

Outdoor Activity Risk Assessment / SOP / Ratio guidance and Descriptor Bo'ness Amateur Swimming Club Competitive Squads Land Training

Assessors:	Head Coach: Ross Stephen Executive Committee: President, Vice-President, Secretary and Treasurer.		Task:	Outdoor land training activities including, running, team games and other activities beneficial to the swimmers physical development.
Dates:	Mondays and Saturdays (from September 2013 onwards)	Location: BRC/ BA AREA	The fields/ pitches around the Bo'ness Recreation Centre. Also, following a running route around Bo'ness. Any change to location will be logged in the events log book found in the emergency kit bag. A further assessment will be carried out before the activity is carried out at the location.	
All Relevant Signatures:			Review Date:	1 st December 2016

Definition: Cross Country running and activities. Outdoor land training can range from running to outdoor games involving different apparatus. All activities will adhere strictly to the policy of 'being in the child's best interest, their safety being paramount at all times'.

Essential Equipment when Land Training Outdoors:

1. Emergency kit bag (containing a first aid kit, copy of the risk assessment, emergency foil single use blankets)
2. A mobile phone with signal
3. *A **designated base member**, with a working phone, on hand for any issues*
4. A note of all swimmers' emergency contact information (available on Hytek)
5. Emergency contact numbers of the base coaches/ committee (see 'Information for Coaches' document)

*It is important that all coaches/ assistants are aware of their role in any of the following eventualities. All relevant persons should read the Risk Assessment in advance as recommended by Scottish Swimming. For outdoor activities to go ahead there must be at **minimum of two** coaches/ parents with a PVG.*

Elements of land training may be remotely supervised in order for the participants to get the most learning from the activity. It also allows for individual development and understanding.

Ratio Guidance: 1 Disclosed Coach: 7 Swimmers. There must be at least one disclosed lead coach present for an outing/ session to take place. If the activity demands a further assessment should be carried out and ratio reduced as appropriate. All further assessment should be highlighted in the 'Risk Assessment Log Book'

<u>Risk</u>	<u>Potential Injuries</u>	<u>Actions to minimise risk</u>	<u>Actions in the eventuality</u>	<u>Responsibilities</u>
Inclement weather	Exposure to cold	All swimmers have been asked to wear warm clothes, including hat, scarves etc. Children will not be allowed to participate if this is not adhered to. Coaches should evaluate plans and activities based on the weather and temperature.	In the event of extreme exposure to cold having an effect on a swimmer, we have foil blankets in our emergency first aid kit to deal with the immediate problem. In this situation the lead coach who carried out first aid will return to the main building (Academy or Recreation Centre). The other coaches and swimmers should return if appropriate.	Lead coach will evaluate the situation. It is essential that should there be one lead coach and a situation occurs, there must be somebody else in line to take control of the group. As decided by the lead coaches.
Slip, trip, stumble or other injury related to running / moving fast in open and / or wooded ground.	Slipping, tripping, and falling	All swimmers have been asked to wear suitable footwear. This will hopefully minimise the chance of slipping.	In this situation causing injury to the participant. The first aid kit taken on the outdoor excursion will be used. This should be used as far as possible by a qualified first aider.	Lead coach will evaluate the situation and then act on it appropriately. Calling for assistance using mobiles. Under no circumstances should the first aider leave the casualty. The other coaches will take control of the group.
Becoming disorientated, temporarily misplaced or 'lost'	No 'harm' would come from this as such however it is a hazard in terms of group leadership and management	All swimmers will be in a supervised group. Group leaders are responsible for counting participants.	In the eventuality of this happening, we will seek further assistance from coaching staff back at base (Recreation Centre/ Academy). The Lead coach will stay with the group of swimmers and the others will look for the missing participant. The lead coach should take the appropriate action and return swimmers to the base.	Lead coach will evaluate situation, contacting coaching staff back at base and will inform them. They will make further contact to base member* and Police.
Traffic Operations/ Busy Roads	Hit by vehicles, plant and other associated items.	We have received guidance on what areas to avoid in advance. Lead coach should cross the children over a road when safe to do so. Lead coaches must wait until all swimmers have crossed safely. Co-ordinate crossings.	We will have a leader at the front. This will be a coach on look out for any imminent or potential dangers to the swimmers.	In this eventuality the first aider will remain with the participant. They will carry out essential first aid/ life preservation. The other lead coach will remove other participants from the scene. We will contact ambulance from mobile phones and inform base member* of occurrence. Other coaching assistants will stay with the group.
Immersion in water	Drowning / Hypothermia etc	We are aware of areas not to run in and have been given sufficient guidance.	As above. A lead coach will run at the front of the group and will be on the constant look out for any impending danger.	In this eventuality first aiders will carry out emergency first aid. Foil blankets and kit are kept in the survival bag. We will then contact base member* and phone ambulance if necessary. All other coaching assistants will stay with the group.

