

# Acclimatize Ltd

## Safety Policy & Operating Procedures 2015.



**AALS Reference: R1124**

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## **Introduction**

This document has been compiled to aid school visits co-ordinators and party leaders, satisfy the necessary safety requirements during the planning stages of proposed visits and as a living policy document for members of instructional staff.

Visiting organisations may feel assured that the risk assessments they seek from within this document have been produced with professional authority (See DG qualifications Page 4). More importantly, our operating procedures have been carefully considered, modelled and then re-fashioned to work in conjunction with the risk assessments.

As a client focussed organisation, our courses are planned in partnership with visiting organisations. The activities are therefore pitched accordingly to reflect the ability and aspirations of each groups individual needs. (Characteristics page 5)

We endeavour to create genuine opportunities in which people can develop team-working skills, build self-confidence and gain better self-awareness. This approach to delivery is routinely incorporated into activity sessions. We place equal importance on the processes occurring simultaneously to the engaging task (communication, trust, taking responsibility for others etc.).

The activity sessions are delivered by highly competent, established members of the instructing community. The instructors we engage in programme delivery are active practitioners in the disciplines they lead and usually have public sector (teaching, youth work, emergency services) or training related backgrounds.

The activities provided are principally adventurous in nature and utilise the natural environments of the Peak District National Park and occasionally the wider UK. Prevailing weather conditions and exposure to the elements indicate that preparatory measures are to be encouraged by the party leader during the planning stages. Comprehensive equipment lists specific to each activity are available on our Web site.

## **About Acclimatize**

The company name was conceived whilst trekking in the High Atlas Mountains of Morocco. Although a word that is commonly associated with mountaineering, it is the wider meaning (To adapt, adjust, familiarise and learn) that best reflects the identity of Acclimatize as a brand.

*Better results are achieved when you Acclimatize!*

**Daryl Godfrey** began a career in the outdoors in 1988 when for five winter seasons he worked as a member of ski staff for a British Tour operator in the Austrian and French Alps. Returning to life in Derbyshire, Daryl took a position with the 'Derbyshire Youth Service' helping establish a successful outdoor education project in the north of the county. Daryl moved on to work in two residential outdoor education centres, including Whitehall (Derbyshire LEA centre) and Dukes Barn (Educational Charity) respectively. During 1999 a strategy to evolve a business idea was put in motion. Daryl continued to work in a freelance capacity for Derby City Council and also for a British expedition company during the embryonic stages of establishing the business. Daryl worked briefly as an associate lecturer at the University of Derby before the growth of the company meant that his time had to be concentrated on Acclimatize.

### **Personal mountaineering & caving experience:**

Greenland, Pakistan, America, Tanzania, Morocco, Kenya, Jordan, France, Italy, Switzerland, Austria, Iceland, Slovenia, Spain, Sardinia, Corsica, Mallorca, Greece, Nepal, and Norway.

### **Qualifications:**

International Mountain Leaders Award, Mountain Instructors Award, Mountain Leader Awards (Summer & Winter), Single Pitch Award.  
Cave Instructors Certificate, Local cave and mine leader levels 1 & 2, Canoe Coach Level 1  
BCA - Approved Trainer and Assessor for the LCMLA scheme.  
MTE - Approved course provider for the SPA (Single Pitch Award) and the Lowland Leader Awards.  
Daryl – has responsibility for safety management systems, staff training and strategic direction.

**Sam Mitchell** began his career in the outdoors in 1986, during the early years of work, Sam was engaged in delivering personal development programmes to older teenagers and apprentices. Continuing to use the outdoors to promote learning Sam became active working for a number of management training organisations and training colleges countrywide. Drawn towards America by the climbing, Sam lived in San Francisco for two years enjoying California's warmer climes and climbs. More locally he became involved in the design and establishment of a publicly funded indoor climbing facility, where he continues to coach young people from the surrounding community. Prior to becoming a director at Acclimatize Sam was involved delivering adventurous project work to schools in the Derby City area.

**Personal Mountaineering & Caving Experience:** Experience has been obtained in America, New Zealand, Norway, Spain, Italy, France, Germany, Czech Republic, Canada, Corsica, Mallorca, Sardinia and Switzerland.

**Qualifications:** Mountain Leader Award, Single Pitch Award, Local Cave Leader level 1 & 2  
Industrial Rope Access Technician level 2.

Sam imparts a strong sense of calm, thoroughness and has a talent for creating innovative team events. Sam takes the main responsibility for operational organisation and delivery.

### **Tom Monck – Director of Physical Resources**

Tom began his career in the outdoors in 1998 as an apprentice / trainee worker at Dukes Barn Centre in Beeley. Tom established himself firmly on the local outdoor scene as a freelancer working for Derby and Sheffield LEA's and was much in demand by other smaller providers. In more recent years Tom concentrated his efforts working on Acclimatize courses and became an irreplaceable asset. He works in a full time capacity and is a key worker on youth development courses.

Tom has caved in France (Vercor) Spain (Cantabria) and Mallorca. His mountaineering has taken him around the UK and into the Swiss, Italian and French Alps.

Tom is a member of 'WUKSART' (Watersafe UK Search and Rescue Team) and volunteers his free time in support of the police and Fire and Rescue Services. He is qualified in Swift Water Rescues Tom is responsible for the upkeep and maintenance of the company's equipment stores and its vehicle fleet.

#### **Qualifications**

Tom is qualified in the following areas:

Mountain Leadership (Summer), Rock Climbing (SPA), Caving (LCMLA 2) Powerboat and Bell Boat (RYA) Archery (GNAS) a qualified bike mechanic (NVQ2 in applied Mechanics) and very keen amateur automotive engineer.

### **Chris Carter**

Chris graduated from the University of Derby as a Geologist. His fascination with rocks has taken him on a professional journey of work to Chad (central Africa not Derby!) and offshore in the North Sea before returning to the sediments of the Peak District to work as an outdoor instructor.

Chris is a lifelong friend of Tom (Above) sharing adventures to France, Spain, Italy, Mallorca and across the UK either on mountain bikes, ski's in boats or boots.

Chris is also a key member of 'WUKSART' (Watersafe UK Search and Rescue Team) giving much of his time to help others or train junior members of the team.

#### **Qualifications:**

Rock Climbing (SPA), Canoeing, Kayaking and Bell Boating (BCU level 2 Coach), Caving (Local Cave and Mine Leader Award level 2)

### **Cynthia Bruce**

Cynthia is our business administrator. Cynthia was recruited from her role as 'Centre Administrator' at Dukes Barn Activity Centre. She has been managing the bureaucratic business side of the outdoor industry for over 20 years.

Prior to her involvement with the adventure activities industry Cynthia's business skills were honed her own entrepreneurialism. She ran a successful garden centre business closing down only due to an agreed land sale.

Cynthia spends much of her spare time helping organize local charity events. She keeps herself active by swimming and enjoys a flutter on the horses as a regular race events.

**Acclimatize** has grown organically from a sole trader business to a 'stakeholder' business which has merged with 2 other local outdoor providers.

Traditionally Acclimatize traded on its outstanding levels of outdoor qualifications and the expertise of its staff team.

