

ABERNETHY

# SAFETY STANDARDS FOR OUTDOOR ACTIVITIES



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## The Abernethy approach to safety in adventure activities.

An element of risk is inherent in adventure activities. Abernethy is committed to providing adventure activities within a safety framework designed to reduce that risk.

Risk management will be proportional to the consequences of the risk. Appropriately trained and qualified instructors are the basis of risk management for Abernethy. Abernethy's safety framework consists of having the right instructors, with the right equipment, engaged in the right activities for the client group at the right site, one with which the instructor is familiar.

### **Right Instructor**

Appropriately trained and qualified means:

1. National Governing Body (NGB) awards, where applicable, will be held by the instructor of each activity.
2. Technical Advisers, as understood by the Adventure Activities Licensing Service, will be designated for each activity.
3. Where NGB awards are not available the Technical Adviser will oversee a training and development programme leading to the instructor being designated competent before leading an activity.
4. Training of instructors will take place:
  - (i) As refresher training for validation or revalidation at least annually or when an instructor has not led an activity for a long time, or
  - (ii) On request from an instructor in order to maintain competence.
  - (iii) Due to changed circumstances at the site or in the planned delivery of the activity.
  - (iv) To provide opportunity to improve practice following an analysis of near misses to allow instructors to pool knowledge and experience.

### **Right Equipment**

Implicit in the training and development of instructors is their ability to undertake risk assessments of equipment for a particular activity session. This is underpinned by a regime of inspection and record keeping as part of the safety framework in which adventure activities take place. An inventory is held in each Centre in which the age and replacement dates for critical equipment is recorded.

### **Climbing equipment**

The inspection regime for ropes, harnesses, helmets and hardware will also include a check of ropes by a named individual every 2 weeks in a busy season. Having the same person implementing this check has the advantage of signs of deterioration from

one check to another being more readily identified. The disposal regime for ropes will be in line with current recommendations by the Adventure Activities Licensing Service and the Technical Adviser.

### Watersports Equipment

Buoyancy aids will be checked annually according to the recommendations of the British Canoe Union (BCU).

Canoes and kayaks will be fitted with buoyancy and end loops according to the recommendations of the BCU.

Sailing boats will be fitted with buoyancy to allow them to be rescued from a capsized or a swamping without further risk to sailors. In keelboats there will be sufficient buoyancy placed in such a way to prevent the boat inverting were it to capsize.

### Ropes Courses

The Technical Adviser will agree with the Chief Instructor an inspection regime and a programme of routine maintenance. For specialist items of equipment such as aerial runways, high ropes courses, crate climbing and the like, an inspection will be conducted regularly by a firm of inspecting engineers. Their recommendation of frequency will be implemented.

### Right Activities

The activity programme offered to the guests will be one that the Centre's Chief Instructor and administrative function have agreed with the group organiser or individual guests as a programme of activities suitable for the individual participants and to meet their aims and objectives. It follows therefore that by the time the instructor meets their group the activity and location in which it will take place is already a part of the safety framework. Notwithstanding this the instructor is empowered and required to make a risk assessment at the time of meeting the group or seeing the site on the day and changing the activity and site if necessary. To this end part of the planning of the activity for each instructor is to know what alternatives they will put into place if necessary. This strategy has the benefit of reducing risk by making it easy for the instructor to abandon an activity if the risk level is deemed too high because the alternative is not 'to do nothing', but to do something previously planned.

### Right Site

Each site in which adventure activities will take place will be chosen to correspond with the level of competence through training and assessment of the instructor. Where this competence is assessed through the holding of an NGB award the parameters in which the instructor can operate are very clear. Where an NGB award is not the measure of competence then the chief instructor and site-specific risk assessment will determine whether the site is right for instructing those particular students in that particular activity.

## **Risk assessment and the unpredictable.**

Fundamentally risk assessments in Abernethy are developed from the asking of 'what if' by suitably experienced team members. The 'what if' question is applied to activities, venues, students and situations where the judgment, experience and imagination of the risk assessor form the basis for a reasonable prediction of a risk arising from a hazard. By such means risks are identified and steps taken to manage them.

