



## Activity Protocols for a Safe Working Practice

### Caves & Mines

- ❖ Lead instructor must assess the venue every time it is used.
- ❖ Groups require a clear and concise safety briefing and the venue must be suitable for the group.
- ❖ Appropriate measures to be taken so the group have the correct clothing for the activity.
- ❖ Groups need to be made aware of environmental and conservation issues surrounding the cave or mine.
- ❖ There is a strict no smoking policy in the cave environment and also when wearing any specialised equipment.
- ❖ There needs to be a responsible adult accompanying on the trip. If they are not underground for any reason they need to remain at the entrance until you get out.

### Climbing & Abseiling

- ❖ Lead instructor must assess the venue every time it is used.
- ❖ Groups require a clear and concise safety briefing and the venue must be suitable for the group. (helmets & safe zones)
- ❖ Groups need to be made aware of environmental and conservation issues surrounding the venue.
- ❖ There is a strict no smoking policy when wearing any specialised equipment.
- ❖ All abseils must be releasable.
- ❖ Lead instructor must always be able to escape the system.

### Water Activities

- ❖ Lead instructor must assess the suitability of the venue each time it is used.
- ❖ Groups require a clear and concise safety briefing and the venue must be suitable for the group. Helmets to be worn if deemed necessary.
- ❖ Groups need to be made aware of environmental and conservation issues surrounding the venue.
- ❖ There is a strict no smoking policy when wearing any specialised equipment.
- ❖ Buoyancy aids must be worn at all times whilst on the water or close to the edge of the water.
- ❖ Make sure the group has been made aware of Weils disease.
- ❖ Clothing must be appropriate for the conditions and suitable footwear must be worn at all times.
- ❖ If you are intending to use locks on canals then canoes must be rafted together.

### Hill Walking

- ❖ Lead instructor must be familiar with the area they are using.
- ❖ Groups require a clear and concise safety briefing and the area must be suitable for the group.
- ❖ Groups need to be made aware of environmental and conservation issues surrounding the area and be made aware of the country code.
- ❖ Route card with escape routes must be left with the designated Dukes Barn contact.
- ❖ Groups must be kitted out appropriately for the terrain and conditions of the route.
- ❖ Lead instructor must carry or members of the group an appropriate shelter for the size of the group.



## Archery

- ❖ Lead instructor must be familiar with the area they are using.
- ❖ Groups require a clear and concise safety briefing and the area must be suitable for the activity.
- ❖ All appropriate safety equipment must be offered for use by participants ie arm guards and finger tabs.
- ❖ Bows and arrows must be suitable for the person shooting ie length of arrow and poundage of bow.
- ❖ There must be a designated shooting line and safety line and the overshoot area must be taken into account.
- ❖ Suitable notices must be displayed to make third parties aware there is an archery session in progress.
- ❖ At no time must anyone go beyond the shooting line until the lead instructor or field captain has given clear instructions to do so. The only time should be when all arrows are spent.

## Team Challenges

- ❖ Lead instructor must be familiar with the area they are using and had the appropriate induction and training.
- ❖ Groups require a clear and concise safety briefing before starting any challenge and the challenge must be suitable for the groups needs.
- ❖ Groups need to be made aware of environmental and conservation issues.
- ❖ If on the ropes course or indoor climbing wall then helmets must be worn by all participants.
- ❖ Groups must be dressed appropriately.
- ❖ All instructors must carry or have easy access to a first aid kit.
- ❖ Young people must be supervised when crossing the car park at Dukes Barn.

**All instructors must have with them at all times an appropriate first aid kit and the necessary safety equipment.**

**All protocols relating to the safe working practice are open to review and can be changed as deemed necessary.**