This expertise remains in place but ultimately the company's strength now lies in its structure. Every member of staff has a vested interest in the company's success and sustainability – for our client base this means guaranteed devotion to delivering successful outcomes.

## **Characteristics of Activities.**

Acclimatize is an independently owned outdoor adventure activities provider. Since its conception in 1999 it has delivered client focussed activities in a number of different frameworks & styles.

Listed below are examples of our main user groups and the context in which Acclimatize is able to construct meaningful programme delivery.

- Educational courses are frequently designed to achieve a pre-determined set of learning outcomes in order to satisfy funding criteria or national curriculum objectives. Examples include building self-confidence, developing positive self-image, working with others, developing team skills, raising motivation and accredited learning programmes.
- Youth organisations and social groups often require adventure activity provision of a more experiential nature. We positively support recreational activities and value the benefits of play. We describe these as 'Enrichment Activities' in our marketing materials.
- Private and public sector teams use our services for team development, conference support, rewarding success and also as a vehicle for developing leaders and management.
- Independent clients come to us for a number of reasons including Guiding (to achieve a sporting or expedition goal), Coaching, Technical Skills Tuition and National Governing Body Training & Assessment

During more recent years since 1999, concentrated efforts have been made to incorporate team-working skills into the delivery of all activities, as the identity and the ethos of our brand becomes more clearly understood by its instructors and the user groups.

Typically the adventurous activities provided are in an outreach context and as such we provide for two main types of client group.

- Non Resident: Client groups travelling in to the Peak District area for single day/s.
- Residential: Client groups who are resident in the nearby area. Resident groups usually source their own accommodation.

NB Acclimatize does provide an extensive list of accommodation choices, suitable for all budgets but does not get involved in taking commission for any recommendations.

## The Activities

### **Mountaineering Activities**

Rock Climbing: Single & Multi Pitch Climbing

Scrambling in high mountainous areas with the intended use of rope.

Scrambling in broken ground (low level areas)

Bouldering

Abseiling

Hill Walking / Mountaineering in summer and winter conditions.

Orienteering

Tyrolean Traverse

Gorge & Ghyll Scrambling

Mobile Climbing Wall

### **Underground Activities**

Caving,

Potholing (Sections of vertical cave)

Mine exploration

### **Off Road Biking**

This activity takes place predominantly on prepared trails.

### **Water Based**

Kayaking

Open Canoeing

Improvised Rafting

### **Non Licensed Activities**

Camping

Team Building Tasks and Creative Thinking Exercises.

Pioneering

Den Building

Bush Craft & Survival Skills

Archery

Mobile Climbing Wall

The activities in the non-licensed category are available to groups in their own local areas, by utilising school sports fields, woodland, local parks or hotel grounds.

Our resource of team building tasks is first class. Team building events have become popular as organisations target reducing expenditure (Transport etc), perceived risk and minimising the organisation necessary for off site activities.

## **Outdoor Pursuits Qualifications**

Staff qualifications are held on file at Unit 18, Via Gellia Mills, Matlock, Derbyshire, DE4 2AJ.

All qualifications comply with the recognised UK outdoor qualification matrix.

Instructors work within the remit of those qualifications accordingly.

Exceptional proven experience may give circumstance for site specific approval while the relevant qualification is attained.

**Site specific approval will only be sanctioned by the technical advisor or the safety officer.**

See examples below in relation to Matrix on Page 9.

- A) Caving in introductory systems will be lead by BCA level 1 leaders in sites named and approved at assessment.
- B) Pitches (vertical sections) underground requires leaders of BCA level 2 standard or higher.
- C) Indoor climbing activities led by CWA/S P A qualified staff or higher.
- D) Climbing activities on single pitch crags will be lead by S P A qualified staff or higher.
- E) Climbing activities on higher crags requiring intermediate belays will be delivered by M.I.A or higher.
- F) Abseiling is instructed above ground by LCMLA 2, SPA or higher.
- G) Raft building activities by approval of technical advisor or B C U coaching award
- H) Canoe and Kayak activities on placid water usually led by B C U Coach level 2
- I) Canoe and Kayaking on moving water will be lead by B C U coach 3 or higher.
- J) Expeditions into remote wild country will be lead by M L A summer or higher.
- K) Winter mountaineering will be organised under the supervision of an M.I.C or IML and led by the minimum of a WML.



## **Generic Activity Instruction & Risk Reduction.**

In this section of the safety policy we identify information output which is standard to the safe delivery of most activities.

- **Activity Sessions all begin with a safety briefing**
- **Positioning:** The instructor should position themselves and their group considerately to achieve good visual and verbal communication.
- **Safety Chain:** The briefing will outline the constraints and the objectives in relation to the activity that is to be undertaken. It should outline the physical, social and moral obligation of participants in regard to personal safety and to the safety of others
- **Safety Equipment:** The briefing will include a demonstration of how to correctly fit any safety equipment (PPE) when required
- **Instructor Safety:** In some circumstances the group must be briefed on what to do if the instructor is in difficulty (if avalanched or physically trapped) and appropriate training given to participants in a safe area.
- **Demonstrations:** Equipment that is essential for safety of participants must be demonstrated (ice axe arrest, safe belaying etc) and then practiced or supervised until handling becomes efficient and skilled.
- **Personal Contact:** In many scenarios it is worth including in the safety brief that physical contact by the instructor or by peers is critical to the safe negotiation of terrain or obstacles.
- **Medical:** The group should once again be given the opportunity to declare any medical information that has (for whatever reason) been undeclared on associated paperwork.
- **Diagnostic:** Before committing to a specific objective or 'sporting goal' staff should consider building in an opportunity to establish the reality of the objective being accomplished given so many 'variables'

## Matrix of Relative Qualifications / Instructors Remit

Qualification	N.G.B	Activity	Remit
M I A	MTE UKMTB	All aspects of summer mountaineering S.P.A Director	Technical Advisor Responsible for staff training. Safety management systems
S P A	MTE	Supervision of groups on single pitch crags, indoor walls & Abseils Tyrolean Traverse Bouldering.	Useful skill base for additional training on special sites I.e. ropes course, surface ladder climbs.
M L A summer	MTE	Supervision of groups in remote country and wilderness Terrain Gorge scrambles	Combined with other qualifications establishes strength of outdoor background & leadership skills
M L A Winter	SMLB	Walking / Mountaineering Winter conditions when the use of Ice Axe and Crampons will be required	MLW's are highly experienced navigators.
IML International Mountain Leader Award	MLTUK BAIML	International Expeditions qualification recognised outside of its country of origin	Technical Advisor for Mountain walking Activities ML Provider
C I C	B C A	All aspects of instructed caving LCMLA LI & II Course provider	Technical advisor, Responsible for training staff, Safety management systems.
LCMLA II	B C A	Vertical caving with pitches up to 18m in approved systems abseils above ground if Module 5 assessed	Gorge scrambles Good all-around technical competence good assistant to S.P.A group High Ropes course
LCMLA I	B C A	Horizontal caving in approved systems	Gorge scrambles Rock Scrambles Assistant on other activities
Coach 1 Kayak & Canoe	B C U	Simple introductory experience	Canals and sheltered water.
Coach 2 Kayak & Canoe	B C U	Introductory skills sessions	Inland Water
Coach 3 Kayak & Canoe	B C U	Coaching on Moving Water	Moving Water Rivers to Grade 3 only

Training in itself will demonstrate no core competence of the individual but when combined with exceptional experience site specific awards may be sanctioned by the technical advisor.  
Examples of suitable pitches for acquiring vertical leadership experience underground.