Collapse of participant built structures	Crush, Head & Body Injury, trapped fingers / limbs	We will have sub group supervisors on activities to minimise this eventuality.	In the eventuality the coaches will follow emergency first aid guidelines. Under no circumstances will they carry out action against lifeguarding procedures such as crush injuries.	Lead coach will evaluate the situation. They will contact base member* and ambulance service if necessary. First aiders will carry out emergency first aid. The other lead coach will take the main group back to base and other assistants will follow direction from lead coach.
Fall from height / items dropping from height	Body / Head injury	We will stay away from dangerous areas and will have a front leading coach looking for imminent dangers.	In this situation we carry out first aid, call ambulance and follow appropriate procedure whilst making sure no other participants enter the danger zone.	Lead coach will carry out appropriate action. First Aiders/ Lifeguards are responsible for carrying out first aid and life preservation techniques. Call ambulance and contact base*. Other coaching assistants will stay with the group.
Collisions whilst blindfolded	Body / Head Injury	Groups carrying out blindfolded activities will be supervised by the relevant personnel.	In this situation the first aiders will carry out emergency first aid.	A lead coach is responsible for looking after the group and first aider (the other lead coach) should take the relevant action. Other coaching assistants will stay with the group. Contact base member*.
Choking / Hanging	Oxygen deprivation	Ensure that there are no objects/ hazards that have the potential to cause harm.	In this situation first aiders will carry out the relevant first aid. An ambulance will be contacted immediately.	A lead coach is responsible for looking after the group and first aider (the other lead coach) should take the relevant action. Other coaching assistants will stay with the group. Contact base member*.

**Activity Specific Standard Operating Procedure
Team Building
Activities and Problem Solving Outdoors**

1. Coaches / Leaders must be suitably experienced. Experience is based on having been trained in house on the various exercises and tasks. Coaches / Leaders must have an appropriate first aid certificate. Coaches / Leaders will check all equipment prior to use and ensure them that it is suitable and fit for purpose.
2. Coaches / Leaders will assess risk before each session and take into account weather forecasts, level and ability of group, prevailing conditions. Coaches / Leaders will be aware of variations of local weather and will be prepared to discontinue the session in the event of poor weather. Coaches / Leaders will ensure that all participants have suitable clothing for the activity – guidance is given in the precourse information.
3. Coaches / Leaders will always carry a first aid kit. A change of clothes / spare clothes as well as a readily available hot drink will be available in the Recreation Centre if required.

4. Coaches / Leaders will assess the risk of slipping, tripping etc and it may be appropriate to restrict the group's movements in more hazardous conditions. Other specific hazards such as trees, roots, rocks, cliffs, water, will be outlined and appropriate guidance, support & supervision given to groups.
5. Coaches / Leaders will outline the correct use of props and resources and outline any potential hazards to groups. These will be understood by groups prior to the activity commencing.
6. Traffic hazards will be outlined and where possible roads / operations areas will be avoided.
7. For all activities where participants are blindfolded: The instructor will always be in close proximity to the group to prevent any harsh knocks and bumps. All participants will be briefed on the knots code system before taking part and the instructor will ensure that the group are familiar with this before starting. Instructors will encourage the group to communicate their findings to each other as they progress around the course.
8. For all activities groups will be kept together as a 'chain' with the use of back markers as necessary.
9. Additionally instructors will have regard for participants' ability and levels of self-responsibility before allowing groups to operate under remote supervision or without the support of a responsible adult. Boundaries, time limits and emergency procedures will be explained and understood prior to any remotely supervised activities.
10. All client built structures, platforms and weight bearing items / rope bridges etc will be checked by instructor prior to loading by clients and close supervision will be in place at all times. Participants will be shown good manual handling techniques to avoid back / other injuries as well as explaining about how to avoid injuring others whilst building structures. Instructors will brief groups fully on hazards associated with working above head height and the use of tools / props / equipment above head height – close supervision at all times whilst heavy items are above head height.
11. SOPs specific to remotely supervised groups:
 - An appropriate system of communication and / or instructions on what to do if 'lost' will be described to, and understood by, participants at an appropriate time during any session.
 - Consideration will be given to each group having a whistle (or other means) to attract the attention of the instructor will it become necessary. Safety may be facilitated by the use of a mobile communication to maintain contact with the start point.
 - Groups will be briefed on staying together and also what to do if a member of their team becomes injured and / or unable to continue with the activity.
 - Groups will be briefed on their own personal safety and, particularly for younger groups, will be reminded of the need to be vigilant if offered assistance / lifts back to the park centre / other location.
 - Agreed boundaries (and Out of Bounds areas) and times of return (and how it will be notified this may be by the sounding of a van horn whistle etc) will be established and understood by the group prior to departure.
 - Coaches / Leaders will be comfortable that all groups have the required skills (through prior training and demonstrating success) to keep to the above boundaries / times. If in doubt can it be made easier / will they be going off on their own.

ALL EVENTS THAT REQUIRE REFERENCE TO THE RISK ASSESSMENT SHOULD BE REPORTED AT THE FIRST OPPORTUNITY TO PERSONS RESPONSIBLE FOR ASSESSMENT.