

Untold Operation Ltd Risk Assessment

Adventurous Activities Risk Assessment & Operating Procedures

Walking (Mountain, Hill & Moorland, Lowland)

Staffing			
Qualifications			
Non-Wild Country		Wild Country	
BEL, or Lowland Leader & minimum 16hr first aid qualification.		ML (or Hill and Moorland – Brecon Beacons, Peak District, Dartmoor) & minimum 16hr first aid qualification.	
Ratios			
	Qualified Instructor (Working Alone)	Qualified Instructor (with accompanying adult in local area)	Two or more Qualified Instructors (Working in same area)
Bronze	1:8	1:12	2:24
Silver	1:8	1:12	2:24
Gold	1:8	1:12	2:24

Operating Procedures
Pre Session
<ol style="list-style-type: none"> 1. Staff should familiarise themselves with the route and access agreements of specific areas. For Gold Qualifying expeditions routes will be sent out in advance. 2. Instructors will check the equipment of groups before they set off on their expedition. 3. Instructors will be required to have read the operating procedures and risk assessments. 4. Instructors will have been made aware of any relevant medical information for their groups. 5. The event manager will capture a weather report prior the expedition and decisions will be made on how to deal with prevailing conditions. 6. All clients must have signed a participation statement prior to undertaking the activity.
During Session
<ol style="list-style-type: none"> 1. Instructor to train using the trainer's checklist. This must be completed for the group to progress. 2. If qualifying the instructor will revisit the use of a map and compass prior to the group departing. 3. Instructors to reinforce good walking technique. 4. Clear briefings on what to do in the event of an emergency or getting lost. (To be revisited at the start of qualifying expedition. 5. Remind groups to get in contact if they think they are going to be late to a checkpoint. 6. Instructor will contact group frequently to check navigation and group welfare. 7. A continual reassessment on the weather will be made throughout the day.
Post Session
<ol style="list-style-type: none"> 1. After clients have departed the event manager should inform company management if not already there. 2. Submit a written account of any issues, medical, or incidents. 3. Kit to be cleaned before returning to its storage location. 4. Damaged kit to be reported, recorded, and replaced. 5. Lost equipment to be reported and tracked down. 6. Any area specific issues should be reported to the event manager and risk assessments and operating procedures updated accordingly. 7. Evaluation form to be sent to school. Feedback should be acted upon.

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Risk Assessment			
<p><i>Risk Assessment is to be used in conjunction with the "Weather" Risk Assessment and relevant Area-Specific Risk Assessments. In addition, at times of "Extreme Weather" then the Extreme Weather Operating Policy and Procedure should also be consulted.</i></p>			
Hazard Cause	Hazard Identified	Who	Risk Mitigation
Location/ Site Specific Risk	Bogs Road Crossings Areas of Difficult Navigation Cliffs and Steep Sections	Participants	<ul style="list-style-type: none"> - Groups will identify initial risks during route planning session. They will plan a safe route that will be fully checked and approved by the instructor before use. - Groups and all participants must have undertaken instructor led training in the type of the terrain they will be using and will be provided with the skills to succeed. - Additional supervision will provide to participants should it be out of their normal comfort zone. - Access and emergency egress will be identified in advance of the trek and each point will be individually risk assessed in terms of vehicle access as well as the suitability in terms of a group waiting for pick up. - Instructor working on walking events in all terrains should be familiar with the risk assessment. - Instructors should be aware of mobile coverage in areas and take steps to improve coverage where possible.
Poor Supervision	Lost Groups	Participants	<ul style="list-style-type: none"> - Instructor ratios will be maintained as per the ratio detailed in the operating procedures. - Each walking group should have at least one supervising adults on the ground at any one time. - All staff to be working in areas that are within the remit of their qualifications. - Groups are to maintain proximity to each other until they have demonstrated navigational competence and sensibility to navigate sections alone under remote supervision. In this case the instructor/supervisor should monitor progress and location throughout. - Instructors should meet and monitor groups progress throughout the day on a regular basis. - Instructors should meet groups in locations which have an element of additional risk. This will be highlighted and discussed in the supervision plan prior to the start of the expedition day.

