

H5 Adventure Ltd



**Team Building &
Outdoor Activities**

Policies

H5 Adventure Ltd.

19 Thornhill, Royal Wootton Bassett, Wiltshire SN4 7RX

Registered in England No. 05744066 VAT Registration No. 114376039



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H5 Adventure Ltd

Health & Safety Policy

Health and Safety Policy

1. The General Statement of Intent

Dear All,

I am pleased to have the opportunity of adding a foreword to H5 Adventure Ltd's updated Health and Safety Policy, which sets out the commitment of H5 Adventure Ltd to high standards of health and safety and the arrangements for achieving them.

I am committed to ensuring, by all reasonably practicable means, the health, safety and welfare of H5 Adventure Ltd staff, contractors, visitors and others affected by our activities and accept that I am accountable for health and safety at H5 Adventure Ltd.

I believe that this commitment can best be delivered through the following policy:

- Ensuring that H5 Adventure Ltd.'s legal duties, statutory obligations, policies and procedures are complied with at all times.
- Using a risk assessment process to minimise personal injury, ill health, fire or damage to property.
- Creating an environment which encourages staff to identify and prevent unsafe acts at source.
- Providing staff with sufficient training, instruction, information and supervision to develop and encourage safety awareness.
- Encouraging the understanding and implementation of the policy at all levels as well as employee involvement and consultation in the management of safety.
- Maintaining adequate records to enable easy presentation of evidence of the operation of safety systems.

A successful safety policy depends on the full commitment and cooperation of all H5 Adventure Ltd staff. I am confident that all concerned recognise the need to take care of their own health and safety and of others, and to cooperate fully with current health and safety arrangements and future developments.

Paul Webb

Paul Webb
Managing Director H5 Adventure Ltd

1.1 Purpose

H5 Adventure Ltd is committed to meeting its duty to ensure, as far as is reasonably practicable, the health, safety, and welfare at work of all its employees. This policy addresses not only the duties of H5 Adventure Ltd to protect the health, safety, and welfare of its employees, but also, the obligations placed upon every employee while at work.

1.2 Scope

This policy applies to all H5 Adventure Ltd employees (full or part time, temporary or permanent), and to all temporary, casual and contract workers while working on H5 Adventure Ltd events, courses and activities, whether they be at H5 Adventure Ltd premises or off site.

For the purpose of this policy, a reference to employee, staff, Client Manager, Course Director or Instructor also includes all temporary, casual and contract workers.

This policy should be read in conjunction with H5 Adventure Ltd other safety and occupational health related policies and procedures, including:

- Operational Procedures
- Operational Risk Assessments
- Safeguarding Policy including the Child Protection Policy
- Equal Opportunities Policy
- GDPR Policy
- Equipment Policy
- WhatsApp Group Policy

2. Responsibilities

An organisation chart setting out the positions/levels within H5 Adventure Ltd responsible for health and safety are contained below at *Figure 1*.

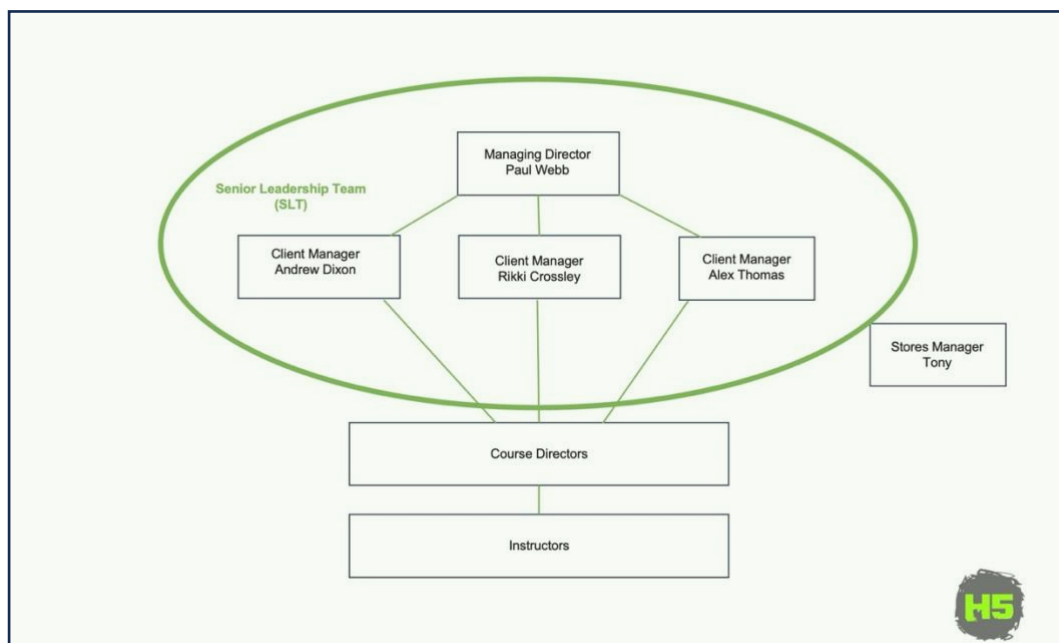


Figure 1

2.1 Executive level

The **Managing Director** is the accountable officer, is head of the Senior Leadership Team and accepts overall responsibility for all aspects of health safety and welfare.

2.2 Management level

The **Senior Leadership Team (SLT)** is responsible for:

- Providing strategic direction and endorsing health and safety strategies.
- Providing support to the Managing Director to meet the safety responsibilities of H5 Adventure Ltd.
- Ensuring robust health and safety management systems and arrangements exists in all H5 Adventure Ltd's business areas.
- Health, safety, and welfare of all staff working for H5 Adventure Ltd.
- Developing a proactive health and safety culture throughout H5 Adventure Ltd.
- Inducting new employees (whether permanent, temporary, full or part time), and third-party contractors on health and safety arrangements and keeping appropriate documentation.
- Ensuring all staff under their direction attend and complete all necessary health and safety training and are aware of all relevant health and safety procedures.
- Ensuring appropriate resources are committed to health and safety training, and overseeing effective induction arrangements; and
- Ensuring Course Directors receive relevant health and safety training.

The **Course Director** is responsible for:

- Day to day actions and activities concerning health and safety.
- Developing and implementing, through appropriate consultation with H5 Adventure Ltd's SLT, procedures to support the policy.
- Maintaining an accident reporting system and investigating all health and safety accidents and "near misses" in conjunction with Instructors.
- Liaising with the Client Manager to ensure that appropriate risk assessments are carried out for any activities undertaken by their staff in carrying out the duties of their role.
- Encouraging consultation with staff on health and safety matters through inclusion on briefings, debriefings, and team meetings.
- Organising their respective Instructors so that operations or work carried out is to a satisfactory standard of safety, resulting in minimal risk to people, equipment, and materials; and
- Ensuring all accidents and "near misses" are reported to the SLT.

Instructors All Instructors whether full or part time, temporary or permanent, and all contract workers while working for H5 Adventure Ltd are responsible for:

- Taking reasonable care for the health and safety of themselves and others and co-operating fully with the arrangements in place for H5 Adventure Ltd to meet its legal responsibilities for health and safety.
- Reporting to the Course Director any health and safety hazards or unsafe practices; any shortfalls/issues and concerns which could be detrimental to themselves and others.
- Complying with health and safety policy and related procedures. Any wilful breach will be considered a serious matter and may in some cases lead to no future work for H5 Adventure Ltd.
- Undertaking health and safety related training, e.g. Safeguarding Training within the timescale specified.
- Put into practice all instruction, training and systems of work intended to ensure the safety of themselves and others.

3. General arrangements

3.1 Communication and Consultation

H5 Adventure Ltd's policy of communicating with employees on matters affecting their health and safety is proportionate to the size of the organisation and the level of risk involved.

This policy seeks to comply with the provisions of *the Safety Representatives and Safety Committees Regulations 1977* and the *Health and Safety (Consultation with Employees) Regulations 1996*.

- Employees are provided with health and safety information in several different ways including, but not limited to, induction, newsletters, letters of contract, briefings/debriefs, Instructors conferences and team meetings.
- Health and safety are encouraged to be a regular item on the agenda at SLT and team meetings and allows for communication and consultation with staff at a local level on issues of health and safety concern. The Client Manager will attend such meetings as appropriate; and any significant changes to this Policy will be communicated to employees following appropriate consultation with the Managing Director.

3.2 Risk Management

H5 Adventure Ltd uses the concept of risk assessment as a fundamental part of its approach to safety management. The organisation is committed to identifying the risks brought about by its activities followed by implementation of control measures to reduce risks to a level that is as low as reasonably practicable. Due to the relatively low risk environment at H5 Adventure Ltd, a simple 3 x 3 matrix scoring system can be used to evaluate the "likelihood" and "severity" of the risks. These can then be ranked so that the highest rated risks are addressed as priorities.

Risks connected with work activities are assessed by:

- identifying the groups of employees and participants.
- identifying the main activities, they perform (e.g. Archery)
- listing the significant hazards associated with those activities and selecting the most appropriate control measure to minimise the hazard.

Risk assessments must be carried out in conjunction with the instructors performing the activity and Course Directors where appropriate. Control measures must be implemented, and these may include, in many cases, formal safe systems of work.

