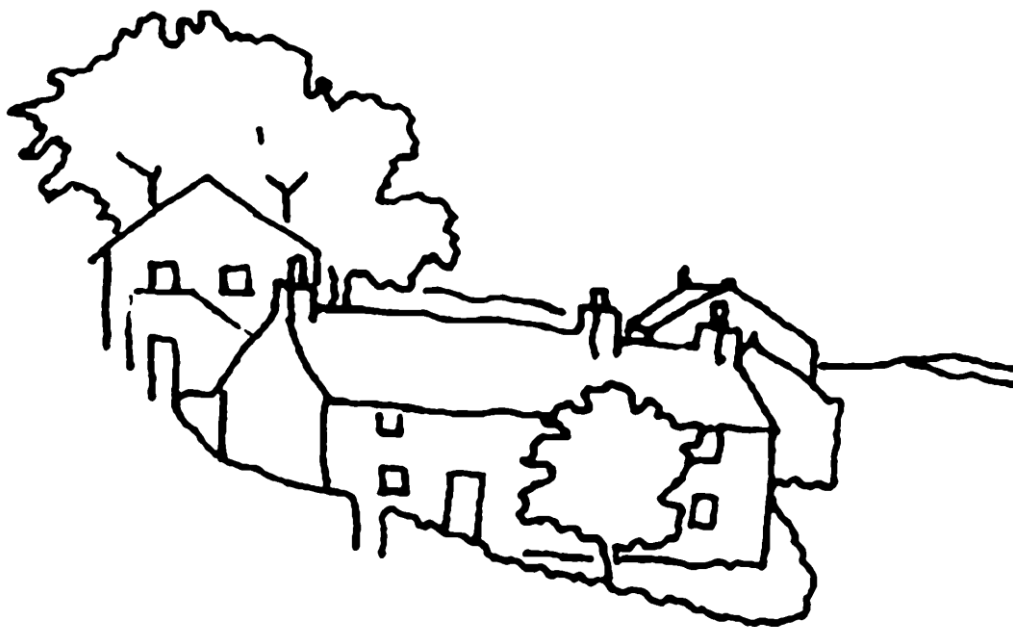


# LOCKERBROOK

## SAFETY POLICY AND CODES OF PRACTICE

FOR GROUPS USING THE  
CENTRE



### Lockerbrook Farm Outdoor Centre

Snake Road  
Bamford  
Hope Valley  
S33 0BJ

Tel: 01433 651412

[lockerbrook@woodcraft.org.uk](mailto:lockerbrook@woodcraft.org.uk)  
[www.lockerbrook.org.uk](http://www.lockerbrook.org.uk)



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## **Introduction**

This document is aimed at ensuring the highest possible safety standards for all groups staying at the Centre. By describing the standards of safety provided by the Lockerbrook Management Committee and standards to which visiting groups are recommended to provide for adults and young people, it provides a quality assurance document for trip organisers, governors, headteachers, parents and young people.

Because the safety of visiting adults and young people is a joint responsibility of the Lockerbrook Management Committee and visiting schools and groups, this document makes clear the responsibilities and provides a code of practice for both the Lockerbrook Staff and visiting leaders. All visiting leaders should ensure they are familiar with this code of practice.

Whilst this document is primarily concerned with safety issues, reference is made, where appropriate to areas of environmental concern, it is expected that this issue be considered in the planning and delivery of visits.

In the following codes of practice, all concerned need to appreciate that no document of this type can cover every possible set of circumstances. A safe experience relies on common sense and good judgement of visiting leaders, Lockerbrook staff and its associates who will ensure they work within their own experience and qualifications as best as practically possible.

December 2018

Date for review December 2019

## Health and safety policy statement

The Lockerbrook Management Committee will ensure appropriate standards of health and safety at the Centre including the buildings, furniture, fixtures and fittings, water, sewage and other services, fire precautions and procedures, following, as appropriate, fire, environmental health and general safety advice.

The Lockerbrook Management Committee will ensure through the management of the Centre Staff, that activities led by Lockerbrook staff and/or its agents comply to the operating procedures consistent with the Adventure Activities Licensing Regulations, National Governing Body guidelines and any future guidelines or legislation, relevant to its operation.

It is the duty of all visitors to the Centre to co-operate fully with the Centre Staff to ensure the safety of themselves and other persons liable to be affected by their activities and to follow the operational procedures of the Centre.

The Lockerbrook Management Committee or Centre Staff cannot be held responsible for accidents caused through visitors' misuse or abuse of the Centre and/or its equipment.

