



Taxo les Pins Activity SOP & Risk Assessments

Taxo les Pins Activity Risk Assessment

Hazard	Who	Risk evaluation	Existing controls	Further Action
Slips/ trips and falls: cuts, bruises, head injury, fractures	Participants, staff	LHD: 1 X CSQ: 4 = 4	Session led by in house trained instructor; Max. 1:16 participant instructor ratio; Participants equipped with appropriate footwear; boundaries clearly set out; sweep of area before start of activity. First aid kit to be taken on activity.	Not required at this time
Traffic/ other road users: road traffic accident	All	LHD: 1 X CSQ: 5 = 5	Instructors trained on how to handle the road. Group to walk within designated pedestrian zone. All instructors to give a safety brief on the staying away from the road. First aid kit to be taken on activity. Cone off an area away from the road.	Not required at this time
General public: Abduction, stranger danger	Participants	LHD: 1 X CSQ: 5 = 5	Groups under constant supervision during activity sessions. Minimum ratios are maintained. Activity groups to remain within the activity operating area when not taking part in the activity. Official handover of groups between party leaders and instructors at the start and end of every session.	Not required at this time
Extreme temperatures: Hypo / hyperthermia, sunburn	Participants, staff	LHD: 1 X CSQ: 4 = 4	Participants and staff wear appropriate clothing. Sun cream prior to departure from campsite. Water taken to hydrate all during the activity.	Not required at this time
Sharp objects and glass debris	Staff Participants	LHD: 1 X CSQ: 3 = 3	All instructors receive training and are first aid qualified. First aid kit to be taken on activity. The instructors sweep site for sharp objects prior to activity.	If any doubt regarding severity of the injury medical assistance to be sought.
Activity equipment in the operating area: Cuts, bruises, concussion from collision with equipment	Staff Participants Third party	LHD: 1 X CSQ: 3 = 3	Staff trained in equipment preparation as per local operating procedures. All equipment left tidy in a designated area when not in use. Activity set up, pre-session instruction and continuous operation monitored by senior staff.	Not required at this time



Standard Operating Procedure: SNORKELING

Site Specification and Instructing Staff

Instructor Qualifications: Site Specific Instructor

Staff – Participant ratio: 1:12

Site Specification: Swimming pool

- Area for the storage and sterilisation of snorkelling equipment
- Pool selection to account for other users

Equipment Requirements:

(a) Per Instructor

Mask
Snorkel

(b) Per Guest

Mask
Snorkel

(c) Per Session

First Aid Kit
Radio

Specific Clothing Requirements

(a) Instructor

Clothing suitable to conditions
Suitable footwear

(b) Guests

Clothing suitable to the conditions
Suitable footwear

Activity: Preparation

- Choose area within swimming complex to minimise disruption to other users
- Enough masks and snorkels ready for the group
- Make sure snorkels have been sterilized prior use
- Check that the lenses are firmly in place and that the strap is sound

Activity: Instruction

- Check medical details. Hearing aids, grommets etc
- Clear briefing to include **S.E.E.D.S.**
- An effective buddy system must be set up
- The group must stay within designated area
- Instructor must be vigilant at all times
- Instructor must have clear signal for cancellation/attention

Lesson structure:

- Mask ~ ensure correct size for guests
- Mask ~ how to put it on
- Snorkel ~ How to attach to mask
- Snorkel ~ how to use whilst swimming, how to clear
- Swimming technique
- Surface dives
- Games

Activity: Conclusion

- **R.E.A.P.** Debrief
- Official handover with teachers
- Ensure all activity areas are left clear and safe condition
- All equipment sterilised, washed in fresh water and hung up to dry