3.3 Accident Reporting and Investigation

H5 Adventure Ltd.'s policy is to use preventative measures to stop accidents occurring. On the occasion of accidents, incidents, near misses (a "near miss" is an event which under slightly different circumstances could have resulted in an accident) and occupational ill-health, the circumstances are to be reported and investigated promptly. When the underlying causes have been identified action is to be taken to prevent recurrence.

Reporting responsibilities:

Personal accidents and near misses are reported via the Course Director and the on-line reporting form available via a QR Code on the Course Directors box.

It is the responsibility of:

- All employees to ensure that all accidents, incidents, near misses and instances of occupational ill-health are reported.
- Course Directors, in conjunction with the Client Manager, to ensure that instances are adequately investigated, and remedial action taken; and
- H5 Adventure Ltd to ensure that any injury, disease, or dangerous occurrence that falls within the categories outlined in RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995), is reported within the relevant timescale.

Appropriate forms for reporting such occurrences are readily available through H5 Adventure Ltd SLT. The completed form should be sent to and held by the H5 Adventure Ltd Managing Director who has overall responsibility for Health and Safety.

3.4 First Aid and Special Arrangements

First Aid

H5 Adventure Ltd ensures a first aid provision is available during all its activities, with the objectives of preserving life, limiting the effects of the condition and promoting recovery. To meet these objectives H5 Adventure Ltd has ensured adequate first aid provisions are in place for employees and/or visitors including contractors should they become injured or ill whilst at work during H5 Adventure Ltd.'s activities or events.

Manual Handling

H5 Adventure Ltd.'s policy in respect of manual handling is to identify and minimise risks in compliance with the *Manual Handling Operations Regulations 1992*:

- Employees should never attempt to lift heavy, awkward, or dangerous loads if they are not qualified to do so.
- The Course Director or Client Manager should be contacted to organise any heavy lifting.
- All employees who regularly perform manual handling as part of their normal duties will attend manual handling training; and
- Risk assessments will be carried out for any special task where there is a significant risk to personnel who are required to move an object through pushing, pulling, carrying or lifting. The assessment will consider the load, the working environment and the physical capability of the individual.

Third Party Contractors

- Where appropriate, third-party contractors will be required to submit a copy of their safety documentation i.e. Health & Safety Policy, liability insurance and risk assessments/method statements prior to commencing work so that H5 Adventure Ltd can ensure appropriate consideration has been given to safety.
- Third party contractors will be supplied with a copy of H5 Adventure Ltd's Health and Safety Policy and will be expected to abide by the policy unless a variation has been explicitly agreed; and
- All contractors undertaking work within H5 Adventure Ltd's site 'The Lake' will be provided with information on local Health and Safety arrangements where appropriate and will only commence work with the approval of the Managing Director or Client Manager.

Alcohol and/or Drug Misuse

- Consuming alcohol during working hours, and working while intoxicated is not allowed. Any wilful breach will be considered a serious matter and may in some cases lead to no future work for H5 Adventure Ltd.
- Alcohol and/or drug misuse may be treated as an illness when health, occupational, domestic or social problems occur. If you suffer such an illness, H5 Adventure Ltd will treat you fairly, and in confidence, and you will be encouraged to seek appropriate external professional assistance.

Recruitment

- All new Instructors will be met by a member of the SLT either in person or virtually using a platform such as Zoom/Microsoft Teams. The following original documents will be viewed and copies taken:
- Identification document, preferably Passport or Driving Licence.
- First Aid certificate and DBS (Disclosure Barring Service) documentation.
- Outdoor Qualifications relevant to their potential work with H5 Adventure Ltd.

Training & Induction

- Provision will be made to ensure all employees receive adequate information, instruction and training with respect to health and safety;
- New starters will receive a copy of the H5 Adventure Ltd Health and Safety Policy during their initial induction; and
- On the job training will take a number of different forms depending on the job role (e.g. Instructor trained on activities such as Bridge Building, Archery or Bushcraft).

4. Monitoring and Performance Review

- H5 Adventure Ltd is committed to a process of continually improving its arrangements for ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. It recognises health and safety auditing as an essential component in measuring and validating the organisation's compliance with legal requirements and its organisational objectives.
- The Managing Director will provide the SLT with a health and safety update every six months.
- Health and safety performance will be subject to routine spot checks by the Managing Director and review by H5 Adventure Ltd.'s Technical Advisors and/or AALA (Adventure Activities Licensing Authority)
- H5 Adventure Ltd is committed to using audit results to improve its health and safety arrangements; and
- This policy will be reviewed following any significant organisational change at H5 Adventure Ltd and at least annually.

This policy is for guidance only and does not form part of your contract.

H5 Adventure Ltd

Operating Procedures

Operating Procedures

1. Operating Procedures Overview

H5 Adventure Ltd holds an Adventurous Activities License (AALS), issued by Adventure Risk Management Services on behalf of the Health and Safety Executive and complies with the DfES Practical guide for Health and Safety, Industry best practice principles relating to National Governing Bodies and the Health and Safety Executive for management of PPE and reporting of incidents through RIDDOR.

Glossary of Terms	
BC	British Canoeing
BMC	British Mountaineering Council
MTA	Mountain Training Association
CWI	Climbing Wall Instructor
ML (S)	Mountain Leader Summer
ML (W)	Mountain Leader Winter
RCI (SPA)	Rock Climbing Instructor (formerly Single Pitch Award)
MCI	Mountaineering and Climbing Instructor
WMCI	Winter Mountaineering Climbing Instructor
BCAB	British Canoeing Awarding Body (UKCC)
HML (WGL)	Hill & Moorland Leader (formerly Walking Group Leader)
LL	Lowland Leader

NOTE:

In these Operating Procedures an **instructor** is the adult who is principally responsible for managing the safety of the group(s) they are supervising whether directly or remotely.

Course Director - someone who is employed by H5 Adventure Ltd to independently manage a course for H5 Adventure Ltd and who has agreed to operate within the H5 Adventure Ltd safety guidelines.

All the outdoor activities run by H5 Adventure Ltd are insured by Activities Industry Mutual. Any new planned activities that are not on the following list will be checked to ensure that they are covered. In the case of courses run by an independent Course Director they will also have to be approved by Paul Webb or the Technical Advisor to ensure they are safe to proceed. If the activity is run by an independent company, risk assessments, copy of their public liability insurance and where necessary, copy of their AALS License and DBS checks must be obtained from that company in advance. They must be read, agreed and deemed appropriate for the activities they are providing.

The following list of outdoor activities are delivered by H5 Adventure Ltd.

- **Archery**
- **Artificial Caving**
- **Bush Craft**
- **Camping**
- **Canoeing**
- **Duke of Edinburgh Walking Expeditions**
- **Hill Walking and Mountaineering**
- **Improvised Bridge Building/ Pioneering**
- **Improvised Raft Building**
- **Nightline**
- **Orienteering**
- **Pioneering**
- **Problem Solving Tasks**

The hierarchy of qualifications within the outdoor industry for water based and land based outdoor adventurous activities is at *Figure 1 & 2* below.

Hill & Mountain qualifications are at *Figure 1*

Canoe & Kayaking qualifications are at *Figure 2*

TITLE	AWARDING BODY	SCOPE	VALIDITY	ENTRY REQUIREMENTS
HILL & MOUNTAIN SKILLS (UK)	MTE, MTC, MTS, MTBI.	Personal skills training for the hills and mountains.	UK and Ireland	No experience required to register.
MOUNTAIN SKILLS (IRELAND)	MTBI.	Personal skills for the mountains.	UK and Ireland.	Previous hill walking experience.
LOWLAND LEADER	MTE, MTC, MTS, MTBI.	Leadership of walking parties in lowland terrain.	UK and Ireland.	10 walks or completion of a Hill Skills course.
HILL AND MOORLAND LEADER	MTE, MTC, MTS, MTBI.	Leadership of hill walking parties in non-mountainous terrain.	UK and Ireland.	20 quality hill walking days.
MOUNTAIN LEADER	MTE, MTC, MTS, MTBI.	Leadership of hill walking parties in all mountain ranges in 'summer' conditions.	UK and Ireland (the award has the approval of the UIAA under its model standards for voluntary leaders scheme).	UK: 12 months experience including 20 quality mountain days Ireland: First Aid qualification, Mountain Skills assessment.
WINTER MOUNTAIN LEADER	MTS.	Leadership of hill walking parties in winter conditions.	UK and Ireland.	Mountain Leader plus 20 winter quality mountain days.
INTERNATIONAL MOUNTAIN LEADER	MTUKI.	Leadership of trekking parties in all non-alpine terrain, including easy snow-covered terrain of a gentle, nordic type.	International	Mountain Leader, 20 quality international summer mountain days and 20 UK or international winter quality mountain days.
CLIMBING WALL INSTRUCTOR	MTE, MTC, MTS, MTBI.	Supervision of climbing on purpose-built walls and structures. An additional module is available for supervising abseiling and climbing on structures.	UK and Ireland.	6 months climbing wall experience, 15+ climbs on purpose built climbing walls or structures.
ROCK SKILLS	MTE, MTC, MTS, MTBI	Personal skills training for rock climbing; Introduction, Intermediate, Learn to Lead.	UK and Ireland.	No experience required to register.
ROCK CLIMBING INSTRUCTOR	MTE, MTC, MTS, MTBI	Supervision of single pitch rock climbing and abseiling.	UK and Ireland.	12 months climbing experience, 15+ trad leads, 15+ indoor leads, 5+ outdoor sport leads
ROCK CLIMBING DEVELOPMENT INSTRUCTOR	MTE, MTC, MTS, MTBI	Teaching of lead climbing on single pitch crags.	UK and Ireland.	Rock Climbing Instructor, 20+ days as an RCI, 60+ leads at VS 4c, 60+ sport leads at 6a
CLIMBING WALL DEVELOPMENT INSTRUCTOR	MTE, MTC, MTS, MTBI.	Teaching of lead climbing on purpose- built walls and structures.	UK and Ireland.	Climbing Wall Instructor or Rock Climbing Instructor, 50+ indoor routes, 25 at French 6a and 20 sessions as a CWI or RCI.
COACHING SCHEME	MTUKI.	Teaching of lead climbing on purpose- built walls and structures.	UK.	6 months climbing experience.
MOUNTAINEERING AND CLIMBING INSTRUCTOR	MTUKI.	Instruction of mountaineering and rock climbing activities. Able to train, assess and advise on all aspects of UK mountaineering except in winter conditions.	UK and Ireland (the award has the approval of the UIAA under its model standards for voluntary leaders scheme).	30+ VS multi-pitch routes, 10+ French 6a or above sport routes, 20 post-Mountain Leader quality mountain days in sole charge of a group.
WINTER MOUNTAINEERING AND CLIMBING INSTRUCTOR	MTUKI.	Instruction of summer & winter mountaineering & rock and ice climbing. Able to train, assess & advise on all aspects of UK mountaineering.	UK and Ireland.	Mountaineering and Climbing Instructor, Winter Mountain Leader, 20 Grade II/III+ routes and 20 winter group leading days
BRITISH MOUNTAIN GUIDE	BMG.	Guiding and instruction of all mountaineering activities, including glaciated areas, summer and winter. Trainees are deemed equivalent to MIA, aspirants to MIC	International.	UK and Alpine experience 50+ E1 5bs, 50 IV/Vs, 20+ major alpine summits (10 TD+), 30 days ski mountaineering (15 linked)

