Outdoor Education Risk Management Policy

Including
Guidelines for Safe Practice
Generic Activity Risk Assessment
Site Specific Risk Assessment

May 2010

Compiled by the staff at
Canolfan Conway Centre
Llanfairpwl
Anglesey
LL61 6DJ
Foreword

This booklet is not copyrighted and colleagues are welcome to use any relevant material, however:

- This is the product of risk assessment by the team of the Cheshire Residential and Outdoor Education Service and is thus directly relevant only to those institutions.

- The Conway Centre or Cheshire County Council cannot be held liable for any of the contents, nor for any incident arising out of their misuse or misinterpretation by a third party.

- Should this booklet be used as background material in the compilation of another document, and then an acknowledgement would be appreciated.

- This booklet has been used by other organisations as a template for their own risk assessments and safety policies. It should be stressed that the most important factor in the production of a document such as this is the discussion and sharing of experiences and ideas. Photocopying large sections of this booklet to produce a safety document is unlikely to reduce the likelihood of incidents. It is the risk assessment process itself that is important, not the written word.
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Conway Centre

Heath and Safety Policy and Guidelines
Outdoor Education

Our Responsibilities

As providers of educational experiences using the outdoors, we have a number of obligations regarding Health & Safety to the L.A., to schools, heads, teachers and governors, and especially to children and parents.

These responsibilities include:


- Developing a shared understanding of risks, risk control, safe practice and a concern for well-being.

- Reinforcing our pupil/person centred approach: "People are our most important asset, and our business is people."

- Systematically identifying hazards and controlling risks in all areas of our operation.

- Responding to internal and external events or change, thus the need for a reviewing mechanism employed at appropriate intervals.

- Developing a management system that firstly records incidents that result in injury or 'near misses', and secondly that reviews and learns from those experiences.

- Improving the quality of our operation.
The Safety Review

In Outdoor Education, 'safe practice,' and 'high quality practice' are inextricably linked. The manner in which activities are taught at the Centre involves a consideration of safety together with concerns regarding education, ethics, equipment and environmental responsibility. For this reason, there is a logic in examining all of these areas, where appropriate, under a focus of risk management.

The purpose of any safety review or risk assessment is to produce a useful and workable written form of our common understanding of how and why we run our activities and structure the experience. It is not the intention of the review to produce a list of rules that protect the management or the Authority whilst undermining the integrity, qualification or experience of any tutor leading an activity.

It is thus important that all tutors, or as many as possible are actively involved in any review, thus sharing the responsibility for any policy, and the implementation and updating of that policy on a daily basis. Those tutors employed from our supply register or employed between reviews should read this document carefully and respond with observations or suggestions to centre staff.

Future reviews and updating should become relatively straightforward, as they will involve the examination of both accidents and near misses, thus provoking changes in policy as a result.
Review Dates and Participants:

Previous review meetings:


Participants during 2010 review meetings:

8/1/2010 (completed up to & including Remote Supervision):

Jon Brookes, Chris Hooper, Debbie Cottam, Jim Potter, Steve Smith, Charlie Reeves, Llion Morris, John Tatam, Jade Bird, Steve Ward, Colin Larkin, James Bruton, Glyn Calland, Laura Richards, Malcolm Fraser, Ben Eldon, Emma Sinfield, Kevin Fear.

Apologies: IJ, KR, SG, GS (all on annual leave), PH.

6/5/2010 (completed up to Surfing).


12/05/2010

**Introductions to the Guidelines:**

This document is the product of many hours of meetings involving, at times, all members of the Teaching team.

- It has been collated in this format to serve a number of purposes:
  - As a written statement of our safety policy in relation to Outdoor Activities.
  - As a set of guidelines for staff, to support their induction to the centre, its ethos, its approach to education and safety.
  - As written evidence of risk assessment meetings undertaken formally since March 1994, and informally since the centre first came into existence.
  - As a visible form of our systems and procedures available to any interested party.

**The Risk Management Process**

Our approach to risk management consists of six stages.

1. **Generic Risk Management**
   Contained within the pages of this document are the Generic Risk assessments and Operational Guidelines for all outdoor activities that are provided by the Conway Centre. These identify the main hazards and main operational principles that can be applied to any venue.

2. **Site Specific Risk Management**
   Contained within the pages of this document are the Site Specific risk assessments for venues used regularly. These identify hazards at a particular site, for each activity, that are not common at other venues.

3. **Programme Planning**
   During the planning of courses the following is considered;
   - Course aims
   - Age, ability, special needs and likely behaviour of the students.
   - Suitability of Centre staff in relation to technical competence, experience and ability to teach the group
   - Suitability of the season and tide for particular activities
   - Suitability of activities
   - Suitability of venues
   - Quantity and suitability of equipment

   Careful consideration of these factors leads to the planning of an appropriate programme for each group.
4. **Morning Staff Meeting (Event Specific risk management)**

All Centre teaching staff meet every morning to discuss the suitability of the planned programme in relation to variables such as weather, staff absence, group requirements and equipment issues. The planned programme is then changed to meet the risk management demands and quality demands of the day.

**Morning meeting agenda;**

- **Welcome**
- Weather, present and forecast, tide time and height and expected river levels as necessary.
- **Staffing for each group**
- Aims and important information for each group
- **Venue choice**
- **Logistics**
- **AOB**

5. **Ongoing Risk Management**

These are the risk management decisions that are made by the teaching staff in relation to the changing environment and changing group dynamic as a session progresses. Effective Ongoing Risk Management is without doubt the most important element of risk management. The ability of staff to make appropriate decisions is monitored through the Performance Management process of observation and mentoring.

6. **Continual Review**

The maximum period between risk management reviews is one year. However the relevant sections are reviewed at staff meetings, as and when necessary in response to accidents, near misses and new information.

It should be remembered that any guidelines are intended to support the verbal systems of risk management in the delivery of courses, not to replace them. This system involves induction, training, weekly programme meetings, monitoring and mentoring. The format of the document is based loosely on the work of Priest and Dixon. Each activity section begins with a short summary of why we use this activity i.e. *purpose*, and what *outcomes* we hope to achieve. All aspects of delivering the activity are then sub-divided under the following headings:

- **Equipment concerns**
- **Instructional concerns**
- **Participant concerns**
- **Environmental concerns**
- **Ethical concerns**
- **Qualifications**

These headings are often merged together where logical or relevant. At the meetings, each heading was examined from three different angles namely those of *tutor, student* and *group*. To avoid potentially confusing terms of subjective weighting such as 'should, ought, might, may, must' etc., just three categories are used in the guidelines in relation to what must be done and what may be considered:
REQUIRED  This is expected practice and will be followed unless exceptional reasons apply.

RECOMMENDED  This would represent high quality practice, this approach would be expected given normal circumstances.

SUGGESTED  When used, this term relates to what may be considered whilst delivering an activity, usually relating to an alternative approach or an issue related to the comfort of participants.

Our mission statement, vision and aims have been extracted from the business plan and are included in this document. This should provide a succinct insight of the employee’s view of the organisation and 'what we are about'. Any feedback in relation to this document is regarded as highly important in terms of improving the quality of our operations, and would thus be much appreciated.
Technical Advisor qualification requirements

**Paddlesport**
Coach Level 4 in appropriate discipline

Climbing, abseiling, multi-pitch climbing, scrambling, gorge walking, high level ropes, zip wire, orienteering, remote supervision (walking), MIA

**Sea level traversing**
MIA + Coach Level 4 (Sea) / DoT Sea Survival

**Low-level, high-level mountain walking**
MIA or IML for strictly summer conditions
MIA plus Winter ML for intermediate conditions

**Winter hill walk, winter climb**
MIC

**Sailing**
Senior Instructor

**Expeditioning**
Appropriate to the mode of travel

**Board surfing**
BSA Level 1

**Raft building**
QTS + Powerboat Instructor

**Low ropes, problem solving**
QTS

**Jumping into water outside**
Head of Outdoor Education

**Bushcraft**
Head of Outdoor Education

**Klondyke Mine**
Head of Outdoor Education

**Mountain biking**
SMBLA Trail Cycle Leader Award (AALS defined non-licensable terrain)/BSCA Mountain Bike Leader Award
SMBLA Mountain Bike Leader Award (AALS defined licensable terrain)
**Mission Statement:**

**MISSION**

To create an inspirational learning environment this challenges and develops the potential of all.

**VISION**

To become the best short term residential education centre in the United Kingdom.

**AIMS**

**Ethos**

To create an ethos this fosters respect and care for people and the environment. To inspire an approach to learning this fires the imagination.

**Service and Value**

To deliver high quality, high value, residential education and day course provision which meets the needs of our customers.

**Customer responsive**

To anticipate and quickly respond to customer needs. To work in partnership with all customers to provide curricular breadth and inspiration using specialist expertise and facilities.

**Good employer**

To create a working environment this attracts and retains high calibre employees. To develop the talents of all employees through a comprehensive training programme this meets the needs of the organisation.

**Safe and secure**

To provide the highest standards of health and safety in all aspects of the organisation’s operations; whilst maintaining educational value.

**Financially sound**

To achieve a consistently sound financial performance.
General Guidelines common to all Activities:

PURPOSE
Most activities that are taught or led at the centre contribute toward a common or underlying theme, usually linked to Personal, Social and Health Education, and support the concepts outlined in *Every Child Matters*. Clients are also introduced to activities that may become lifelong interests.
Each programme is the result of careful planning between Centre and client group And will be using activities to meet agreed aims, goals, and sometimes specific Objectives.

OUTCOMES
If we were to undertake activities without understanding a notion of outcome or desired results, then in terms of assessing and justifying the risks, our actions would be at least questionable, if not unprofessional.
An idea of outcome besides pure skill acquisition is negotiated at the planning stage of courses. If this is not shared with tutors at the weekly or daily meetings then they are *required* to ask.

---

**Triangular Model of Risk**

- **Benefits**
- **Hazards**
- **Controls**
ETHICAL CONCERNS

Required:
Tutors are in a position of trust and they have a duty of care to the students for whom they are responsible.
Tutors dealings with pupils will always be professional, appropriate and justifiable.
Physical contact is inherent in facilitating outdoor activities, however, tutors must be aware of the limits wherein such contact may take place and should consider the possibility of such contact being misinterpreted.
Tutors will avoid unnecessary physical contact, and use appropriate language.
Any form of physical punishment is unlawful, as is any form of physical response to misbehaviour unless it is by way of restraint in potentially dangerous situation (e.g. top of crag during abseil session). Following appropriate methods of protecting yourself, other people, themselves or equipment with reference to the Cheshire County Council Child Protection Guidelines.


Any incident involving restraint must be reported as soon as possible to the Director or senior member of academic staff.
No compulsion to participate against will; excepting for reasons of safety.
Appropriate support and encouragement for those intimidated by the activity to be given.
Adopt suitable strategy to allow less able / differing needs to participate.
Reconcile peer pressure, handling refusals and perceived failures with sensitivity.
Accompanying teachers or adults with activity groups must be briefed as to their expected roles in the session, including action in case of an emergency.
Tutors will show due respect for the feelings and sensitivities of group members.
Students are made aware of the level of risk attached to each activity and their responsibilities.

Recommended:
If tutors feel unable to deal with any situation or problem during the session then they should seek assistance and support from centre teaching staff. This may well involve stopping the activity.
Groups should normally be accompanied by a member of school staff, a parent or other responsible adult (as recommended in ‘Expected Roles’ section p.99?).
If first aid is administered, bear in mind the dignity of the student, and avoid treating a pupil without others present.
Careful consideration should be given to the role of the accompanying teacher or adult with the activity group. The direct participation of adults with a group of younger students may be inappropriate and/or hazardous in some activities (e.g. challenge wall).
INSTRUCTIONAL CONCERNS

Required:

Tutors should always be working with a second adult available as a back up i.e. that person must be in the vicinity of, and available to, groups on-site.
Careful consideration and planning of session according to age, ability, prior experience, desired outcomes and weather forecast.
Tutors question school staff, centre staff or participants re. Medical conditions / special needs and water confidence / swimming ability if relevant. Tutors must have easy access to their own appropriate emergency equipment with them at all times.
Tutors observe and are observed teaching as part of the induction procedure before Running an unfamiliar activity.
Sign out on board in the Tea Room for all activities, and sign in on return.
Ask one of the permanent staff if there is anything unclear, however small or insignificant it may appear to be.
Freelance tutors are viewed as ‘Freelance Professionals’ by Cheshire West and Chester and the Conway Centre and as such are required to hold their own public liability insurance with a recommended minimum indemnity of £5 million.
The original certificate of insurance cover together with the original certificates of National Governing Body Awards and First Aid qualifications will be photocopied and the copies placed in the ‘Staff Qualifications’ file in the teachers office; along with a copy of their driving licence where appropriate.
Where tutors do not hold the relevant N.G.B. award or there is no relevant award covering the particular activity, then tutors will be ‘signed off’ by designated teaching staff member as being competent and familiar with both the activity and the venue.
It is required that all Staff checks their file on a regular basis and ensure all qualifications and signing off sheets are current and up to date; including CPD sheets.
Tutors are to be aware of group size in relation to prevailing conditions, ability and tutor/adult/student ratios at all times.
A mobile phone is carried, battery and credit checked (if necessary). It can be turned off whilst teaching, but should be checked for messages afterwards.
Please note however, mobile phones are viewed as just another possible layer of cover and cannot be regarded as the ‘cure for all ills’ nor a substitute for proper planning, preparation and judgement. They are to be used in addition to, not in the place of normal risk management measures.
A VHF is carried if leading groups on the sea/Menai Strait, including raft building sessions.
A suitable fixed blade knife should be carried and be easily accessible when leading water activities.
All tutors should be suitably water confident depending on activity.

Recommended:

An extra adult member of staff to be available to accompany groups (under the age of 18) off-site.
A positive effort is made to use the first names of participants together with the names of accompanying members of school staff and their appropriate titles.
CRB checks to be carried out for all staff in sole charge of groups.
PARTICIPANT CONCERNS

Required:
Participants are briefed as to suitable attire and footwear for the activity, together with any spare clothing they will need to bring.
Participants are briefed as to the hazards of wearing jewellery for activities.
Participants are briefed reference medical conditions and must bring relevant medicines to sessions (e.g. asthma inhalers).
Appropriate clothing and precautions to be exercised regarding Hypo- and Hyper-thermia, sun stroke and sun burn.

Recommended:
Accompanying staff are encouraged to participate in most situations but are briefed to refrain from unnecessary interference in problem solving scenarios.
Participants do not wear jewellery or rings; however, belly bars should be taped or covered where appropriate.

EQUIPMENT CONCERNS

Required:
PPE/CE/UIAA /BCU approved where possible and relevant.
Equipment used must be fit for purpose, and checked before and after use.
Identify, isolate and report defective equipment.
All equipment is to be formally checked as part of the maintenance routine on a monthly basis.
All harness to have a 10cm tail of webbing after being doubled back.

ENVIRONMENTAL CONCERNS

Required:
Care and consideration to be exercised in minimising damage or eliminating impact on activity venues.
Groups to be aware of noise pollution.
Due consideration be given to other users of venue.
Any litter or unwanted materials to be brought back and disposed of properly or recycled.
The country code to be adhered to, as well as extra care and consideration if using a SSSI or similarly designated area.
Weather forecast (and tides, if relevant), to be obtained and carefully considered in relation to any proposed activity.
Due consideration given to possibility of leptospirosis and similar afflictions.
ETHICAL CONCERNS

Required:
Tutor to wear similar/equivalent safety equipment as the group if taking part in the same activity.

Recommended:
The tutor may well be perceived as a role model regarding attitudes and behaviour and should consider their actions accordingly.

Suggested:
Safety warning after activity.... 'Don't try this at home!' .... but..
…give advice to interested participants of how to get involved in the sport.

OPERATIONAL CONCERNS

Required:
Check suitability of any venue with senior staff before session.
Shooting activities to be checked and avoided on Centre grounds. Liase with Gamekeeper as to where and when shooting will take place.
Safety systems should be reviewed regularly for improvement or for changes in perceived 'high quality practice'.
Reports / feedback to be shared after attending courses or conferences.
Feedback to be shared after near miss incidents.
Relevant accidents and near misses from other Centres to be discussed at staff meetings.
Reviews to be conducted annually.
Any accidents or near miss incidents are reported and logged in the appropriate file in the reception office.

Ratios: In normal circumstances groups operate at a ratio of 1:10 tutor to students, plus the group's visiting member of staff. Ratios for sailing are 1:6, (except for the J80, which is 1:8) and the High Ropes clip course 1:5 (on the course itself). However, by negotiation with the course leader this ratio may increase or decrease depending on the tutor, the nature of the activity, environmental conditions and the group.

Qualifications: Where a tutor does not have the relevant governing body award or where such an award does not exist, then, under AALA guidelines, the Technical Advisor can sign off that tutor as competent dependent upon specific training, relevant transferable skills and experience.

In the event of an emergency, refer all enquiries from the media to the Centre Director. Reference should be made to the Conway Centre Critical Incident Document in this instance.