Giants Hole: Pitch to roof above the so-called 'Wet Inlets'. Pitch to 'Upper west Passage'

## **Staffing Levels for Best Practice.**

### **Introductory Statement.**

National Governing Bodies are now reluctant to stipulate suitable numbers on activities! Historically when documents have been produced recommending guidelines for (suitable numbers on) activities, fierce criticism has been directed towards the authors of such publications. Many practicing activity providers argue that the true cost of delivery becomes unaffordable and therefore unworkable.

At Acclimatize our overheads are modest in comparison to larger activity centres. Consequently we are able to concentrate our efforts in closer supervision producing better quality, safer sessions.

Our preferred operating level for mainstream groups is 1 instructional staff per 9 students or less (1:9).

We recognize that some sessions can be organised safely with up to 16 participants. Party leaders should be aware that additional numbers in groups can increase preparation time, waiting time, speed of movement, limit the potential to achieve, and have some impact on the overall quality of the session.

Acclimatize identifies that different types of groups require compatible levels of staffing. Factors such as physical ability, special and behavioral needs, levels of appropriate adult support and the nature of activity or enterprise undertaken are all taken into consideration when staffing levels are agreed.

### **Examples of Standard Variation.**

- Raft building – 2 Rafts (only if on site safety cover is available ie Carsington Water.) 1:16
- Low level walks (White Peak Dales) 1:12+
- Basic Level 1 Caving sessions 1:12
- Complex Level 1 Cave sessions 1:8 or sessions with people with complex needs.
- Level 2 (vertical) caving will be conducted with lower numbers (1:6) at suitable venues.
- Introductory climbing sessions 1:9
- Multi Pitch Climbing on higher / mountain crags usually at 1:2.

## **Acclimatize Operating Model.**

Being committed to the highest possible standard of delivery and best safe practice, the following criteria for recruitment of temporary / freelance staff have been identified.

- Instructors / Leaders are usually recruited from the more established echelons of the professional outdoor community.
- Occasionally staff are recruited after exceptionally high standards of performance have been demonstrated during an NGB award assessment process.
- Typically part time members of staff have gained substantial experience working at reputable LEA centres or in other Outdoor Institutions
- Leaders (instructors) are able to operate autonomously with proven fluency in dealing with a wide range in client groups.
  - Staff will be qualified to at least the recommended level required (see matrix page 8) and more usually to a higher standard than that required by the licensing scheme.
- An instructors previous background (management training, youth work, teaching, public services, social work etc) will be appropriated whenever possible to relevant pieces of work.
- Instructors with activity specialisms will be placed to best effect successful delivery.

## **Expectations of Temporary Staff**

- Be punctual.
- Smartly presented.
- Polite at all times.
- Encouraging and supportive.
- Ability to set achievable but differential challenges within the same group.
- Clearly developed strategies for inclusion and best engagement of maximum participants.
- Effective time management – giving best value for time.
- Confidence to change from original plans pertaining to factors such as weather, crowds, behavior, personal clothing, levels of fitness etc.

- Communicate effectively those changes.

## **Staffing: Working Procedures**

The method of recruitment means freelance staff are already established, highly motivated and experienced as workers. This in turn creates an enthusiastic energized team culture.

- All instructors have provided Disclosure and Barring Service (DBS) to satisfy our safeguarding / child protection policy.
- All Instructors hold valid First Aid certificates.
- All instructors carry mobile phones or have access to them on the surface.
- First Aid equipment and sufficient emergency equipment is carried on all sessions.
- Equipment used complies with risk assessments, UK and European regulations.
- Mostly sites and venues used are familiar to instructors and the course director.
- Ultimate responsibility for the group's safety during the activity session will remain with the activity Instructor and each individual participant.
- Instructors are able to take decisions in regard to a person's suitability to participate.
- All equipment will be checked prior to and after each use and any defects reported.
- Medical / parental consent forms will be checked by instructors before the session commences. Any critical medication must be carried by the individual or member of staff. Any possibility of a medical emergency (Epileptic Seizure etc) must be notified.
- Any accidents or incidents will be reported and recorded by that instructor and appropriate forms filled in.
- Any defective equipment will be placed in a bin for inspection by the technical advisor.
- To take part in course evaluations and recommend changes or areas for improvement as appropriate.
- Customer confidentiality is maintained.
- Matters of a confidential nature regarding Acclimatize are respected in accordance with our confidentiality policy.

## **Role of the Course Co-ordinator**

A course co ordinator is a highly experienced member of staff with a considerable wealth of experience operating with groups in the outdoors.

Course coordinator (CC) will be designated when multiple activities are taking place simultaneously.

When a single client is required to use more than one member of instructional staff to safely achieve a planned programme of activities multiple group practices / routines are employed. Standard practice is to designate the more senior member of staff as CC. (Ratios page 9)

When operating in the same or nearby location with smaller numbers, usual practice is for the CC to be active in part of the programme delivery (Instructing) but will have additional responsibilities for timings and changeovers while working alongside a second member of staff.

When multiple groups are operating simultaneously in different locations the CC is kept aside from direct contact with clients. This enables the option of a supporting role to be adopted and to trouble shoot if necessary.

Multiple clients in multiple groupings operating simultaneously will be co-ordinated separately by a designated CC to each client unit. The CCs are responsible for those particular units of work must communicate effectively between them in regard how resources may need to be shared and which locations will be used especially in regard to impact at venues.

In this situation staff meetings between CCs will be planned many days prior to deployment.

Daily staff meetings will, whenever possible involve members of visiting staff / group leaders, who may have more up to date information about members of their party e.g. overnight illness may affect the number of people on activity which may ultimately effect a decision on venue.

- **The course coordinator must ensure that all components of work begin with a safety briefing**
- **The course coordinator must be available until all instructional members of staff are back at base.**
- **The course co-ordinator must satisfy themselves that the unit is complete with a de brief – no matter how brief – tis can be accomplished by telephone.**
- **The role requires that the CC has a direct responsibility to the visiting group leader for all aspects of course delivery and client satisfaction.**



## **Assessment of Risk**

It would not be appropriate to do a written risk assessment on every site used by Acclimatize. Staff must hold NGB awards or statement of competence from Daryl Godfrey or other technical advisor.

### **Technical Advisors and Risk Management**

At Acclimatize it is the relevant practical experience, alongside professional qualifications that we recognise in order to fulfil the criteria of a technical advisor.

Technical advisors have proven 'currency' and have kept CPD records to satisfactory standards with professional organisations.

See specific risk assessments for named technical advisors.

### **Instructors and Risk**

Instructors will be expected to assess risk appropriate to their levels of expertise at every site, considering the following factors: Loose rock, deep water, prevailing and previous weather conditions, historical factors such as known gasses (Knotlow Cavern), contaminated water & ground conditions.

