



## Normal Operating Procedure (inc. Risk Assessment) Pond Studies

### Risk Profile

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

- a. Equipment failure – built structures and resources.
- b. Extreme weather.
- c. Entrapment of hair, fingers, loose clothing & jewellery.
- d. Slips/trips/falls.
- e. Injury from participation/physical exertion.
- f. Fatigue/exhaustion/dehydration.
- g. Drowning – primary and secondary.

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.

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### Control Measures

#### Deployment Requirements

Instructor Qualifications: Centre based training and assessment by a competent person.  
Leader led complying with 'Leader Led Resource' document.

Instructor – Participant ratio: 1:15

Total group size: 15

Active participation: 1:15



# **Normal Operating Procedure (inc. Risk Assessment) Pond Studies**

## **1. Equipment Requirements**

### **Per Activity Base:**

- Nets
- Sets of animal identification cards
- Containers/buckets for collecting and sorting
- Introduction kit/information
- Sandwich bags
- Environmental resources
- Trolley

## **2. Specific Clothing Requirements**

- Study closed-toe footwear
- Jewellery removed with long hair tied back and out of the way
- Shorts or trousers covering the knee

## **3. Session Preparation**

- a. The instructor must check the activity area, and all equipment to be used and ensure all components are both present and safe to use.
- b. Each element must be checked monthly by a member of staff.

## **4. Session Instruction**

- a. Safety briefing to include boundaries of the area, guests must stay on the bank of the creek and are to be supervised, participants must walk on the creek bank.
- b. The instructor must ensure guests are supervised throughout the session and that they understand the area boundaries.
- c. Follow steps 1-5 of the introduction brief on the teacher led resource.

## **5. Session Conclusion**

- a. The instructor must ensure that the activity area is left clear and in a safe condition.
  - b. A review of the session must take place, fitting the group's needs.
  - c. The instructor must ensure that unauthorised/unsupervised access to the equipment shed is prevented.
  - d. Any faults/concerns with the base or equipment should be reported to a senior member of staff.
  - e. Any relevant accidents/incidents/events must be recorded on the relevant report form or centre logbook.
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