It is recognised that some courses of events are not predictable, however extensively the risk assessor asks 'what if'. In attempting to plan for something that is unpredictable, i.e. what if something happens that the risk assessor can not imagine or predict as a possibility, Abernethy has put into place a system by which team members are helped to respond to an emergency and can call on senior staff.

## Definitions of Key Personnel

In establishing these standards for the safe delivery of adventure activities the following criteria have been adopted:

**Director of Training:** an experienced Chief Instructor or Operations Director with NGB awards in a wide variety of activities.

**Chief Instructor:** a mature outdoor practitioner trained in risk assessment and hazard analysis. The Chief Instructor's appointment as technical adviser in the matrices that follow will be approved by the Director of Training.

**Competent Assistant:** is comfortable in the environment, capable of supporting an instructor in leading the activity and in helping a weaker member of the group. The competence of the assistant will be assessed at the time by the Chief Instructor.

## **Introduction of new activities**

As a dynamic organisation the activities offered by an Abernethy centre are subject to change and new activities will be introduced and developed. Whilst encouraging change and development new activities will be subject to a regime of risk assessment and the development of appropriate safety standards.

1. Prior to the introduction of a new activity already included in Abernethy's Safety Standards for Outdoor Activities but not offered at a particular centre.

- 1.1 The Chief Instructor will carry out a site and activity specific risk assessment. This will be discussed with the appropriate Technical Adviser. If the Technical Adviser is designated as the Chief Instructor then they will refer to the Director of Training. All risk assessment issues will be discussed and resolved.

- 1.2 The Director of Training will approve the new activity.

- 1.3 If it is an activity not recognised under a National Governing Body qualification scheme then the training and experience of the person delivering the staff training will be reviewed and confirmed with the Director of Training and the Technical Adviser.

2. Prior to the introduction of a new venue for an activity already offered by the centre for which the staff hold nationally recognised qualifications.

- 2.1 A member of staff with the appropriate qualification to lead the activity will carry out a site and activity specific risk assessment. This will be discussed with the appropriate Technical Adviser. All risk assessment issues will be discussed and resolved.

- 2.2 The Director of Training will be notified and approve the new venue.

3. Prior to the introduction of a new venue for an activity already offered by the centre for which the staff do not hold nationally recognised qualifications.

- 3.1 The Chief Instructor will carry out a site and activity specific risk assessment. This will be discussed with the appropriate Technical Adviser during a site visit. If the Technical Adviser is designated as the Chief Instructor then they will refer to the Director of Training. All risk assessment issues will be discussed and resolved.

- 3.2 The Director of Training will be notified and approve the new venue.

- 3.3 If it is an activity not recognised under a National Governing Body qualification scheme then the training/experience of the person delivering the staff training will be reviewed and confirmed with the Director of Training and Technical Adviser.
4. Prior to the introduction of a new activity not already included in Abernethy's Safety Standards for Outdoor Activities.
  - 4.1 The Chief Instructor will carry out a site and activity specific risk assessment. This will be discussed with the Director of Training who will arrange a consultative site visit with the appropriate Technical Advisers. All risk assessment issues will be discussed and resolved.
  - 4.2 Abernethy's Safety Standards for Outdoor Activities will be amended to include the new activity and an appropriate Technical Adviser appointed.
  - 4.3 If it is an activity recognised under a National Governing Body qualification scheme then it will be adopted. If it is not recognised under a National Governing Body qualification scheme then the staff training / assessment programme will be approved by the Director of Training and the Technical Adviser.
5. Prior to any variations to activities already established and included in Abernethy's Safety Standards for Outdoor Activities.
  - 5.1 The Chief Instructor will carry out a site and activity specific risk assessment. This will be discussed with the appropriate Technical Adviser. All risk assessment issues will be discussed and resolved.
  - 5.2 The Director of Training will be notified and approve of the new variation.
  - 5.3 Abernethy's Safety Standards for Outdoor Activities will be adhered to or amended as necessary through consultation with the Director of Training.
  - 5.4 If the variation is not recognised under a National Governing Body qualification scheme then the staff training / assessment programme will be approved by the Director of Training and Technical adviser.

The Director of Training will keep a database of all activities offered and the venues used.

