this type of stove requires to be preheated with great care.

Petrol fumes from fuel containers and escaping petrol vapour from stoves is very volatile, and naked flames are unavoidable during the operation of camping stoves.

5.3.7 Use of stoves in Boats

The use of all sorts of stoves in boats presents particular risks, because of the presence of petrol and diesel, and the possibility of accumulation of gas inside the hull. Stoves permanently fitted in boats operated by the authority should fully comply with Department of Trade and Industry guidance concerning best practice in relation to the fitting and location of stoves in small craft.

- Fuel canisters should be stored in separate, well ventilated lockers, and the fuel supply turned off at the canister after each use of the stove.

- Before lighting a stove aboard ship, the bilge should be pumped in order to evacuate any build up of gas. The hull should be kept as well ventilated as possible when using stoves.
- While cooking on any sort of appliance all utensils should be retained in place with appropriate fiddles or retaining systems.
- All fittings should be checked regularly for corrosion and maintained in a safe functional condition because of the effects of electrolytic action in saline environments.
- The vessel should be fitted with appropriate fire appliances, and all the crew should be aware of the action to be taken in the event of fire. The fitting of a gas alarm is advised where the vessel is the property of the authority.

The using of camping stoves by novice campers must always be closely supervised and the greatest care taken to avoid the accidental misuse of camping stoves. Great vigilance should be maintained to ensure that casual and dangerous practices are not adopted as a result of over confidence.

The functional reliability of all types of stoves can deteriorate quickly as a result of inexpert use. It is important, therefore, that they are well maintained and carefully checked by users before being taken out on camping expeditions.

This particularly applies to borrowed and hired stoves that are not the property of the authority.

5.4 E.Coli

A particular hazard relating to the participation in certain Outdoor Activities and the danger E.Coli infection has been identified (see Health and Safety File 14). Where risk assessment identifies the possibility of exposure to E.Coli the following basic safety rules should be applied:

- All participants should be warned of the potential dangers and appropriate supervision should be ensured.
- Avoid areas with a build up of faeces.
- Cover all open wounds or abrasions with waterproof adhesive dressings.
- Avoid touching farm animals, manure ,slurry or animal foodstuffs.
- Be careful of footwear worn in areas where farm animals occur.
- Wash hands thoroughly before eating or drinking.

- Site eating, cooking, camping sites away from areas obviously used by farm animals.
- Be especially careful with young people . Pre 5 pupils and pregnant staff/helpers must not be taken on farm visits

6. DEFINITIONS

6.1 ACCESSIBLE

Land which is below 600m and from which it would take no more than 30 minutes travelling time to walk back to an accessible road or refuge. The distance which can be covered in the 30 minutes will never be more than 2.5km and will be less if there are uphill sections on the route back. It must also be over a route which can be walked safely so must not have any unfordable rivers or precipitous ground on it.

6.2 ACCESSIBLE ROAD

A road which has the width or surface to be used by an ordinary road going ambulance. It must be possible to access this road without difficulty i.e. no locked gates, seasonal weather problems.

6.3 REFUGE

A building offering shelter for a party in an emergency. It must be occupied or have some means of summoning help.

6.4 REMOTE

Anywhere more than 30 minutes travelling time from an accessible road or refuge. (see definitions above for clarification).

6.5 LOWLAND

Country below 600 metres.

6.6 MOUNTAIN

Country above 600 metres

6.7 SUMMER WALKING SEASON 1 MAY - 31 OCTOBER

In view of weather and ground conditions this may be extended at the discretion of the Principal Outdoor Education Officer. However severe conditions can occur at any time of the year particularly in the Scottish Highlands and on occasions when weather and underfoot conditions prevail that are similar to those which occur in winter time leaders should conform to the guidelines for winter and modify their plans appropriately.

6.8 WINTER HILLWALKING SEASON 1 NOVEMBER - 30 APRIL

In addition any routes requiring travel on or in snow and/or ice will be classified as winter routes whatever the time of year. (See summer definitions).

6.9 CAVING , WEASELING AND POT HOLING

This is defined as an activity carried out underground in natural caves, under boulder fields or mines. However, show caves, tourist mines open to the public and working mines are excluded from this definition. In addition visits to natural caves, boulder fields or parts of caves which give rise only to everyday hazards which would be obvious to and surmountable by someone with no previous experience of the care and special knowledge of hazards in caves are also excluded. If in any doubt advice should be sought from the Principal Officer Outdoor Education.

6.10 CLIMBING

Movement over difficult terrain which requires the use of hands as well as feet and where safety requires either the use of the equipment or the skills and techniques of a rock or ice climber. This includes variants such as gorge walking, ghyll scrambling, sea level traversing and the use of climbing walls, abseiling towers and similar manmade structures.

Seperate conditions apply to the use of indoor climbing walls.