Consideration should be given to issues caused by repetitious activities, (e.g. accidents caused by miss clipping on roped activities i.e. High Ropes stand alones).
## Rock Climbing and Abseiling Generic Risk Assessment

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk</th>
<th>Persons at Risk</th>
<th>Control Measures</th>
<th>Comments / Action</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incorrect use of belay device</td>
<td>H</td>
<td>All group</td>
<td>Briefing, training and monitoring</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Falling</td>
<td>H</td>
<td>All group</td>
<td>Briefing, group management and equipment</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Falling objects</td>
<td>H</td>
<td>All group</td>
<td>Venue, briefing and PPE</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Clipping into gear loop</td>
<td>H</td>
<td>All group</td>
<td>No gear loops on general use harnesses; training and monitoring when using gear looped harnesses</td>
<td>In response to 2 accidents at PYB and Cwm Pennant.</td>
<td>L</td>
</tr>
</tbody>
</table>

**Further Measures**  
Secondary lighting in climbing wall
# Rock Climbing and Abseiling Site Specific Risk Assessment

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk</th>
<th>Persons at Risk</th>
<th>Control Measures</th>
<th>Comments / Action</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vivian Quarry Abseil</td>
<td>H</td>
<td>All</td>
<td>Do not use</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ian Lowe Quarry.</td>
<td>M</td>
<td>All</td>
<td>Group Management and briefing.</td>
<td>Consider using a hand line on the climb out. Walk around edge of swamp</td>
<td>L</td>
</tr>
<tr>
<td>Swampy area and steep climb out</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lockwoods Chimney.</td>
<td>H</td>
<td>Students</td>
<td>Briefing and observation</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Students unclipping from the rope when waiting behind the big flake</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blast Shelter Quarry</td>
<td>H</td>
<td>All</td>
<td>Briefing and vigilance</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Isolated loose block at the top</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chwarel Goch abseil</td>
<td>H</td>
<td>All</td>
<td>Take a boat to abseil into or plan to get wet BA’s</td>
<td>Try and ensure participants are not in direct ‘firing’ line at base of cliff</td>
<td>L</td>
</tr>
<tr>
<td>High tide leading to deep water at the bottom</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slate Quarries</td>
<td>H</td>
<td>All</td>
<td>Group management &amp; Briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Potential for falling into holes/off ledges whilst belaying (narrow ledges at crag bases)</td>
<td></td>
<td></td>
<td>Dali’s Hole area is not to be used with groups until further notice.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Further Measures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Chwarel Goch Ab Site has been stripped of loose rock after rock fall incident in 2008. Continue to monitor.</td>
<td></td>
</tr>
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</table>
Rock Climbing venues used regularly by The Conway Centre (no identified site specific issues):
Holyhead Mountain
Clogwyn Y Cyrau
Conway Slabs
Yellow Walls
Lion Rock/Fachwen
Tin Can Alley (Ogwen Cottage)
Rhoscolyn
Craig Y Tonnau
Little Tryfan
Willy’s Farm Crag
Pont Y Cromlech
Bochlywyd buttress
Castle Inn Quarry
Tremadog (all cliffs)
Penmaen Head
Surprise Zawn?
Crinkle Crags (Orme)
Pigeon Cave (Orme)
Benllech Quarry
Borth Y Garan (North of Rhoscolyn)
Castell Hellen
Dinas Bach
Indefatigable Climbing Wall
The Beacon Climbing Wall
Bangor University Wall (Maes Glas)
Rock Climbing and Abseiling Guidelines

NB It is required that these guidelines are read in conjunction with the guidelines common to all activities section.

PURPOSE
To introduce and/or develop techniques relating to movement over rock and safety in the activity.
To provide an educational experience with pairs or small groups sharing responsibility for each other.

OUTCOMES
Sense of achievement and overcoming challenge. Shared responsibility, trust in peers and safety awareness. Foundation for a leisure activity.

EQUIPMENT CONCERNS
Required:
- Helmets for all participants and tutors except in the climbing walls.
- Appropriate harnesses for each participant.
- Full weight dynamic ropes for climbers.
- Protection against rubbing over sharp edges for ropes.
- Secondary safety system when abseiling.
- B/aids when abseiling into boat.

Recommended:
- Helmets for leading in the climbing wall.

INSTRUCTIONAL AND PARTICIPANT CONCERNS
Required:
- Long hair tied back/up.
- Supervised use of belay device as appropriate.
- Thorough safety briefing including equipment care.
- Buckle and knot double check system, at least 10 cm excess webbing at waist buckle or as marked on harness.
- Effective communication between climber and belayer.
- No participants or accompanying staff to solo, with the exception of low level traversing.
- Control and safe positioning of non-active group members.

Recommended:
- All sessions warm up activity first.
- Careful thought be given before Tutor solos.
ENVIRONMENTAL AND ETHICAL CONCERNS

Required:
Visual check of rock face for falls, movement etc.
Inspection of anchor points, natural or artificial.
Minimal impact approach to activity with consideration given to tree damage, noise pollution, group size, litter and other users of the crag.
Selection of climbs to meet mixed ability levels (Differentiation).

QUALIFICATIONS

Required Minimum:  Signed off (climbing wall & Chwarel Goch abseil).
Single Pitch Training with above (crags).

Desirable:  Climbing Wall Award (for appropriate indoor venues).
Single Pitch Award.

Working towards:  MIA

Sites: The above qualifications cover single pitch sites & Chwarel Goch Abseil Site. Multi pitch climbing sessions should be directed on familiar terrain by MIA/MIC holders given suitable participants, adequate tutor ratios and appropriate weather conditions.
### Bouldering Generic Risk Assessment

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk</th>
<th>Persons at Risk</th>
<th>Control Measures</th>
<th>Comments / Action</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falling</td>
<td>H</td>
<td>All group</td>
<td>Briefing, group management and equipment</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Falling objects</td>
<td>H</td>
<td>All group</td>
<td>Venue, briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Vehicle collision</td>
<td>H</td>
<td>All group</td>
<td>Venue, briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Person collision</td>
<td>H</td>
<td>All group</td>
<td>Briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Hand damage</td>
<td>M</td>
<td>All group</td>
<td></td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Loose Rock</td>
<td>H</td>
<td>All Group</td>
<td>Venue, Briefing, awareness</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Getting stuck</td>
<td>M</td>
<td>All group</td>
<td>Briefing and awareness</td>
<td></td>
<td>L</td>
</tr>
</tbody>
</table>

Further Measures
# Bouldering Site Specific Risk Assessment

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Cromlech Boulders</strong></td>
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</tr>
<tr>
<td>Close to road,</td>
<td>H</td>
<td>All group</td>
<td>Briefing, awareness,</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Human waste in caves.</td>
<td>M</td>
<td>All group</td>
<td>Awareness, Briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Parking in summer,</td>
<td>L</td>
<td>All group</td>
<td>Awareness, Venue</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Getting stuck in squeezes.</td>
<td>M</td>
<td>All group</td>
<td>Awareness, Briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td><strong>RAC Boulders</strong></td>
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</tr>
<tr>
<td>Getting stuck in squeezes</td>
<td>M</td>
<td>All Group</td>
<td>Awareness, Briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Midges in summer</td>
<td>L</td>
<td>All group</td>
<td>Awareness, Briefing, Venue</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td><strong>Fachwen Boulders</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Getting stuck -Squeezes</td>
<td>M</td>
<td>All group</td>
<td>Briefing, awareness</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td><strong>Ogwen Cottage Boulders</strong></td>
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<tr>
<td>Close to road</td>
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<td>All group</td>
<td>Briefing, awareness</td>
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<td>L</td>
</tr>
<tr>
<td>Stuck in squeezes</td>
<td>M</td>
<td>All group</td>
<td>Awareness</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td><strong>Yellow Wall</strong></td>
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</tr>
<tr>
<td>Cattle issues</td>
<td>M</td>
<td>All group</td>
<td>Briefing, awareness</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td><strong>Clogwyn-y-Tarw</strong></td>
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<tr>
<td>Gribyn Facet</td>
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<tr>
<td>Getting stuck in squeezes</td>
<td>M</td>
<td>All group</td>
<td>Briefing and awareness</td>
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<td>L</td>
</tr>
<tr>
<td><strong>Slippery Rock</strong></td>
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</tbody>
</table>

Conway Centre Outdoor Education Policy, Guidelines and Risk Assessments. May 2010
Bouldering Guidelines

NB It is required that these guidelines are read in conjunction with the guidelines common to all activities section.

PURPOSE
To introduce and/or develop techniques relating to movement over rock and safety in the activity.
To introduce new environments
To provide an educational experience with pairs or small groups sharing responsibility for each other.
Introduce climbing without height.

OUTCOMES
Sense of achievement and overcoming challenge. Shared responsibility, trust in peers and safety awareness. Foundation for a leisure activity.
Foundation for leisure activity.

EQUIPMENT CONCERNS
Required:

Recommended:
- Bouldering pads
- Climbing shoes
- Spotter
- Helmet

Suggested:
- Chalk
- Brush (tooth / scrub brush not metal)
- Boot cleaning cloth
- Tape for fingers / hands

INSTRUCTIONAL AND PARTICIPANT CONCERNS

Required
- Jewellery taken off / taped up
- Briefing to emphasize effective communication between climber and spotter.
- Control and safe positioning of non-active group members.
- Due consideration to be given to spotters and height.

Recommended:
- All sessions warm up activity before hard problems/bouldering.
- Introduce and develop techniques relating to movement over rock.
ENVIRONMENTAL AND ETHICAL CONCERNS

Required:
- Visual check of rock face for falls, movement etc.
- Thought given to landing/falling sites
- Thought given to descending
- Minimal impact approach to activity with consideration given to access, use of chalk, noise pollution, group size, litter and other users of the crag.

Selection of climbs / challenges to meet mixed ability levels (Differentiation).
Any access issues.

QUALIFICATIONS

Required Minimum: Signed off

Desirable: Climbing Wall Award
- Single Pitch Award Training

Working towards: Single Pitch Award.
### Bouldering Site Specific Risk Assessment

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<td></td>
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<td><strong>L</strong></td>
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<tr>
<td>Midge in Summer</td>
<td><strong>L</strong></td>
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<td><strong>L</strong></td>
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<td>All group</td>
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<td><strong>M</strong></td>
<td>All group</td>
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<td></td>
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<td><strong>L</strong></td>
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<tr>
<td><strong>Slippery Rock</strong></td>
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</tr>
</tbody>
</table>

26
Bouldering venues used regularly by The Conway Centre (no identified site specific issues):
RAC boulders
Split rocks (Fachwen)
Yellow Wall (Llyn Padarn)
Pont y Cromlech slabs
Cromlech boulders
Holyhead Mountain
Ogwen Cottage
Clogwyn y tarw (gribin facet)
Tremadog
Pinicle
Pigeon Cave
Caseg Ffraith
Conway Slabs
Cwm Dyli
Indefatigable Climbing Wall
The Beacon Climbing Wall
Bangor University Wall (Maes Glas)
# Canoeing and Kayaking Generic Risk Assessment

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</thead>
<tbody>
<tr>
<td>Drowning</td>
<td>H</td>
<td>All group</td>
<td>Venue choice, buoyancy aids</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Lifting injuries</td>
<td>M</td>
<td>All group</td>
<td>Briefing</td>
<td>More canoe Trollies</td>
<td>L</td>
</tr>
<tr>
<td>Fall or slip on slipway or bank side</td>
<td>M</td>
<td>All group</td>
<td>Briefing, Keep Conway Centre slipway clear of seaweed</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Manoeuvring, loading and unloading trailer</td>
<td>M</td>
<td>All group</td>
<td>Briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Trapped in boat</td>
<td>H</td>
<td>All group</td>
<td>Briefing, supervision, suitable equipment</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Head injury Paddles, rocks etc</td>
<td>H</td>
<td>All group</td>
<td>Briefing, Venue, helmets</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Collision with fixed object. E.g bridge pillar</td>
<td>H</td>
<td>All group</td>
<td>Awareness and group management</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Collision with other kayakers (surfing, playing polo game)</td>
<td>M</td>
<td>All group</td>
<td>Briefing, buoyancy aid</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Offshore wind</td>
<td>H</td>
<td>All group</td>
<td>Forecast and observation</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Unforecast weather changes</td>
<td>H</td>
<td>All group</td>
<td>Observation and judgement</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Injuries to bare feet</td>
<td>M</td>
<td>All group</td>
<td>Footwear</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Strong currents Rips, tides and river currents</td>
<td>M</td>
<td>All group</td>
<td>Venue, observation, judgement, group management</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Poor water quality</td>
<td>M</td>
<td>All group</td>
<td>Observation, consult Environment Agency website</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Jelly fish and Weaver fish sting</td>
<td>M</td>
<td>All group</td>
<td>Clothing, footwear</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Shoulder Dislocation</td>
<td>M</td>
<td>All group</td>
<td>Briefing, shallow water awareness</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>‘Man overboard’ whilst canoe sailing</td>
<td>H</td>
<td>All group</td>
<td>Awareness, Keep group low in canoes, appropriate releasable sail rig/plan</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Risk of swamping from</td>
<td>H</td>
<td>All group</td>
<td>Briefing, Quick release sail system, appropriate</td>
<td></td>
<td>L</td>
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<tr>
<td>unbalanced sail setup</td>
<td></td>
<td>sail size.</td>
<td></td>
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</tr>
<tr>
<td>Entanglement in ropes</td>
<td>M</td>
<td>All group</td>
<td></td>
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</tr>
</tbody>
</table>
|                          |               | Awareness, Easy access to suitable knife | L

**Further Measures**

Rafted canoe capsizes training to be revisited (completed April 2009). Purchase Canoe Trollies.
## Canoeing and Kayaking Site Specific Risk Assessment

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Menai Strait/Centre Dock:</strong></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Menai and Britannia Bridge Falling / thrown objects</td>
<td>H</td>
<td>all</td>
<td>Observation</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Swelly Rock Island Iron Posts on east side of island. Most dangerous on the ebb</td>
<td>H</td>
<td>all</td>
<td>Stay well clear</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Swelly Rock Island Fish traps in walls</td>
<td>H</td>
<td>all</td>
<td>Stay well clear</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Isolated areas of large waves on the Straits caused by strong SW wind against ebbing tide Moel y Don Off Indefat’ on Bangor side</td>
<td>H</td>
<td>all</td>
<td>Awareness.</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td><strong>Wash from large boats</strong></td>
<td>M</td>
<td>all</td>
<td>Observation</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Dock Knuckle Seal launching off the end of the wall above at low water</td>
<td>H</td>
<td>all</td>
<td>DO NOT USE</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Toilet outflow from Bangor Pier &amp; Indefatigable overflow</td>
<td>M</td>
<td>all</td>
<td>Stay clear of area under cafe</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Rock fall and land slides along shore of Menai Strait</td>
<td>H</td>
<td>all</td>
<td>Observation, tidal state, weather awareness</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Conway Centre Pontoon Bridge entrapment @ high spring tides</td>
<td>M</td>
<td>All</td>
<td>Briefing, supervision, stay well clear</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Emotional trauma from</td>
<td>H</td>
<td>All</td>
<td>Awareness, observation, subsequent route choice</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Suicide attempts off bridges.</td>
<td></td>
<td></td>
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<td>-----------------------------</td>
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</tr>
<tr>
<td><strong>Afon Conwy River</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Very deep mud</td>
<td>M</td>
<td>All</td>
<td>Do not get out on mud banks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S wind funnelled down valley increasing strength</td>
<td>M</td>
<td>All</td>
<td>Planning, awareness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High river discharge reduces tidal affect</td>
<td>M</td>
<td>All</td>
<td>Planning, awareness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cave on Conwy shore with current running through</td>
<td>H</td>
<td>All</td>
<td>Stay Clear</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ironwork in small weir at Tal y Cafn</td>
<td>H</td>
<td>All</td>
<td>Stay clear</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Afon Llugwy</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jims Bridge</td>
<td>H</td>
<td>All</td>
<td>Group management, positioning of bank safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>At medium flow the current pushes boats onto the bridge pillar with a risk of entrapment</td>
<td>M</td>
<td>all</td>
<td>Consider alternative venue, use of PYB access at Bryn Engan/ use of car park next to outdoor shop</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking &amp; changing issues since access has been restricted</td>
<td>M</td>
<td>all</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Llyn Padarn</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Variable depth in the lagoons with some isolated large rocks/possibility of slate cuts</td>
<td>M</td>
<td>All</td>
<td>Check depths before doing exercises or playing games that may lead to falling into the water Briefing, appropriate footwear.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Blue-green algae (health risk)</strong></td>
<td>H</td>
<td>All</td>
<td>Awareness, Environment Agency website</td>
<td>Outbreak in Autumn2009</td>
<td>L</td>
</tr>
<tr>
<td><strong>Hazard</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risk</td>
<td>H</td>
<td>M</td>
<td>L</td>
<td>Persons at Risk</td>
<td>Control Measures</td>
</tr>
<tr>
<td>Location</td>
<td>Level</td>
<td>Type</td>
<td>Action</td>
<td>Implications</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
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<td>------------</td>
<td>------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Llyn Gerionedd</td>
<td>M</td>
<td>Equipment</td>
<td>Take smaller minibus and silver trailer</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Very narrow approach road</td>
<td>H</td>
<td>All</td>
<td>Group management when on the shore</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>poss damage to bus &amp; trailer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Falling down mine shafts</td>
<td>H</td>
<td>All</td>
<td>Awareness &amp; Observation</td>
<td>The wave arrives at the shore several minutes after the HSS has passed</td>
<td></td>
</tr>
<tr>
<td>around the lake</td>
<td></td>
<td></td>
<td></td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Motorised craft</td>
<td>H</td>
<td>All</td>
<td></td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Soldiers Point Holyhead to</td>
<td>H</td>
<td>All</td>
<td>Observation, check ferry times</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Southstack</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large wave from HSS Ferry</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stanley Embankment</td>
<td>H</td>
<td>All</td>
<td>Do not pass through the bridge on the ebb</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Powerful recirculating stopper</td>
<td>H</td>
<td>All</td>
<td>Group management</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>with no exit from the N side</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>of the embankment on the ebb</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cable Bay</td>
<td>H</td>
<td>All</td>
<td>Group management</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Strong rip along cliff on the</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S side of the bay</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Broad Beach Rhosneigr</td>
<td>M</td>
<td>All</td>
<td>Observation, group management</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Isolated rocks on the beach</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>off the river mouth</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mile End Mill, River Dee</td>
<td>M</td>
<td>All</td>
<td>Capability of student</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Middle and bottom hole are</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>very shallow</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weir directly opposite shop</td>
<td>M</td>
<td>All</td>
<td>Awareness, the area is sometimes marked by a floating boom</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>has severe recirculation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>tendencies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Porth Nobla</td>
<td>H</td>
<td>All</td>
<td>Group management</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Rip tide along cliffs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Canoe/Kayak venues used regularly by The Conway Centre (no identified site specific issues):
Four Mile Bridge/ Inland Sea
Rhoscolyn – Treaddur Bay
Treaddur Bay – Porth Dafarch
Camaes Bay – Bull Bay
Porth Eilian – Llugwy Bay
Puffin Island
Cymran Strait
Rhoscolyn Bay – Rhoscolyn Beacon
Rhosneigr – Cable Bay
Trefor – Morfa Nefyn
Llyn Gwynant
Llynau Mymbyr
Llyn Tegid
Great Orme
Little Orme
River Spey
River Wye
River Severn
River Dee (Farndon – Chester)
River Tryweryn
Caledonian Canal
Great Glens Rivers
Indefatigable Swimming Pool
Plas Y Brenin Swimming Pool
Canoeing and Kayaking Guidelines

NB  It is required that these guidelines are read in conjunction with the guidelines common to all activities section.