Debrief with Beach Manager

Hazard	Who	Risk evaluation	Existing controls	Further Action
Deep water: Drowning	Staff Participants	LHD: 1 X CSQ: 5 = 5	Group under constant supervision by qualified Voyager Staff. Participants swimming ability gauged before start of the activity. Guests provided with appropriate P.P.E for activity. Senior staff will liaise with group leaders at the start of each groups stay to identify weak swimmers.	Not required at this time
Unhygienic water conditions: Cuts, contamination, possible infection	Staff Participants	LHD: 1 X CSQ: 4 = 4	Pool checked for water quality and hazardous items prior to group arrival. Any dangerous substances or particular hazards reported to activity manager and logged.	Not required at this time
Equipment: Cuts & bruises, illness & infection	Staff Participants	LHD: 1 X CSQ: 3 = 3	All equipment safety checked prior to commencement of session. All equipment sanitised at the end of each session. All equipment sanitised and safety checked at regular intervals.	Not required at this time
Other water users: Unwanted interaction or intimidation	Staff Participants Third parties	LHD: 1 X CSQ: 2 = 2	Location of activity is chosen to have minimal impact on other pool users. Group briefed at the start of the session re respecting other pool users Voyager staff should be first point of contact for any third party enquiry	Not required at this time



Standard Operating Procedure: Initiative Exercises

Site Specification and Instructing Staff

Instructor Qualifications: In house trained
Staff – Participant ratio: 1:12
Site Specification: Playing Field

Equipment Requirements

- First aid kit
- Radio
- Big Foot Planks
- Rope
- Gutters
- Tennis or golf balls
- Cones
- Spiders web

Specific Clothing Requirements

- Clothing suitable to the conditions
- Closed footwear

Activity: Preparation

- Set up night line
- Set up spiders web
- Set up Gutter ball
- Set up big foot exercise

Activity: Instruction

- Clear briefing to per activity to include appropriate **S.E.E.D.S.**
- Encourage teamwork, leadership etc
- Check area for debris, glass etc

Activity: Conclusion

- **R.E.A.P.** Debrief per activity
- Official handover with teachers
- Ensure all activity areas are left clear and safe condition

Debrief with Beach Manager

Hazard	Who	Risk evaluation	Existing controls	Further Action
Big foot planks: Slips, trips and falls resulting in cuts/bruises, fractures to	Participants	LHD: 1 X CSQ: 4 = 4	Voyager staff brief group of hazard prior to starting the activity and maintain vigilance.	Not required at this time
Blindfolds: Cuts, bruises from collision with obstacles and other participants	Participants	LHD: 1 X CSQ: 4 = 4	Participants briefed on hazard. Instructor maintains vigilance.	Not required at this time
Spider Web	Participants	LHD: 1 X CSQ: 4 = 4	Correct spotting and lifting techniques demonstrated and practiced. Correct spotting techniques practice. Instructor briefs participants about hazard. Instructor spots the head and shoulder area. Participants passed through spider web feet first.	Not required at this time



Standard Operating Procedure: Egg Drop

Site Specification and Instructing Staff

Instructor Qualifications: In house trained
Staff – Participant ratio: 1:24
Site Specification: Restaurant Stage (or groups meeting area)

Equipment Requirements

- Egg drop kit (Eggs, rubbish, questions, pens, paper, tape)
- First aid kit
- Radio

Specific Clothing Requirements

- Clothing suitable to the conditions
- Appropriate footwear

Activity: Preparation

- Prepare rubbish for groups requirements
- See Restaurant for use of the stage
- Set up area for activity under gazebo if the stage is not available

Activity: Instruction

- Clear briefing to per activity to include appropriate **S.E.E.D.S.**
- Encourage teamwork, leadership etc

Activity: Conclusion

- **R.E.A.P.** Debrief per activity
- Official handover with teachers
- Ensure all activity areas are left clear and safe condition