## **ABSEILING**

Situation:	Sites where the instructor exercises independent judgement and makes their own anchor selection.	Sites where the instructor uses predetermined anchor points as directed by the Technical Adviser
Technical Adviser:	Mountain Instructor Award (MIA)	
Instructor:	Single Pitch Award (SPA)	Trained and assessed to standards established by the Technical Adviser.
Site Induction and Risk Assessment:	The instructor will undertake familiarisation with a site and make a visual site-specific risk assessment before working there with students.	Site-specific training will be led by the Technical Adviser. The instructor will gain instructing experience and familiarisation with a site-specific risk assessment by working with another instructor until assessed as competent by the Technical Adviser.
Ratios:	Instructor : student ratio will not exceed 1:8 plus an accompanying teacher / youth leader appropriate to the group.	Instructor : student ratio will not exceed 1:10 plus an accompanying teacher / youth leader appropriate to the group.

## **AERIAL RUNWAY and similar or associated activities e.g. kingswing**

Technical Adviser:	Chief Instructor.
Instructor:	Trained and assessed to standards established by the Technical Adviser.
Site Induction & Risk Assessment	Site-specific training will be led by the Technical Adviser. The instructor will gain instructing experience and familiarisation with a site-specific risk assessment by working with another instructor until assessed as competent by the Technical Adviser.
Ratios:	Instructor : student ratio will not exceed 1:10 plus an accompanying teacher / youth leader appropriate to the group.

## **ARCHERY**

Technical Adviser:	Chief Instructor holding GNAS Archery Leader
Instructor:	GNAS Archery Leader
Site Induction & Risk Assessment	The instructor will undertake familiarisation with a site and make a visual site-specific risk assessment before working there with students.
Ratios:	Instructor : student ratio will not exceed 1:10 plus an accompanying teacher / youth leader appropriate to the group.

## **ASSAULT COURSES**

Technical Adviser:	Chief Instructor.
Instructor:	Trained and Assessed to standards established by the Technical Adviser.
Site Induction & Risk Assessment	Site-specific training will be led by the Technical Adviser. The trainee will gain instructing experience and familiarisation with a site-specific risk assessment by working with another instructor until assessed as competent by the Technical Adviser.
Ratios:	Instructor : student ratio will not exceed 1:10 plus an accompanying teacher / youth leader appropriate to the group.

## CANOEING AND KAYAKING

Technical Adviser: The Technical Adviser will be qualified as appropriate to the level of canoeing and coaching award held by the instructor i.e.:

- Level 2 coach as Technical Adviser for coaches operating as Level 1 coaches.
- Level 3 coach as Technical Adviser for coaches operating as Level 2 coaches.
- Level 4 coach as Technical Adviser for coaches operating as Level 3 coaches.
- Level 5 coach as Technical Adviser for coaches operating as Level 4 coaches.

Instructor: BCU / SCA coach award according to the water.

Site Induction & Risk Assessment The instructor will undertake familiarisation with a site and make a visual site-specific risk assessment before working there with students.

Ratios and instructors qualifications:

<b>Water</b>	<b>Coaching qualification</b>	<b>Instructor : student ratio</b>	<b>Open canoes paddled solo. Number of boats</b>
Very sheltered water	Level 1 coach or a Level 2 trainee coach	1 : 8	1 : 6
Sheltered water	Level 2 coach	1 : 8	1 : 6
Moderate water	Level 3 coach operating with a competent assistant.	1 : 6	1 : 6
Advanced Water	Level 4 coach operating with a competent assistant.	1 : 4	1 : 4

Risk assessments on the day will allow the above ratios to increase by up to two students.

See over for BCU definitions of water.