PURPOSE

Personal challenge together with responsibility for self and others.
A safe and enjoyable educational experience in a different environment.
Means of journeying safely, being self sufficient and self propelled, working together in a small team or individually.
To acquire a series of progressive skills, building confidence and personal ability.

OUTCOMES

Sense of achievement and meeting challenge.
Shared responsibility, trust in peers (buddy system), and safety awareness.
Increased understanding of water environments; tides, wind, currents, sea or inland.
Introduction to possible lifetime activity.
Create an activity and an atmosphere where an element of perseverance is required for success.

EQUIPMENT CONCERNS

Required:
Buoyancy aids / life jackets, sized correctly.
Extra buoyancy in boats, airbags, buoyancy blocks or bulkhead compartments, check inflation.
Appropriate size and type of boat and paddle for individuals.
Helmets where there is a possibility of head injury eg. from games or capsize in shallow water.
Flares for open sea trips.
Boats marked with centre name and telephone number.
Bailers available for canoes.
A VHF radio must be carried when teaching on the Menai Strait or on the open sea.

Recommended:
Waterproof/windproof layer.
Wetsuits for longer sessions and off-site sessions, also according to weather.
Spraydecks for moving water, or away from shore sessions.
Skegs for longer journeys or to balance ability level in group.
Seal launch mat used in Dock area.
Use of poles when canoe rafting to avoid clam shell effect.
Access to spare/split paddles
Access to a suitable releasable towing system

Suggested:
Materials/resources for games.
Poles and ropes for single/tandem canoe journeys to allow the ability to raft up.
Briefing on care of skegs.
Use of spraydecks for kayak sessions.
INSTRUCTIONAL CONCERNS
Required:
- Briefing to include:
  - hazards relating to lifting and carrying boats, etc.
  - hazards relating to unloading and moving trailers.
  - hazards relating to site e.g., surf beach—rip currents, longshore drift, dock edge and slipway.
  - group control signals and boundaries of paddling area before going afloat.
- Discuss suitability of any venue with experienced staff before session.
- Logging on and off with Coastguard for sea trips outside bays e.g., Rhoscolyn cliffs & head.
- Briefing for knee depth max. by buddies who are observing in surf session, waist deep for helpers.
- Kayaks are locked on racks at end of day.
- Extreme caution before allowing any swimming at end of surf sessions.
- Briefing for shoulder injuries on surf kayak sessions.
- Briefing for action in event of capsize and spraydeck release (if worn).
- Keep one craft available for safety cover if doing bank teaching/launching students before you are on the water.
- If Canoe Sailing a releasable sail system must be used.

PARTICIPANT CONCERNS
Recommended:
- Tie glasses on for spectacle wearers.
- Careful consideration of venue when the mobility of members in the group is limited and/or physical size of individuals is such that rescue becomes difficult.

ENVIRONMENTAL CONCERNS
Required:
- Tide times, heights and strength predicted for sea activities.
- Water levels checked for inland trips.
- Monitor water quality. (Visual check and liaise with Environment Agency if necessary).
- Particular care with actual or forecast offshore winds.
- Particular care with rip currents, especially in large surf.

ETHICAL CONCERNS
Required:
- Reassurance in the case of personal fears relating to water.
- Acknowledgement of, and adherence to, local access agreements where they exist.
- Briefing group re. changing in public places.
QUALIFICATIONS

Dock and vicinity:
Required Minimum: Signed off
Desirable: Level 2 Coach
Working towards: Level 3 Coach as appropriate

Swellies:
Required Minimum: Signed off
Desirable: Level 3 Coach as appropriate
Working towards: Level 4 Coach as appropriate

Sea trips:
Required Minimum: Signed off
Desirable: Level 3 Coach Sea
Working towards: Level 4 Coach Sea.

River trips on white water:
Required Minimum: Signed off
Desirable: Level 3 Coach Inland / Canoe
Working towards: Level 4 Coach Inland / Canoe

Moderate Surf:
Required Minimum: Signed off
Desirable: Level 3 Coach Surf.
Working towards: Level 3 Coach Sea
Coastguard Procedures:

This document was produced after a meeting between Bill Taylor (AHOEC) and the Holyhead Coastguard.

1. It would be helpful for C.G. to be supplied with list of centres and contact numbers, along with each centre's operational procedures for sea kayaking.
   Eg. Flares / radios / emergency equipment usually carried.

2. All craft should be marked prominently inside to identify ownership.

3. Where groups are to operate on 'Category C' type water (i.e. water that is generally more than 1.5m deep and where the wave height could not be expected to exceed 0.6m) or where there is a static beach operation (as per surfing), then there is no need to contact the C.G.

4. For other kayak operations on the sea, the recommended procedure is:
   a) Centre to alert C.G. by 'phone OR radio.
      Stating: Name of centre.
      Number of kayaks on water.
      General area of operation e.g. Trefuddur Bay.
      If a journey is planned, give start and finish.
      points with an approximate ETA.

   b) Centre to inform C.G. that trip is finished as a matter of course.
      This could be by radio from the beach, or by telephone.
      C.G. policy is to follow up a failure to report in only if alerted by the centre's land based operation.

5. It was suggested that staff from the centres in the area should visit the new C.G. Station in Holyhead in an effort to educate both parties and promote mutual understanding.
   (Centre craft now registered with Holyhead C.G)
## Mountain Biking Generic Risk Assessment

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk</th>
<th>Persons at Risk</th>
<th>Control Measures</th>
<th>Comments / Action</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collision with vehicles</td>
<td>H</td>
<td>All group</td>
<td>Group management. Venue choice.</td>
<td>Purchase bibs and lights</td>
<td>L</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Public</td>
<td>Minimise road use. Fluorescent bibs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lights</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collision with other objects</td>
<td>H</td>
<td>All group</td>
<td>Group Management</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Public</td>
<td>Venue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Falling off</td>
<td>H</td>
<td>All group</td>
<td>Route choice.</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Group management</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Appropriate equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Briefing</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eye Injury</td>
<td>M</td>
<td>All group</td>
<td>Eye protection for twiggy or very muddy venues.</td>
<td>Purchase safety glasses</td>
<td>L</td>
</tr>
<tr>
<td>Separation of group</td>
<td>M</td>
<td>All group</td>
<td>Group management.</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Appropriate staff student ratio for route and group.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>consider use of 2-way radios.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment failure</td>
<td>M</td>
<td>All group</td>
<td>Safe bike check.</td>
<td>Purchase a repair kit</td>
<td>L</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Maintenance routine</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Carry repair kit, access to spare bike</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head Injury</td>
<td>H</td>
<td>All group</td>
<td>Helmets, briefing</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Tree Felling &amp; Wind blown trees</td>
<td>H</td>
<td>All group</td>
<td>Awareness, route choice, weather forecast, group</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>management, observe detour notices.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Further Measures: Need to purchase safety gear for mountain biking (STW to source)
## Mountain Biking Site Specific Risk Assessment

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk</th>
<th>Persons at Risk</th>
<th>Control Measures</th>
<th>Comments / Action</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gwydir Forest</strong></td>
<td>M</td>
<td>All Group</td>
<td>Supervision, route choice, weather forecast, briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>‘Ride fast, ride free’ section of Marin Trail erosion issues after heavy rainfall</td>
<td>M</td>
<td>All Group</td>
<td>Superscription, route choice</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td><strong>Mine workings</strong></td>
<td>M</td>
<td>All Group</td>
<td>Supervision, route choice</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td><strong>Penmachno Trails</strong></td>
<td>M</td>
<td>All Group</td>
<td>Supervision, briefing, route choice, weather forecast, equipment</td>
<td></td>
<td>L</td>
</tr>
</tbody>
</table>

**Mountain Biking venues used regularly by The Conway Centre (no identified site specific issues):**
- Llandegla
- Coed Y Brenin
- Newborough Forest
- Beddgelert Forest
- North Wales: Aber Falls area to Sychnant Pass
- Ogwen Lon Las
- Conway Centre Grounds
Mountain Biking Guidelines

NB It is required that these guidelines are read in conjunction with the guidelines common to all activities section.

PURPOSE
Personal challenge together with responsibility for self and others.
A safe and enjoyable educational experience in a different environment.
Means of journeying safely, being self sufficient and self propelled, working together in a small team or individually.
To acquire a series of progressive skills, building confidence and personal ability.

OUTCOMES
Sense of achievement and meeting challenge.
Shared responsibility, trust in peers (buddy system), and safety awareness.
Increase understanding of bike control and road safety.
Expand knowledge of cycling as a possible lifetime activity.
Create an activity and an atmosphere where an element of perseverance is required for success.

EQUIPMENT CONCERNS
Required:
   Helmet and gloves
   Correctly sized bike
   Safe bike check before riding
   Repair kit to be carried
   Fluorescent bibs for planned road use on A and B roads and distances over 1km on minor roads.
   2 fluorescent bibs and 1 set of front and rear lights to be carried & used for emergency road use. (Front and back of group)
   Safety glasses for twiggy or very muddy venues

Recommended:
   Waterproof / windproof layer.
   Long trousers and long sleeves.

Suggested;
   Radios for communication.
INSTRUCTIONAL CONCERNS
Required:
   Briefing to include:
      hazards relating to unloading and moving trailers.
      group control signals.
      Road riding behaviour
   Discuss suitability of venue with experienced staff before session.
   Knowledge of the Highway Code.

Recommended:
   Leader to have knowledge of the route / venue
   Introduction to basic bike control at the beginning of the session

PARTICIPANT CONCERNS
Required:
   Brief participants about their responsibility for their own safety and limitations of the equipment.

ENVIRONMENTAL CONCERNS
Required:
   Due regard given to the sustainability of the tracks used.
   Comply with legal rights of way.

ETHICAL CONCERNS
Required:
   Acknowledgement of, and adherence to, local access agreements.
   Briefing group re. changing in public places.
   Consideration for other users. Walkers, horse riders etc.

Qualification

Required Signed off
Desirable SMBLA Trail Cycle Leader or BSCA Off Road Leader or OTC Trail Leader
Working Towards SMBLA, Mountain Bike Leader Award
## Raft Building Generic Risk Assessment

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk</th>
<th>Persons at Risk</th>
<th>Control Measures</th>
<th>Comments / Action</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drowning</td>
<td>H</td>
<td>All group</td>
<td>Group management, Buoyancy aids</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Head injuries from paddles &amp; rafts flipping</td>
<td>H</td>
<td>People on the raft</td>
<td>Briefing, Helmets</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Capsize and entrapment</td>
<td>H</td>
<td>People on the raft</td>
<td>Briefing, raft design, safety cover</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Powerboat injuries</td>
<td>H</td>
<td>People in the water</td>
<td>Training, briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Falling off the railings into dock</td>
<td>H</td>
<td>People on the shore</td>
<td>Briefing not to sit on the railings</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Lifting injuries</td>
<td>M</td>
<td>All group</td>
<td>Briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Falling off dock wall by swimming pool &amp; wall above slipway</td>
<td>H</td>
<td>All group</td>
<td>Group management, briefing As of Jan. 2010 the swimming pool walls are ‘out of bounds’ DO NOT USE until further notice.</td>
<td></td>
<td>L</td>
</tr>
</tbody>
</table>

**Further Measures:**

**Raft Building venues used regularly by The Conway Centre (no identified site specific issues):**
- Llyn Padarn/ Gilfach Ddu
- Indefatigable (Menai Strait)
Raft Building Guidelines

NB It is required that these guidelines are read in conjunction with the guidelines common to all activities section.

PURPOSE
Personal challenge, Leadership skills.
Group / shared responsibility, problem solving, co-operation.
Practical application of Design Technology.

OUTCOMES
Sense of achievement and meeting challenge, building both team and self esteem.
Enjoyment and 'fun factor'.
'Real life' consequences for DT, poor design or construction = wet students!
Shared experience.

EQUIPMENT CONCERNS
Required:
- Buoyancy aids for all using the slipway and beyond safety fencing, even non participants.
- Buoyancy aids checked and sized correctly.
- Safety boat on water.
- Canoeing helmets

INSTRUCTIONAL AND PARTICIPANT CONCERNS
Required:
- Thorough safety briefing including equipment care, danger areas of dock, confines of rafting area.
- Footwear compulsory.
- No-one to sit on railings
- Due consideration given to best positioning of Centre staff during water session.
- Staff to supervise turning over of rafts after construction.
- All tutors to have a discreet, accessible knife.
- Discretion to be used re. briefing concerning safety when splashing with paddles.
- Co-ordinator identified at start of large sessions.
- Appropriate number and type of safety craft available and working

Recommended:
- Number of rafts is limited with consideration to prevailing conditions and success/stability of those already launched.
- When appropriate, students are made aware of finer points of design and construction.
- Sound signal available.

ENVIRONMENTAL AND ETHICAL CONCERNS
Required:
- Use additional control measures with adverse conditions, eg rope tethers etc.
- Particular care at low water with strong wind and/or tide.
QUALIFICATIONS

Required Minimum: Signed off
Level 2 Powerboat if powerboats are used for safety cover.
**Problem Solving Exercises including Nightline Generic Risk Assessment**

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk</th>
<th>Persons at Risk</th>
<th>Control Measures</th>
<th>Comments / Action</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Twigs causing eye injuries on the Nightline</td>
<td>H</td>
<td>All group</td>
<td>Goggles</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Manual handling injuries</td>
<td>M</td>
<td>All group</td>
<td>Briefing and supervision</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Vehicles</td>
<td>H</td>
<td>All group</td>
<td>Move activities away from road junction</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Workshop/Trailers/Equipment in courtyard</td>
<td>H</td>
<td>All group</td>
<td>Briefing, supervision, workshop to be locked when no-one present</td>
<td></td>
<td>L</td>
</tr>
</tbody>
</table>

**Further Measures**
- Re-do nightlines & get a tree survey for nightline area (JP to action)
- Remove trailers from courtyard
Problem Solving Exercises including the Nightline Guidelines

NB It is required that these guidelines are read in conjunction with the guidelines common to all activities section.

PURPOSE
Personal challenge, Leadership skills.
Group / shared responsibility, problem solving, co-operation team building.
Practical application of problem solving and management models.
Enhancing skills and factors inherent in successful teamwork.

OUTCOMES
Sense of achievement and meeting challenge, building both team and self esteem.
Enjoyment and ‘fun factor’.
‘Real life’ consequences for planning, co-operation, communication etc.

EQUIPMENT CONCERNS
Required:
Goggles for Nightlines in trees.

INSTRUCTIONAL AND PARTICIPANT CONCERNS
Required:
Tutors to be aware of dangers associated with working area (eg traffic at Kelvin etc)
Introduction to emphasise responsibility for each other, spotting etc.
Tutors to be positioned to back up / help / replace spotters.
Activities to be sited away from traffic.

ENVIRONMENTAL AND ETHICAL CONCERNS
Required:
Consider re-siting of tasks during inclement weather & to avoid over use of grassy areas.
Do not attach anything to the Cromlech.

QUALIFICATIONS
Required Minimum: Signed off.
## Low Zip Wire Generic Risk Assessment

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk</th>
<th>Persons at Risk</th>
<th>Control Measures</th>
<th>Comments / Action</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falls</td>
<td>H</td>
<td>all</td>
<td>Briefing, equipment</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Falling objects</td>
<td>H</td>
<td>all</td>
<td>Briefing, observation, helmet, tree inspection</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Being kicked by descending person</td>
<td>M</td>
<td>all</td>
<td>Briefing, helmet</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Strangling (Near miss Kingsway)</td>
<td>H</td>
<td>all</td>
<td>Briefing</td>
<td>Method of attachment changed from sling to rope</td>
<td>L</td>
</tr>
<tr>
<td>Clipping into gear loop (PYB + Cwm pennant)</td>
<td>H</td>
<td>all</td>
<td>Supervision, remove gear loops from general use harnesses</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Rope Burn</td>
<td>M</td>
<td>all</td>
<td>Briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Injury from traveller returning to tutor</td>
<td>M</td>
<td>Tutor &amp; anyone else on platform</td>
<td>briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Finger entrapment by traveller</td>
<td>M</td>
<td>all</td>
<td>Briefing, positioning</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Impact with the brake rope</td>
<td>M</td>
<td>all</td>
<td>Briefing, supervision</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Hair entrapment</td>
<td>M</td>
<td>All</td>
<td>Ensure long hair is tied back</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Collision with other users on the ground</td>
<td>M</td>
<td>All</td>
<td>Supervision, brief visiting staff using front field for activities when zip wire in use</td>
<td></td>
<td>L</td>
</tr>
</tbody>
</table>

Further Measures: Put Petzl ID into woods zip in place of Grigri for descending rope.
Low Zip Wire Guidelines

NB It is required that these guidelines are read in conjunction with the guidelines common to all activities section.

PURPOSE
- Personal challenge
- Group / shared responsibility (braking & belaying)

OUTCOMES
- Sense of achievement and meeting challenge, building self esteem and self image.
- Enjoyment and 'thrill factor'.

EQUIPMENT CONCERNS
Required:
- Helmets for all participants and tutors.
- Harness for participant on the zip wire.
- Full weight dynamic rope for belaying climber on ladder.
- Double action karabiners to join traveller block and gri-gri rope.
- Use cow's tail, or tie off Grigri/ID to back up student.
- Ladder to be tied to tree or secured on ground if not in use.
- Bottle screw ends on shop zip are painted red to highlight any loosening of the screw, needs checking before session starts

INSTRUCTIONAL AND PARTICIPANT CONCERNS
Required:
- Dynamic braking at far end.
- Buckle and knot double check system, 10 cm + excess webbing at waist or as marked on harness.
- Effective communication between climber and belayer.
- Tutor to be anchored to tree/platform.
- Activity to be stopped if deliberate hard braking occurs, (Done by brake team to create sudden stop and swing for participant).
- Students briefed on use of gri-gri/ID
- Tutor to be aware of other groups in and around the zip wire areas.