### **Human Factors**

- Fitness levels of the participants.
- Ability of group to follow safety instructions relative to potential risk.
- The number of participants and the competence of staff.
- Knowledge of prescription drugs – medication is the responsibility of accompanying staff.
- The appropriateness of personal clothing in evidence.
- How the identified hazard may pose risk to the participants / subjects.

### **Risk assessments are written for the main activities.**

Mountain / Hill walking / during summer and winter conditions .

Rock Climbing & Abseiling

Caving & Mine exploration

Canoeing & Kayaking

Gorge and Ghyll Scrambles

Mountain Biking

Camping

### **More than Ticking Boxes**

Risk assessments are written to function / work in conjunction with operating procedures.

DG holding a position within the training arms of two National Governing Bodies lends some weight and authority in respect to the construction of the following documents on pages 16 – 25.

## Methods for Measuring Risk

At Acclimatize we use the **ERIC** method of risk management.

### This stands for

**Eliminate** – to eliminate the risk posed by an outdoor activity we generally don't do it. In this context – when we visit an active stream cave and identify that water levels are high and discoloured due to recent and persisting rain – we avoid that venue – we eliminate the location posing any threat.

**Reduce** – We reduce risk by employing competent qualified staff that operate within the remit of their qualifications and experience. Course Co- coordinators will be mindful of designating / permitting activities to take place for a whole number of reasons. Safety briefings and correct equipment are examples of reducing risk.

**Isolate** – We isolate any areas we know are dangerous by avoiding them or changing the choice of activity perhaps due to climatic conditions. We isolate poor equipment which has become damaged and deal with it later. We ensure that staff deployed are properly briefed or capable of dealing with such hazards – avoiding loaded slopes in winter mountaineering activities by isolating activities to scarp slopes.

**Control Measure** – We introduce control measures constantly to bring risk down to an acceptable level.

A control measure for the purpose of explanation may be a safety briefing or course induction. It may be the instruction to put on waterproofs, to take a rope in quickly.

A control measure is anything that brings the level of risk down to an acceptable standard for working. This includes physical contact with members of our groups who may otherwise slip or fall. **A control measure is often implemented by means of situational judgment - OR**

### Dynamic Risk Assessment

This is the use of continuous judgment and decision making in an outdoor activity context. Just as in driving a vehicle on a highway the driver must make decisions – turn wipers on, brake, accelerate, stop, go, give way and so forth – experienced leaders will constantly make informed judgments and introduce 'control measures' to bring risk down to its lowest possible threat level in order to deliver a session that safe and enjoyable.

It is therefore our intention to keep all level of risk in the 'low' bracket by the mechanism of introducing appropriate and timely control measures.

If risk is high – then the decision must be taken to stop and bring the threat level down to an acceptable level.

It is therefore not pragmatic to grade risk HIGH -MEDIUM or LOW. If risk is high and we cannot bring it to an acceptable level (Low) we avoid it.

## **Risk Assessments Rock Climbing & Abseiling**

Hazards	Control Measures	Mechanism
Rock fall, head injury	UIAA approved helmets worn Avoid loose crags and areas on crags, supervision on descent through broken ground when un roped / spotting.	The purchase of appropriate equipment. Use of guidebooks and local knowledge. Clear guidelines to instructing staff.
Falling climber / contact with rock	Safety Ropes used at all times Sound briefing to minimize potential hazards and practical belay demonstration. Climbs used to reflect the assumed ability of the client group.	All instructors to hold first aid certificates Instructors to be familiar with emergency procedures Appropriate belaying methods used. Minimize rope stretch.
Equipment failure	UIAA & CE marked equipment used Equipment checked after each use and damage reported. Equipment seen as a running cost	Suspect equipment to be removed from service log kept of purchases. Rope tags.
Extremes of temperature	Weather forecast choice of venue. Lea side of wind, shade. Abort Indoor wall	Spare clothes to be available Equipment list / drinks & sun cream etc
Entrapment in systems	Sound pre - emptive approach to systems / releasable. Staff to be out of rope systems when possible	Experienced and well known leaders and instructors using familiar locations
Other crag users	Use other area if possible, Move venue if too busy	Local knowledge
Rope burn injuries	Have gloves available. Control speed of descent by safety rope – techniques such as tagging	Advise wearing gloves for abseiling
Minor injuries	First aid on site	First Aid Qualified Staff

Operating practices are reviewed in relation to technical advisors connection with AMI and through links with the MTE via Journals & Workshops,  
 DG is M.T.E approved course provider for the S.P.A (single pitch award) scheme.  
 Additional staff training and development to instructors when appropriate.  
 Regular staff must undergo at least 10 days personal development per year.  
 Technical Advisor obligated to attend CPD

## **Risk Assessment Caving**

Hazard	Control Measures	Mechanism
Entrapment / flooding	Use of known systems, understanding of hydrology, prevailing weather conditions and environmental factors. Abort if system in spate	Use of known systems by competent instructors. Clear parameters on call out time, depending on system
Extremes of temperature	Good information given on suitable clothes & checked prior to trip.	Spare clothes available on surface & underground to equip anyone in unsuitable clothes.
Exhausted Caver/ Caver unable to exit (vertical caves)	Well drilled set of hoisting techniques. All vertical equipment to approved standards Initiate call out	Only carefully selected staff & clients on L 2 trips / Vertical cave trips. Well versed on wet pitches.
Slips and Falls / contact with Rock	Correctly fitted helmets, good lighting appropriate clothes and boots. Good spotting First aid kit carried Coaching in movement Skills	Trips to be suitable for all members of party taking into account size and overall ability and the return to the surface. Items of cave isolated and appropriate routes used
Entrapment in rigging	Competent Instructors All rope systems releasable & reversible. Knife used if necessary but only when subject is securely attached by other means	Level II instructors or above on vertical sections of cave
Equipment failure	UIAA & CE marked equipment used. Equipment checked before and after each use	Known History / purchase records. Disposal of damaged equipment
Slow party	Realistic choice of venue, build in alternative options if appropriate. Call out procedure, clearly understood. Monitor time very carefully – cut short	
Slow individual	Cut objective short Differentiate by use of avoiding challenges for the individual	Inclusion Strategies  Differentiation

	enabling them to recover	
Waterborne viruses	Cover cuts and grazes brief if appropriate on symptoms Gloves recommended on	Avoid problem areas, report any occurrence through P.I.C.A First Aid Awareness of symptoms

Specific monitoring of sites will be done through membership of P.I.C.A and / or changes to existing safe practice implemented in accordance with the Local Cave & Mine Leader assessment panel or via the Association of Caving Instructors.

DG is approved B.C.A Trainer & Assessor for the LCMLA scheme (all 6 Modules).

Professional links through 'Local leaders panel' and the Association of Caving Instructors.