Figure 1

Suggested Leadership and Raft Guide Awards and Environment

Award	Artificial White Water Course	Very Sheltered Water	Sheltered Water	Moderate Water	Advanced Water
Bell Boat Helm		✓	✓		
Paddlesport Leader		✓	✓		
BC 4 Star Leader	✓	✓	✓	✓	
Moderate Water Leader	✓	✓	✓	✓	
Paddlesport Touring Leader*		✓	✓	✓	
BC 5 Star Leader	✓	✓	✓	✓	✓
Advanced Water Leader	✓	✓	✓	✓	✓
Stadium White Water Leader	✓				
Stadium Raft Guide	✓				
BC River Raft Guide Grade 2/3	✓			✓	
Raft Guide Grade 2	✓			✓	
Raft Guide Grade 3	✓			✓	
River Trip Leader Grade 3	✓			✓	
BC River Raft Guide Grade 4	✓			✓	✓
Raft Guide Grade 4	✓			✓	✓
River Trip Leader	✓			✓	✓
River Trip Leader Grade 4	✓			✓	✓

Suggested Coaching Qualifications and Environment

Qualification	Very Sheltered Water	Sheltered Water	Moderate Water	Advanced Water
BCU Level 1 Coach	✓			
Paddlesport Instructor	✓			
BC (UKCC) Level 1 Coach	✓	✓		
BC Paddlesport Instructor (completed before 01/01/2019)	✓	✓		
BCU Level 2 Coach	✓	✓		
BC (UKCC) Level 2 Coach	✓	✓		
BC Moderate Water Endorsement	✓	✓	✓	
BC Advanced Water Endorsement	✓	✓	✓	✓
BCAB Coach Award (Sheltered Water)	✓	✓		
BCAB Coach Award (Moderate Water)	✓	✓	✓	
BCAB Coach Award (Advanced Water)	✓	✓	✓	✓
BCU Level 3 Coach	✓	✓	✓	
BC (UKCC) Level 3 Coach	✓	✓	✓	
BCAB Performance Coach (Sheltered Water)	✓	✓		
BCAB Performance Coach (Moderate Water)	✓	✓	✓	
BCAB Performance Coach (Advanced Water)	✓	✓	✓	✓
BCU Level 4 Coach	✓	✓	✓	✓
BCU Level 5 Coach	✓	✓	✓	✓

- BCU refers to the qualifications taken prior to the UKCC qualifications.
- BC (UKCC) and the endorsement refers to UKCC qualifications.
- BCAB refers to the qualifications taken from 2018.

Figure 2

BCU Environment Definitions

Where wind strengths or wave heights are mentioned, these are as forecast, as it can be expected they may be encountered during the session/journey.

Very Sheltered Water:

Quiet canals with easy bankside access and egress; small lakes, which are not large enough, and do not have difficult landing areas for problems to occur if there is a sudden change in conditions; specified sites on gentle, slow-moving rivers. The definition implies weather conditions which are not in themselves likely to cause problems. Care must be exercised when water temperatures are low. At any point the paddler will not be >50 meters from the bank

Sheltered Inland Water:

Flat water rivers, faster flowing, but not involving the shooting of, or playing on weirs or running rapids. Discretion and common sense must apply when considering the use of lakes/lochs. To

operate further than 200 meters from shore on a large lake can be a serious undertaking. To paddle in offshore breezes on large lakes requires the same degree of caution as for the sea. Water temperature (especially in Scottish lochs) must always be a consideration. Suitable lagoons or sections of sheltered bays of larger lakes can sometimes be designated "Sheltered" or even "Very Sheltered" water by careful and sensible selection. The definition implies normal conditions. Care must be exercised when water temperatures are low.

2. Technical Advisors

In accordance with best practice principles H5 Adventure Ltd has sought technical advice. The role of the Technical Advisor is to periodically visit the activities in which they give advice on to ensure safety standards are maintained. To be a technical advisor it is generally recognised that they should be at least Level 3 or above for BC activities and MCI (MIA) or WMCI (MIC) for rock climbing and mountain walking. The table below shows the current Technical Advisor and their qualifications.

Activity	Current Advisor	Qualification
Canoeing	Andrew Dixon	OPEN WATER CANOE COACH
Hill Walking and Mountaineering	Paul Webb	ML(S)
Improvised Raft Building	Andrew Dixon	OPEN WATER CANOE COACH
Archery	Rikki Crossley	Archery GB

H5 Adventure Ltd feel that Paul Webb is appropriately qualified and highly competent within the above activities. Paul has had a career stretching over 25 years in the Outdoor Industry, working as a self-employed instructor for a variety of companies around the UK and overseas. Paul has operated as an instructor, a Course Director and managing director, successfully managing courses in the UK with up to 20 outdoor instructors. He continually practices his personal abilities on trips and adventures every year.

H5 Adventure Ltd feel that Andrew Dixon is appropriately qualified and highly competent with the above activities. Andrew has had a career in the outdoor industry for over 10 years, working as a self-employed and employed instructor for a variety of companies around the UK, including employment in Scotland and within an outdoor department at a public school. He continually practices his personal abilities every year.

H5 Adventure Ltd feel that Rikki Crossley is appropriately qualified and highly competent with the above activities. Rikki has had a career in the outdoor industry for over 10 years, working as a self-employed and employed instructor for a variety of companies around the UK and overseas. Rikki has operated as an instructor, and a Course Director successfully managing courses in the UK with up to 15 outdoor instructors.

The following activities can be delivered by instructors that have suitable experience and or be inducted to do so by the Course Director. Please refer to activity operating procedures below and the H5 Adventure Ltd risk assessments for recommended safety guidelines.

- Archery
- Bush Craft
- Camping and cooking using a portable stove (Gas Trangia)
- Improvised Bridge Building/Pioneering
- Orienteering

3. Safety Standards

- All Instructors must be suitably qualified and hold a current first aid certificate. All Instructors holding a NGB (National Governing Body Award) qualification must have completed a minimum of a 16-hour first aid course. Staff running any of the non NGB required activities should have completed a first aid course, but it does not have to be 16 hours. If they are not first aid qualified, they must have a first aid qualified member off staff with them that is able to respond immediately to an incident where first aid is required.
- All Instructors will carry first aid kits on activities.
- Every relevant activity will start with a safety brief. This will be thorough, and all participants must attend.
- Where participants are required to comply with safety equipment, or dress code, instructors will set the standard by making sure that they are also wearing the same safety equipment e.g. helmet on the water.
- All Instructors must ensure that they do not engage in activities outside of their own experience and qualifications.
- Instructors will carry mobile phones in case of emergency.
- Participants operating independently will be given specific safety procedures to follow in case of an emergency.
- It is the instructor's responsibility to ensure that they are aware of any medical needs within the group they are responsible for. This may include other staff members, students and teaching staff.
- In cases of discipline students may be prevented from continuing with the activity if the instructor believes that the student's behaviour may lead to them injuring themselves, others or damaging equipment.
- All H5 Adventure Ltd employees (full or part time, temporary or permanent), and all temporary, casual and contract workers must be suitably qualified or experienced and approved by H5 Adventure Ltd.
- All Instructors of an activity must be able to conduct a dynamic risk assessment
- All Instructors should be able to safely manage an incident in accordance to guidelines set out by H5 Adventure Ltd and know the incident reporting procedure.
- Any incidents or near misses **must** be reported, recorded and retained in line with GDPR and the H5 Adventure Ltd Health & Safety Policy.
- Any incidents that require hospital treatment **must** also be reported to the H5 Duty Manager who will assess whether it needs to be reported to the Health & Safety Executive as part of RIDDOR.
- It is the instructor's responsibility to ensure they have the appropriate safety equipment for each activity. H5 Adventure Ltd will agree in advance what they will supply.