Recommended:
- One participant at a time
- Students are belayed up ladder to platform.
- Students are made aware of trailing gri-gri rope on ground.
- Ladder is taken down, plus gri-gri and brake ropes secured at platform at end of session unless next group and tutor at site.
- Extra adult present at brake end when appropriate.
- Consideration to be given to smaller pupils braking heavier adults.
Suggested:
Spotting when group are descending from the zip wire

ENVIRONMENTAL AND ETHICAL CONCERNS
Required:
Visual check of wire and trees.

QUALIFICATIONS
Required Minimum: Signed off.
Desirable: Single Pitch Training with above.
Working towards: Single Pitch Award, however it should be noted that there is no N.G.B. Award directly covering this activity.
# Orienteering Generic Risk Assessment

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk</th>
<th>Persons at Risk</th>
<th>Control Measures</th>
<th>Comments / Action</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getting Lost</td>
<td>M</td>
<td>All group</td>
<td>Venue, progression, briefing, whistles</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Slips, trips and falls</td>
<td>M</td>
<td>All group</td>
<td>Course setting, footwear, briefing, equipment</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Abrasions and scratches</td>
<td>M</td>
<td>All group</td>
<td>Course setting and clothing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Drowning</td>
<td>H</td>
<td>All group</td>
<td>Venue, course setting, briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Stranger danger</td>
<td>H</td>
<td>All group</td>
<td>Venue, course setting, briefing, send younger children off in small groups</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Vehicle Collision</td>
<td>H</td>
<td>All group</td>
<td>Course setting, briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Eye Injuries</td>
<td>M</td>
<td>All group</td>
<td>Consideration of cane location</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Animal attacks</td>
<td>H</td>
<td>All group</td>
<td>Briefing, venue</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Tree Felling</td>
<td>H</td>
<td>All group</td>
<td>Awareness, course setting, weather forecast, group management, observe detour notices</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Benightment</td>
<td>H</td>
<td>All group</td>
<td>Awareness, course setting, consider issuing torches</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Further Measures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Orienteering Site Specific Risk Assessment

<table>
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<tr>
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<th>Comments / Action</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conway Centre Grounds:</td>
<td>H</td>
<td>All Group</td>
<td>Briefing students, using staff to supervise parts of course that cross the road. Using appropriate progression. Exercising caution using orienteering courses at night.</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Vehicle Collision on Centre road.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crossing under shop zip wire when in use on Front field.</td>
<td>M</td>
<td>All Group</td>
<td>Briefing, staff on field when using North Map.</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Drowning - Menai Strait/Pond on Front Field.</td>
<td>H</td>
<td>All Group</td>
<td>Briefing, check pond gate is locked.</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Shooting accident</td>
<td>H</td>
<td>All Group</td>
<td>Check programme if altering programme, liaise with gamekeeper/national trust before starting.</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Glynllifon</td>
<td>M</td>
<td>All Group</td>
<td>Briefing, supervision, course setting.</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>River &amp; stepping stones near Ampitheatre</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Newborough</td>
<td>M</td>
<td>All Group</td>
<td>Instructor to take 1:25,000 map</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Easy to ‘run off” O map</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rabbit Holes</td>
<td>M</td>
<td>All Group</td>
<td>Briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Llyn Bodlondeb</td>
<td>H</td>
<td>All Group</td>
<td>Briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Exit onto road &amp; drop into River Conway from Perimeter footpath</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

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**Orienteering venues used regularly by The Conway Centre (no identified site specific issues):**

- Llyn Padarn
- Gilfach Ddu
- Bryn Hall
- Llyn Elsi

<table>
<thead>
<tr>
<th>Location</th>
<th>Difficulty</th>
<th>Group</th>
<th>Activity</th>
<th>Risk Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Coed Dinorwic &amp; Gilfach Ddu</strong></td>
<td></td>
<td></td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Big Drops, Steep inclines</td>
<td>M</td>
<td>All Group</td>
<td>Briefing, route setting</td>
<td></td>
</tr>
<tr>
<td>Vivian Quarry Lake/Lagoon area at Gilfach Ddu</td>
<td>H</td>
<td>All Group</td>
<td>Briefing</td>
<td></td>
</tr>
<tr>
<td>Rail Crossing and Car Park at Gilfach Ddu</td>
<td>H</td>
<td>All Group</td>
<td>Briefing, course setting</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>L</td>
</tr>
</tbody>
</table>
Orienteering Guidelines

NB It is required that these guidelines are read in conjunction with the guidelines common to all activities section.

PURPOSE
Links with National Curriculum.
Personal challenge, independence, self confidence and / or Co-operating with partner.
Introduction to competitive outdoor sport

OUTCOMES
Understanding of orientation, scale and distance, spatial awareness.
Introduction to an accessible lifetime activity / sport.

EQUIPMENT AND INSTRUCTIONAL CONCERNS
Required:
Approach to be 'O' based, not just a map reading exercise.
All to have a whistle for off-site 'O' events.
Course / activity progression relevant to group.
Briefing to include out of bounds areas, traffic awareness, emergency procedure and how to 'relocate' e.g. Bryn Engan, walk downhill.
Appropriate protective clothing for off site 'O' events (e.g. Bryn Hall)

Recommended:
All students to have a map.

Suggested:
Offering solo or partnered 'O' where relevant
Students have watches.

ETHICAL AND ENVIRONMENTAL CONCERNS
Required:
Briefing for night 'O' events to stress safety and caution.
Varied location of controls, if necessary, to minimise damage and path creation.

Recommended:
Use of canes for hanging controls off site.

Suggested:
Torches for night 'O' events on-site.

QUALIFICATIONS
Required: Signed off

Desirable: B.O.F. Level 2 Training, Summer ML

Working towards: BOF Level 2
### Sailing Generic Risk Assessment

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Drowning</td>
<td>H</td>
<td>All group</td>
<td>Venue, group management, buoyancy aid</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Boom hitting head, single handed dinghy</td>
<td>H</td>
<td>All group</td>
<td>Briefing, helmets</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Boom hitting head, crewed dinghy and keel boat</td>
<td>H</td>
<td>All group</td>
<td>Briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Capsize keel boat</td>
<td>M</td>
<td>All group</td>
<td>Appropriate sail plan, sail as a fleet</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Trapped under capsized dinghy/keelboat</td>
<td>H</td>
<td>All group</td>
<td>Group management, briefing, mast head floatation for dinghy’s</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Power boat injuries</td>
<td>H</td>
<td>All group</td>
<td>training</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Sea sickness</td>
<td>M</td>
<td>All group</td>
<td>Shorter session, route, medication</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Centre staff overboard from keelboat</td>
<td>H</td>
<td>All group</td>
<td>Care, briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Moving boats up and down slipway</td>
<td>H</td>
<td>All group</td>
<td>Briefing, supervision</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Winch entrapment at dock</td>
<td>H</td>
<td>All group</td>
<td>Briefing, training</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Winch entrapment on J80</td>
<td>H</td>
<td>All group</td>
<td>Briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td><strong>Cruising: In addition to above</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sinking</td>
<td>H</td>
<td>All group</td>
<td>Life raft, EPIRB, VHF radio</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Scalds, burns from cooking</td>
<td>M</td>
<td>All group</td>
<td>Brief, preparation of food and drink at sea</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Winch entrapment</td>
<td>H</td>
<td>All group</td>
<td>Briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Knockdown</td>
<td>H</td>
<td>All group</td>
<td>Appropriate sail plan</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Fire</td>
<td>H</td>
<td>All group</td>
<td>Briefing, fire extinguisher</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Skipper overboard</td>
<td>H</td>
<td>All group</td>
<td>Care, briefing</td>
<td></td>
<td>L</td>
</tr>
</tbody>
</table>

Further Measures; replace Hawks, winch operational procedures and maintenance regime to be compiled, replace winch rope.
### Sailing Site Specific Risk Assessment

<table>
<thead>
<tr>
<th>Hazard</th>
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<th>Control Measures</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Menai Strait:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fun Boats quickly invert</td>
<td>M</td>
<td>All group</td>
<td>Briefing, mast head floatation</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Collision with Carreg Ginnog, Vaenol Reef, knuckle at end of dock wall</td>
<td>M</td>
<td>All group</td>
<td>Awareness of location, staying clear</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Running aground due to channel buoys being off station</td>
<td>M</td>
<td>All group</td>
<td>Awareness correct position, info from Caernarfon Harbour</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Boats leaving Caernarfon harbour at speed</td>
<td>M</td>
<td>All group</td>
<td>Stay clear of the entrance</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Being caught up against the bridge to Prince Madog pontoon, Menai Bridge due to strong N current at all times</td>
<td>M</td>
<td>All group</td>
<td>Awareness of current direction, staying clear of the landward side of Prince Madog pier.</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Isolated areas of larger waves caused by strong SW wind against ebbing tide. Moel y Don Off Indifat’ on the Bangor shore</td>
<td>H</td>
<td>All group</td>
<td>Awareness of tide times, forecast wind and their effect on each other.</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Boat damage from floating debris leading up to a spring tide</td>
<td>M</td>
<td>All group</td>
<td>Observation on spring tide days</td>
<td></td>
<td>L</td>
</tr>
</tbody>
</table>
**Sailing Guidelines**

**NB** It is required that these guidelines are read in conjunction with the guidelines common to all activities section.

**PURPOSE**
- To acquire sailing skills and experience harnessing natural energy to travel.
- To provide a vehicle for environmental awareness.
- Introduction to or increasing experience in a sport for life.
- Subject area to increase vocabulary (via sailing terminology).
- Funboats, Hawks, J80: Working with others, partners and teams.
- Cruisers: experience open sea environment. Journey as a self contained team.
- Able to be a useful member of crew on a cruiser.

**LEARNING OUTCOMES**
- Enhanced self esteem, sense of achievement.
- Understanding natural elements and phenomena e.g. tides, currents and wind.

**EQUIPMENT CONCERNS**

**Required:**
- Buoyancy aids or life jackets for all participants.
- Waterproof / windproof layer. Appropriate clothing for boat and conditions.
- Boats marked with centre name and telephone no.
- Bailers and anchors as appropriate for keelboats.
- Cruisers: As per DOT spec for commercially coded boat.
- VHF to be carried by all teaching staff (attached to their person)

**Recommended:**
- Offering helmets in dinghies taking age and/or ability of group into account.

**INSTRUCTIONAL AND PARTICIPANT CONCERNS**

**Required:**
- Briefing to include:
  - confines of sailing area
  - appropriate land drills
  - action in event of a capsize

- Dinghies

- Inspect rigged boats
- Fleet control signals
- Hair tied back/up
- Keelboats are pumped out before each use and prior to leaving moorings.
- Should increased wind strength dictate a reduction in sail area for the Keelbaots, it is required that the boat is sailed with an appropriate balanced sail plan, the sail area being dependent upon wind strength.
- Jib only (no main) on a run in stronger wind conditions may be used only with caution.
- Caution to be exercised when running in strong winds.
- Minimum of two hulls on the water to provide safety cover for each other (exception is J80 in appropriate conditions)
- Hawks sail as a fleet.
NB Cruiser has the ability to sail with no other vessel in support.
No group members to be on the fore deck when motoring, or in windier conditions.

Recommended:
Briefing to include towing procedure for dinghies if towing
J80 to sail as part of a fleet

ENVIRONMENTAL AND ETHICAL CONCERNS

Required:
Significant local knowledge.
Understanding by tutor of tide times, slack water times and effects of wind against
tide on sea state. (Cruisers: knowledge and skill to commercially endorsed
Yachtmaster standard.)
Sailing area to be approved by fleet leader.

Recommended:
Reference made to natural environments in and bordering on the Straits.

QUALIFICATIONS

Dinghies and keel boats

Required: Signed off.
Desirable: RYA Instructor.
Working Towards: RYA Senior Instructor / RYA Coach

Cruisers

Required: Signed off and commercially endorsed Yachtmaster.
Desirable: Yachtmaster Instructor.
Windsurfing (not current)

NB It is required that these guidelines are read in conjunction with the guidelines common to all activities section.

PURPOSE
To acquire sailing/windsurfing skills and experience harnessing natural energy to travel.
Subject area to increase vocabulary (via sailing/windsurfing terminology).
Independence, personal challenge and responsibility.
Working with others, partners and teams.

OUTCOMES
Enhanced self esteem, sense of achievement.
Understanding natural elements and phenomena e.g. tides, currents and wind.

EQUIPMENT CONCERNS
Required:
- Wetsuit and/or waterproof / windproof layer.
- Boards marked with centre name.
- Safety boat for each group.

Recommended:
- In confined waters, a canoe or a board with paddles may be more appropriate than a motor boat as a safety craft.
- Offering helmets taking age and/or ability of group into account.

INSTRUCTIONAL AND PARTICIPANT CONCERNS
Required:
- Briefing to include: ‘Onshore One’ (RYA) including simulator session.
  - Confines of sailing area.
  - Signal for return to shore.
  - Inspect rigged boards.
  - Fleet control signals.

ENVIRONMENTAL AND ETHICAL CONCERNS
Required:
- Significant local knowledge.
- Understanding by tutor of tide times, slack water times and effects of wind against tide on sea state.
- Sailing area to be approved by senior member of staff.

QUALIFICATIONS
Required: Signed off
Desirable: Working Towards:

THIS IS NOT AN UP TO DATE RISK ASSESSMENT.
# Power Boat Generic Risk Assessment

<table>
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<td>Venue, group management, buoyancy aid</td>
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<td>L</td>
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<tr>
<td>Moving boats up and down slipway</td>
<td>H</td>
<td>all</td>
<td>Group management</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Entrapment in the winch</td>
<td>H</td>
<td>all</td>
<td>Training, supervision, emergency stop</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Propeller injuring people in the water</td>
<td>H</td>
<td>all</td>
<td>Training, Kill engine when approaching swimmers, killcord</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Crushed between boats or boat and land</td>
<td>H</td>
<td>all</td>
<td>Briefing, kill engine when transferring people between boats, killcord</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Elbow in the face of the crew when starting outboard engine</td>
<td>M</td>
<td>Crew</td>
<td>Briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Engine Failure</td>
<td>M</td>
<td>all</td>
<td>Maintenance, alternative form of propulsion, anchor</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Fire</td>
<td>H</td>
<td>all</td>
<td>Maintenance, fire extinguisher in safety pack</td>
<td></td>
<td>L</td>
</tr>
</tbody>
</table>

Further Measures: Purchase 3 new OB trollies
## Power Boat Site Specific Risk Assessment

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk</th>
<th>Persons at Risk</th>
<th>Control Measures</th>
<th>Comments / Action</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collision with Carreg Ginnog, Vaenol Reef, knuckle at end of dock wall</td>
<td>M</td>
<td>All group</td>
<td>Awareness of location, staying clear</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Running aground due to channel buoys being off station</td>
<td>M</td>
<td>All group</td>
<td>Awareness correct position, info from Caernarfon Harbour</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Boats leaving Caernarfon harbour at speed</td>
<td>M</td>
<td>All group</td>
<td>Stay clear of the entrance</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Being caught up against the bridge to Prince Madog pontoon, Menai Bridge due to strong N current at all times</td>
<td>M</td>
<td>All group</td>
<td>Awareness of current direction, staying clear of the landward side of Prince Madog pier.</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Isolated areas of larger waves caused by strong SW wind against ebbing tide. Moel y Don Off Indifat’ on the Bangor shore</td>
<td>H</td>
<td>All group</td>
<td>Awareness of tide times, forecast wind and their effect on each other.</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Boat damage from floating debris leading up to a spring tide</td>
<td>M</td>
<td>All group</td>
<td>Observation on spring tide days</td>
<td></td>
<td>L</td>
</tr>
</tbody>
</table>

Further Measures
Power Boat Guidelines

NB It is required that these guidelines are read in conjunction with the guidelines common to all activities section.

PURPOSE
To provide a vehicle for safety and rescue
To provide transport to ferry students to keelboats or to Chwarel Goch (Abseil).
To acquire and practice handling skills as per RYA powerboat scheme.
As an educational activity, especially applicable to students with special needs.
To provide a means of studying the Menai Straits.

OUTCOMES
Enhanced self esteem, sense of achievement.
Understanding natural elements and phenomena e.g. tides, currents and wind.
Safe and responsible use of motorised craft.
Good seamanship.

EQUIPMENT CONCERNS
Required:
Buoyancy aids or life jackets for all participants.
Appropriate clothing for boat and conditions.
Boats marked with centre name and telephone no.
Bailer and anchor.
Kill cord used in planing craft (RIB and Orange boats).
Appropriate means of alternative propulsion: single launch must take orange boat.
Safety pack to be carried in each boat.
Max of 12 people in the Launch
Throwline per craft
VHF to be carried by all teaching staff (attached to their person)

Recommended:
When launching/ recovering boats two people to be present.
Tutor supervises dropping and weighing launch anchor.
Anchor stowed safely.
INSTRUCTIONAL AND PARTICIPANT CONCERNS
Required:
- Fleet control signals.
- Ratios (students and powerboats) to operate within manufacturers guidelines.
- Students briefed to avoid elbow when starting engines by pullcord.
- Speed kept to minimum level in dock and mooring areas.
- Briefing re. care on slipway, launching and recovering craft.
- Powerboats to cut engines on approach to swimmers and whilst embarking / disembarking passengers.
- Tutors to demonstrate appropriate boat handling and behaviour at all times.
- Tutors to be aware of numbers in group at all times.
- Careful behaviour with the use of powerboats during raft building sessions.
- Use of a killcord at all times
- No group members on fore deck when motoring

ENVIRONMENTAL AND ETHICAL CONCERNS
Required:
- Significant local knowledge.
- Understanding by tutor of tide times, slack water times and effects of wind against tide on sea state.
- Disturbance to be kept to a minimum.

Recommended:
- Report fuel spillages/leaks if they occur.