Additional training when appropriate.  
Regular staff must undergo at least 10 days personal development per year.  
Annual training in other caving regions  
Avoid Skill fade

## **Risk Assessments Canoeing / Kayaking & Improvised Rafting**

Hazard	Control Measures	Mechanism
Drowning	Correctly fitted buoyancy aids Adequate safety boat cover Constant Supervision Remain close to land. Safety briefing	Ensure craft in good condition Dynamic Risk assessment Shallow water venues
Exposure to extremes of temperature	All participants with appropriate clothing Venue to be appropriate to weather conditions	Clarity of booking forms & spare clothes at venue & carried on journey style trips. Weather conditions responded to.
Waterborne viruses	Ensure participants briefed well about possible symptoms. Cuts and grazes covered	Will endeavor to use venues with clean water. Record any incidents
Head injury	Good briefing with respect to paddle use Best lines through low water	Helmets worn on all sessions
Entanglement	Knife carried Craft checked before launch	Check knots & design carefully when rafting
Entrapment	Ensure good safety briefing use large cockpits boats Sit on tops if necessary	Ensure craft are suitable and safe No possibility of folding together
Wind	Stay close to shore	Raft up – limiting the number of craft to supervise
River Hazards I.E fallen branches, wire, line & high water	Careful group control by experienced leaders & carry appropriate equipment	Local knowledge & recording of any particular hazards
Other injuries Trapped fingers	First aid qualified staff with kit to hand Particular attention to lifting on and off from trailers Briefing detailing danger to hands	Any incidents recorded Team style co-operation to avoid possible injury

Technical advisor to suggest any implementation for change.

Technical Advisor: Peter Montgomery.

AALS Licence Holder

Highly Experienced Expedition Canoeist Former Top Level Competitor

## Mountaineering / Hill walking / Orienteering

Hazard	Control Measures	Mechanism
Extremes of temperature Rain and Snow	Suitable clothing Issue any additional clothing before setting off, spare food taken on journey Planned in escape routes.	Information to group leaders re equipment Spare clothing to be carried by instructor.  Abort from original objective
Low Morale (Rain – Task)	Cut Short – change route Abort	Judgment Call
Tiredness of group or individual	Realistic route to reflect ability of any particular individuals. Planned escape routes	Consult medical forms Spare food & drink carried. Return early if possible flexible planning
Slips & falls	Qualified staff to identify safe choice of terrain. Rope carried First aid carried	Route approved by course co-ordinator. Close proximity supervision Confidence roping
Prevailing weather conditions	Route choice to take into consideration. Emergency shelter, clothing and mobile phone carried	Acquire reliable forecast. Leave details of proposed route with contact Contact person on call.
Stoves See Camping Risk Assessment	Close supervision using only suitable fuels Briefing as per operation	Clear briefing and demonstration before use Supervision
Conditions of poor visibility and Darkness	Adequate lighting available for the groups use Constant Checking	Clear briefing – close contact with peers and leader
River crossings	Qualified staff Avoid whenever possible Last resort Sit it out if required	Briefing required at the Scene Use ropes but avoid 'tying in'
Other Water Hazard Marshland	Planning ahead  Avoid / walk around it	Instructor goes first



Getting Lost Loss of Map	Qualified and competent staff Concentrated mapwork in conditions of low visibility.	Spare maps carried Mobile phone carried

Operating practices will be reviewed through in house technical advisors professional associations with

B.A.I.M.L (British Association of Association of Mountain Leaders)

AMI (Association of Mountaineering Instructors)

Through links with the MTUK (Mountain Training UK)

DG is MTE approved course provider for the Lowland Leader Award scheme.

Members of these organisations are obligated to submit evidence of CPD and 'Currency' in order to remain within the associations

Additional staff training and development will be given to instructors when appropriate.

Regular staff at least 5 days of personal development training per year.

## Remote Supervision Risk Assessment

Hazard	Control Measure	Mechanism	Advice
Getting Lost	<p>Maps, compass Check Points, emergency phone numbers, mobile per group</p> <p>Identify difficult legs</p> <p>GPS for gaining a fix on more remote expeditions</p>	<p>Training, Route cards, use of mobile phone.</p> <p>Check point difficult legs.</p> <p>Go back to last known position – report any delay.</p> <p>Worst case scenario – go to ground and wild camp.</p>	<p>Close detail map work in poor visibility</p> <p>Always stay together.</p> <p>Attention to detail</p>
Water Hazards	<p>Safety Briefing – safety at water margins.</p> <p>No swimming, paddling, wading - cross only at footbridges and safe stepping stones.</p>	<p>Briefing on the day.</p> <p>Group responsibility.</p> <p>Team rules.</p>	<p>Absolutely no river crossings.</p> <p>Identify water hazards on route card.</p>
Roads	<p>Expedition route avoids roads as much as possible – sensible use of bends for seeing oncoming traffic – single file – high vis vests at front and rear.</p>	<p>Group stays in close proximity – choose only very safe time to cross – sensible use of ground – high visibility clothing when possible</p>	<p>This is the most likely cause of any accident.</p> <p>Do not use roads as a tempting short cut or for ease of navigating.</p> <p>They are intrinsically dangerous.</p>
<p>Tired Member of Group</p> <p>Risk of severe fatigue and exposure to poor weather</p>	<p>Eat Properly – eat often and drink plenty.</p> <p>Spare food – rest – share the load between the group.</p> <p>Contact supervision staff if needed to log the delay</p>	<p>Energise the team member / drinks more effective than food, food more effective than rest – eat little and often.</p> <p>Stop and brew up if necessary -</p>	<p>Walk at a comfortable pace.</p> <p>Team members should be able to talk and walk without struggling for breath.</p> <p>If you are sweating you are walking too</p>

			fast.
Weather Hypothermia Exposure  Hyper thermia /Heat stroke	Appropriate clothing, spare warm clothes as well as waterproofs. Sun Cream and cap for hotter days Cool clothing Consider sleeping fully clothed	Weather forecast – being prepared – follow expedition packing list.  Hot or cold drinks as appropriate.  Kit check before starting,  Sleep fully clothed	Have items easily accessible – gloves hats, spare fleece, waterproofs. Be prepared to go to ground in exceptional conditions
Cooking  Risk of fire  Risk of scalding	Training on safe practice Never cook in side tents.  Mindfulness when handling pans, hot water and gas cylinders. Agree cooking zone which is a respected area – no stepping over stoves	Light stove immediately after turning on gas. – use of pan handles – concentrated attention when stoves are active – consider the use gloves when cooking.  Detach gas from stove in transit	Pack away only when cool
Tents  Care needed and spatial awareness when erecting tents.	Training on tent erection – safety with handling poles. Respect for Tents when packing away.  Heavy when wet	Proximity to others and awareness of any activity such as cooking when erecting Tents	Share load – fly sheet - inner – pegs & poles
Water / Drinking Water	Fill up only at reliable water sources not from streams , ponds, rivers	Boil if necessary to destroy any bacteria	Carry plenty of clean drinking water
Medical Incidents	All fit before starting,  Group first aid kit.  Check points	Constant monitoring  Some first aid training  Withdrawal from expedition Mobile phone  Record incident / casualty card.	Notify staff & team of any pre existing condition.  Notify staff at check points or by telephone.
Darkness disorientation	Head torch and spare batteries Care moving around	Try to stay in tents when dark Pee bottle to be considered	Know what time sunsets and

			sunrises
Load & Packing Effecting speed and energy consumption	Keep things to a minimum Keep all that is carried INSIDE your rucksack .  Pack the gear you need last first – at the bottom of your bag.	Care when considering food – dehydrated food – easy boil in the bag food – no tins, no bacon eggs etc.  Share meals tent parts – stoves – pans etc	Wash kit to a minimum – no aerosol sprays – bottles of shampoo – hairdryers.  Tooth brush only!