Debrief with Beach Manager



Standard Operating Procedure: Swim – PL Assistance

Site Specification and Instructing Staff

Site Specification: Pool complex

Equipment Requirements

- First aid kit
- Radio

Specific Clothing Requirements

- Clothing suitable to the conditions
- Appropriate footwear

Activity: Preparation

- Safety Briefing
- Choose area to minimise disruption to other users

Activity: Conclusion

- Ensure all activity areas are left clear and safe condition



Standard Operating Procedure: Field Games

Site Specification and Instructing Staff

Instructor Qualifications: In house trained
Staff – Participant ratio: 1: 24
Site Specification: playing field

Equipment Requirements

- First aid kit
- Radio
- Games bag

Specific Clothing Requirements

- Clothing suitable to the conditions
- Appropriate footwear

Activity: Preparation

- Safety Briefing (see 'Supervised Swim Risk Assessment')
- Choose area to minimise disruption to other users

Activity: Conclusion

- Official handover with teachers
- Ensure all activity areas are left clear and safe condition



Standard Operating Procedure: Court Games

Site Specification and Instructing Staff

Instructor Qualifications: In house trained
Staff – Participant ratio: 1: 24
Site Specification: 5 a side pitch or tennis court

Equipment Requirements

- First aid kit
- Radio
- Games bag

Specific Clothing Requirements

- Clothing suitable to the conditions
- Appropriate footwear

Activity: Preparation

- Safety Briefing (see 'Supervised Swim Risk Assessment')
- Choose area to minimise disruption to other users

Activity: Conclusion

- Official handover with teachers
- Ensure all activity areas are left clear and safe condition



Standard Operating Procedure: Catapult Making

Site Specification and Instructing Staff

Instructor Qualifications: In house trained

Staff – Participant ratio: 1: 12

Site Specification: Playing field, beach

Equipment Requirements

- First aid kit
- Radio
- Whistle
- poles (4 per team, minimum 6 cm in diameter, 1.8m to 2m length)
- Rope or thick string (at least 4 strands per team, min 0.4 cm diameter)
- Metal/Plastic sauce pan (attached to one pole, 1 per team)
- Buckets (1 per team, for storing sponges)
- sponges
- Cones (4 per team)
- Large bin for storing water in middle of field
- 9 large water containers
- Water pistols

Specific Clothing Requirements

- Clothing suitable to the conditions
- Appropriate footwear

Activity: Preparation

- Move equipment to field
- Set up team zones with cones
- Set up bin filled with water in the middle and Put water pistols in bin

Activity: Instruction

- Clear briefing to per activity to include appropriate **S.E.E.D.S.**
- Encourage teamwork, leadership etc

Activity: Conclusion

- **R.E.A.P.** Debrief per activity
- Official handover with teachers
- Ensure all activity areas are left clear and safe condition
- Return all equipment to storage

Hazard	Who	Risk Evaluation	Existing Control	Further Action
Moving Poles: cuts, bruises, head injury, fractures	Participants, staff	LHD: 1 X CSQ: 4 = 4	Session led by in house trained instructor. Poles have been foamed to reduce impact. Hazard covered in brief. Participants shown how to use poles safely. One instructor per catapult. Instructor closely monitor catapult.	Not required at this time



Standard Operating Procedure: Awards Night

Site Specification and Instructing Staff

Instructor Qualifications: In house trained

Staff – Participant ratio: 1: 24

Site Specification: Caravans, playing field, restaurant, tennis court

Equipment Requirements

- First aid kit
- Projector
- Screen
- Certificates

Specific Clothing Requirements

- Clothing suitable to the conditions
- Appropriate footwear

Activity: Preparation

- Set up chairs
- Set up projector and screen
- Have certificates written

Activity: Conclusion

- Official handover with teachers
- Ensure all activity areas are left clear and safe condition