Definitions of water (BCU)

<u>Inland Water</u>	<u>Sea</u>
<p><b>Very Sheltered Water</b>  <i>The definition involves:</i>                      Quiet canals with easy bankside access and egress.                      Small lakes, which are not large enough, and do not have difficult landing areas, for problems to occur if there is a sudden change in conditions.                      Specified sites on gentle, slow moving rivers.                      The definition implies weather conditions which are not in themselves likely to cause problems. Care must be exercised when water temperatures are low.</p> <p><b>Sheltered Inland Water</b>  <i>The definition involves:</i>                      Flat water rivers, faster flowing, but not involving the shooting of, or playing on weirs or running rapids.                      Lakes. Discretion and commonsense must apply when considering the use of lakes. To operate further than 200 yards from shore on a large lake can be a serious undertaking. To paddle in offshore breezes on large lakes requires the same degree of caution as for the sea. Water temperature (especially in Scottish Lochs) must always be a consideration. Suitable lagoons, or sections of sheltered bays, of large lakes can sometimes be designated 'Sheltered' or even 'Very Sheltered' water by careful and sensible selection.                      The definition implies normal conditions. Care must be exercised when water temperatures are low.</p> <p><b>Moderate Inland Water</b>  <i>The definition involves:</i>                      Grade II white water, and equivalent weirs</p> <p><b>Advanced Inland Water</b>  <i>The definition involves:</i>                      Very large lakes. Grade III white water and above</p>	<p><b>Sheltered Tidal Waters</b>  <i>The definition involves:</i>                      Small enclosed bays where there is minimal possibility of being blown offshore                      Enclosed harbours where there is minimal possibility of being blown off shore                      Defined beaches (a short section of beach with easy landing throughout, no tide races or overfalls, in conditions in which swimmers and beach craft could be happily operating) - winds not above force 3                      (force 2 if offshore when the greatest of caution must be exercised)                      The upper reaches of some suitable, slow moving estuaries                      In all cases the wind and weather conditions must be favourable</p> <p><b>Moderate Tidal Water</b>  <i>The definition involves:</i>                      A stretch of coastline or estuary in close proximity to the shore, with easy landing, not involving fast tidal streams, tidal races, or overfalls, winds not above force 3 (force 2 if offshore, when the greatest of caution must be exercised)                      The upper reaches of some estuaries</p> <p><b>Advanced Sea</b>  <i>The definition involves:</i>                      Any journey on the sea where tidal races or overfalls may be encountered, which cannot be avoided                      Sections of coastline where difficult landings may be encountered or where landings may not be possible                      Difficult sea states and/or stronger winds (force 4 or above)</p>

## **CHALLENGE ACTIVITIES**

These include Spiders Web, barrel walks, Treasure Quest, problem solving team events and the like.

Technical Adviser: Chief Instructor working with the Director of Training.

Instructor: Trained and Assessed to standards established by the Technical Adviser.

Site Induction & Risk Assessment Site-specific training will be led by the Technical Adviser. The instructor will gain instructing experience and familiarisation with a site-specific risk assessment by working with another instructor until assessed as competent by the Technical Adviser.

Ratios: Instructor : student ratio will not exceed 1:10 plus an accompanying teacher / youth leader appropriate to the group.

## **CLIMBING WALLS**

Climbing walls and other structures having the defining feature that the instructor will be operating in an environment that is uniform from session to session, in which they are using belay points and systems established by the technical adviser.

Technical Adviser: Mountain Instructor Award (MIA)

Instructor: Trained and Assessed to standards established by the Technical Adviser.

Site Induction & Risk Assessment Site-specific training will be led by the Technical Adviser. The trainee will gain instructing experience and familiarisation with a site-specific risk assessment by working with another instructor until assessed as competent by the Technical Adviser.

Ratios: Instructor : student ratio will not exceed 1:10 plus an accompanying teacher / youth leader appropriate to the group.

## **COASTEERING**

Technical Adviser:	Chief Instructor who has attended a white water safety course holding or working with the holder of a sea or coastal qualification and MIA.
Instructor:	Trained and Assessed to standards established by the Technical Adviser.
Site Induction & Risk Assessment	Site-specific training will be led by the Technical Adviser. The instructor will gain instructing experience and familiarisation with a site-specific risk assessment by working with another instructor until assessed as competent by the Technical Adviser.
Ratios:	Instructor : student ratio will not exceed 1:12. The instructor will work with a competent assistant.