3.1 Hill Walking and Mountaineering

- For remotely supervised participants operating in a wild country environment, they should carry a walking safety kit including high visibility vests, and emergency group shelter or equivalent, e.g. Duke of Edinburgh expeditions where a tent will provide appropriate shelter.
- All participants operating independently must be assessed as safe to do so by a qualified and/or experienced instructor that is suitably experienced enough in the environment and terrain the students intend to walk.
- All Instructors operating during a hillwalking session should be aware of the appropriate H5 Adventure Ltd risk assessment beforehand and operate in line with it.
- All instructors must carry the required safety equipment as outlined in *Figure 3* below.

- The instructor should demonstrate good group awareness and dynamic risk assessment throughout the activity and make adaption's accordingly as and when required.

3.2 Open Canoeing and Improvised Rafting

- Participants must be supervised closely if assisting the unloading canoes/boats and should be briefed on manual handling by the instructor in advance.
- Whilst on the water students should wear helmets for kayaking and raft building. For canoeing helmets are at the discretion of the instructor unless participants are taking part in a moving water environment in which case helmets are mandatory
- Students must wear buoyancy aids for all water-based activities including swimming.
- Student briefings should include details of the safe use of paddles in the operating area, safety equipment, capsize procedures and signals if on rivers, where appropriate
- Teams on the water will be accompanied by a canoe or kayak as a safety boat, unless operating within 20 meters of the shore. In this case instructors may choose to coach from the bank but should carry a throw line and have access to a canoe or kayak for rescues
- It is the responsibility of the instructor to find out who is a swimmer or non-swimmer.
- All instructors must carry the required safety equipment as outlined in *Figure 4*
- The instructor should demonstrate good group awareness and dynamic risk assessment throughout the activity and make adaptations accordingly.

3.3 Technical Competence and Ratio Guidelines

An instructors' technical competence can be measured in multiple ways.

- If qualified by an external organisation, then instructors should consider the remit of their relevant qualification for the activity that they are instructing. Listed in the tables in section 1 above.
- Where no formal qualifications exist, then a competent adult can be briefed by the Course Director or a superior, to run an activity which is suitable to their experience and to the activity being led. E.g. Shelter Building, Bridge Building.

Ratio guidance

Ratios may be set by Course Directors in collaboration with the instructor running the session, depending on the circumstances of the activity, local risks, the experience of the instructor, the ability of the participants, i.e. special needs, weather, or any other safety related factor, as long as an appropriate risk assessment has been completed.

Experience vs. qualification.

It is not always necessary for an instructor to have a national governing body (NGB) qualification to run a technical outdoor activity if the following process is adhered to:

1. The instructor has sufficient experience.
2. The technical advisor or someone employed by H5 Adventure Ltd of a qualification in the activity has assessed the instructor's competency in action and has approved them to lead the activity.
3. They are not placed in a situation where they are expected to operate in excess of their abilities.
4. Qualification is not definitive in terms of an instructor's ability. If an instructor has not kept current with best practice, not delivered an activity for a long time, developed an illness or impairment then their ability may be compromised.

Definitions of the types of people that could be used:

Responsible adult – not experienced or qualified in the activity but may be able to assist an instructor in an emergency situation with general supervision.

Unqualified Instructor – an experienced or partially qualified individual who can assist an instructor or run an activity by themselves if briefed by H5 Adventure Ltd, Course Director or a Technical Advisor

Competent Assistant – an experienced or partially qualified individual who can assist an instructor and can help to increase ratios. They are under the direct control of the instructor of the activity.

Instructor – an experienced or qualified individual who has passed a UK NGB qualification or been approved by the technical advisor.

Staff – Refers to any of the above individuals who may be present.

4. Safety Equipment

The following safety kit must be carried by an instructor, running, or managing the activity.

Hillwalking

First aid kit
A way to deal with blisters, 'compede' plasters
Spare water
Spare hats, gloves and warm clothing in colder weather
Sun cream in sunny weather
Mobile phone
A group shelter, or equivalent
Map
Compass
Spare food
A warm drink in cold conditions.
Length of cord/spare laces
Rope (ML)

Figure 3

Canoeing

First aid kit
A warm drink or access to one
A throw line
A tow line including a length of nylon tape.
Watersports knife
All personal PPE equipment
Spare warm clothing
A group shelter or equivalent
Mobile phone

Figure 4

Bridge building

First aid kit
Knife
Mobile phone

Improvised Raft building

First aid kit
A warm drink or access to one
A throw line.
A tow line including a length of nylon tape.
Watersports knife
All personal PPE equipment
Spare warm clothing
A group shelter or equivalent
Access to a safety boat preferably a canoe.
Mobile phone

Bush craft

First aid kit with burns dressings
Water, at least 2 litres
Bucket with water in it
Mobile phone

Orienteering

First aid kit
Mobile phone

Camping

First aid kit
Spare warm clothing
Access to a spare sleeping bag when possible
Mobile phone
Access to duct tape

Subsequently it is important that instructors have up-to-date knowledge of student medical issues, knowledge of any student medication and how to administer it if required as well as contact details of the Course Director in case of an emergency. Instructors should also have up to date knowledge of the weather forecast before embarking on an activity. If the activity spans several days, then instructors must have the ability to obtain up to date weather forecasts, e.g. DofE Expeditions.

5. Incident Management & Emergency Procedures

General

No matter how many safety nets are put in place some incidents will still occur. H5 Adventure Ltd needs to make sure that it has a thorough system to cope with all eventualities, no matter how unlikely.

Control

It is important to understand the chain of command for any incident that may occur. The Course Director or Sole Instructor is in charge locally though, depending upon the severity of the incident, overall control will be with the Duty Manager of H5 Adventure Ltd or Managing Director. The Duty Manager is on duty 24-hours per day throughout any course/event or activity.

5.1 H5 Adventure Ltd Incident Categories

Any incident or emergency that needs to be categorised depending on its nature see *Figure 5* below:

Category 1	A serious or life-threatening incident
Emergency services are called to assist with the incident: For example: Police, Ambulance, Fire Brigade, Mountain Rescue, RNLI etc	
Category 2	Assistance required by outside sources
A participant maybe taken to A&E, but is not an emergency. Includes incidents that may have serious PR, press or third party implication	
Category 3	Not as serious or life-threatening notable incidents
A less serious incident, health or welfare problem, or problem affecting the integrity of the course. This category could include near misses as these are still incidents but without injuries or client has to leave course due to injury or due to family bereavement for example.	
Category 4	Administrative and very minor incidents
Administrative problems, minor, slips, trips & falls, or very minor incidents	

Figure 5

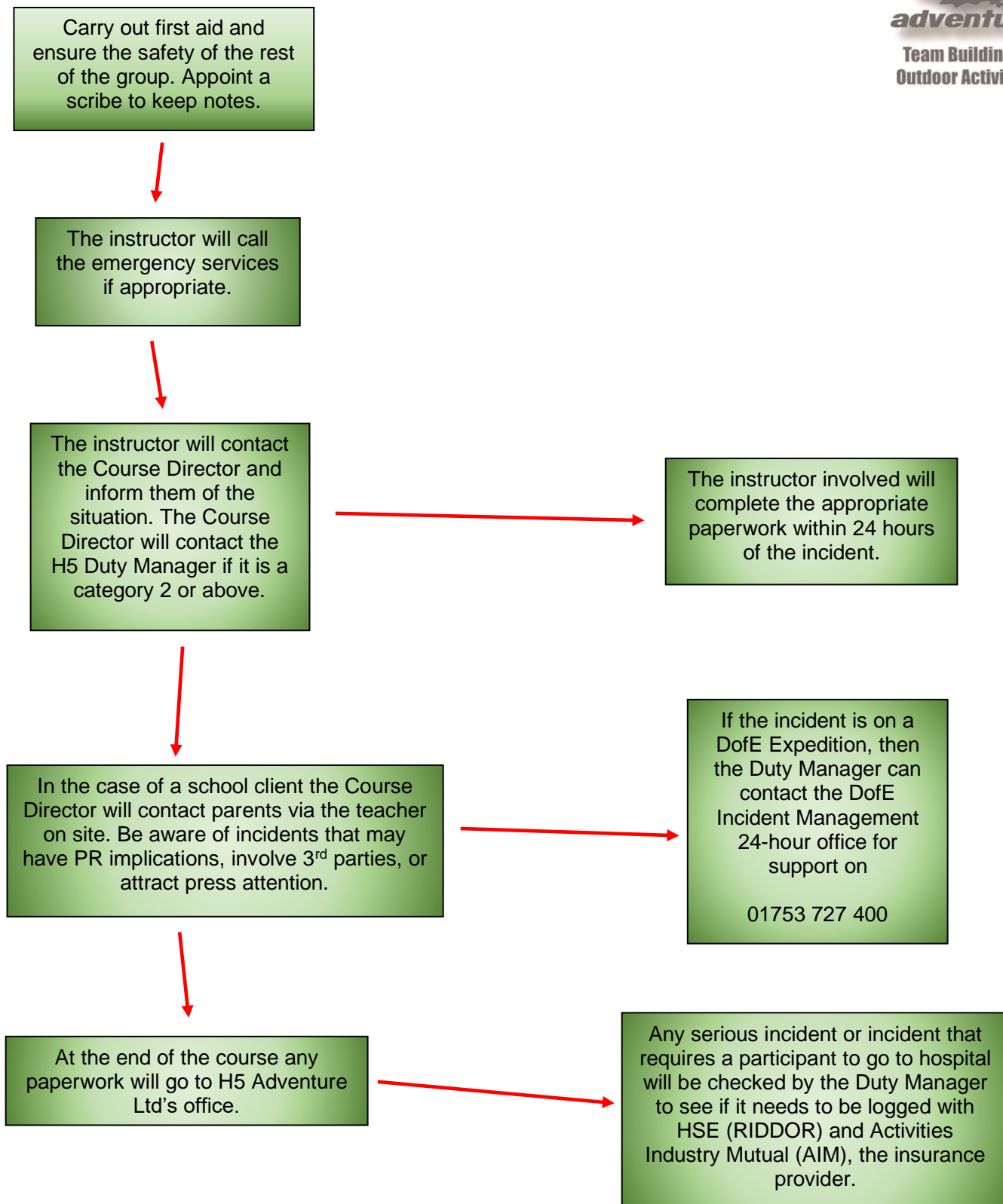
Notes

Any incident involving the press/media, or which may have serious PR/legal implications, is always category 1 or 2 and requires contact with the Duty Manager.