Remote Supervision Risk Assessment (DG2015)

## Gorge and Ghyll Scrambles

Hazard	Control Measures	Mechanism
Slips and falls	Safety Briefing Helmets and appropriate clothing worn by all participants & Ropes used where necessary	First aid kit carried Peer support and close spotting Exit the water course in order to miss out obstacles if required
Deep water Drowning	Wetsuits and BA to be worn if appropriate Close supervision on deeper sections. 1 person at a time Avoid these sections if necessary	Qualified staff from site specific training with NGB. Staff must be swimmers Throw line carried.
Extremes of Temperature	Safety equipment carried including group shelter & spare clothes <b>Abort if Necessary</b>	Clear instructions to group leaders when booking to ensure suitable clothes worn Spare clothing available
Waterborne Virus	Ensure participants briefed well about possible symptoms. Cuts and grazes covered	Endeavor to use venues with clean water. Record any incidents
Prevailing weather conditions	Ascertain local forecast, Knowledge of how system responds	Course co-ordinator to approve on day to day basis with some sites

Practices reviewed in accordance with professional associations  
A.M.I BAIML & A.C.I

## Mountain Biking

Hazard	Control Measures	Mechanism
Roads Other Traffic or bridleway users	Safety Brief Sensible choice of route Group well managed on sections of road Dismount when crossing over at road junction Use quiet lanes only	Avoid public highways when possible, bike checked before use Use of brightly coloured high Vis vests for leaders at least. Strict group control methods Ultra close supervision.
Mechanical Faults	Bikes prepared and tested before each session. Spare parts carried. Participants to have practice ride before departure to identify any faults	Each bicycle individually Tested again before the ride. Adjustments made before and during journey.
Users	Very clear & distinct safety briefing. <b>Do not under estimate potential for injury</b> Short diagnostic circuit before setting off	Ensure compliance with safety instructions. Rolling briefs throughout the journey. Regular stops to encourage group control.
Surface / Gradient	Careful group management on steep/ uneven sections on & off road with consideration for moving surfaces such as cinder or gravel	Clear briefing about use of brakes, bike checked before use. Regular Servicing.
Slips and falls	All participants to wear correctly fitted helmet, gloves and long sleeves recommended even in hot summer conditions.	Clear briefing Appropriate clothing Qualified first aider to lead emergency kit carried No skidding bunny hops or wheelies
Speed	Leaders to set pace on sections of fast terrain or steep terrain. Immediate sanctions on uncontrolled speed.	Check cycle brakes before use Briefing / coaching on how brakes work best

Technical Advisor to review and approve to any changes to operating practice.  
 Technical Advisor: Andy Spencer. Author of 'Mountain Biking in the Peak District'  
 Tom Monck & Chris Carter – Both qualified Bike Mechanics –Regular Maintenance.

## Team Challenge Tasks - Generic

<b>Hazard</b>	<b>Control Measure</b>	<b>Mechanism</b>
Contact with wooden item	Clear briefing regarding spatial awareness Wear Helmets <b>No throwing or Jumping</b>	Observation throughout the task Reinforce the safety briefing
Trapped fingers and toes	Clear briefing regarding proximity to others Support any improvised structure before it is weighted	Good staff observation Involve participants in safety of the process
Falling from low structures	Impart awareness of risk Constraints within briefings.	Intervention
Splinters – cuts.	First Aid Kit on site All known edges rounded and painted	First aid qualified staff Use of gloves on rough items
Inclement Weather	Waterproofs at hand Greater possibility of slips Abort from wooden / slippery surfaces	Insist on Waterproofs or abandon activity.

These activities fall outside any National Governing Body Remit.  
We take care to train our staff in effective delivery based on improving key team working skills.  
Compared with other activities our Team Challenge tasks are very low risk!  
Observation and intervention are the most effective prevention of any potential incident.  
All tasks begin with a briefing and the constraints associated with it.  
In many cases the constraints are there to mitigate against Jumping, Throwing and other potentially harmful activities.

# ARCHERY RISK ASSESSMENT

## **Serious Risks:**

- Injury.
- Cuts/grazes.
- Damage to property.

## **Measures Taken to reduce Risks:**

- Appropriate siting of activity with clearly defined waiting and viewing areas
- Clear boundaries and close supervision of participants
- Appropriate clothing, footwear to be worn
- Session well sited away from property
- Screening to be used where appropriate
- All participants given clear instructions and disciplined actions maintained.
- First aid available on site during the session.
- Equipment will be maintained and stored safely.
- Ability of participants to be taken into account.
- Full use of warning signs to be used.

## **Measures Achieved By:**

- Session to be led by qualified archery leader.
- All qualifications of staff to be held on file.
- Another responsible adult will be in attendance to support the session.
- The session will have a first aid qualified person in attendance.
- Rigid implementation of protocols to be adhered to by all.
- The essential briefing points will be given to the participants at the start of the session.



# WOODLAND CRAFT SURVIVAL SKILLS

## RISK ASSESSMENT

### **Serious Risks:**

- Using hand tools (axe, knife, saw)
- Effects of heat (from fire sparks etc)
- Water contamination
- Slips, trips and falls
- Splinters, abrasions, blisters
- Heavy lifting
- Wood chips, sawdust
- Poisonous plants

### **Measures Taken to reduce Risk:**

- All participants to be given a thorough safety briefing and supervised throughout.
- All tools to be kept sharp, well maintained, safely stored and handled.
- Correct use of all equipment to be taught in training session.
- The use of 'no moving' axe/knife blades.
- Rigid protocol of use of equipment.
- First aid trained person leading activity.
- Appropriate clothing and safety equipment to be used (goggles gloves, hard hats etc).
- Moving and handling training to be given where appropriate.
- Maintain a clean tidy site.
- Information about poisonous plants, trees to be given.

### **Measures achieved by:**

- All staff will be well experienced in wood lore/outdoor skills and have proven safety skills and attitude.
- All sessions will be supervised by an NGB qualified person (transferable skills).
- Rigid implementation of protocols to be observed by all.
- Staff qualifications and experience to be held on file.
- Comprehensive safety briefing will be given at the start of the session.
- Ages and abilities of participants will be taken into consideration.
- All equipment will be inspected and stored safely by Acclimatize .

## **Activity Procedures.**

The booking system we use and the nature of the client groups we are engaged with, usually dictate that - instructors will know what kind of activity is to be delivered in advance of deployment.

The primary information (dates and timings) is transmitted by email or telephone in the first instance to an instructor after they have confirmed their availability to deliver that piece of work. This is followed up later by a phone call when re checking staff availability just prior to an event.

Course plans for larger groups are routinely designed and draft copies emailed to party leaders for approval before finally being mailed out to staff engaged to deliver programme components. Staff are invited to offer comment on any aspect of the programme design.

The logistics for programme delivery are worked out in the planning stages.

On more complex courses, part time (freelance) staff are invited to meet for a briefing before deployment. Typically the meeting will inform the staff.