QUALIFICATIONS
Required: Signed off
Desirable: RYA Powerboat Level 2
Working towards: RYA Safety Boat, RYA Powerboat Instructor
## Mountain Walking and Scrambling Generic Risk Assessment

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk</th>
<th>Persons at Risk</th>
<th>Control Measures</th>
<th>Comments / Action</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slips trips and falls</td>
<td>H</td>
<td>All group</td>
<td>Route choice, briefing and training, footwear</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Falling objects</td>
<td>H</td>
<td>All group</td>
<td>Route choice and awareness</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Lightning</td>
<td>H</td>
<td>All group</td>
<td>Route choice and weather forecast</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Avalanche</td>
<td>H</td>
<td>All group</td>
<td>Route choice and weather history &amp; forecast</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Animal attack</td>
<td>M</td>
<td>All group</td>
<td>Route choice, vigilance and group management</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Heat and Cold injuries (frostnip/frostbite)</td>
<td>M</td>
<td>All group</td>
<td>Appropriate clothing, weather forecast, route choice</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Planned river crossing</td>
<td>H</td>
<td>All group</td>
<td>Route choice, judgement and supervision</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Emergency river crossing</td>
<td>H</td>
<td>All group</td>
<td>Route choice, judgement and supervision</td>
<td></td>
<td>L to H</td>
</tr>
<tr>
<td>Falling through ice on frozen waterways</td>
<td>H</td>
<td>All group</td>
<td>Route choice, judgement</td>
<td></td>
<td>L</td>
</tr>
</tbody>
</table>

**Further Measures:**
Replacement cycle for older crampons during 2010; ongoing replacement cycle of winter boots during 2010/2011 (CH/JT)

**Mountain Walking venues used regularly by The Conway Centre (no identified site specific issues):**

- Carneddau
- Eliderau
- Moel Ellio
- Rhinogiau
- Conway Mountain
- Holyhead Mountain
## Mountain Walking and Scrambling Site Specific Risk Assessment

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk</th>
<th>Persons at Risk</th>
<th>Control Measures</th>
<th>Comments / Action</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glyderau</td>
<td>H</td>
<td>All group</td>
<td>Route choice, training, experience and appropriate equipment.</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Difficult descent in snowy conditions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circumnavigation of Llyn Idwal (stream crossing)</td>
<td>M</td>
<td>All group</td>
<td>Route choice, awareness of water levels</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Descent to into Cwm Idwal from top of Devil’s Kitchen (winter)-falling ice/rocks</td>
<td>H</td>
<td>All Group</td>
<td>Route choice, awareness</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Snowdon Massif</td>
<td>H</td>
<td>All Group</td>
<td>Route choice, observation, weather forecast and current conditions</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Zig zags on PYG track (winter) avalanche potential/very exposed and icy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mine workings around Miners/PYG Track convergence &amp; South Ridge Quarries</td>
<td>H</td>
<td>All Group</td>
<td>Supervision, route choice</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Convex Slope above Clogwyn Coch when following railway line in Winter; accident blackspot for slips over cliff edge</td>
<td>H</td>
<td>All Group</td>
<td>Route choice (stay high on Llanberis Path; don’t follow railway line)</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Tryfan</td>
<td>H</td>
<td>All Group</td>
<td>Route choice (consider leftwards traverse)</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Top Tower on N.Ridge very exposed/polished</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jump between Adam &amp; Eve</td>
<td>H</td>
<td>All Group</td>
<td>Briefing, spotting, judgement</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Moelwyns</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Level</td>
<td>Group</td>
<td>Route Choice, Supervision, Briefing</td>
<td>Level</td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>-------</td>
<td>---------------</td>
<td>------------------------------------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>Mine entrances</td>
<td>H</td>
<td>All Group</td>
<td>Route choice, supervision, briefing</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Being on the North side of the stream when descending to Gela Iago (Stream difficult to cross in lower reaches)</td>
<td>H</td>
<td>All Group</td>
<td>Route choice, awareness</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td><strong>Glaslyn Gorge</strong></td>
<td>H</td>
<td>All Group</td>
<td>Weather forecast, judgement, route choice</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Fisherman’s path, potential for drowning/falling in at high water levels</td>
<td>H</td>
<td>All Group</td>
<td>Weather forecast, judgement, route choice</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td><strong>Cairngorms</strong></td>
<td>H</td>
<td>All group</td>
<td>Awareness, route, briefing</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Collision with Skiers</td>
<td>M</td>
<td>All group</td>
<td>Awareness, weather, route</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Road closed during day</td>
<td>M</td>
<td>All group</td>
<td>Awareness, weather, route</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Rock fall after thaws (Goat track gully / red gully)</td>
<td>H</td>
<td>All group</td>
<td>Briefing, awareness, route</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td><strong>Avalanche risk</strong> (Great slab Corrie-an Lochan avalanche full depth during thaws). (Corrie-an Sneachda very busy ½ term, causing loads on slopes).</td>
<td>H</td>
<td>All group</td>
<td>Awareness, Route choice, weather</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Falling down snow holes (around Corrie Domhain and Castle Mhearad. (NJ0148,04559)</td>
<td>M</td>
<td>All group</td>
<td>Awareness</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td><strong>Meagaidh</strong></td>
<td>M</td>
<td>All group</td>
<td>Awareness, Route</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Snow holes around window area</td>
<td>M</td>
<td>All group</td>
<td>Awareness, Route</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Falls, slips due to slippy ‘Duck Boards’</td>
<td>M</td>
<td>All group</td>
<td>Awareness, Briefing</td>
<td>L</td>
<td></td>
</tr>
</tbody>
</table>
Ben Nevis
Lost due to difficult nav to and from summit

Mountain Walking venues used regularly by The Conway Centre (no identified site specific issues):

Carneddau
Eliderau
Moel Ellio
Rhinogiau
Conway Mountain
Holyhead Mountain
Mountain Walking and Scrambling Guidelines

NB It is required that these guidelines are read in conjunction with the guidelines common to all activities section.

PURPOSE
To experience the mountain environment.
To achieve a summit as part of a journey (if possible, appropriate and relevant).
Personal and group challenge, group awareness and group dynamics.
To undertake an activity in an unfamiliar or new environment.

OUTCOMES
Personal and group responsibility.
Greater awareness for, and respect toward, the upland environment.
Adapting to changing environments, weather and climatic conditions.
Leading, being led and sharing.
Ownership of experience.
Navigational skills.
Introduction to possible lifetime activity.
Degree of perserverance.

EQUIPMENT CONCERNS
Required:
- Relevant map/s, compass, and whistle within the group.
- Ice axes and crampons if appropriate in winter conditions.
- Training for use of ice axes and crampons to take place in appropriate area before ‘real’ use.
- Route choice must meet these considerations.
- Helmets worn for ice axe breaking and steep ground crampon training sessions.
- Full weight rope if intended use.
- Consideration be given to wearing helmets and/or b/aids for training river crossing.

Recommended:
- Helmets for participants in M.L. rope work sessions.
- Safety rope for abseiling in M.L. rope work sessions.

INSTRUCTIONAL CONCERNS
Required:
- Briefing re. suitable footwear, clothing, food and drink.
- If group to be met in the mountains before arrival at centre, then course leader to be briefed prior to day as to our expectations.
- Appropriate route for group selected and suitable alternative planned if conditions encountered other than those anticipated. Check with senior staff if in any doubt.
- Hillwalking is a group activity and as such groups must stay close together and be managed accordingly.
- Where winter conditions prevail, decisions as to routes and activities are required to be with the sanction of, and agreed in conjunction with, senior centre staff.

Recommended:
- Email, or post this section, together with the introduction to the guidelines, to group leader prior to visit, if initial meeting of course to be in the mountains.
- Check on individual equipment at centre stores prior to departure.
PARTICIPANT CONCERNS
Required:
That participants know which hill they are walking on!

Recommended:
As much ownership as possible of the experience is given to the group. (Without compromising group well-being or safety). Where possible and appropriate, all group members to have held some aspect of responsibility during the day.

ETHICAL AND ENVIRONMENTAL CONCERNS
Required:
A minimal impact approach is adopted: - noise, damage, litter, route choice etc. Education, however brief, into the uniqueness and fragility of the upland environment. Reassurance with personal fears: heights etc. Knowledge of access agreements and public rights of way. Consideration of group size is taken into account at the planning stage. Consideration to be given to briefing regarding animal life eg not feeding seagulls, chasing sheep etc

Recommended:
Group is encouraged to improve the environment, e.g. picking up other peoples’ litter. The aesthetic aspects and values of hillwalking are promoted positively.

QUALIFICATIONS
Required: Signed off

Desirable: Walking Group Leader Award
               Summer ML Award where summer conditions prevail.
               Winter ML Award where winter conditions prevail.

Working towards: MIA with Winter ML
               MIC
               British Mountain Guides Carnet
### Remote Supervision Generic Risk Assessment

<table>
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<tr>
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<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slips trips and falls</td>
<td>H</td>
<td>All group</td>
<td>Route choice, briefing and training</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Falling objects</td>
<td>H</td>
<td>All group</td>
<td>Route choice, awareness</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Lightning</td>
<td>H</td>
<td>All group</td>
<td>Route choice, weather forecast</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Animal attack</td>
<td>M</td>
<td>All group</td>
<td>Route choice, vigilance</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Heat and Cold injuries (Frostnip/frostbite)</td>
<td>M</td>
<td>All group</td>
<td>Appropriate clothing, weather forecast, route choice</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Falling through ice on frozen waterways</td>
<td>H</td>
<td>All group</td>
<td>Route choice, judgement</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Bullying</td>
<td>H</td>
<td>Participants</td>
<td>Appropriate grouping</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Substance Abuse</td>
<td>H</td>
<td>Participants</td>
<td>Briefing, Prior group knowledge</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Inability to deal with first aid incident</td>
<td>H</td>
<td>Participants</td>
<td>Briefing of emergency procedures, group checklist/ aide memoire, issue first aid kits</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Vehicle Collision</td>
<td>H</td>
<td>Participants</td>
<td>Briefing and awareness</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Stranger Danger</td>
<td>H</td>
<td>Participants</td>
<td>Briefing and awareness</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Drowning</td>
<td>H</td>
<td>Participants</td>
<td>Briefing and route choice</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Group separation</td>
<td>M</td>
<td>Participants</td>
<td>Group lists for staff, laminated route cards for supervising staff.</td>
<td></td>
<td>L</td>
</tr>
</tbody>
</table>

**Further Measures:**
Purchase high visibility vests for groups that are doing long distances on roads.
## Remote Supervision Site Specific Risk Assessment

<table>
<thead>
<tr>
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<th>Comments / Action</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
</table>
| **Glaslyn Gorge**  
Fishermans gorge Beddgelert, Drowning | H | All Group | Briefing, training of group and give consideration to weather forecast ie amount of rainfall in past 24 hours |  | L |
| **Crossing road at Capel Curig**  
(triangle Junction)  
Collision with Traffic | H | All Group | Checkpoint, training and briefing for crossing roads |  | L |
| **Owen Valley**  
Owen Using A5 section between Little Tryfan and Ogwen cottage  
Collision with traffic | H | All Group | Checkpoint, training and briefing for crossing roads |  | L |
| **Gwynant Valley**  
Elephant rock area Llyn Gwynant, Slips, Trips and Falls | M | All Group | Checkpoint, briefing, prior training |  | L |
| **Cwm Bychan to Sygun and Gelliago to Llyn Dinas, lack of mobile phone signal** | M | All Group | Use of handheld radios with consideration given to coverage/ range and relaying of messages |  | L |
| **Cwm Bychan Mines** | H | All Group | Briefing, route choice |  | L |
| **North Wales Coast Path**  
Wild horse ‘attack’ issues | M | All Group | Briefing |  | L |
| **Sychnant pass area minimal phone signal** | M | All Group | Use of handheld radios with consideration given to coverage/ range and relaying of messages |  | L |
| **Snowdon Massif**  
Rhyd Ddu to Yr Aran, Mines | M | All Group | Briefing, training of group and route choice |  | L |
<table>
<thead>
<tr>
<th>Scenic Location</th>
<th>Supervision Level</th>
<th>Risk Management Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On Yr Aran side on approach to Bwlch Cwm Llan</strong></td>
<td>H</td>
<td>Close supervision of group in this area</td>
</tr>
<tr>
<td><strong>Zig zags on PYG track (winter) avalanche potential very exposed and icy</strong></td>
<td>H</td>
<td>All Group</td>
</tr>
<tr>
<td><strong>Mine workings around Miners/PYG Track convergence &amp; South Ridge Quarries</strong></td>
<td>H</td>
<td>All Group</td>
</tr>
<tr>
<td><strong>Convex Slope above Clogwyn Coch when following railway line in Winter accident blackspot for slips over cliff edge</strong></td>
<td>H</td>
<td>All Group</td>
</tr>
<tr>
<td><strong>Moelwyns</strong></td>
<td>H</td>
<td>All Group</td>
</tr>
<tr>
<td><strong>Anglesey coast path</strong></td>
<td>H</td>
<td>All Group</td>
</tr>
</tbody>
</table>

Remote Supervision venues used regularly by The Conway Centre (no identified site specific issues):
Trefriw - Llyn Cowlyd - Ogwen Valley – Bethesda
Capel Curig – Dolwydellan (Moel Siabod flanks)
Abergwygegyn Falls – Bera Bach – Rachub
Cwm Tryfan - Bwlch Tryfan – Cwm Bochclywd
Moel Eilio
Miner’s Track (Cwm Tryfan – Pen Y Gwyryd)
Snowdon Massif (all routes)
Rhoscolyn – Treadur Bay (Anglesey)
Remote Supervision Guidelines

NB It is required that these guidelines are read in conjunction with the guidelines common to all activities section.

PURPOSE
To experience the mountain environment.
To foster a feeling of independence.
Personal and group challenge, group awareness and group dynamics.
To prepare for an assessment.

OUTCOMES
Personal and group responsibility.
Greater awareness for, and respect toward the environment.
Adapting to changing environments, weather and climatic conditions.
Leading and sharing.
Ownership of experience.
Navigational skills.
Introduction to possible lifetime activity.

EQUIPMENT CONCERNS
Required:
Relevant map/s & compass within the group.
Agreed route with emergency escape routes.

Recommended:
Group shelter
Headtorch for Autumn/Winter months
Small first aid kit & whistle

INSTRUCTIONAL CONCERNS
Required:
Agreed emergency response procedures.
Ensure everyone is off the hill safely before leaving the venue/area.
Knowledge of route participants are going to walk.
Briefing re. emergency procedures.
Overall coordinator appointed for multiple groups.
Knowledge of who is in each group & their route details and an emergency contact number for each group (if available).
Appropriate remote supervision methods for the experience of the group.
Suitable navigational training within the group.
Briefing of visiting members of staff that are assisting with supervision

Recommended:
Suitable communication system in place (mobile phones/ radios)
Suggested:
- Consideration of reception signals (communications).
- Consideration for the location of supervision & coordinator.
- Consider the use of GPS as a reviewing tool and as an aid to teaching navigation.

PARTICIPANT CONCERNS
Required:
- Consideration of group dynamics.
  Group aware of any medical issues (e.g. fitness, use of epipens etc.)

Recommended:
- As much ownership as possible of the experience is given to the group. (Without compromising group well-being or safety).

ETHICAL AND ENVIRONMENTAL CONCERNS
Required:
- Briefing re: Country Code.

Recommended:
- Group is encouraged to improve the environment, e.g. picking up other peoples' litter (with appropriate consideration for their safety)

QUALIFICATIONS
Required: Signed off

Desirable: BELA / WGL/ Summer ML Award where summer conditions prevail.
  Winter ML Award where winter conditions prevail.