## **GORGE WALKING**

Technical Adviser:	Chief Instructor working with an MIA.
Instructor:	Trained and Assessed to standards established by the Technical Adviser.
Site Induction & Risk Assessment	Site-specific training will be led by the Technical Adviser. The trainee will gain instructing experience and familiarisation with a site-specific risk assessment by working with another instructor until assessed as competent by the Technical Adviser.
Ratios:	Instructor : student ratio will not exceed 1:10 plus an accompanying teacher / youth leader appropriate to the group. The instructor will work with a competent assistant.

**HIGH ROPES COURSE**  
**and associated activities e.g. crate climbing**

Technical Adviser:	Mountain Instructor Award (MIA).
Instructor:	Trained and Assessed to standards established by the Technical Adviser.
Site Induction & Risk Assessment	Site-specific training will be led by the Technical Advisor. The instructor will gain instructing experience and familiarisation with a site-specific risk assessment by working with another instructor until assessed as competent by the Technical Adviser (for instructors not holding the SPA) or the Chief Instructor (for instructors with the SPA).
Ratios:	Instructor : student ratio will not exceed 1:10 plus an accompanying teacher / youth leader appropriate to the group.

**HILLWALKING AND GENERAL LOW LEVEL WALKS**

Situation:	Hills above 600m or walks more than 30 minutes walking time from an accessible road.	Hills below 600m or walks less than 30 minutes walking time from an accessible road.
Technical Adviser:	Mountain Instructor Award (MIA)	Chief Instructor working with an ML holder
Instructor:	Mountain Leader Award Summer	Training and assessment by the Technical Adviser.
Site Induction and Risk Assessment:	The instructor will undertake familiarisation with a site and make a visual site-specific risk assessment before working there with students	Site-specific training will be led by the Technical Adviser. The instructor will gain instructing experience and familiarisation with a site-specific risk assessment by working with another instructor until assessed as competent by the Technical Adviser.
Ratios:	Instructor : student ratio will not exceed 1:10 plus an accompanying teacher / youth leader appropriate to the group.	

## **MOUNTAIN BIKING AND TRAIL CYCLING**

Situation:	Routes requiring considerable technical difficulty more than 30 minutes walk from the nearest shelter with communication. To any height above sea level. In normal summer conditions during daylight On multi-day trips where the group does not require to be self sufficient.	Public highways, identifiable routes, tracks and trails with obvious navigational features. Routes with low to medium technical difficulty, rideable for 90-95% of their total length. No more than 30 minutes walk away from a shelter with communication and to be no more than 600 metres in height.
Technical Adviser:	Mountain Bike Tutor	Chief Instructor holding Trail Cycle Leader
Instructor:	Mountain Bike Leader	Trail Cycle Leader
Site Induction and Risk Assessment:	The instructor will undertake familiarisation with a site and make a visual site-specific risk assessment before working there with students	Site-specific training will be led by the Technical Adviser. The instructor will gain instructing experience and familiarisation with a site-specific risk assessment by working with another instructor until assessed as competent by the Technical Adviser.
Ratios:	Instructor : student ratio will not exceed 1:8 plus an accompanying teacher / youth leader appropriate to the group.	Instructor : student ratio will not exceed 1:8 plus an accompanying teacher / youth leader appropriate to the group.

Risk assessments on the day may allow the above ratios to increase by up to two students and only if the instructor is working with a competent assistant.

## ORIENTEERING

Situation:	The Centre grounds.	Restricted sites local to the Centre
Technical Adviser:	Chief Instructor.	Chief Instructor holding BOF Level 2 coach award
Instructor:	Training and assessment by the Technical Adviser.	BOF Level 2
Site Induction and Risk Assessment:	Site induction will include an inspection of the course and assessment of risks arising from the grounds being used for orienteering. Site-specific training will be led by the Technical Adviser. The instructor will gain instructing experience and familiarisation with a site-specific risk assessment by working with another instructor until assessed as competent by the Technical Adviser.	The instructor will undertake familiarisation with a site and make a visual site-specific risk assessment before working there with students
Ratios:	Instructor : student ratio will not exceed 1:12 plus an accompanying teacher / youth leader appropriate to the group.	

Risk assessments on the day may allow the above ratio to increase to 1:20 and only if the instructor is working with a competent assistant.