The Course Director or sole Instructor must contact the Duty Manager if the incident is in categories 1 or 2.

In the event of an incident the following procedure in flow chart at *Figure 6* on the next page should be followed. How far down the chain the reporting of the incident goes will depend on the circumstances/seriousness of that incident.

Figure 6



H5 Adventure Ltd

Risk Assessments

Risk Assessment Guidelines - General Notes

This policy applies to all H5 Adventure Ltd employees (full or part time, temporary or permanent), and to all temporary, casual and contract workers while working on H5 Adventure Ltd events, courses, and activities, whether they be at H5 Adventure Ltd premises or off site.

At any time whilst working for or on behalf of H5 Adventure Ltd, any employee, is expected to take all reasonable and practicable steps to ensure the safety of themselves and all “others” around them.

Risk Assessments are not confined to those stated below. There are 3 types of Risk Assessments:

1. Generic Risk Assessments – as set out in the following pages.
2. Site Specific Risk Assessments – which are carried out before the commencement of activities.
3. Ongoing Dynamic Risk Assessments, carried out by all staff – these are not written assessments, but one’s often conducted naturally ‘when we cross a road’ we look left and right, and then right again.

Generic Risk Assessments

1. Identify the ‘Hazard’ e.g. Falling in the water is not a hazard, but hypothermia would be a hazard.
2. Identify ‘Who may be harmed?’

Name	Description
Participant	The people participating in Activities
Staff	Instructors, School or Organisation staff
Public	Generally public not associated to the course
Team	The first 2
All	The first 3

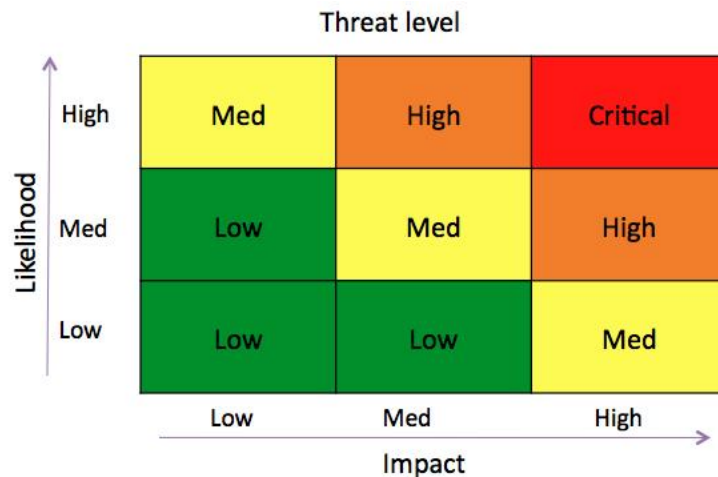
3. A simple 3 x 3 matrix scoring system can be used to evaluate the “likelihood” and “severity” of the risks. These can then be ranked so that the highest rated risks are addressed as priorities.

4. Implement 'Control Measures' Measures put in place to reduce risk.
5. Review the Process. Risk Assessments are reviewed on an annual basis and after each recorded incident.
6. In the event of an identified risk not having been previously assessed, staff should conduct a Dynamic Risk Assessment, and if they are not sure, they should seek clarification from the Course Director before conducting the activity.

Risk Assessment Key

HIGH	High Risk activities should cease immediately. Further effective control measures to mitigate risk must be introduced.
MEDIUM	This may be an acceptable level of risk after sufficient control measures are implemented
LOW	This is generally an acceptable level of risk; efforts should be made to reduce risk further where possible.

Risk Assessment Matrix



H5 Adventure Ltd Risk Assessment					
Outdoor Activities (General)	Conducted By: Paul Webb		Authorised By: Paul Webb		Date Completed: January 2022 Revised: February 2024 by Rikki Crossley
HAZARD	WHO MAY BE HARMED	RISK			CONTROL MEASURE
		LIKELIHOOD	CONSEQUENCE	THREAT LEVEL	
Participants					
Theft	All	Low	Medium	Low	<ul style="list-style-type: none"> Staff to brief all appropriately and where possible valuables should be locked away
Behavioural problems	All	Low	Medium	Low	<ul style="list-style-type: none"> Any behavioral issues that may jeopardize the safety of an activity, then staff are to stop the activity until the situation is under control
Drugs & Alcohol	All	Low	Medium	Low	<ul style="list-style-type: none"> The use of illegal drugs on courses is strictly forbidden. On certain courses and whilst still remaining within the parameters of the law, staff may permit limited alcohol intake having first consulted the schools/organisations. representative who would have obtained parental permission.
Weather					
General	Team	Medium	High	High	<ul style="list-style-type: none"> Staff to have knowledge of weather forecast prior to and throughout a course. Staff to prevent inappropriately dressed individuals from taking part in activities. Staff to have suitable bad weather plans. Staff to carry mobile phones. Staff to be First Aid Trained.
Adverse Weather (Hot or Cold)	Team	Medium	High	High	<ul style="list-style-type: none"> Staff to check participants clothing and equipment prior to departure. Staff to check weather forecast prior to and during expedition.
Hypothermia	Team	Medium	High	High	<ul style="list-style-type: none"> Staff to check participants clothing and equipment prior to departure.
Hyperthermia	Team	Medium	High	High	<ul style="list-style-type: none"> Staff to make sure enough water is available and used. Staff to check participants clothing and equipment prior to departure. Encourage regular stops in shade.

Sunburn	Team	Medium	High	High	<ul style="list-style-type: none"> Staff to monitor participants, and ensure they are applying sunscreen and wearing suitable clothing
Electric Storm (Thunder & Lightening)	Team	Low	High	Medium	<ul style="list-style-type: none"> Staff not to take participants out in a lightning storm. If caught in a storm, staff to take group to a safe area.

H5 Adventure Ltd Risk Assessment					
Transportation	Conducted By: Paul Webb		Authorised By: Paul Webb		Date Completed: January 2022 Revised: December 2023 by Andy Bevan
HAZARD	WHO MAY BE HARMED	RISK			CONTROL MEASURE
		LIKELIHOOD	CONSEQUENCE	THREAT LEVEL	
Unsafe vehicle and mechanical faults	All	Low	High	Medium	<ul style="list-style-type: none"> Staff must ensure that all parts of the vehicle are working properly i.e. lights, window wipers, brakes, and sufficient tread on the tires. Staff to make sure that seat belts are present and in working order. Staff to make sure that the vehicle has a generally sound appearance. Staff to be content that the vehicle is being driven correctly and safely.
Road Traffic Collision	All	Low	High	Medium	<ul style="list-style-type: none"> All occupants to wear seatbelts. Staff to know where First Aid Kits are located and to inform everyone using the transport.
Seatbelts	All	Medium	High	High	<ul style="list-style-type: none"> Seatbelts to be always worn by all persons in vehicles.
Loading of Vehicles	All	Low	Medium	Low	<ul style="list-style-type: none"> Correct manual handling techniques used, as per HSE recommended document on H5 Adventure Ltd website from HSE. All equipment must be loaded below the top of any seat unless partition is used behind rear seat. All emergency exits, to be accessible, if kit loaded with rear passengers Heavy items to be lower to the floor of the vehicle.

H5 Adventure Ltd Risk Assessment					
On School Grounds	Conducted By: Rikki Crossley	Authorised By: Paul Webb	Date Completed: January 2024 Revised: February 2024 by Rikki Crossley		
HAZARD	WHO MAY BE HARMED	RISK			CONTROL MEASURE
		LIKELIHOOD	CONSEQUENCE	THREAT LEVEL	
Signing in	All	Low	Medium	Low	<ul style="list-style-type: none"> Ensure all staff sign in when entering school site if required by the client. Ask staff to provide DBS and photo ID, encase these are required by the client. Where client ID or lanyards if required around the school site.
Evacuation procedure	All	Low	High	High	<ul style="list-style-type: none"> Brief staff to follow the school's evacuation procedure. Course Director to register H5 Adventure staff.
Participant Separation	Participants	Low	Medium	Low	<ul style="list-style-type: none"> Staff to brief participants to stay as a team when moving across the school site. Ensure participants know where they need to be if moving across school site. Client staff may escort participants through school site.
Strains (manual handling)	Staff	Medium	Medium	Medium	<ul style="list-style-type: none"> If classrooms need rearranging for in-door sessions, do this as per manual handling guidance. Ensure staff return classrooms to how they were found.
Signing out	All	Low	Medium	Low	<ul style="list-style-type: none"> Ensure staff sign out at the end of the day. Ask client to sign all staff out once we have finished for the day. Return any client ID badges or lanyards at the end of the day.