Working towards: MIA with winter ML
  MIC
### Sea Level Traversing and Gorge Walking Generic Risk Assessment

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk</th>
<th>Persons at Risk</th>
<th>Control Measures</th>
<th>Comments / Action</th>
<th>Residual Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falls whilst unroped at height</td>
<td>H</td>
<td>All group</td>
<td>Briefing, route choice</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Falling objects</td>
<td>H</td>
<td>All group</td>
<td>Route choice, vigilance, equipment</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Slips trips and falls</td>
<td>H</td>
<td>All group</td>
<td>Briefing, Footwear</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Sudden rise in water level</td>
<td>H</td>
<td>All group</td>
<td>Weather forecast/history, vigilance</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Hypothermia</td>
<td>H</td>
<td>All group</td>
<td>Weather forecast, clothing, awareness</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Drowning</td>
<td>H</td>
<td>All group</td>
<td>Judgement, supervision, equipment</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Getting stuck (weaselling)</td>
<td>M</td>
<td>All group</td>
<td>Briefing, visual check of boulders</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Unexpected Large Waves</td>
<td>H</td>
<td>All group</td>
<td>Weather forecast, observation, vigilance, briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Underwater Hazards</td>
<td>H</td>
<td>All group</td>
<td>Observation, route choice</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Failing of Tyrolean</td>
<td>H</td>
<td>Person on Tyrolean</td>
<td>Secondary safety system</td>
<td></td>
<td>L</td>
</tr>
</tbody>
</table>

Further Measures
# Sea Level Traversing and Gorge Walking Site Specific Risk Assessment

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk</th>
<th>Persons at Risk</th>
<th>Control Measures</th>
<th>Comments / Action</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cable Bay</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loose rock in roof of ‘hobit hole’ on LHS of bay</td>
<td>M</td>
<td>All group</td>
<td>Awareness, vigilance</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Strong rip current on the south side of the bay below cliff.</td>
<td>M</td>
<td>All group</td>
<td>Awareness, vigilance and route choice</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Amplified wave height in the end zawn on the north side.</td>
<td>H</td>
<td>All group</td>
<td>Awareness, vigilance and route choice</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Unstable boulder clay cliff above the beach.</td>
<td>M</td>
<td>All group</td>
<td>Stay clear</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Unprotected drop into doorway of the burial chamber</td>
<td>M</td>
<td>All group</td>
<td>Awareness and supervision</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Other people jumping in.</td>
<td>M</td>
<td>All group</td>
<td>Awareness</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td><strong>Porth Dafarch</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anglers on cliff top</td>
<td>M</td>
<td>All group</td>
<td>Awareness, vigilance</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Much more difficult at high water.</td>
<td>M</td>
<td>All group</td>
<td>Awareness, group ability</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Other people jumping in.</td>
<td>M</td>
<td>All group</td>
<td>Awareness</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Location</td>
<td>Event Description</td>
<td>Level</td>
<td>Level</td>
<td>Responsibility</td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>-------</td>
<td>-------</td>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td>Penrhyn Mawr</td>
<td>Strong flood tide current from the stack northward.</td>
<td>H</td>
<td>All group</td>
<td>Awareness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Poisoness snake bites, Adders</td>
<td>M</td>
<td>All group</td>
<td>Vigilance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Live ammunition.</td>
<td>H</td>
<td>All group</td>
<td>Awareness, inform police</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Path above the slot is very close to the edge.</td>
<td>H</td>
<td>All group</td>
<td>Awareness, walk along a route away from the edge.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The slot is difficult to protect at mid tide.</td>
<td>M</td>
<td>All group</td>
<td>Awareness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Distraction of Helicopter</td>
<td>M</td>
<td>All group</td>
<td>Communication, awareness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gorse Fire</td>
<td></td>
<td></td>
<td>Awareness, walk up wind of fire</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>North Stack</td>
<td>Large waves from HSS</td>
<td>M</td>
<td>All group</td>
<td>Awareness. Check HSS sailing times</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Seal attack</td>
<td>M</td>
<td>All group</td>
<td>Check the cave for seals before taking group in</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Strong tidal stream on the North side of the Headland on the last of the flood and start of the ebb.</td>
<td>M</td>
<td>All group</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Localised fog significantly reducing air temperature</td>
<td>H</td>
<td>All group</td>
<td>Awareness.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>M</td>
<td>All group</td>
<td>Awareness. Clothing. Go to different location</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>The swell arrives several minutes after the HSS has passed entering port.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Mainly occurs in spring</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rhoscolyn</td>
<td>Large SW swell washes high up the cliffs</td>
<td>H</td>
<td>All group</td>
<td>Awareness, Use alternative location</td>
<td></td>
</tr>
<tr>
<td>Afon Ddu Gorge</td>
<td>Loose boulder in Big waterfall gully.</td>
<td>H</td>
<td>All group</td>
<td>Avoid the boulder</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rapid rise in water level</td>
<td>H</td>
<td>All group</td>
<td>Weather forecast. Observation. Knowledge of alternative exit routes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rock ledge just under the surface on the far side of the top jumping in pool.</td>
<td>H</td>
<td>All Group</td>
<td>Awareness, group management</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>Level</td>
<td>Group</td>
<td>Risk Assessment</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------</td>
<td>-------</td>
<td>---------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Rock slab above the narrows is very slippery.</td>
<td>H</td>
<td>All group</td>
<td>Awareness, route choice and group management.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large trees fallen down/hanging in upper part of gorge</td>
<td>H</td>
<td>All group</td>
<td>Awareness, route choice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gerionydd Gorge</td>
<td>M</td>
<td>All group</td>
<td>Avoid standing in the mine entrance. Helmets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loose rock above entrance to Klondyke mine.</td>
<td>H</td>
<td>All group</td>
<td>Stay clear / out of buildings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mine buildings</td>
<td>H</td>
<td>All group</td>
<td>Do not enter any other mines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unknown hazards in other mines.</td>
<td>M</td>
<td>All group</td>
<td>Awareness, appropriate lowering method.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shallow pool at the bottom of the washing machine waterfall</td>
<td>M</td>
<td>All group</td>
<td>Route choice, group management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First set of waterfalls when descending the gorge are very green and slippery Drinking poisonous water</td>
<td>M</td>
<td>All group</td>
<td>Do not drink</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dolgarrog Gorge</td>
<td>H</td>
<td>All group</td>
<td>Use of this gorge to be agreed with Jon Brookes before taking a group. Phone control room at water plant, check water levels at top every time, if water level touching tipper gates, do not use the gorge.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unexpected water release from the top reservoir</td>
<td>H</td>
<td>All group</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SEA LEVEL TRAVERSING & GORGE WALKING

NB It is required that these guidelines are read in conjunction with the guidelines common to all activities section pp 8 - 11.

PURPOSE
To develop techniques relating to movement over rock in new and challenging environments, requiring perseverance, commitment and coping with the unexpected. To provide a ‘peak’ educational experience with an emphasis on ‘apparent danger’. Requires group members to share responsibility for each other's safety.

OUTCOMES
Sense of achievement and overcoming challenge.
Shared responsibility, trust in peers and safety awareness.
Experience of a new environment.

EQUIPMENT CONCERNS
Required:
- Climbing helmets for all participants and tutors.
- Full weight dynamic/static ropes for climbers, as appropriate.
- Protection against rubbing over sharp edges for rope systems.
- Gear washed thoroughly if previously in contact with sea water.
- Metal hardware sprayed with WD 40, Duck Oil or similar. (NB Minimise WD40 contact with Spectra.)
- Buoyancy aids for SLT participants and tutor.
- Consider consequences of anchor failure on Tyrolean traverses and plan back-up accordingly.
- Buoyancy Aids for ‘swimming’ gorge sessions.
- Appropriate rope and equipment to deal with emergency situations.

Recommended:
- Rope available for throwline
- Harnesses and locking Karabiners for each participant for 'technical' venues.

Suggested:
- B/Aids for gorge participants.

INSTRUCTIONAL AND PARTICIPANT CONCERNS
Required:
- Thorough safety briefing including equipment care.
- Effective communication.
- Control and safe positioning of non-active group members.
- Tutor to complete a visual risk assessment of site and conditions before commencing jumping activities.
ENVIRONMENTAL AND ETHICAL CONCERNS

Required:
- Visual check of rock faces, cliffs or sides of gorge for falls movement etc.
- Inspection of anchor points, natural or artificial.
- Minimal impact approach to activity with consideration given to SSSIs, tree damage, noise pollution, group size, litter and other users of the venue.
- Awareness of rainfall, water levels and predicted trend (gorge).
- Awareness of tide & wave height, and due regard given to the possibility of 'freak' waves.
- Avoid having more than two groups in the gorge at any one time.

QUALIFICATIONS

Required Minimum: Signed off. - see also Risk Assessment for Klondyke mine.

Desirable: SPA plus experience.

Working towards: MIA plus experience.
## Klondyke Mine Generic Risk Assessment

### NOT APPLICABLE

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk</th>
<th>Persons at Risk</th>
<th>Control Measures</th>
<th>Comments / Action</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falling Rocks</td>
<td>M</td>
<td>All group</td>
<td>Observation, Helmets</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Trips and falls</td>
<td>M</td>
<td>All group</td>
<td>Group management,</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Bad air poisoning</td>
<td>M</td>
<td>All group</td>
<td>Limit time spent at the end of the adit. Candles for checking air quality</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Entrance way stability</td>
<td>H</td>
<td>All group</td>
<td>Observation, do not brief group directly in entrance</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Mine building in state of dilapidation</td>
<td>H</td>
<td>All group</td>
<td>Do not use the building</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Burns from candles</td>
<td>M</td>
<td>All group</td>
<td>Briefing, supervision</td>
<td></td>
<td>L</td>
</tr>
</tbody>
</table>

Further measures: Ongoing issues over mine access (2009/10)
KLONDYKE MINE EXPLORATION

NB It is required that these guidelines are read in conjunction with the guidelines common to all activities section pp 8 - 11.

NOT APPLICABLE

PURPOSE
To experience a new environment
To provide an educational experience with all group members helping each other (darkness)
To experience sensory deprivation
To explore historical sites and develop cross-curricular links

OUTCOMES
Shared experience
Sense of achievement

EQUIPMENT CONCERNS
Required:
- Helmets for all participants
- Torch for leader
- Means of testing for bad air for trips further than 5m into adit

Recommended:
- Warm clothes
- Some form of light for participants

INSTRUCTIONAL AND PARTICIPANT CONCERNS
Required:
- Sensitivity to fears eg claustrophobia, darkness

ENVIRONMENTAL AND ETHICAL CONCERNS
Required:
- Visual inspection of entrance
- Limited time to be spent at end of adits to reduce risk of bad air poisoning

Recommended:
- Use a method of wax catching

QUALIFICATIONS
Required: Signed off
Desirable: Mine Leader Award Level 1
Working towards Mine Leader Award Level 2, CIC
# Low Ropes Course and Woods Elements Generic Risk Assessment

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk</th>
<th>Persons at Risk</th>
<th>Control Measures</th>
<th>Comments / Action</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Injuries from falls</td>
<td>M</td>
<td>All group</td>
<td>Briefing, spotting and helmets</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Rope Burns</td>
<td>M</td>
<td>All group</td>
<td>Briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Hardware or tree failure</td>
<td>H</td>
<td>All group</td>
<td>Inspection and backup</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Entrapment in ropes etc</td>
<td>M</td>
<td>Students</td>
<td>Briefing and supervision</td>
<td></td>
<td>L</td>
</tr>
</tbody>
</table>

Further Measures
Extend the course
LOW LEVEL ROPES COURSE

NB It is required that these guidelines are read in conjunction with the guidelines common to all activities section pp 8 - 11.

PURPOSE
Personal challenge, communication, trust, teamwork, decision making.

OUTCOMES
Enhance self esteem, confidence, responsibility to others, perseverance and enjoyment. Develop problem solving skills.

EQUIPMENT AND INSTRUCTIONAL CONCERNS

Required:
- Helmets for all participants and tutors on task in West Lodge Woods.
- Three people max. on ‘the beams’.
- Thorough briefing on safety and shared responsibilities.
- Visual inspection and any damage noted on maintenance defect sheet.
- Appropriate use of spotting.

Suggested:
- Buddy system.
- Walk and talk through the course with reference to hazards and technique.
- Participants are passed through the Spider’s Web face up.

ENVIRONMENTAL CONCERNS

Required:
- Check trees and attachments, for fallen branches, vandalism etc.
- Check barked areas for stones, etc.
- Stick to paths

ETHICAL CONCERNS

Recommended:
- Encourage the term low level ropes course in place of assault course.

QUALIFICATIONS

Required Minimum: Signed off
### High Ropes Course Generic Risk Assessment

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk</th>
<th>Persons at Risk</th>
<th>Control Measures</th>
<th>Comments / Action</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall due to double unclip from cows tail course</td>
<td>H</td>
<td>All group</td>
<td>Briefing and supervision</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Falls whilst unropeled</td>
<td>H</td>
<td>All group</td>
<td>Briefing and supervision</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Falling objects</td>
<td>H</td>
<td>All group</td>
<td>Briefing and helmets</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Rope Burns</td>
<td>M</td>
<td>All group</td>
<td>Briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Wire injuries</td>
<td>M</td>
<td>All group</td>
<td>Briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Equipment or tree failure</td>
<td>H</td>
<td>All group</td>
<td>Inspection and maintenance</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Heart Attack</td>
<td>H</td>
<td>All group</td>
<td>Awareness of medical conditions, briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Emotional trauma</td>
<td>M</td>
<td>Participants</td>
<td>Briefing, progression</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Shoulder injury on the trapeze</td>
<td>M</td>
<td>Participants</td>
<td>Awareness of previous injuries, briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Non-authorised people accessing course (falling etc)</td>
<td>M</td>
<td>Participants</td>
<td>Signage, lock gates. Removal of ladders, tie up tracers/ropes out of reach if leaving the course unsupervised.</td>
<td></td>
<td>L</td>
</tr>
</tbody>
</table>

**Further Measures**
Mud situation and ground belay anchors need sorting: completed December 2009
HIGH LEVEL ROPES COURSE

NB It is required that these guidelines are read in conjunction with the guidelines common to all activities section pp 8 - 11.

PURPOSE

Personal challenge, facing challenge, setting goals, communication, trust, teamwork, decision making, co-operation, buzz!

OUTCOMES

Enhance self esteem, confidence, responsibility to others, perseverance, achieving goals, awareness of others' feelings, shared experience.

EQUIPMENT CONCERNS

Required:
- Helmet for participants and non participants within the group.
- Full body harness (or waist & chest harness for trapeze & Jacobs Ladder)
- Cow's tails, ASAP & Full body harness for tutor (even on stand alone top/bottom rope elements)
- Rescue sack at central point for clip course.
- Electron ladder at high zip platform.
- Ladders tied to trees.
- ID rope to be coiled and held by participants on high zip.
- Triangular Maillons or suitable knot used for rear attachment. Spanner in rescue sack.
- Person is main belay, ground anchor is back-up.
- Ladder to be taken away after session or during break when group are not in the vicinity.
- Course and surrounding area to be inspected on a regular basis, as per inspection schedule, and after high winds.
- All ropes / karabiners to be tied in through harness loops. When using rear attachment point to tie in, the D-shaped front krab must be ‘hard-locked’ tight shut

Recommended:
- Visitors to area wear helmets if course is in use.
INSTRUCTIONAL AND PARTICIPANT CONCERNS

Required:

- Thorough briefing on safety and shared responsibilities.
- Briefing for equipment used: ID, double action krabs, checking cows' tails and maillons. Instil double check system from start (i.e. checking each other's harnesses, maillons etc.).
- Tutors to monitor students on the clip course in small groups (6 max) from a position whereby they can intervene if necessary.
- Appropriate method to be used to protect students from the ground up to the first cows tail wire on the clip-course.
- Students go from wire to wire once started on Cow’s Tail courses, not rungs. In failing light, increase staffing ratio, issue head torches or cease activity.
- Tutors to supervise dead rope during lowers on stand alone elements to ensure controlled slow descent.
- Slack rope to be taken in before and after jump from trapeze platform.
- Tutor to use ASAP, rope & appropriate wires to allow access to course.
- Harnesses should have a minimum of 10 cms tail as per climbing harnesses.
- Different coloured cow’s tail ropes to be used, alternate colours with students, tutor different colour to group.

Recommended:

- Trust exercise lead in, as appropriate.
- Walk and talk through the elements with reference to aims, technique and hazards.
- Wires are out of bounds to hands.
- Controlled jump from the front of the trapeze platform.

Suggested:

- Low clip to be completed before high clip.
- Low ropes course completed.
- Repeat elements in progression, if appropriate, to build confidence.
- Use the same hand for clipping/unclipping krab to help in double unclip avoidance.

ENVIRONMENTAL CONCERNS

Required:

- Check trees and attachments, fallen branches, vandalism etc.
- Visual check of elements. Binoculars available in rescue bag.
- Clear larger stones that 'surface', and protect ropes from mud, dirt and feet.
- Consider alternative activity in gales.

Suggested:

- Briefing re. resin from pine trees.

ETHICAL CONCERNS

Required:

- Careful thought given to initial briefing as the tone and atmosphere established at the start of the session is crucial to the success and safety of the group.
- Care should be taken to generate an appropriate atmosphere with due regard given to the control of banter and peer pressure.
- Should behaviour or attitude compromise safety, then group is to exit from the woods for time out or complete cessation of activity.
- Due consideration to be given regarding possible medical conditions.

Recommended:

- Frequent breaks and 'time out' for reviewing progress, feelings, changing goals etc.
Moments of 'peak' experience may remove usual inhibitions regarding language and expletives! Participants should be aware of other groups and visitors (N.T. etc.).

Suggested:
Any ‘spare’ tutors or staff should supervise high zip descent area.

**RATIOS**

**Required:** For first time users of the Conway Centre clip course, max ratio to be 1:6, on the course. (including member of staff if participating).

**Recommended:** Two staff members in area to facilitate rescues if necessary
Three groups max.

**QUALIFICATIONS**

**Required Minimum:** Signed off.

**Desirable:** SPA

**Working towards:** MIA
Expeditioning and Camping Generic Risk Assessment

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk</th>
<th>Persons at Risk</th>
<th>Control Measures</th>
<th>Comments / Action</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burns</td>
<td>H</td>
<td>Students</td>
<td>Briefing and supervision</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Bugs/Ticks/Bites</td>
<td>M</td>
<td>All group</td>
<td>Awareness, method of tick removal in tutors 1st Aid kit, route choice, insect repellent</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Illness/hygiene</td>
<td>M</td>
<td>All group</td>
<td>Briefing. Designated areas for collecting drinking water, washing and toilets</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Abuse from intruders</td>
<td>M</td>
<td>All group</td>
<td>Supervision</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Load carrying related injuries</td>
<td>M</td>
<td>All group</td>
<td>Briefing, supervision and light weight equipment</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Acute illness in remote area</td>
<td>H</td>
<td>All group</td>
<td>Planned communication and evacuation system</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>River levels, Avalanche risk, Stonefall</td>
<td>H</td>
<td>Al group</td>
<td>Appropriate choice of campsite on route, weather forecast and local history.</td>
<td></td>
<td>L</td>
</tr>
</tbody>
</table>

Further Measures
Charlie to source tick removers.

NB. Overseas trips require a specific Risk Assessment

Camping venues used regularly by The Conway Centre (no identified site specific issues):
- Iwan Jones Campsite
- Llyn Gwynant
- Rhoscolyn
- Bochlywd (Ogwen)
- Foel Goch
- Clogwyn Du’r Arddu
- Cwm Glas
- Dylun Bothy
- Cwm Tregalan
- Cwm Ffynon
Tipi (Centre Grounds)
Chawrel Goch Bivi Site
Red Wharf Bay
Moelwyns
Ffynon Llyffant (Carneddau)

**Peak District**
Upper Booth Farm, Edale
Router Farm
Cold Springs Farm, Buxton

**Spey**
Boat of Balliefurt
Craigellachie

**Great Glen**
Lochy Holiday Park, Fort William
Loch Lochy
Cumberland’s Campsite, Fort Augustus
EXPEDITIONING AND CAMPING

NB It is required that these guidelines are read in conjunction with the guidelines common to all activities section pp 8 - 11.

PURPOSE

To provide a safe and educational experience in a different environment.
To encourage a spirit of adventure and discovery.
To be self-sufficient in a challenging environment for more than one day.
To cook meals and be self-reliant.
Coping without the trappings of the 21st Century.

OUTCOMES

Greater understanding of the environment.
Developing self-reliance, safety awareness, leadership skills, confidence and self esteem.
Development of an understanding of shared responsibility and the consequences of actions.
Responding to a challenge.

