



Normal Operating Procedure (inc. Risk Assessment) Bush Walk

For teacher led delivery this document should be read in conjunction with PGL's Teacher led resources and when reading this document substitute 'Instructor' with 'Teacher'.

Risk Profile

The following risks have been identified through PGL's risk assessment process:

- a. Extreme weather - windburn, sunburn, heat stroke, exposure, hypothermia and hyperthermia.
- b. Slips/trips/falls – journeys on foot across or near steep slopes, loose surface material, surface water or uneven ground.
- c. Injury from participation/physical exertion - fatigue/exhaustion/dehydration.
- d. Lost group members, or unplanned departure from the agreed route by the whole group; leading to increased probability of any of the above noted risks.
- e. Injury or illness resulting from failure to supervise the group appropriately at all times.
- f. Illness or injury caused by vegetation, wild animals and pets belonging to members of the public; bites, stings, scratches or allergic reactions.
- g. Injury or illness resulting from immersion or ingestion of water.
- h. Injury or illness resulting from contact with fixtures, such as walls, fences, styles, cattle grids or from contact with mobile debris or litter, such as rocks, rubble, sharps or contaminants.
- i. Injury resulting from the actions of third parties, members of the public; striking, pushing.
- j. Illness resulting from failure to administer appropriate medication for known conditions; lack of medication, overdose or incorrect medication.

Implementation of the following operating procedures reduces the residual risk to a level as low as reasonably practicable given the intended purpose of the activity.

Control Measures

Deployment Requirements

Instructor Qualifications:	Centre based training and assessment by competent person.
Instructor – Participant ratio:	1:15 + 1 Acc. Adult
Active participation:	All participants must be considered active at all times.



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1. Equipment Requirements:

- None

Per Activity Base:

- Pond investigation equipment to be set up by the lake

2. Specific Clothing Requirements

Instructor:

- Appropriate footwear for the terrain and surface conditions expected
- Appropriate clothing for the weather conditions expected and appropriate spare items; full PGL uniform
- Personal medication if necessary

Participants:

- Appropriate footwear for the terrain and surface conditions expected
- Appropriate clothing for the weather conditions expected and appropriate spare items
- Personal medication if necessary

3. Session Preparation

- a. The instructor must ensure that he/she has obtained any up to date information for the day. The instructor must ensure that (if relevant), the group is aware of any weather conditions that may impact upon them or the planned activity.
- b. The instructor must check what route they are taking with the CI or a senior member of staff.
- c. The instructor must consult with accompanying adults to find out what they want from the session, and that planned stories/games/study/activities are tailored in line with this.

4. Session Instruction

- a. A safety briefing must be given to the participants and a clear plan laid out.
- b. The instructor must maintain an ongoing and dynamic risk assessment of the environment and group's ability. Any hazards should be dealt with without endangering the group. Any hazards spotted should be reported to senior staff immediately.
- c. The instructor must lead the activity from the most appropriate position within the group. In areas with significant physical hazards this should be the front of the group. Whilst walking, if any additional instructor or accompanying adults are present, they must position themselves at the rear of group with the specific aim of ensuring the group is kept together.
- d. When walking alongside a significant hazard, such as water or an unprotected drop, the instructor or accompanying adult must be positioned between the guests and the hazard. This is typically referred to as 'blocking'.
- e. The group should not stray from agreed routes unless in an emergency, or if a specific hazard means that leaving the route is a lower risk than to continue on



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that route. If the need to adapt the route arises then the centre must be informed immediately.

- f. All rubbish must be collected by the group and disposed of responsibly and appropriately.
- g. The instructor must make sure stories/games/activities are tailored in line with pre-session discussions.
- h. Participants should be made aware of the local flora and fauna on route and deliver pond investigation as trained by the senior team using the information cards and resources available.
- i. Participants should return all species to where they were found and revert the base to how they found it.

5. Session Conclusion

- a. All pond investigation equipment should be returned to stores.
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