H5 Adventure Ltd Risk Assessment					
Adventure Courses	Conducted By: Paul Webb		Authorised By: Paul Webb		Date Completed: January 2022 Revised: December 2023 by Andy Bevan
HAZARD	WHO MAY BE HARMED	RISK			CONTROL MEASURE
		LIKELIHOOD	CONSEQUENCE	THREAT LEVEL	
Falling on steep, wet slippery, awkward ground, or wood.	Team	Low	Medium	Low	<ul style="list-style-type: none"> Staff to give full and thorough brief to all participants before the activity begins. If a participant is unable to follow the simple safety instructions, they will not be able to participate in this activity. Each element needs to be briefed and demonstrated by the staff. Staff to brief participants on foot placements.
Falling into Water	Team	Low	High	Medium	<ul style="list-style-type: none"> Staff to brief participants in accordance with suitable behavior alongside rivers and water courses, e.g. canals, streams, lakes.
Slipping or falling from apparatus	Team	Low	Medium	Low	<ul style="list-style-type: none"> All participants to wear helmets when there is a possibility of falling from apparatus. Staff to spot participants where required. Staff must ensure the landing area is clear and suitable.
Fall while being carried	Team	Low	Medium	Low	<ul style="list-style-type: none"> Staff must brief participants on correct carrying, lowering, and picking up techniques. Staff must ensure the landing area is clear and suitable.
Lifting Injuries	Team	Low	Medium	Low	<ul style="list-style-type: none"> Staff to brief participants on correct lifting techniques when required. Staff to monitor lifting techniques.
Low levels of fitness	Team	Low	Medium	Low	<ul style="list-style-type: none"> Staff to set activity based on the level of participants fitness.
Other Injuries	Team	Low	High	Medium	<ul style="list-style-type: none"> Staff to brief participants not to throw equipment. Staff to brief participants not to mess around during the activity.
Head Injury		Low	High	Medium	<ul style="list-style-type: none"> All safety equipment to be checked to ensure it is in full working order, not broken and make sure it is fitted appropriately. Staff to check safety of equipment after session and make any notes appropriately of any defects. Staff and Participants to wear a helmet if deemed appropriate.

H5 Adventure Ltd Risk Assessment					
Archery	Conducted By: Paul Webb		Authorised By: Paul Webb	Date Completed: January 2022 Revised: December 2023 by Andy Bevan	
HAZARD	WHO MAY BE HARMED	RISK			CONTROL MEASURE
		LIKELIHOOD	CONSEQUENCE	THREAT LEVEL	
General					
Safety Brief	All	Low	High	Medium	<ul style="list-style-type: none"> Staff to give full and thorough brief to all participants before the activity begins. If a participant is unable to follow the simple safety instructions, they will not be able to participate in this activity
Injury from Arrows	All	Low	High	Medium	<ul style="list-style-type: none"> A maximum of 6 people firing at one time down the range. No one is allowed to collect the arrows until everyone has fired all their arrows, everyone must walk to the targets, no-one to cross the safety line until told by the member of staff in charge.
Equipment					
Breaking Equipment	All	Low	Medium	Low	<ul style="list-style-type: none"> Staff to check all equipment before any activity is carried out. Participants to be properly briefed on the use of the equipment to prevent damage.
Injury due to misuse	All	Low	High	Medium	<ul style="list-style-type: none"> All appropriate staff delivering the activity to hold relevant Archery certificate or be in house trained.
Slips, trips, and falls	Team	Low	High	Medium	<ul style="list-style-type: none"> Staff to brief participants to walk to the side of the targets to collect the arrows.
Arrows	Team	Low	High	Medium	<ul style="list-style-type: none"> Place a hand over the arrow, to hold the target and then pull the arrow out with the other hand, making sure there is nobody in the way of where the arrow comes out of the target. When walking with the arrows, hold them with the point to the ground and the shaft, under the armpit.
Collecting Arrows	Team	Low	High	Medium	<ul style="list-style-type: none"> Staff to consider if it's appropriate for the participants to collect their own arrows.

H5 Adventure Ltd Risk Assessment					
Bushcraft	Conducted By: Paul Webb		Authorised By: Paul Webb		Date Completed: January 2022 Revised: December 2023 by Andy Bevan
HAZARD	WHO MAY BE HARMED	RISK			CONTROL MEASURE
		LIKELIHOOD	CONSEQUENCE	THREAT LEVEL	
Bush craft location	Team	Low	Medium	Low	<ul style="list-style-type: none"> Staff to consider where they brief the participants. Staff to consider where the participants will light their fires.
Knives	Team	Low	High	Medium	<ul style="list-style-type: none"> Participants are to be briefed on how to use and walk with knives. Participants are to be shown and briefed on strict hygienic levels whilst cooking.
Fires	Team	Low	High	Medium	<ul style="list-style-type: none"> No one is to run around once the fires are lit. Water and a fire blanket available for all to use if required. Fires not to be left unattended.
Dry Ground	Team	Low	Medium	Low	<ul style="list-style-type: none"> Fires should only be in H5 Adventure Ltd raised fire bowls. Water and a fire blanket available for all to use if required.
Lanyards, long hair	Team	Low	Medium	Medium	<ul style="list-style-type: none"> Staff to ensure they have removed lanyards, hoodie toggles and tied back long hair. Participants should be briefed to remove lanyards, hoodie toggles and tie long hair back.

H5 Adventure Ltd Risk Assessment					
Camping	Conducted By: Paul Webb		Authorised By: Paul Webb	Date Completed: January 2022 Revised: December 2023 by Andy Bevan	
HAZARD	WHO MAY BE HARMED	RISK			CONTROL MEASURE
		LIKELIHOOD	CONSEQUENCE	THREAT LEVEL	
Other users	All	Low	Medium	Low	<ul style="list-style-type: none"> Staff to brief participants in correct manner and use of campsites and their rules. Staff to check with campsite manager/warden.
Out of Bounds	Participants	Low	High	Medium	<ul style="list-style-type: none"> Staff to brief participants in areas where they cannot go and agree a meeting point for any eventuality, they become lost. Staff to brief participants of the dangers of dry-stone walls and brief them to keep away from them during camping and cooking.
Health & Hygiene	Team	Low	Medium	Low	<ul style="list-style-type: none"> Staff to brief the participants of the camp facilities. Staff to ensure there is a system to in place for washing hands after the toilets or before cooking. i.e. hand wash
Cooking	Team	Low	Medium	Low	<ul style="list-style-type: none"> All safety equipment to be checked in accordance with the manufactures instructions and to ensure it is not broken and in full working order. Staff to thoroughly brief participants in the use of cookers and monitor them during their use. Staff are to supervise the suitability of food used by the participants. Avoiding meat that otherwise has not been properly stored. Staff will train all participants in the correct use of camping stoves and other cookers in accordance with the manufacturer's instructions. Staff will supervise cooking sessions until participants are suitably trained. Cooking is done in an area away from tented accommodation, i.e. no cooking in tents. All gas appliances are to be turned off overnight. No participant to use the kit unless they have attended the relevant safety brief.

Misuse	Team	Low	Medium	Low	<ul style="list-style-type: none"> All staff to be trained in the proper use of cooking equipment
Animals	All	Low	High	Medium	<ul style="list-style-type: none"> Staff to brief all participants on appropriate behaviour around animals, (Domestic & Wild) and not to aggravate them.
Open Fires	All	Low	High	Medium	<ul style="list-style-type: none"> When fires are allowed, participants need to be briefed about not to run around them. Staff to have access to water and burn gels. Staff to extinguish the fire when finished. Fires not to be left unattended by staff.
Falling in the dark	All	Medium	High	Medium	<ul style="list-style-type: none"> Brief all to carry a torch with them during the dark. Brief all to keep camping areas neat and tidy, with no trip hazards.