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Lack of Adequate Equipment	Exposure to Elements	All	<ul style="list-style-type: none"> - Instructors are expected to carry an adequate first aid kit and appropriate safety kit which includes an emergency shelter appropriate to the size of the group; spare food; emergency rations and waterproof clothing. - Instructors are responsible for checking all participants have the correct kit which enables them to safely take part in the expedition i.e., footwear, clothing, food, and water. - The instructor should encourage participants to wear the correct level of clothing as determined by environmental conditions.
Groups Lost Unaccounted Persons		Participants	<ul style="list-style-type: none"> - Groups must remain together unless instructed to do if an emergency plan has been put into operation. - Should the above be the case participants should not be in a group of less than three and should be carrying the appropriate kit before splitting the group. - In the event of a missing group member the group should contact the instructor immediately. - In the event of an unaccounted person the unaccounted person procedure must be acted upon.
Risk of Injury to Student Resulting in Immobilization		All	<ul style="list-style-type: none"> - Instructors are to control behaviour and activities to minimise chance of injury. - While alone participants should understand and be made aware of the additional risks potentially involved with treating and injury outdoors. They should be encouraged to take steps to assess risk and prevent any unforeseeable injuries. - Instructors are to be made aware of relevant medical and historic for all participants under their care in advance. Instructors should check this information against the planned activity and make appropriate decisions based on the needs of the group and individuals. - Instructors should check that participants are carrying the necessary medication and support as expected. - Should there be any real risk or threat to an individual that requires additional medical support then the decision must be made to increase supervision for that group. - The weight an individual is carrying may be reduced and measures taken should weight pose an additional risk to any individuals due to medical reasons. - Instructor to carry the required kit to deal with an incident that immobilises a group. Emergency kit. - Transport will be available throughout the expedition should any participants wish to drop out.

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<p>Risk to Staff (Causing additional Risk to Participants)</p>	<p>Unprepared Instructors, Instructor Down, Breach of Safeguarding</p>	<p>All</p>	<ul style="list-style-type: none"> - Staff to wear and carry the appropriate equipment required for the activity. - Staff to evaluate and keep on top of their personal fitness before leading groups. - Instructors should not take any additional risk throughout the day. - For groups in wild country an additional instructor should be available unless where a group has received appropriate training a second adult working with another other group in the area will suffice as long a mobile coverage is strong. - Staff should not enter a participants tent. - Unless in an absolute emergency, instructors should never carry students in their own vehicle.
<p>Soft tissue injuries due to incorrect equipment and environmental reasons.</p>	<p>Grazes, Blisters, Abrasion</p>	<p>All</p>	<ul style="list-style-type: none"> - Instructors to ensure bag weight is appropriate to the strength/size and weight of an individual. - Participants are shown how to correctly fit a rucksack. - Participants to be trained in how to prevent and minimise the effect of blisters. - Suitable footwear should be worn. Boots for wild country and moorland. Walking shoes acceptable in lowland terrain. - Groups to be made aware of risks caused by brambles and barbed wire. Suitable routes avoiding this should be taken. - Instructors and groups to be aware of the risk presented by the presence of ticks. Suitable clothing should be worn in identified area i.e., shorts, gaiters.
<p>Interference from External People and Animals</p>	<p>Stranger Danger, Trampled by Animals, Bites from Animals,</p>	<p>All</p>	<ul style="list-style-type: none"> - Instructor will identify risk posed by external persons and animals periodically throughout the day. - Participants advised not to take advice from strangers neither should they accept lifts or gifts. - If participants feel they are under threat, they will be instructed to contact the emergency number immediately. - Groups are instructed to stay together and look out for each other's welfare. - Whilst on a public campsite instructors will monitor the welfare of the group during the day. The responsibility of looking after the groups welfare during the night will be the supporting school staff, supported by the event manager. - Groups are advised to stay clear from farm animals and any wild animals they may cross. They should not approach or attempt to feed the animals no matter how confident they feel.