- Who the client is,
- The nature of the group
- Course aims
- Timings for the day
- Who is doing what
- Venues to be used,
- Transport plans
- Arrangements for lunch
- Prevailing weather conditions,
- Information of any known environmental changes
- Contacts telephone number
- Equipment and resources
- Finish times

## **Autonomous Working Practices**

Situations frequently arise when a member of freelance staff will be asked to collect equipment and deploy early without supervision. Typically the piece of work will have been planned in advance and the relevant information communicated in the same method described above. The contact (page 26) is to be informed if any changes are to be initiated. The proposed changes must be agreed to and approved.

The instructor must call in at the end of the day to state that the piece of work has been completed and feedback any information pertinent to the day.

Text Messages are not considered a reliable method of communication unless a **clear instant response** is received in kind.

## The Contact

The contact is a person designated when full time members of staff / course co ordinators are:

- Engaged in delivery of the programme and therefore need an additional level of protection in order to activate any call out (see overdue party page 22).
- When operating in other areas such as caving in the Yorkshire Dales – leaving word for call out or change of intended route or activity.
- When activities are programmed to take place during the absence of full time members of staff – such as holidays or when they are engaged in other pieces of work.

Ordinarily the contact is most likely to work closely alongside any temporary / freelance instructors being employed or be available back in the Acclimatize office or equipment store. During canoeing sessions the contact may have responsibility for 'running the bank' i.e. delivering trailers and transport downstream to facilitate pick up at the end of a session. In this example the specialist instructor is the Course Co-ordinator relying on the assistant as the contact.

When there is no person left at base then all relevant information shall be left with a 'key person' who understands the particulars and the responsibilities involved in this unit of work. See named people. (Key Persons Page 22)

## Changes

Given the nature of adventurous activities it is inevitable that changes will occur for many reasons, e.g. weather conditions, group dynamics, personal clothing, personal ability, increased hazard at a venue such as high water levels, shooting, forced route changes, behavior of group etc.

In this situation or any other the activity leader / instructor considers worthy then the contact person must be contacted and the information corrected.

Only when those changes have been clearly communicated may the activity go ahead.

If this change cannot be communicated then the activity **must not go ahead** and the client re funded if necessary.

## **Overdue Party**

- If a group have not checked in by the agreed time the contact must try to contact the party in the first instance.
- If making contact is unsuccessful then a cut off time usually 1 hour will be allowed for unforeseen circumstances after which a callout will be initiated.
- Information required by the emergency services must be to hand as indicated on journey / trip board e.g. no in party, where, when out, who with, expected return time and details of any vehicles.
- The contact or CC must then be available until any incident is resolved. See Course Co – Ordinator responsibilities (Page 12)

## **Emergency Procedures**

- A) Assess the situation to ascertain whether the incident or accident is to be considered an emergency then carry out the following in the appropriate order given the nature of the incident.
- B) Remove subjects from further danger
- C) Carry out first aid as appropriate
- D) Contact emergency services and course co - ordinator / contact A.S.A.P
- E) Erect portable shelter and stabilize the casualty
- F) Consider the needs and the use of others in the group
- G) Record and monitor / keep records of witnesses
- H) Plan & execute casualty evacuation if appropriate
- I) Follow the instructions of any emergency service personnel
- J) Do not speak to the press
- K) Do not discuss events with members of the public
- L) Fill in accident report form asap. Within 24 hours while events are still fresh.

## **Key Persons Telephone Numbers**

Daryl Godfrey - Mobile 07881 626317  
Simon Mitchell 01629 825454 - Mobile 07854 090340  
Tom Monck Mobile 07786 386928  
Chris Carter Mobile 07929 850823  
Peter Thorpe 07725 998081  
Mike Pilling 07702 390230  
Peter Montgomery Mobile 07979 445571

## **First Aid Reporting Procedures.**

### **Minor accidents / incidents:**

Any minor accident must be reported accurately and the first aid book filled in.

Use of any kit must be reported so equipment may be replaced.

As much detail as possible is required when completing incident forms, including information about what was happening just prior to the incident / accident.

### **Major accidents / incidents:**

These are defined as anything needing further medical assistance.

A) Fractures and breaks

B) Hospitalisation or any visit to the hospital, even if the subject is deemed to be fit after being dismissed.

C) Over three days loss of work for any employees.

In the event of any of the above Form F2508 should be completed and returned to the HSE

### **Nearest HSE Office**

City Gate West

Level 6 (First Floor)

Toll House Hill

NOTTINGHAM

NG1 5AT

Tel: 01159 712800

Fax: 01159 712802

Email: [formsadmin.nottingham@hse.gsi.gov.uk](mailto:formsadmin.nottingham@hse.gsi.gov.uk)

In the event of any accident, all relevant working practices will be reviewed and any reasonable changes implemented to existing operating procedures.

Staff will be made aware of any change in operating procedures verbally or in writing.

### **First Aid & Emergency Kits**

These are stored at Unit 1 'The Hill in Cromford, Matlock, Derbyshire, DE4 2AJ.

Typically first aid kits contain the following items.

Rubber gloves & disposal bag

Vent Aid

Bivi bag or group shelter, karrimat, spare light pencil & paper, money

Wound dressings various sizes

Scissors

Anti septic wipes

Plasters & zinc oxide tape

Melolin

Absorbent lint

Triangular & Crepe Bandages

Eye wash, eye pads & cotton buds.

## **Post Accident / Incident**

Technical advisor to consider options of opening findings to A.M.I & A.C.I or other professional body to share learning outcomes and prevent future occurrences if possible.  
HSE report forms (RIDDOR) must be completed if necessary and external consultants informed.

## **Press & Public Relations**

- **Do not** speak to the press.
- **Do not** discuss events with parents or relative without an independent witness present.
- **Do not** make comments or apportion blame to anything or anyone.
- **Do not** admit liability to a third party.
- Parents have no right to see a leader / Instructor who does not wish to see them.
- If anyone attempts to force a confrontation politely decline and summon the police.
- Under no circumstance give the names of any persons involved to the media.

### **Acclimatize request that the following statement or similar is used.**

The relevant authorities will conduct an inquiry into this event, the findings of that investigation will later become public.

It would not be appropriate to make comment until all the facts of the incident have been clearly established.

Until that time I am not at liberty or inclined to make any further statement.

**Emergency Management Planning has been placed in each first Aid Kit**

**This Document was reviewed in full by Daryl Godfrey – January 2015**

## **Equipment Usage & Hire**

All equipment used by the organisation will conform to the relative safety standards of British and European regulations (U.I.A.A or C.E in the case of alpine equipment)

- Acclimatize has built up one of the best outdoor equipment resources in the Peak District area.
- Equipment is checked prior to leaving the store
- Equipment is stringently maintained to the highest standard.
- All items of personal protective equipment (PPE) are purchased brand new.
- Equipment hired in will come from reputable sources – shops or AALS registered providers who have control measures in place to ensure equipment is in safe working order.
- Hired equipment will be independently checked before use.
- Loans out of our equipment to other providers are for reciprocal benefit only.

## **Use of Manmade structures and Training Facilities**

- Ropes courses
- Climbing walls
- Railway viaducts (Bridge 75 in Millers dale)

Use of the above (or similar) are used subject to the owners requirements / codes of practice. We operate at these locations using our own insurance policy.