Standard Operating Procedure: Town Trip

Site Specification and Instructing Staff

Instructor Qualifications: In house trained

Staff – Participant ratio: Teachers remain loco parentis

Site Specification: Argeles Town

Equipment Requirements

- First aid kit
- Duty Phone

Specific Clothing Requirements

- Clothing suitable to the conditions
- Appropriate footwear

Activity: Preparation

- Arrange with party leader prior trip

Activity: Conclusion

- Official handover with teachers

Hazard	Who	Risk evaluation	Existing controls	Further Action
Missing Child: Disappearance of individual or group of guests	Participants	LHD: 1 X CSQ: 5 = 5	Instructors conduct head counts before and after the activity. Guests under supervision of party leaders, assisted by Voyager staff. Group briefed on boundaries, finish time and location of staff during activity. Staff will make regular sweeps of the designated area during activity. Phone numbers exchanged. Guests with behavioural issues to be planned for and dealt with accordingly. Guests must stay in groups of four or more.	Contact senior staff and begin communication protocol to deal with situation.
Petty Crime: Stolen personal belongings, emotional trauma	Participants, staff	LHD: 1 X CSQ: 2 = 2	Make people aware prior trip. Brief on how to secure items.	Report crime to relevant authority if desired.
Road crossings: road traffic accident	All	LHD: 1 X CSQ: 5 = 5	Group to walk within designated pedestrian zone. Instructors control group as per off-site procedure. Instructors trained in off-site procedures. Group briefed prior to departure.	Not required at this time
Vehicle Transit: road traffic accident	All	LHD: 1 X CSQ: 5 = 5	All passengers required to wear a seatbelt when travelling. Vehicle passenger limit must not be exceeded. Vehicle operators must be relevantly qualified and insured. All passengers should be briefed on the emergency evacuation procedure. Emergency exits/pathways must not be blocked. The vehicle must be operationally sound prior transit.	Not required at this time



Standard Operating Procedure: SLACKLINING

Site Specification and Instructing Staff

Instructor Qualifications: In house trained.

Staff- participant ratio: 1-12 (2 staff minimum).

Site Specification: Minimum

Clearly mark areas contained away from the general public.

Equipment Requirements

Slacklines (ensure they are properly anchored).

Trees.

Per Activity Base

First Aid Kit

Radio

Water

Specific Clothing Requirements

(a)

Instructor

Clothing suitable to conditions

Suitable footwear

(b) Guests

Clothing suitable to conditions

Suitable footwear

Activity: Preparation

Check 'beach daily sheet' for medical information.

Inspect venue for debris.

Ensure slackline area is appropriately set up (cornered off, safe areas, proper anchor points).

Ensure slacklines are set up properly, maximum of 30 cm height (knee height).

Activity: Instruction

Give a short and clear briefing to include appropriate **S.E.E.D.S** (see Slackline risk assessment), the task and aims and objectives.

Task- *"To improve core, lower body strength and balance."*

WARM UP-

Balancing exercises off Slackline (on one foot, bending ankles/ knees/ hips)

MAIN SESSION-

In groups of three, take it in turns for one student to walk while the other two spot. Student to initially hold onto spotter's wrists/ shoulders. Focus on balancing rather than holding on (only if needed).

If successful, student can walk across unassisted (spotters ready to prevent person falling further).

Work their way up through the 3 different levels (easy – 5m, medium- 10m, Hard-15m).
Allow individuals to progress at own speed.

CHALLENGES-

Walk forwards and backwards.
Experiment with bouncing.
Spin 180.
Sit down and stand up.
The Distance challenge (25 m).

WARM DOWN

Use appropriate stretches/ games.

Activity: Conclusion

R.E.A.P debrief.

Questions- Where is your centre of gravity? How can you lower it? What muscles are important in Slacklining? What other activities can you use these skills in?

All equipment packed away.

All damaged kit reported.

Any incidents, accidents logged.

Ensure that unauthorized/unsupervised access to the equipment is not possible if leaving the apparatus for any period of time.