## OVERNIGHT EXPEDITIONS

Technical Adviser:	Chief Instructor working with a Mountain Leader Award holder	
Instructor:	Qualification according to the mode of travel.	
Site Induction and Risk Assessment:	Site-specific training will be led by the Technical Adviser. The instructor will gain instructing experience and familiarisation with a site-specific risk assessment by working with another instructor until assessed as competent by the Technical Adviser.	
Ratios:	Instructor : student ratio will be in accord to the mode of travel.	

## **RAFTING – IMPROVISED**

Technical Adviser:	Chief Instructor with an award appropriate to the instructor to whom advice is being given.		
Instructor:	SCA open canoe coach according to the water and working from an open canoe.	Dinghy sailing instructor with powerboat level 2 and working from a powerboat.	Powerboat/safety boat level 4 and working from a powerboat.
Site Induction and Risk Assessment:	Site-specific training will be led by the Technical Adviser. The instructor will gain instructing experience and familiarisation with a site-specific risk assessment by working with another instructor until assessed as competent by the Technical Adviser.		
Ratios:	Instructor : student ratio will not exceed 1:10 plus an accompanying teacher / youth leader appropriate to the group.		

## **ROCK CLIMBING**

Technical Adviser:	Mountain Instructors Award (MIA).
Instructor:	Single Pitch Award (SPA)
Site Induction and Risk Assessment:	The instructor will undertake familiarisation with a site and make a visual site-specific risk assessment before working there with students
Ratios:	Instructor : student ratio will not exceed 1:8 plus an accompanying teacher / youth leader appropriate to the group.

## **ROPES ADVENTURE COURSE**

Technical Adviser:	Chief Instructor in conjunction with the Director of Training
Instructor:	Trained and assessed to standards established by the Technical Adviser
Site Induction and Risk Assessment:	Site-specific training will be led by the Technical Adviser. The trainee will gain instructing experience and familiarisation with a site-specific risk assessment by working with another instructor until assessed as competent by the Technical Adviser.
Ratios:	Instructor : student ratio will not exceed 1:10 plus an accompanying teacher / youth leader appropriate to the group. (A buddy system that halves the numbers actually on the ropes course could take this ratio to 1:20).

## SAILING - Dinghies

Technical Adviser:	RYA Senior Instructor
Instructor:	RYA Dinghy Instructor (overseeing the session).
Site Induction and Risk Assessment:	The instructor will undertake familiarisation with a site and make a visual site specific risk assessment before working there with students.
Ratios:	<u>Beginners</u> Instructor : student ratio will not exceed 1: 9 (maximum 6 boats) for Toppers or similar. For Wayfarers or similar boats the ratio will not exceed 1:3 for the first boat, for a second or more boats the ratio will be 1 assistant instructor to 3 students. <u>Competent sailors</u> 1 : 9 in any class.
Rescue cover:	The above ratios only apply once rescue cover is in place at the ratio of 1 rescue boat for 1-6 craft and 2 rescue boats for 7-15 craft. The safety boat will be manned by a Powerboat L2.
Ardeonaig specific safety standards	The instructor will carry a mobile phone. A maximum permissible wind strength of force 4 will be observed. The sailing area will be within a 1 mile limit either side of the Centre harbour but may be extended to include the whole of Loch Tay at the discretion of the Chief Instructor.

### **SAILING - keelboats**

Technical Adviser	RYA Senior Instructor with induction to type.
Instructor:	RYA Dinghy Instructor with induction to type (overseeing the session).
Site Induction and Risk Assessment:	The instructor will undertake familiarisation with a site and make a visual site-specific risk assessment before working there with students
Ratios:	Instructor : student ratio will not exceed 1:19 plus an accompanying teacher / youth leader appropriate to the group.
Ardeonaig specific safety standards	<p>The safety boat and a driver will be available for rescue duty whenever sailing takes place but need not accompany the keelboat.</p> <p>The instructor will be able to call on a named safety boat driver who will be available to offer immediate assistance should it be requested.</p>

### **SNOWSPORTS at a recognised ski area or on a DRY SLOPE**

Technical Adviser:	Chief Instructor holding BASI Instructor Award or working with a BASI Instructor.
Instructor:	Alpine Ski Leader overseeing the day. BASI 3 trainee instructing each ski group
Site Induction and Risk Assessment:	The instructor will undertake familiarisation with a site and make a visual site-specific risk assessment before working there with students.
Ratios:	Instructor : student ratio will not exceed 1:10.