## **Use of Vehicles.**

Private vehicles used to transport clients during any activity programme will.

- Have current valid MOT and be in serviceable condition.
- Proven business insurance.
- Drivers hold full UK driving licence
- Carry mobile phones and first aid equipment.

Mileage allowance is paid in respect to this use

See Transport policy

**Example Consent Form**

**CONFIDENTIAL**

All information contained in this document will be treated as confidential.

This form must be completed by the parent/guardian of any person under the age of 18 or by the participant if over 18 before they may participate in any activities organised by Acclimatize.

**PERSONAL DETAILS**

Participant's full name: .....

Address: .....

.....

Date of Birth: ..... Age: ..... Gender: Male / female

I agree to my son/daughter\* having the opportunity to participate in adventurous activities. I understand that although potentially hazardous, an instructor who holds the relevant awards or qualifications will lead these activities and will maintain a high level of safety throughout the activities. I acknowledge the need for responsible behaviour and that the instructors' word is final on all matters of safety.

\*Delete as applicable

**MEDICAL (To be completed by all participants)**

I have written below full details of any recent illness or medical condition of which the party leader should be aware, including details of any medication or special dietary requirements:

.....  
.....

I agree to my son/daughter ..... receiving emergency medical treatment including anaesthetic considered necessary be medical authorities present.

Family doctors name and address: .....

Telephone No (Inc STD code) .....

**EMERGENCY CONTACTS FOR THE DURATION OF THE COURSE**

Name: .....

Address: (if different from above) .....

.....

Tel No. (Inc STD code) Work: ..... Home: .....

**INSURANCE**

I understand that Acclimatize is covered in the event of accidents caused by their negligence but Acclimatize does not provide personal insurance for participants.

SIGNATURE ..... PRINT NAME .....(Parent / Guardian)

Acclimatize safety policy is available from your group organiser

**ACCLIMATIZE** is registered with **THE ADVENTURE ACTIVITIES LICENCING AUTHORITY** to provide Rock climbing, Abseiling, caving, mine exploration, hill walking and mountaineering, orienteering, kayaking, open canoeing, gorge scrambling, off-road cycling.



## Glossary of terms

- ACI** Association of Caving Instructors. The representative body for professionally qualified Caving instructors in the UK
- AALS** Adventure activities Licensing Service. The organisation that carries out inspections and issues licences on the HSE's behalf is the Adventure Activities Licensing Service.
- AMI** Association of Mountaineering Instructors. The representative body for professionally qualified Mountaineering Instructors in the UK
- Assessor** A person who examines candidates on behalf of a National Governing Body
- Assessment** the examination process instructors must pass in order to gain approval to work.
- Base** – Means unit 18 Via Gellia Mills or the residential center
- BAIML** – British Association of International Mountain Leaders
- BCU** British Canoe Union. The National Governing Body of relevant water activities.
- BCA** The British Caving Association, The Association is the Governing body for Underground Exploration in the UK
- Belay** refers to a method of protecting a person on a climb by means of a rope
- Belay 2** the anchor system created using ropes at the top of a climb.
- Canoe** Canadian open boat
- Cave** a natural formation created by water, pressure or tectonic movement.
- CC** Course Co-ordinator, the person designated to plan and ensure the programme is delivered.
- Call out** The process of alerting rescue services
- CE** Conformity European – A standardisation pertaining to equipment that has been approved as safe.
- C.I.C** Cave Instructors Certificate The highest level of qualification within the sport of caving.
- Coach** A person qualified to teach in a particular discipline of sport
- Contact** The person who will be on call whenever a group is on activities.
- Course Co-Ordinator** A senior member of who has responsibility for delivering the programme of activity.
- Course Provider MTE** See MTE
- CRB** Criminal Records Bureau. Provide checks on a persons suitability to work with young people.
- Crag** Cliff for purpose of climbing
- CWA** Climbing Wall Award
- Day Course:** A course which is only a single day in duration.
- D.C.A** Derbyshire Caving Association. The regional caving council for the Peak District.
- Development Course** E.G. a course which is used to help raise personal esteem.
- Educational Groups** any user group that aims to gain more than just an experience from the activity.
- Equipment**
- Freelance/r** Someone who is employed by Acclimatize on an occasional basis.
- Group Leader** See also Party leader, normally the person who takes responsibility from the visiting organisations party.
- Gorge** Steep streams which have been channeled in hill sides. Not Canyons!
- Ghyll** as above see gorge
- IML** International Mountain leader
- Instructor** A member of Acclimatize staff designated to deliver a piece of work to a group.
- Kayak** Single cockpit / single seat boat
- Karabiner** A metal snap link used for attachment to a rope, ladder or belay.
- LCMLA** Local Cave and Mine Leader Award
- Leader** A person that is responsible for instructing a group or a member of visiting staff.
- Level 1** Caving qualification to lead groups in simple caves
- Level 2** Caving qualification enabling groups to be led in more complex vertical systems.
- MIA** - Mountain Instructors Award or Holder of that award.

**ML** Mountain leader, someone who holds the Mountain Leader Award

**MLW** Winter Mountain Leader Award

**MLA** – Mountain Leader Award -See above.

**MTE** see below

**Mountain Training England** M.T.E registers candidates, approves Course Providers and ensures the quality and relevance of training and assessment courses run on its behalf.

**N.G.B** National Governing Body of a particular sport

**Party Leader** The person who has organised or who is responsible for the event on behalf of others

**Pothole** A vertical pitch open to the surface or a cave system dominated by vertical descents.

**Pitch**

**PICA** Peak Instructed Caving Affiliation takes responsibility for Radon monitoring and mines inspections.

**PPE.** Personal Protective equipment

**Raft** an improvised craft made up from barrels and rope.

**Regional Panel** Made up of Trainer and Assessors usually holders of the C.I.C

**Recreational** A style of delivery that has no educational or team objective.

**Ropes Courses** – Usually man made structures for the purpose of group development and challenge.

**Session** refers to a piece of work – either half day or full day.

**Single Pitch Award** Rock climbing qualification See S.P.A

**Sheltered water.** Water which is not moving and is relatively protected from wind

**S.P.A** This award is for those who wish to supervise a group on single pitch crags and climbing walls.

**Scramble** usually in the context of a rock or gorge based activities meaning simple climbing needing arms as well as feet.

**SRT** Single Rope Techniques

**SRT** Swift water Rescue Technician

**System** 1 refers to an underground cave complex or pothole. 2 refers to a method of securing ropes.

**Sump** A submerged Passage sometimes passable by diving.

**Traverse** A climb along ledges – or to navigate over a mountain or through a cave.

**Trip** A journey underground or on a river.

**Tutor** Instructor or Leader

**Tyrolean** A temporary Aerial runway using ropes and pulleys.

**Visiting staff** A responsible adult who is not from the Acclimatize Staff team.

**Winter** Meaning conditions of snow and ice.

**Weils Disease.** A waterborne virus causing flue like symptoms.

**Weaseling** low level scrambles and short crawls between boulders.

**WGL** Walking group Leader now ' Hill and Moorland Leader Award'

**Youth Group** any organisation which is outside of compulsory education under 25 years old