EQUIPMENT CONCERNS

Required
Trangia stove burners to be fuelled using liquid fuels stored in Trangia spring valve fuel bottles only.
Gas cartridges to be self-sealing.
All equipment to be appropriate to the intended location and conditions.
Careful briefing regarding the dangers of candles and naked flames and smoking in tents.
Stoves to be stored outside the inner tent.

INSTRUCTIONAL AND PARTICIPANT CONCERNS

Required
Rucksack load to be appropriate for the capability and build of the carrier.
Careful briefing on the use of stoves re: Lifting and carrying rucksacks
cooking
re-filling and re-lighting
storage
emergency procedures
the dangers of cooking in tents
movement around stoves
extinguishing burner

*Designate cooking areas.
*Designate toilet areas.
*Designate water collection, pot washing and person washing sites and personal hygiene.

*All to be done with reference to cross-contamination.
Suggested
  Briefing re methods to test Trangias for heat.
  Two burners to facilitate safe re-fuelling.

ENVIRONMENTAL
Required
  Consider appropriateness of camp site with reference to access etc.
  Minimal impact approach.
  Due consideration to be given to lighting fires re fuel, ethics etc
Recommended
  Midge repellent and midge nets.

ETHICAL
Required
  Due consideration to be given to co-ed issues. This extends to staffing as well.
  Deal with the impact of camping on the environment.
  Group to be aware of responsibility to self, others and environment and the consequences of their actions in a potentially serious remote area.

QUALIFICATIONS
Required minimum: Signed off
Desirable: Qualification appropriate to means of travel
Working towards: Qualification appropriate to means of travel
## Surfing Generic Risk Assessment

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk</th>
<th>Persons at Risk</th>
<th>Control Measures</th>
<th>Comments / Action</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drowning</td>
<td>H</td>
<td>All group</td>
<td>Briefing, supervision, swimming ability, buoyancy aid, wetsuit and venue</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Lifting and carrying</td>
<td>M</td>
<td>All group</td>
<td>Briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Handling and moving trailer</td>
<td>H</td>
<td>All group</td>
<td>Briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Head injuries from Boards or rocks</td>
<td>H</td>
<td>All group</td>
<td>Location, briefing and soft boards with leashes</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Drifting out / off shore wind</td>
<td>H</td>
<td>All group</td>
<td>Assessing conditions &amp; dynamic RA</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Weather changes</td>
<td>H</td>
<td>All group</td>
<td>As above</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Foot injuries</td>
<td>M</td>
<td>All group</td>
<td>Venue and footwear</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Hypothermia</td>
<td>H</td>
<td>All group</td>
<td>Weather forecast and clothing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Poor water quality</td>
<td>M</td>
<td>All group</td>
<td>Observation</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Rip currents</td>
<td>M</td>
<td>All group</td>
<td>Assessing conditions &amp; dynamic RA</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Collision with other water users</td>
<td>M</td>
<td>All group</td>
<td>Briefing, Marked surfing area</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Jelly fish and Weaver fish stings</td>
<td>M</td>
<td>All group</td>
<td>Clothing, foot wear and observation</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Leash entanglement</td>
<td>M</td>
<td>All group</td>
<td>Briefing, awareness specific</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Further Measures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Surfing Site Specific Risk Assessment

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk H M L</th>
<th>Persons at Risk</th>
<th>Control Measures</th>
<th>Comments / Action</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cable Bay (Porth Trecastle)</td>
<td>M</td>
<td>All group</td>
<td>Assessment, awareness and briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Strong rips on LHS on RHS of the bay.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dumps at Mid-Low tide</td>
<td>L</td>
<td>All group</td>
<td>Awareness, tidal state, venue</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Porth Nobla</td>
<td>M</td>
<td>All group</td>
<td>Awareness, assessment, Briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Very strong rips on L+R sides (by rocks)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Narrows at mid tide</td>
<td>L</td>
<td>All group</td>
<td>Awareness, Briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Porth Sur (Toilet Block) Dumps at HW</td>
<td>L</td>
<td>All group</td>
<td>Awareness, Venue, tides.</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Submerged Rocks at Mid Tide (difficult to spot)</td>
<td>H</td>
<td>All group</td>
<td>Awareness, Venue, tide, Briefing.</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Strong Long shore Drift</td>
<td>H</td>
<td>All group</td>
<td>Awareness, Briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Broad Beach (Rhosneigr) Submerged rocks at mid tide</td>
<td>H</td>
<td>All group</td>
<td>Awareness, briefing, tide.</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Rip on stream exit</td>
<td>M</td>
<td>All group</td>
<td>Awareness, Briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Water Pollution after heavy Rain</td>
<td>M</td>
<td>All group</td>
<td>Awareness</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Collision with Kite surfers / wind surfers and stand up paddle boarders.</td>
<td>H</td>
<td>All group</td>
<td>Awareness, Briefing, Marked out area</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Beach changes regularly</td>
<td>M</td>
<td>All group</td>
<td>Awareness, marking out surf area</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Location</td>
<td>Season</td>
<td>Group</td>
<td>Action</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
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<td>----------------</td>
<td>---------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treaddur Bay</td>
<td>L</td>
<td>All group</td>
<td>Stay out of buoyed swimming area.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waves break into sea walls at High Tide.</td>
<td>H</td>
<td>All group</td>
<td>Briefing, awareness of tide.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rip takes you out to rocks in centre of bay</td>
<td>H</td>
<td>All group</td>
<td>Awareness, Briefing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Boat launching area.</td>
<td>H</td>
<td>All group</td>
<td>Awareness, briefing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Porth Dafarch</td>
<td>H</td>
<td>All group</td>
<td>Awareness, Briefing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submerged Rocks at Mid tide.</td>
<td>H</td>
<td>All group</td>
<td>Awareness, Briefing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rocks at low water</td>
<td>H</td>
<td>All group</td>
<td>Awareness, Briefing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cemaes Bay</td>
<td>H</td>
<td>All group</td>
<td>Briefing, awareness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waves break into sea wall at HW</td>
<td>H</td>
<td>All group</td>
<td>Awareness, Briefing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>River can cause strong rip</td>
<td>M</td>
<td>All group</td>
<td>Briefing and awareness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harbour boat traffic</td>
<td>H</td>
<td>All group</td>
<td>Awareness, Briefing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rhoscolyn</td>
<td>H</td>
<td>All group</td>
<td>Awareness, Briefing. Tides</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reefs at Mid tide</td>
<td>H</td>
<td>All group</td>
<td>Awareness, Briefing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Very narrow approach on road, Tight bends</td>
<td>L</td>
<td>All group</td>
<td>Awareness,</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Further Measures
Surfing venues used regularly by The Conway Centre (no identified site specific issues):
Treath Lligwy (Moelfre)
Treath Bychan (Moelfre)
SURFING

NB It is required that these guidelines are read in conjunction with the guidelines common to all activities section pp 8 - 11.

PURPOSE
Personal challenge together with responsibility for self and others.
A safe and enjoyable educational experience in a different environment.
To acquire a series of progressive skills, building confidence and personal ability.
To provide an accessible activity where all levels of success give a sense of achievement.

OUTCOMES
Sense of achievement and meeting challenge.
Shared responsibility, trust in peers (buddy system), and safety awareness.
Increased understanding of water environments; tides, wind and waves.
Introduction to possible lifetime activity.
Create an activity and an atmosphere where an element of perseverance is required for success.

EQUIPMENT CONCERNS
Required:
Wetsuits for each participant.
Leashes for each board.
Trainers or wetsuit boots.
Sound/visual signal to be used for group control
Rescue craft available.
Boards marked with centre name and telephone no.

Recommended:
Markers for marking surf area on open beaches.
Buoyancy aids.

Suggested:
Floating straps for spectacles.
Surf spares box to be taken.
INSTRUCTIONAL CONCERNS

Required:
Briefing to include:
- hazards relating to lifting and carrying boards;
- hazards relating to unloading and moving trailers;
- hazards relating to site e.g. rocks, rip currents, long shore drift;
- group control signals and boundaries of surfing area before going afloat;
- hazards relating to other water users e.g. kayakers, windsurfers, other surfers etc.

For introductory sessions max depth to be waist deep.
Briefing of surf area for participants in non-intro surf session.
Due consideration given before allowing any swimming at end of surf sessions.
Keep one surf craft available for safety cover.

Recommended:
Buddy system to be used.

PARTICIPANT CONCERNS

ENVIRONMENTAL CONCERNS

Required:
- Weather forecast obtained and surf prediction made.
- Tide times, heights and strength predicted.
- Monitor water quality.
- Particular care with actual or forecast strong winds.
- Particular care with rip currents, especially in large surf.
- Due consideration to be given to sand dune ecology.
- Awareness of debris (i.e. needles, items washed up).

ETHICAL CONCERNS

Required:
- Reassurance in the case of personal fears relating to deep water.
- Acknowledgement of, and adherence to, local access agreements.
- Briefing group re. changing in public places.

QUALIFICATIONS

Required Minimum: Signed off.
Desirable: BSA Level 1 Coach.
Beach Lifeguard.
# Jumping into Water outside Generic Risk Assessment

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk</th>
<th>Persons at Risk</th>
<th>Control Measures</th>
<th>Comments / Action</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drowning</td>
<td>H</td>
<td>All group</td>
<td>Buoyancy aid, venue, supervision, briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Impact injuries</td>
<td>H</td>
<td>All group</td>
<td>Venue, inspection for underwater hazards, briefing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Immersion Hypothermia</td>
<td>H</td>
<td>All group</td>
<td>Awareness of water temperature</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Entrapment</td>
<td>H</td>
<td>All group</td>
<td>Venue inspection</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Jelly fish sting</td>
<td>H</td>
<td>All group</td>
<td>Observation and clothing</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Cold Shock</td>
<td>H</td>
<td>All group</td>
<td>Awareness of vulnerable people (heart conditions), appropriate clothing, due regard for water temperature</td>
<td></td>
<td>L</td>
</tr>
</tbody>
</table>

**Further Measures**
JUMPING INTO WATER OUTSIDE

NB It is required that these guidelines are read in conjunction with the guidelines common to all activities section pp 8 - 11.

PURPOSE
Personal challenge
Group support and encouragement
Risk assessment and education

OUTCOMES
Sense of achievement
'Buzz'!

EQUIPMENT CONCERNS
Required:
Footwear and B/Aid for all participants
Alternative rescue aid to hand.

INSTRUCTIONAL AND PARTICIPANT CONCERNS
Required:
Due consideration be given to helmets pulling on chin.
Sensitivity is exercised regarding fears, peer pressure, etc.
No backwards somersaults.
Awareness of risks associated with jumping from height and water temperature.
Extreme care and consideration if diving
Suitable exit identified.

ENVIRONMENTAL CONCERNS
Required:
Inspection of site before jumping.
Local knowledge.

QUALIFICATIONS
Required: Signed Off
## Jumping into Water outside Site Specific Risk Assessment

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk</th>
<th>Persons at Risk</th>
<th>Control Measures</th>
<th>Comments / Action</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afon Ddu Gorge Collision with the ledge that surrounds plunge pool at the top.</td>
<td>H</td>
<td>All group</td>
<td>Briefing to jump into the centre of the pool</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Afon Ddu Gorge Impalement or collision with debris in plunge pool at the top of the gorge.</td>
<td>H</td>
<td>All group</td>
<td>Briefing and physically check pool by using pole (branch) or getting in and having a swim.</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Conway Centre Dock Impalement or collision with debris or sea bed</td>
<td>H</td>
<td>All group</td>
<td>Briefing, jumping in when height markers on the ladder are under water. Visual check by staff every low tide.</td>
<td>Re-mark the ladders Access to the swimming pool area is currently not allowed.</td>
<td>L</td>
</tr>
<tr>
<td>Conway Centre swimming pool Getting stuck in the mud</td>
<td>H</td>
<td>All group</td>
<td>No jumping from any of the swimming pool walls. Do not jump into the swimming pool</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Conway Centre Dock Collision with concrete knuckle at end of dock wall</td>
<td>H</td>
<td>All group</td>
<td>Do not jump in from above the Concrete knuckle</td>
<td></td>
<td>L</td>
</tr>
</tbody>
</table>
## Bushcraft Generic Risk Assessment

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk</th>
<th>Persons at Risk</th>
<th>Control Measures</th>
<th>Comments / Action</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cuts from sharp tools/sticks/vegetation.</td>
<td>H</td>
<td>Everyone</td>
<td>Appropriate equipment, Brief, Training, Progression, Supervision</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Burns from fire</td>
<td>H</td>
<td>Everyone</td>
<td>Brief, Supervision, Location, Appropriate Equipment</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Setting Fire to surrounding</td>
<td>H</td>
<td>Everyone</td>
<td>Fire Management (appropriate)</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Crush injuries from shelter collapse</td>
<td>M</td>
<td>Everyone</td>
<td>Appropriate material, Brief</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Vegetation allergies</td>
<td>M</td>
<td>Everyone</td>
<td>Equipment, Brief, Bracken spores September</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Emotional Issues regarding dead animals.</td>
<td>L</td>
<td>Everyone</td>
<td>Briefing, optional inclusion</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Poisoning</td>
<td>H</td>
<td>Everyone</td>
<td>Training, appropriate food, Personal Hygiene</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Exploding Rocks</td>
<td>H</td>
<td>Everyone</td>
<td>Briefing and awareness.</td>
<td></td>
<td>L</td>
</tr>
</tbody>
</table>

**Further Measures**

Development of bushcraft area in both woods to enable sustainability, Bushcraft Stores (completed Winter 2009).
Bushcraft

NB It is required that these guidelines are read in conjunction with the guidelines common to all activities section pp 8 - 11.

PURPOSE
Personal challenge together with responsibility for self and others.
A safe and enjoyable educational experience in a different environment.
Means of learning to live with the natural environment, working together in a small team or individually.
To acquire a series of progressive skills, building confidence, personal ability and a healthy respect of the countryside.
Understanding of other cultures.

OUTCOMES
Sense of achievement and meeting challenge.
Shared responsibility and safety awareness.
Increase understanding of nature and bushcraft.
Expand knowledge of living in an environmentally conscious way.
Create an activity and an atmosphere where an element of perseverance is required for success.
A better understanding of knives and fire.

EQUIPMENT CONCERNS
Required:
Correctly sized timber for shelter building (not heavy)
Suitable fire making Location and method of extinguishing fire.
If using knives, make sure they are sharp.
Check hammocks are securely fastened.

Recommended:
Hand gel if preparing food

INSTRUCTIONAL CONCERNS
Required:
Venue is suitable for activity.
Knives and fire sticks must be counted out and counted back in.
No wild food to be consumed unless you are totally sure it is safe for you/group to eat.
(If in doubt leave it out.)
Appropriate level of supervision for age/ability when using sharp tools.

Briefing to include:
Safe use of sharp knives/axe.
Hazards relating to making/cooking on a fire.
Hazards relating to shelter building.
Hazards relating to vegetation.
Long hair tied back.

Fire left in a safe state at the end of the session.

Recommended:
Fire extinguished at the end of session.

PARTICIPANT CONCERNS
Required:
Participants understand their responsibility for their own safety and others.
Participants keep tarps and ponchos away from fires.

ENVIRONMENTAL CONCERNS
Required:
- Check tree canopy for hanging/dead branches that could fall on the group.
- Due regard given to the sustainability of the areas used.

ETHICAL CONCERNS
Required:
- Due regard given to Killing/ filleting/cooking of animals

Qualification
- Required: Signed off
- Desirable: Further practical experience/training
**Induction Procedure of New Staff:**

- The centre, its mission statement and it's purpose.
- The organisational and staffing structures.
- Completion of Police clearance form.
- Photocopies of original qualifications and insurance placed in personal file.
- References taken up where relevant.
- Tour of the centre and local activity sites.
- Hazard areas where there is a risk of injury.
- Expected standards of conduct, dress and appearance.
- Security systems and fire procedure.
- Expected hours of work, meals available and hot drink facilities.
- Procedure in case of absence/sickness.
- How the programme works.
- How courses originate, are planned, delivered and evaluated.
- Our approach in educational terms to activities.
- Health and Safety / Safe working practices.
- The use of protective clothing.
- Expected contribution to maintenance of equipment.
- Equipment defect reporting procedure. (Pink cards).
- First Aid kits and group emergency equipment.
- Signing out, signing in and the use of mobile phones.
- Emergency procedures.
- Accident reporting including H.S.E. reportable incidents.
- Near Miss reporting and sharing.
- Mini-bus use and procedure.
- Personal copy of Outdoor Education Safety Policy.
- Has read and understood the guidelines and risk assessments.
- Has discussed insurance arrangements and photocopy of original public liability certificate placed in file.
- Has worked alongside a member of staff.
- Has been observed teaching by a member of centre staff.
- Has been signed off by a senior member of centre staff.

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE</th>
<th>SIGNED</th>
<th>SIGNED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(TUTOR)</td>
<td>(STAFF)</td>
</tr>
</tbody>
</table>
Conway Centre Outdoor Education Policy, Guidelines and Risk Assessments.  May 2010

**Accident and Near Miss Reporting:**

- Any accident that occurs requiring first aid, doctor, hospital or other medical attention, is entered into the centre’s accident record file using the Cheshire Accident Form located in reception.

- Of these accidents, any that are reportable under the RIDDOR regulations have an additional H.S.E. form completed and faxed to the H.S.E. area office in Wrexham asap after the occurrence (see Paul Webb).

- Any incident that occurs that did not result in actual injury but had the potential for an injury or critical incident is entered in the ‘Near Miss File’ also located in the reception.

- Of the accidents recorded during 2009, **35 (40 in 2008)** were related to outdoor activities of which **9 (8 in 2008)** resulted in a visit to hospital (out of approx. **40500** person sessions).