### **SNOWSPORTS OFF PISTE within a recognised ski area**

Technical Adviser:	Chief Instructor holding BASI Ski or Snowboard Teacher.
Instructor:	BASI Instructor
Site Induction and Risk Assessment:	The instructor will undertake familiarisation with a site and make a visual site-specific risk assessment before working there with students.
Ratios:	Instructor : student ratio will not exceed 1:10.

### **SWIMMING – OUTDOOR without buoyancy aids**

Technical Adviser:	Chief Instructor holding Beach Lifeguard
Instructor:	Beach Lifeguard
Site Induction and Risk Assessment:	The instructor will undertake familiarisation with a site and make a visual site-specific risk assessment before working there with students.
Ratios:	Instructor : student ratio will not exceed 1:10 plus an accompanying teacher / leader if the group is a school group.

## **SWIMMING – OUTDOOR with buoyancy aids**

Technical Adviser:	Chief Instructor holding canoe coach appropriate to the water.
Instructor:	Canoe coach appropriate to the water.
Site Induction and Risk Assessment:	The instructor will undertake familiarisation with a site and make a visual site-specific risk assessment before working there with students.
Ratios:	Instructor : student ratio will not exceed 1:10 plus an accompanying teacher / leader if the group is a school group.

## **TREE CLIMBING**

Situation:	Trees climbed using belay anchors on the ground	Trees climbed without a fixed anchor and with potential falls being arrested through winding the rope around the tree.
Technical Adviser:	Mountain Instructor Award (MIA).	Chief Instructor working with an MIA
Instructor:	Trained and assessed to standards established by the Technical Adviser.	
Site Induction and Risk Assessment:	Site-specific training will be led by the Technical Adviser. The instructor will gain instructing experience and familiarisation with a site-specific risk assessment by working with another instructor until assessed as competent by the Technical Adviser.	
Ratios:	Instructor : student ratio will not exceed 1:10.	

## **WINDSURFING**

Technical Adviser:	RYA Fast Forward Non-Planing Windsurfing Instructor.
Instructor:	RYA Fast Forward Start Windsurfing Instructor.
Site Induction and Risk Assessment:	The instructor will undertake familiarisation with a site and make a visual site-specific risk assessment before working there with students.
Ratios:	Instructor : student ratio will not exceed 1:10

## **WINTER MOUNTAINEERING**

Technical Adviser:	Mountain Instructors Certificate (MIC)
Instructor:	Winter Mountain Leader
Site Induction and Risk Assessment:	The instructor will undertake familiarisation with a site and make a visual site-specific risk assessment before working there with students
Ratios:	Instructor : student ratio will not exceed 1:6.

## **WIDE GAMES**

Technical Adviser:	Chief Instructor	
Instructor:	Games Leader (who may be a visiting teacher or leader)	
Site Induction and Risk Assessment:	Site-specific training will be led by the Technical Adviser. The games leader will gain experience and familiarisation with a site-specific risk assessment by working with another games leader until assessed as competent by the Technical Adviser.	
Ratios:	For games where students go out of sight of the games leader(s) the leader : student ratio will not exceed 1:15.	For games where students are within sight of the games leader e.g. on the playing field or in the sports hall, the leader : student ration will be as agreed with visiting staff.

## **Risk Assessments**

Flowing from the above safety standards for outdoor activities are written activity and site specific risk assessments for all activities undertaken and all sites normally used. These risk assessments are working documents and are retained in a loose leaf folder in each Centre.

Although all sites normally used have a written risk assessment, in activities where an NGB award is held instructors are deemed competent to make dynamic site specific risk assessments. They may therefore occasionally operate in locations where a written site specific risk assessment is not held.

## **Training and Assessment of Instructors**

The safety standards and risk assessments identify the competencies needed by each instructor. This includes the competence to make dynamic risk assessments.

These records are kept in each Centre and used to maintain the standards established and to manage the risks identified.