H5 Adventure Ltd Risk Assessment					
Hill Walking (Including Duke of Edinburgh Expeditions)	Conducted By: Paul Webb	Authorised By: Paul Webb	Date Completed: January 2022 Revised: December 2023 by Andy Bevan		
HAZARD	WHO MAY BE HARMED	RISK			CONTROL MEASURE
		LIKELIHOOD	CONSEQUENCE	THREAT LEVEL	
Terrain					
Falling on steep, wet slippery or awkward ground	Team	Low	Medium	Low	<ul style="list-style-type: none"> Staff to give full and thorough brief to all participants before the activity begins. Staff to brief participants on walking techniques and ensure participants wear appropriate footwear with ankle support.
Falling into Water	Team	Low	High	Medium	<ul style="list-style-type: none"> Staff to brief participants in accordance with suitable behavior alongside rivers and water courses, e.g. canals, streams, lakes.
Slipping or falling from stiles	Team	Low	Medium	Low	<ul style="list-style-type: none"> Staff to brief participants on dangers of crossing stiles.
Being hit by vehicles whilst walking along or crossing roads	All	Low	High	Medium	<ul style="list-style-type: none"> Staff to ensure participants walk along and cross roads as per our standard operating procedures. Staff to supervise road crossings where appropriate. Staff to brief participants on procedure on walking on roads. Reflective jackets to be worn at the front and rear of the group. Staff to wear reflective jackets where appropriate.
Being hit by vehicles at the start/finish or checkpoints	All	Medium	Medium	Medium	<ul style="list-style-type: none"> Staff to find a safe corner/grass area of the car park to use as a start/finish/checkpoint location.
Participants					
Low levels of fitness	Team	Low	Medium	Low	<ul style="list-style-type: none"> Staff to set activity based on the level of participants fitness
Getting lost or separated	Team	Low	High	Medium	<ul style="list-style-type: none"> Staff to brief participants on lost person(s) procedures. Staff to put in place an appropriate procedure to prevent anybody becoming lost or separated.
Disturbing communities/locals	All	Medium	Low	Low	<ul style="list-style-type: none"> Participants to be briefed regarding not disturbing locals, not sitting on driveways/private gardens.

Lymes Disease	Team	Medium	Medium	Medium	<ul style="list-style-type: none"> Participants to be briefed about ticks, and how to remove them safely.
Equipment					
Faulty or broken	All	Low	Medium	Low	<ul style="list-style-type: none"> All equipment to be checked prior to any activity to ensure it is in full working order.

H5 Adventure Ltd Risk Assessment					
HAZARD	WHO MAY BE HARMED	RISK			CONTROL MEASURE
		LIKELIHOOD	CONSEQUENCE	THREAT LEVEL	
Improved Rafting & Open Canoeing (Inland water)	Conducted By: Paul Webb	Authorised By: Paul Webb	Date Completed: January 2022 Revised: December 2023 by Andy Bevan		
Cold and immersion injuries	Team	Low	High	Medium	<ul style="list-style-type: none"> Staff are to monitor participants who have been immersed for cold injury symptoms.
Drowning & ability to swim	Team	Low	High	Medium	<ul style="list-style-type: none"> No one will be forced to take part in water-based activities. Staff must check the swimming capabilities of all participants prior to commencing the activity. Staff and all participants that they must wear a buoyancy aid and helmet when taking part in the activity where required.
Capsize, entrapment & entanglement	Team	Medium	High	High	<ul style="list-style-type: none"> Staff will use a safety boat(s) where required. Staff must ensure the raft is seaworthy prior to launch, to prevent injuries and entanglement from collapsing rafts. Staff must brief all participants about the dangers of entrapment. Staff must be in a position of maximum usefulness
Drifting	Team	Low	Medium	Low	<ul style="list-style-type: none"> Staff to recce and then use sites that limit the dangers associated with drifting. Staff to monitor the wind conditions on the day. Depending upon the circumstance's safety cover will be based on the beach, bank or on the water. Whilst rafting and under certain conditions staff may feel that it is appropriate to tether the raft.
Polluted or diseased water	Team	Low	Medium	Low	<ul style="list-style-type: none"> Staff to check site prior to use. Staff to monitor the conditions on the day. Staff to brief the participants where appropriate on Leptospirosis (i.e. Weils disease). Staff to ensure that participants wash hands after the activity, especially before handling or eating food

Swimming	Team	Low	High	Medium	<ul style="list-style-type: none"> • Staff to supervise any swimming activity. • Depending upon the circumstances, safety cover will be based on the beach, bank or on the water. • There must be an easy identified swimming area. • There must be no diving or jumping into water (due to hidden dangers) • All swimmers should wear suitable footwear if swimming & a PFD.
Person overboard	Team	Medium	Medium	Medium	<ul style="list-style-type: none"> • All people on the water should be wearing a PFD. • Staff should be in a position of maximum usefulness.

H5 Adventure Ltd Risk Assessment					
Pioneering	Conducted By: Paul Webb		Authorised By: Paul Webb		Date Completed: January 2022 Revised: December 2023 by Andy Bevan
HAZARD	WHO MAY BE HARMED	RISK			CONTROL MEASURE
		LIKELIHOOD	CONSEQUENCE	THREAT LEVEL	
Construction	Team	Low	Medium	Low	<ul style="list-style-type: none"> • A rope lashing to be used to tie the knot of the 3 legs together. • Black straps can be used to tie the 3 horizontal spas. Be aware that the metal buckle is not sitting on a spa but is sat freely. • All staff are to be briefed on appropriate knots and entrapment hazards. • Helmets should be worn at appropriate times. • Staff are to check the structure before any participant mounts the structure.
Collapse of Bridge	Participants	Low	Medium	Low	<ul style="list-style-type: none"> • All participants to be briefed not to stand/climb to be on the structure when someone is crossing on the structure. • All participants to wait behind the structure/s whilst a participant is crossing.
Falling off the Bridge	Participants	Medium	Medium	Medium	<ul style="list-style-type: none"> • All participants must wear a helmet before getting on the bridge and a PFD if crossing over water.
Metal Stakes	Team	Low	Medium	Low	<ul style="list-style-type: none"> • Only staff to use the sledgehammer and put the large metal stakes in place.
Ratchet Straps Breaking	Team	Low	Medium	Low	<ul style="list-style-type: none"> • Staff to ensure ratchet strap is locked off correctly. • Staff to ensure ratchet strap has no signs of wear and tear.

H5 Adventure Ltd Risk Assessment					
Problem Solving Activities	Conducted By: Paul Webb		Authorised By: Paul Webb		Date Completed: January 2022 Revised: December 2023 by Andy Bevan
HAZARD	WHO MAY BE HARMED	RISK			CONTROL MEASURE
		LIKELIHOOD	CONSEQUENCE	THREAT LEVEL	
Terrain					
Falling on steep, wet slippery, awkward ground, or wood.	Team	Low	Medium	Low	<ul style="list-style-type: none"> Staff to give full and thorough brief to all participants before the activity begins. If a participant is unable to follow the simple safety instructions, they will not be able to participate in this activity. Each element needs to be briefed and demonstrated by staff. Staff to brief participants on foot placements. During the nightline, participants to be briefed to walk slowly with one hand in front, passing back any hazards they encounter
Falling into Water	Team	Low	High	Medium	<ul style="list-style-type: none"> Staff to brief participants in accordance with suitable behavior alongside rivers and water courses, e.g. canals, streams, lakes.
Slipping or falling from apparatus	Team	Low	Medium	Low	<ul style="list-style-type: none"> Staff to spot participants where required. Staff must ensure the landing area is clear and suitable.
Fall while being carried	Team	Low	Medium	Low	<ul style="list-style-type: none"> Staff must brief participants on correct carrying, lowering, and picking up techniques. Staff must ensure the landing area is clear and suitable
Lifting Injuries	Team	Low	Medium	Low	<ul style="list-style-type: none"> Staff to brief participants on correct lifting techniques when required. Staff to monitor lifting techniques
Participants					
Low levels of fitness	Team	Low	Medium	Low	<ul style="list-style-type: none"> Staff to set activity based on the level of participants fitness.
Other Injuries	Team	Low	High	Medium	<ul style="list-style-type: none"> Staff to brief participants not to throw equipment. Staff to ensure participants are not placed in an inappropriate position whilst being carried.
Getting Lost	Participant	Low	High	Medium	<ul style="list-style-type: none"> Brief the participants of how to call for help and stay in teams of no less than 4 if searching a long distance away from staff during the search & rescue scenario.

Equipment					
Head Injury		Low	High	Medium	<ul style="list-style-type: none"> All safety equipment to be checked to ensure it is in full working order, structurally sound, not broken and make sure it is fitted appropriately. Staff to check safety of equipment after session and make any notes appropriately of any defects. Staff and Participants to wear a helmet if deemed appropriate.

H5 Adventure Ltd Risk Assessment					
MISC. Activities	Conducted By: Rikki Crossley		Authorised By: Paul Webb		Date Completed: January 2024 Revised: February 2024 by Rikki Crossley
HAZARD	WHO MAY BE HARMED	RISK			CONTROL MEASURE
		LIKELIHOOD	CONSEQUENCE	THREAT LEVEL	
Vegetable Auction					
Use of knives and kitchen utensils.	All	Medium	Medium	Medium	<ul style="list-style-type: none"> Count out all knives and other sharp kitchen utensils. Count in all knives and other sharp kitchen utensils at the end of the session. Brief participants not to start using any equipment until stated time. Brief participants how to safely use utensils and what to use as a chopping board.
Rockets					
Getting hit with rocket	Team	Low	Medium	Medium	<ul style="list-style-type: none"> Ensure all participants are sat behind the firing line. Ensure all participants stay behind the firing line until the rocket has landed. Ensure rocket launcher is aimed away from participants.
Egg Catapult & Egg Drop					
Getting hit with an egg	Team	Low	Medium	Low	<ul style="list-style-type: none"> Ensure participants are not sat/stood in the landing area of the eggs.
Allergies	Team	Low	High	Medium	<ul style="list-style-type: none"> Confirm with client if there are any egg allergies amongst the participants.
Injured with equipment	Team	Low	Low	Low	<ul style="list-style-type: none"> Ensure participants are aware of the parameters of the equipment. Do not allow participants to snap bamboo canes.