**Accidents 2009**

**OUTDOOR EDUCATION (35 recorded accidents)**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Number of accidents</th>
<th>Hospital visits</th>
<th>RiDDOR</th>
</tr>
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<tbody>
<tr>
<td>Mountain Walk</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Abseil</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Mountain Bike</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Climbing Wall</td>
<td>6</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Low Ropes</td>
<td>11</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Canoe</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>High Ropes</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Zip Wire</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Surfing</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>SLT</td>
<td>3</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Bush-craft</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Kayak</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Gorge walk</td>
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</table>
**Emergency Response Procedure**

<table>
<thead>
<tr>
<th>Incident Level</th>
<th>Visiting Party Staff</th>
<th>Centre Staff</th>
<th>Head of Service / Strategic Team Members</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slightly delayed return. Simple 1st aid administered. Near miss.</td>
<td>Assess situation. Ensure safety of the rest of the party. Administer 1st aid. Phone Centre if going to be late. Fill in accident or near miss form.</td>
<td>Assess situation. Ensure safety of the rest of the party. Administer 1st aid. Phone Centre if going to be late. Fill in accident or near miss form.</td>
<td></td>
</tr>
<tr>
<td><strong>Level 2</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Significant delayed return. Party able to continue without outside help. Minor injuries requiring hospital treatment. Not RIDDOR reportable</td>
<td>As above plus; Advise Centre Duty staff of the situation. Contact School / Parents where appropriate. Appropriate person to accompany injured person to hospital if required.</td>
<td>As above plus; Advise Centre Duty staff of the situation. Duty staff to monitor returning groups. If a group is unaccounted for try to contact group. If no response inform Head of Service / strategic team and emergency services if need be. Duty staff monitor situation and assist where needed. Inform Head of Service / Strategic Team if you suspect an escalation of the situation and log all events.</td>
<td></td>
</tr>
<tr>
<td><strong>Level 3</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Party require outside agency / emergency service assistance. Injuries are serious. RIDDOR reportable</td>
<td>As above plus; Inform Head Teacher directly.</td>
<td>As above plus; Inform Head of Service / Strategic Team immediately. See Contact List. Log all events.</td>
<td>Contact appropriate members of strategic team. Designate a Co-ordinator. Delegate roles. Inform Director of Childrens Services, Chief Executive, Senior Officer i.c. Inform Civil Protection Unit. Prepare Press office. Inform local and national agencies as appropriate e.g. HSE, AALS, Environmental Health etc</td>
</tr>
</tbody>
</table>
**Expected Roles of Centre and Visiting staff:**

**What Course Leaders and Visiting Staff can Expect of Centre Staff.**

- A warm and friendly welcome.
- A prompt response and a willingness to help with any problem.
- All centre staff identified and badged.
- You will be dealt with in an appropriate and professional manner at all times.
- Help with planning and pre course liaison.
  - There is no charge for a preliminary visit or a residential pre course planning visit.
- A presentation including slides at a parent’s evening, if required.
  - (There is a charge to cover travelling expenses for this service).
- Advice on all aspects of your course including:
  - Your intended programme
  - Suitable locations for teaching
  - Weather and tides and their implications for intended venues
  - First Aid and medical problems
  - Access problems or arrangements
  - Teaching input from centre staff (There will be a charge to cover this service).
- An introductory talk to the group to cover domestic arrangements, safety, security, fire procedure and expected standards of behaviour.
- Supervision of the first evening meal, breakfast and lunch.
- A member of staff to assist you with resources.
- Weather forecast and tide times updated daily by the signing out board in the Menai building.
- A mobile ’phone for off-site visits. (Use prioritised).
- A procedure for overdue groups is initiated by centre staff in response to groups that have not signed back in.
  - Details are in the ‘Outdoor Education Safety Policy’ handbook in the visiting staff room.
- 24 hour cover by duty staff for emergencies.
- Instant access via internal ’phone to duty staff.
- A qualified/current first aider available on-site at all times.
- Minibus available for trips to hospital at night.
- Support and advice regarding discipline.
- Access to our risk assessments for all aspects of the centre’s operation.
- Advice on compiling own risk assessments.
Expectations of Visiting Staff and Course Leaders (residential):

Prior:
- Distribute these guidelines amongst your staff.
- Carefully plan the course well in advance in conjunction with centre staff.
- Convey relevant course details and any changes to the centre at the earliest possible opportunity.
- Allocate students to rooms using the pro forma provided by the centre.
- Ascertain relevant medical dietary information as per Teachers’ Planning Guide.

On Arrival:
- Ensure course cards are completed and returned to the reception office ASAP.
- Check expected numbers of students and staff against actual numbers and indicate any changes on the green form.
- Ensure the ‘Fee Course Waiver’ form has been completed and handed in at the reception office.
- Ensure students understand the fire procedure and can find the fire assembly point.

During:
- Ensure late arrivals or overnight visitors to the course complete cards and hand into the office immediately after the introductory talk.
- Visiting staff are responsible for the behaviour of their pupils at all times.
- Organise a rota to undertake the following duties:
  - Monitor the shop
  - Supervise the playing field and adventure playground
  - Supervise mealtimes
  - Dormitory and corridor checks including washrooms
  - Drive to hospital or the doctor if necessary
  - Keep the outside doors closed
  - Monitor the games room and social areas.
- Ensure students do not smoke inside, in accordance with Cheshire County Council policy, and that they do not bring alcohol or non prescribed drugs to the centre.
- Sign out on the board in the foyer of the Menai building if going away from the immediate environs of the centre. (If you can’t see it, you’ve left it!)
Details required are:
  - Date
  - School
  - Venue/Route
  - Activity
  - Numbers
  - Teachers Names
  - Transport
  - Estimated Return Time
  - Mobile ’phone number
  - Signed in on return.
- Take a mobile ’phone for off-site activities, leave it switched on during the day and hand it back to resources on return.
• The distribution of the centre’s mobile 'phones is prioritised on a daily basis.
• If using the school’s mobile 'phone then sign out the number and leave the 'phone switched on.
• If using a personal 'phone, please leave the number with a member of office staff should you not wish students to see your number.
• SIGN IN on return, or, if plans change, 'phone centre to alter any of the information on the signing out board.
• Return centre minibus keys to resources each night as the buses may be required for emergency use overnight.
• Please ensure all equipment is returned to resources.
• Please ensure all luggage is downstairs, sheets and pillow cases removed and dormitories are checked before breakfast if your course finishes on a Friday.

After:
• Please complete at least one evaluation form and return to the office.
• Please check your invoice details and notify the office ASAP if there are any queries.

Staff Accompanying Sessions led by Centre Staff:
• Please ensure that each group has a member of school staff in addition to the member of centre staff for each outdoor activity session.
  Please inform us prior to the session if this is not possible.
• School staff should discuss their role with the group tutor prior to, or at the start of the session. This discussion should include emergency procedures.
• Staff should relay information or remind tutors regarding special needs, medical conditions, swimming ability and any other relevant information.
Expectations of Day Course Leaders

Prior:
• Distribute these guidelines amongst your staff.
• Carefully plan the course well in advance in conjunction with centre staff.
• Convey relevant course details and any changes to the centre at the earliest possible.
• Ascertain relevant medical dietary information.

On Arrival:
• Check expected numbers of students and staff against actual numbers and indicate any changes on the day course file.
• Ensure students, visitors understand the fire procedure and can find the fire assembly point.
• Ensure students, visitors are aware of all conveniences.

During:
• Course leaders and visiting staff are responsible for the behaviour of their students, visitors at all times.
• Organise someone is available to drive to hospital or the doctor if necessary.
• Ensure that staff, students or visitors do not smoke inside, in accordance with Cheshire County Council policy, and they do not bring alcohol or non prescribed drugs to the centre.

After:
• Please complete at least one evaluation form and return to the office, tutor.
• Please check your invoice details and notify the office ASAP if there are any queries.

Staff Accompanying Sessions led by Centre Staff:
• Please ensure that each group has a member of staff in addition to the member of centre staff for each outdoor activity session.
  Please inform us prior to the session if this is not possible.
• Course leaders should discuss their role with the group tutor prior to, or at the start of the session. This discussion should include emergency procedures.
• Staff should relay information or remind tutors regarding special needs, medical conditions, swimming ability and any other relevant information.
Understanding Risk Assessment:

Risk Assessment involves:

- Identifying hazards
- Evaluating the extent of risks
- Considering existing control measures
- Additional control measures if required
- Monitoring and reviewing
- Record keeping

Hazard:

- Something having the potential to cause harm

Risk:

- The likelihood that the hazard is realised, who might be harmed and how severely

Control measures:

- The arrangements made to reduce risk

Near Miss Incident:

- An accident that did not result in injury

**N.B.**

Risk assessment is a continual process which should be constantly happening in the mind of the tutor working with a group in the outdoors. This document exists as a support to that process, not the other way round.

“Risk assessments are not the be all and end all. It is the outcome from the assessment which drives safety. You don’t achieve safety in the outdoors by reading about it, nor even by writing about it. It is not a procedure nor a protocol. It certainly isn’t a manual or a tick list.”

Marcus Bailie. AALA. NAOE Journal Autumn 1996
Signing-off guidelines (Version vi: 8/1/09)

Fulfilment of the ‘Teaching Staff Teaching Requirements’ (see page 98), the ability to structure a session appropriately, and a full awareness of environmental issues are inherent in all activities.

Staff will be signed-off by members of the permanent teaching staff who are appropriately qualified and experienced, and by agreement with the Head of Outdoor Education or external Technical Advisor. Signing-off will be valid for a maximum period of three years. Where a tutor has been away from the Centre for a significant period, sessions will be monitored upon return.

All Coach levels referred to in relation to canoeing and kayaking are the BCU awards not the new UKCC awards.

**Canoe / Kayak (West side of Menai Straits from NT bird hide south of dock to NT Marine Walk access steps)**
- Group management skills as per L2 canoe/kayak
- Wind and tide awareness
- Manual handling knowledge as per L2 canoe/kayak
- Appropriate rescue and safety skills as per L2 canoe/kayak
- Journeying skills as per L2 canoe/kayak
- 3* or equivalent Personal skill level

**Canoe / Kayak (Britannia Bridge – Y Felinheli)**
- Significant local knowledge and experience
- Group management skills as per L2 canoe/kayak
- Wind and tide awareness
- Manual handling knowledge as per L2 canoe/kayak
- Appropriate rescue and safety skills as per L2 canoe/kayak
- Journeying skills as per L2 canoe/kayak
- Completed Coach Level 2 training

**Canoe / Kayak (Swellies)**
- Significant local knowledge and experience
- Group management skills as per L3
- Wind and tide awareness
- Manual handling knowledge as per L3
- Appropriate rescue and safety skills as per L3 (craft specific)
- Journeying skills as per L3
- Coaching ability appropriate to the environment
- 4* or equivalent Personal skill level
Conway Centre Outdoor Education Policy, Guidelines and Risk Assessments. May 2010

Canoe / Kayak (Grade 1/2 Rivers)
Significant personal experience and knowledge
Group management skills as per L3
Wind and tide and/or water level awareness
Manual handling knowledge as per L3
Appropriate rescue and safety skills as per L3 (craft specific)
Journeying skills as per L3
Coaching ability appropriate to the environment
4* or equivalent Personal skill level

Canoe / Kayak (White water)
Significant personal experience and knowledge
Group management skills as per 5 star
Water level and hazard awareness
Manual handling knowledge as per L3
Appropriate rescue and safety skills as per 5 star (craft specific)
Journeying skills as per 5 star
Coaching ability appropriate to the environment
5 star or equivalent Personal skill level

Canoe / Kayak (Sea)
Significant personal experience and knowledge
Group management skills as per L3
Wind and tide awareness
Manual handling knowledge as per L3
Appropriate rescue and safety skills as per L3 (craft specific)
Journeying skills as per L3
Coaching ability appropriate to the environment
4* or equivalent Personal skill level

Kayaking (Surf)
Significant local knowledge and experience
Group management skills as per L3
Wind, tide and beach awareness
Manual handling knowledge as per L3
Appropriate, surf specific, rescue and safety skills as per L3
Coaching ability appropriate to the environment
4* or equivalent Personal skill level

Climbing (Conway Centre climbing wall)
Group management skills as per CWA
Rescue and emergency skills as per CWA
Belaying skills as per CWA

Abseiling (Chwarel Goch)
Group management skills as per SPA
Tidal awareness
Ability to rig appropriately
Rescue and emergency skills as per SPA
L2 Powerboat (if accessing site by powerboat)
Climbing / Abseiling (single pitch venues)
Significant local knowledge and experience
Group management skills as per SPA
Ability to select and rig appropriate routes
Rescue and emergency skills as per SPA

Climbing (multi-pitch crags)
Significant local knowledge and experience
Group management skills as per MIA
Climbing rope work skills as per MIA

Climbing (teaching leading)
Significant personal experience and knowledge
Group management and teaching skills as per MIA
Climbing rope work skills as per MIA

Scrambling (roped)
Significant local knowledge and experience
Group management skills as per MIA
Navigation skills as per ML Summer
Scrambling rope work skills as per MIA

Winter climbing
Significant personal experience and knowledge
Navigation skills as per ML Winter
Avalanche awareness
Group management skills as per MIC
Climbing rope work skills as per MIC

Walking (low level)
Significant personal experience and knowledge
Group management skills as per BEL
Navigation skills as per BEL

Walking (mountain)
Significant personal experience and knowledge
Group management skills as per ML Summer
Navigation skills as per ML Summer
Rope work skills as per ML Summer

Walking (mountain winter [snow/ice conditions])
Significant personal experience and knowledge
Group management skills as per ML Winter
Navigation skills as per ML Winter
Rope work skills as per ML Winter
Avalanche awareness

Remote supervision (Walking)
Significant local knowledge and experience
Good understanding of hazards and emergency procedures
Navigation skills as per WGL
Group management as per WGL

**Expeditioning and camping**
Significant personal experience and knowledge
Group management skills as per BEL
Navigation skills as per BEL (low level), WGL (mid level), ML Summer (high level)
Journeying skills as per mode of transport (see appropriate activity criteria)

**Gorge Walking**
Significant site-specific knowledge and experience
Water level and wind awareness
Group management skills as per ML Summer
Navigation skills as per BELA
Rope skills as per SPA
Have received site-specific training or be aware of site-specific issues

**Sea Level Traversing**
Significant site-specific knowledge and experience
Water level / tide and wind awareness
Group management skills as per ML Summer
Have received specific training on, or have knowledge of, horizontal rope systems
Have received site-specific training or be aware of site-specific issues

**Raft Building**
L2 Powerboat (if individual is using a powerboat for safety cover)
Wind, tide and water level awareness
Group management skills
Manual handling knowledge as per L2 canoe/kayak

**Sailing (Hawks)**
Ability to sail at Keelboat Level 2 + Seamanship Skills standard
Significant local knowledge and experience
L2 Powerboat
Wind, tide and water level awareness
Group management skills as per Keelboat Instructor

**Sailing (Hawk Fleet leader)**
Ability to sail at a standard of Keelboat Level 2 + Seamanship Skills + Day Sailing
Significant local knowledge and experience
L2 Powerboat
Wind, tide and water level awareness
Group management skills as per Keelboat Instructor
Fleet management skills as per Senior Instructor
**Sailing (Dinghies)**
- Significant local knowledge and experience
- L2 Powerboat
- Wind, tide and water level awareness
- Group management skills as per Dinghy Instructor

**Sailing (Dinghy Fleet leader)**
- Significant local knowledge and experience
- Safety Boat
- Wind, tide and water level awareness
- Group management skills as per Dinghy Senior Instructor

**Board Surfing**
- Significant local knowledge and experience
- Beach, current, wave and tide awareness
- Manual handling skills
- Knowledge of BSA progression
- Knowledge of appropriate surf rescues

**High Level Ropes (stand alone elements)**
- Group management skills as per CWA
- Belaying skills as per CWA
- Experience of working at height
- Have received specific training in, and are able to demonstrate appropriate rescue techniques and operational procedures, including visual inspections

**High Level Ropes (clip course)**
- Group management skills as per SPA
- Belaying skills as per SPA
- Experience of working at height
- Have received specific training in, and are able to demonstrate appropriate rescue techniques and operational procedures, including visual inspections

**Low Level Ropes**
- Group management skills
- Have received site-specific training or be aware of site-specific issues, and can demonstrate competent and safe use of equipment

**Low Level Zip Wires**
- Group management skills
- Have received specific training regarding hazards and operation
- Have received specific training in carrying out rescues

**Problem Solving**
- Teaching Staff Teaching Requirements (Zone 1)
Jumping into water outside
Tide and/or water level awareness
Knowledge and experience of deep-water rescues

Mountain Biking
Significant local knowledge and experience
Group management skills as per TBLA
Navigation skills as per WGL
Knowledge of bike maintenance

Bushcraft (without use of knives/axes)
Significant knowledge and experience
Have received site-specific training or be aware of site-specific issues
Campcraft skills as per WGL

Bushcraft (with use of knives/axes)
As above plus:
Have received specific training in the safe use of knives/axes

Klondike (Geirionydd) Mine
Local knowledge and experience
Have received site-specific training or be aware of site-specific issues
Conway Centre Outdoor Education Policy, Guidelines and Risk Assessments. May 2010

Course planning, Inductions, Duties, Sleep-in, Icebreakers, Climbing Wall, Raft build, Abseil inc Launch, Orienteer onsite, Dock canoe, Dock Kayak, Problem solve, Low Ropes, Zip wire, HLR, Minibus, Low level walk, Teaching Navigation, Hawk Sail, Powerboats. Non outdoor session.

Parents Evenings

Moving water canoe and kayak anywhere

Extensive range of approaches to teaching

Canoe + kayak offsite in sheltered areas.

Orienteer anywhere

Dinghy sail

Surfing

Afon Ddu + Gerionydd Gorge

Clear understanding of teaching and learning styles and an ability to use appropriately

Staff Training, Monitoring and INSET

Multi pitch climb

Sailing fleet leader

Programme co-ordination

Teaching Staff Skill Requirement

Sea Kayak

Climb + Ab off site, single pitch

Mountain walk + scramble

SLT, Range and Cable Bay

Trailers

Surf kayak

Winter mountain walk

SLT any where

Dolgarrog gorge

Clear understanding of teaching and learning styles and an ability to use appropriately
### Bibliography

<table>
<thead>
<tr>
<th>Author(s)</th>
<th>Year</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grampian Region</td>
<td>1994</td>
<td>Safety and Good Practice in Outdoor Education Grampian Regional Council Ed. Dept.</td>
</tr>
<tr>
<td>Cheshire C.C.</td>
<td>1995</td>
<td>Code of Conduct for Teachers C.C.C. Ed. Services Group</td>
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</table>