Debrief with lead instructor

Hazard	Who	Risk evaluation	Existing controls	Further Action
Participants falling from the Slackline Cuts & grazes, bruising, fractures, head injury	Participants, Staff	LHD: 1 X CSQ: 4 = 4	Group briefed at start of session. Instructors initially spot participants to build confidence. Slacklines are no higher than 40cm. All participants wear P.P.E Voyager staff trained and locally assessed in activity procedures. First aid qualified staff present with access to first aid kit.	Not required at this time
Participant falling onto another participant whilst on the Slackline: Cuts & grazes, bruising, fractures, head injury	Participants, Staff	LHD: 1 X CSQ: 4 = 4	Voyager staff trained on group control during activity. Only one participant per Slackline at any one time. Careful control and guidance of participants whilst on the Slackline	Not required at this time



Standard Operating Procedure: Capture The Flag

Site Specification and Instructing Staff

Instructor Qualifications: In house trained.

Staff- participant ratio: 1-16

Site Specification: Minimum

Clearly mark areas contained away from the general public.

Equipment Requirements

Flags

Tag Belt

Cones

Per Activity Base

First Aid Kit

Radio

Water

Whistle x 2

Specific Clothing Requirements

Instructor

Clothing suitable to conditions

Suitable footwear

(b) Guests

Clothing suitable to conditions

Suitable footwear

Activity: Preparation

Check 'beach daily sheet' for medical information.

Inspect venue for debris.

Ensure activity area is appropriately set up (cornered off, safe areas).

Ensure flag is visible for opposing teams.

Activity: Instruction

Give a short and clear briefing to include appropriate **S.E.E.D.S** (see Capture The Flag risk assessment), the task and aims and objectives.

Task- *"To improve team work, Leadership, Communication, strategy."*

WARM UP-

Simple short warm up activity to loosen muscles.

MAIN SESSION-

In their teams they choose a team name and war cry (nothing offensive). Students to perform their war cry to opposing team. Brief the students on the rules of the game and the boundaries. Staff should issue the students with their team tags and belts and allow the teams a few minutes to discuss strategies and team tactics. When they start the activity

whatever the referee says goes no disputes. Make use of whistle to control the activity and to end the games.

CHALLENGES- Time Fillers

Escort a member of their team to the opposing end of the area(V.I.P).
Instructor's vs group

WARM DOWN

Use appropriate stretches/ games.

Activity: Conclusion

R.E.A.P debrief.

Questions- What skills were learnt from the activity? How can you use these skills in real life? What other activities can you use these skills in?

All equipment packed away.

All damaged kit reported.

Any incidents, accidents logged.

Ensure that unauthorized/unsupervised access to the equipment is not possible if leaving the apparatus for any period of time.

Debrief with lead instructor

Hazard	Who	Risk evaluation	Existing controls	Further Action
Collision between two or more participants	Participants	LHD: 2 X CSQ: 2 = 4	Participants should be briefed that it is a non-contact game. Instructors should supervise game and stop any behaviour that could lead to an incident.	Not required as this time



Standard Operating Procedure: WATER SLIDE

Site Specification and Instructing Staff

Instructor Qualifications: In house trained

Staff – Participant ratio: 1: 25

Site Specification: Swimming Pool

Equipment Requirements

- First aid kit
- Radio
- Whistle

Specific Clothing Requirements

- Clothing suitable to the conditions
- Appropriate footwear

Activity: Preparation

- Contact Taxo staff and check that slide is operational.

Activity: Conclusion

- Official handover with teachers
- Ensure all activity areas are left clear and safe condition

Hazard	Who	Risk evaluation	Existing controls	Further Action
Collision on slide	Participants, Staff	LHD: 1 X CSQ: 4 = 4	Only one person on slide at a time. Ensure slide exit is clear before commencing. Voyager staff supervise top of slide and stop guests going down slide when in use.	Not required at this time
Slip, trip or fall on stair.	Participants, Staff	LHD: 1 X CSQ: 3 = 4	Guests briefed on holding onto hand rail when climbing stair. No running to or up stair. Queue in single file.	Not required at this time