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Road Traffic Accidents	Injury or Death	All	<ul style="list-style-type: none"> - The company only supplies a support vehicle that may be used to transport groups short distances. All transportation will be provided in accordance with the school groups policy. Untold Operations Ltd or its associated trading names does not provide transportation. - Seatbelts must always be used by both instructors and participants. - Bags and equipment must be packed appropriately in the support vehicle and must not block exits or be able to move around during a journey. - Drivers must hold an appropriate licence and hold adequate insurance. - No undue risk should be taken. Drivers should be aware of road limitations and size of vehicle. Staff should be confident in driving minibuses and vans.
Roads and byways open to all traffic.	Injury or Death	All	<ul style="list-style-type: none"> - Routes should include as little road as possible. - Expedition starts and finish points should allow for enough space for setting up and briefing/debriefs. - All Groups will receive a safety briefing for walking along and across roads. - Groups will be taught how minimise the risk of walking down roads. i.e., single file, hi vis jackets. - Groups will be taught methods of crossing roads. - No groups will cross A roads without an instructor. It will be the responsibility of the instructor to give the “cross now” instruction on any A Roads. - Predictable risks on roads will be pre-empted and checked if not sure by the instructor. If deemed a risk, then an instructor will always meet the group and support the crossing. - Groups will only be picked up or dropped off at suitable locations where parking is available.

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<p>Stove Use</p>	<p>Burns Scolds</p>	<p>Participants</p>	<ul style="list-style-type: none"> - Groups will be taught how to use stoves safety. - All instructors delivering DofE will be educated in the company stove use policy prior to training groups. - Stove handles must be present and must be checked prior to the expedition departure. - All stove use must be done away from tents. - Groups should always have an instructor supervising. At gold they should be trained to a level where they have demonstrated competence in stove use. - The company does not encourage the use of stoves in open/wild country. - Instructors should be aware of the risk of wildfire in the location. - No open fires are allowed. - Participants to be educated in the risk associated with ground/tent fires from spillages of hot water. - Participants are not allowed to smoke in or around tents. - Smoking if agreed by client support staff must always be done of campsite.
<p>Poor communication/Lack of Information</p>	<p>Unprepared Instructors Unreachable Groups</p>		<ul style="list-style-type: none"> - Instructors will have access to the event information pack and have the contact details of all instructors on the ground. - They must have been made aware of the medical information of the group and if necessary, have it to hand. - The event manager will have a master list of medical information, of both instructor and participant. They will also have a list of group emergency numbers so that they can contact the group in the event of an emergency. - Every member of staff must have a mobile phone. - All groups must have What 3 Words and OS locate downloaded on to their phone. - Instructors to share information on other groups even if they are not their direct responsibility. - A home contact will be allocated to aid communication in the event of an emergency.

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<p>Weather/Environmental Injuries.</p>	<p>Severe Injury from Adverse Effects from Weather. Infection Anxiety/Panic Attacks</p>		<ul style="list-style-type: none"> - All staff and participants are to be adequately equipped against the possible effects of the sun, cold, rain. - An accurate weather report will be captured daily to inform any further decisions. - Infection risk – Students encouraged to wash hands throughout the day before handling food. - The company discourages drinking water from non-treated water i.e., springs, rivers. Instructors to ensure any water that is sourced from non-treated water is treated or filtered by an appropriate source. - Anxiety of stress. Clients are made clear of the activity provision. - Instructors to instil the culture of challenge by choice. Sympathetic and considerate support will be provided to all participants. There is no compulsion to complete the activity.
<p>Reduced Daylight Hours</p>	<p>Lost Groups, Slips Trips and Falls Cold Weather</p>		<ul style="list-style-type: none"> - Students to be informed of and adequately equipped against the possible effects of colder temperatures because of reduced daylight hours. - Instructor to encourage the use of colder weather clothing. - Participants will be advised prior to the expedition to bring a blanket/extra sleeping bag and bring extra layers. (These will not be additional weight and they will not have to carry these items). - Due to shorter days Instructors should expect earlier start times. - Drop off/ Pick ups to be considered to support groups in reaching aspired destinations i.e., summits. - Closer supervision should be considered after 17:00 to ensure groups reach camp before sundown. - There should be more emphasis on extra kit carried on “circular days” where not all equipment is carried. A kit signs out sheet will be implemented to ensure groups are appropriately equipped before heading out for the day. - Spare clothing will be kept in stock to support the expedition if required.