H5 Adventure Ltd

Safeguarding Policy

1.1 Introduction

All staff (staff to include paid/unpaid and operating under H5 Adventure Ltds policies and guidelines) within H5 Adventure Ltd must ensure that:

- **Rikki Crossley** is the **Nominated Safeguarding Lead** for **H5 Adventure Ltd** and can be **contacted** on **07545 127 085**.
- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff have a responsibility to report concerns to the appropriate officer. (Note: All staff are asked to complete safeguarding training but may not be trained to deal with situations of abuse or decide if abuse has occurred)
- H5 Adventure Ltd views original copies of Enhanced DBS certificates for all staff and checks the update service at least once a year.
- We ask for 2 references from all new instructors.
- All staff read the advisory information herein outlining good practice and informing them about what to do if they have concerns about the behavior of an adult towards a child and/or vulnerable adult.
- All staff are first aid practitioners.

1.2 Policy Statement

H5 Adventure Ltd has a duty of care to safeguard from harm all children and/or vulnerable adults involved in any of our events and activities. All children and/or vulnerable adults have a right to protection. H5 Adventure Ltd will ensure the safety and protection of all children and/or vulnerable adults involved in our activities and events through adherence to this policy and guidelines.

A child is defined as a person under the age of 18 (The Children Act 1989).

2. Policy Aims

The aim of the H5 Adventure Ltd Safeguarding Policy is to promote the following good practice:

- Providing children and/or vulnerable adults with the appropriate safety and protection whilst in the care of H5 Adventure Ltd.
- Allowing all staff to make informed decisions and give confident responses to specific safeguarding concerns.

2.1 Promoting Good Practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to be aware of these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school, and a sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

Outdoor activities and sports can play a crucial role in improving a child and/or vulnerable adults' self-esteem. We work with many types of organisations bringing children and/or vulnerable adults from many differing environments, backgrounds and in all instances H5 Adventure Ltd must work to ensure the child and/or vulnerable adults receives the most appropriate support.

2.2 Good practice guidelines

All staff should be encouraged to demonstrate exemplary behaviour to protect themselves from false allegations. The following are just some examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with **no** secrets)
- Treating all children and vulnerable adults with respect and dignity.
- Always putting the welfare of each child or vulnerable adult first, before achieving goals or winning.
- Maintaining a safe and appropriate distance (e.g. it is not appropriate for staff to have an intimate relationship with a child and/or vulnerable adult, or to share a room with them).
- Building relationships based on mutual trust, which empowers sharing in the decision-making process.
- Making activities fun, enjoyable and promoting fair play, without prejudice.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and appropriately. Care is needed, as it is difficult to position hands appropriately in certain circumstances. The individual should ideally be consulted, and their agreement gained where possible. Manual support should always be carefully considered.
- Keeping up to date with technical skills, qualifications, and insurance in outdoor activities.
- Involving parents/carers/teachers whenever appropriate. (e.g. asking them to take responsibility in the changing rooms.)
- If groups have to be supervised in the changing rooms, try to ensure that parents/teachers/staff work in a minimum of two.
- Ensuring that where possible, a male and female member of staff should always accompany mixed groups. However, remember that same-gender abuse can also occur.
- Ensuring that during residential events, staff should avoid entering a child and/or vulnerable adults' bedrooms and should never invite them into their private rooms.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of a child and/or vulnerable adult.
- Giving enthusiastic and constructive feedback rather than negative criticism
- Avoid excessive physical activity or competition and not pushing them against their will.
- Keeping a written record of any incident or accident that occur, along with the details of any treatment given.

2.3 Practices to be Avoided

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of the Course Director, Party leader or the child's parent/carer.

- Avoid spending excessive amounts of time alone with children and/or vulnerable adults away from others.
- Avoid taking a child and/or vulnerable adults in a private vehicle. If required, ensure adequate precautions are put in place, for example, student in rear of vehicle, bags between, or take a third person. (More information can be found in our Lone Working Risk Assessment)

2.4 Practices Never to be Sanctioned

The following should **never** be sanctioned. You should never:

- Allow or engage in rough, physical, or sexually provocative games, including horseplay or any form of inappropriate touching.
- Share a room/tent with a child and/or vulnerable adult.
- Allow children and/or vulnerable adults to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child and/or vulnerable adult, even for fun.
- Reduce a child and/or vulnerable adult to tears as a form of control.
- Allow allegations made by a child and/or vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for a child and/or vulnerable adult, which they can do for themselves.
- Invite or allow a child and/or vulnerable adult to stay with you at your home.

2.5 Incidents that must be Reported/Recorded.

If any of the following occur, you should report this immediately to the Course Director, H5 Adventure Ltds Safeguard Lead or lead staff member and record the incident. It may also be appropriate to ensure the parents of the child are informed:

- If you accidentally hurt a child and/or vulnerable adult.
- If a child and/or vulnerable adult seems distressed in any manner.
- If a child and/or vulnerable adult appears to be sexually aroused by your actions.
- If a child and/or vulnerable adult misunderstands or misinterprets something you have done.

2.7 Use of Digital Imaging Equipment

All staff should be vigilant to ensure that outdoor activity events are not used as an opportunity to take inappropriate photographs or film footage of child and/or vulnerable adult in vulnerable positions, and any concerns should be reported to the Course Director and the Safeguarding Lead.

Children and/or vulnerable adults and their parents/carers should be made aware that this is part of the intended coaching programme, and such films should be stored safely and destroyed after use.

3. Responding to Allegations or Suspicions

It is not the responsibility of any staff member working within H5 Adventures Ltd capacity to decide whether child abuse has taken place. However, there is a responsibility to act on any concerns initially through liaison with the Course Director or safeguarding lead and then through contact with the appropriate authorities.

H5 Adventure Ltd will assure all staff that they will fully support and protect anyone, who in good faith reports their concern that another person is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation:

- A criminal investigation.
- A child protection investigation.
- An internal disciplinary or misconduct investigation.

4. Action to be Taken

4.1 Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice, Safeguarding Lead (**Rikki Crossley**) will deal with it as a misconduct issue.
- If the allegation is about poor practice by the Safeguarding Lead, or if the matter has been handled inadequately and concerns remain, it should be reported to the Managing Director (**Paul Webb**) who will decide how to deal with the allegation and whether to initiate disciplinary proceedings.

4.2 Concerns about Suspected Abuse

- Any suspicion that a child and/or vulnerable adult has been abused by a member of staff, this should be reported to the Safeguarding Lead, who will take such steps as considered necessary to ensure the safety of the child and/or vulnerable adult in question and anyone else that may be at risk.
- The Safeguarding Lead will refer the allegation to the social services department who may involve the police or go directly to the police if out-of-hours.
- The parents/carers of the child and/or vulnerable adult will be contacted as soon as possible following advice from the social services department.
- If the Safeguarding Lead is the subject of the suspicion/allegation, the associate making the allegation must decide whether direct feedback is sufficient (e.g., possibly in the case of inappropriate handling during an activity without breach of trust or confidence) or whether the report should be made to H5 Adventure Ltds managing director, (**Paul Webb**), Social Services or the Police.

4.3 Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only. This includes the following people:

- The Safeguarding Lead (Rikki Crossley)
- The parents of the person who is alleged to have been abused.
- The person making the allegation.
- Social services/police.
- The alleged abuser (and parents if the alleged abuser is a child).

Recorded information will be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

4.4 Internal Enquiries and Suspension

- H5 Adventure Ltd Safeguarding Lead will make an immediate decision about whether any individual accused of abuse should be suspended from operation pending further inquiries.
- Irrespective of the findings of the social services or police inquiries H5 Adventure Ltd Safeguarding Lead will assess all individual cases to decide whether a member of staff can be reinstated and how this can be sensitively handled.
- The welfare of the child and/or vulnerable adult will remain of paramount importance throughout.

4.5 Support to Deal with the Aftermath of Abuse:

- Consideration should be given to the kind of support that children, vulnerable adults, parents, and members of staff may need.
- Use of helplines, support groups and open meetings can help to maintain an open culture and help the healing process.
- Consideration should also be given to what kind of support may be appropriate for the alleged perpetrator.
- Social Services within the local area will be able to provide advice.

Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children)

Where such an allegation is made, we should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children and/or vulnerable adults, either within or outside outdoor activity instruction, schools, education, and sports coaching, may be at risk from this person.

Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

Action if bullying is suspected.

If bullying is suspected, the same procedure should be followed as set out above.

5. Information Gathering

To ensure that this information is as helpful as possible, a detailed record should always be made, ideally at the time of the disclosure/concern, which should include the following:

- The child's and/or vulnerable adults' name, age and date of birth.
- The child's and/or vulnerable adults' home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors, and other relevant information.
- Make a clear distinction between what is fact, opinion, or hearsay.
- A description of any visible bruising or other injuries. Also, any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's and/or vulnerable adults' account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Has anyone else been consulted? If so, record details.
- If the child's and/or vulnerable adults' was not the person who reported the incident, has the child's and/or vulnerable adults' been spoken to? If so, record details.
- Has anyone been alleged to be the abuser? If so, record details.
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

If you are worried about sharing concerns about abuse to H5 Adventure Ltds Safe Guarding Lead, a lead client or colleague, you can contact social services, the police, or the **NSPCC Child Protection Helpline** on **0800 800 5000**, or **Childline** on **0800 1111**.

5.1 Contacting Social Services

Each locality has its own Social Services, the number for which can be found in the local telephone directory. Ask for Social Services Customer Service and then the Child Protection Unit.