**Centre Manager**

**Name: Jo Holliday**

**Signed:**



**Date: 11/12/2018**

# Safety responsibilities of the Lockerbrook management committee

Through the management of the Centre Staff \* and its associates the committee will be able to:

- Take overall responsibility for the health and safety matters in the operation of the centre.
- Undertake risk assessments for all areas of potential risk and maintain and review on a regular basis an accident and near miss log.
- Maintain and review on a regular basis a Health and Safety / Environmental Health audit of the Centre.
- Ensure appropriate standards of health and safety at the Centre including the buildings, furniture, fixtures and fittings, water, sewage and other services, fire precautions and procedures, following, as appropriate, fire, environmental health and general safety advice.
- Provide emergency aid equipment, written guidance as to procedures, to be followed in the event of an emergency, and where possible, leadership and management of an emergency.
- Ensure centre outdoor clothing and equipment, available for group use, is safe and suitable and is serviced and maintained.
- Ensure the catering equipment and provision complies with the local Environmental Health Officer's recommendations.
- Ensure Centre's vehicle and trailer is road worthy and complies with existing regulations.
- Provide written guidelines on 'Lockerbrook's Safety Policy and Codes of Practice' for all activities undertaken on and from the centre.
- Offer and conduct a pre-visit planning process with new visiting staff in order to agree a safe and appropriate stay and/or activities programme.
- Provide new visiting leaders and centre associates with pre-visit training and familiarisation with centre facilities and related operations if deemed necessary under centre codes of practice.
- Provide, except in the case of agreed independently self-led groups:
  - o daily guidance and advice to visiting groups. Provide when possible and interpret the weather forecast and advise on proposed activities in relation to weather or any other factor.
  - o responsibility for the overall management of the safety of groups on and off site including as necessary making decisions in relation to the management of activities and the amendment or cancellation of activities if necessary.
  - o Supervision and/or leadership of groups where so agreed in the programme/visit.
- Ensure Centre Staff and associate instructors are trained and qualified in a nationally recognised and current First Aid qualification.
- Ensure Centre staff and its associate staff are DBS checked.
- Ensure staff leading Centre led activities are sufficiently experienced, trained and qualified in accordance with Centre's codes of practice.

\*Specific roles and responsibilities of centre staff are found in a following section: 'Roles and Responsibilities and Expectations of Visiting and Centre Staff'

# Safety responsibility of visiting schools/organisations and their groups

Through the management of the visiting leader leading the group, they and/or their organisation is responsible for:

- Ensuring the visiting leader is:
  - is aware of the special requirements of the Centre and surrounding area.
  - is involved in the pre-visit planning process with centre staff to agree a safe and appropriate stay and/or activities programme.
  - is aware of the requirement for pre-visit familiarisation and training with the centre facilities and related operations if deemed necessary by the centre manager.
- Planning of a safe and appropriate stay/activities programme and understanding:
  - Lockerbrook's risk assessment summary.
  - If activities are led by Lockerbrook staff then visiting leaders are required to know that we shall operate under 'Lockerbrook's Safety guidelines/Codes of Practice and visiting leaders heed to advice and guidance that is provided by the centre staff or its associates.
  - If agreed, between the centre and organisation that the visiting group is 'self-programming /self-led,' that they and their leaders are aware of the need to comply with their own Education Authority/organisation's codes of practice / health and safety guidelines where and when appropriate and take responsibility to do this.
  - If a Woodcraft Folk group is agreed as self-programming, for their leaders to be aware of the need to comply with the "Guidelines on Safety for Woodcraft Folk Leaders", where and when appropriate and take responsibility to do this.
  - If any group self programmes or self leads any sessions using kit hired from Lockerbrook then they are required to complete and sign a 'Self Led Declaration form' as a means of understanding their responsibilities towards those in their care when using this kit.
- Produce risk assessments for aspects of the visit not covered by Lockerbrook centre (e.g. use of own transport, journey from 'home' to the centre and return, specific needs of the group, any visits/activities undertaken between travelling to/from the centre/home.)
- Provision to group members/parents of young people of any 'Lockerbrook information' that is relevant, important and useful/beneficial to those using the centre, its facilities, equipment and/or activity programmes.
- Ensuring adults/young people are aware of the need for their own personal insurance whilst at Lockerbrook and organising this if necessary.
- If applicable, based on the nature of an activities programme, provision to centre staff and/or its associates of completed 'Consent and medical/dietary forms' of all visiting leaders, adults and young people and the provision of any other relevant information deemed necessary. e.g. special needs within the group.
- Provision of safe supervision of young people/vulnerable adults at all times by appropriately experienced adults.
- Ensuring and being responsible for suitable standards of discipline and behaviour and pastoral care of all group members and that all act responsibly in the care of themselves, others, the Centre, equipment, and the environment.
- Understanding the need for a nominated First Aid leader, with a current First Aid qualification when resident at this centre set in a remote location.
- In the absence of centre staff/associates, visiting leaders take on responsibility for first aid provision, management of fire alarm and fire procedures, site security and other emergencies and establish a means of 24-hour contact between parents/next of kin and the Centre.
- Report immediately to the Centre Staff any breakage's, losses or damage to any property or equipment and any potentially unsafe situations.

# Roles and Responsibilities and Expectations of Visiting and Centre Staff

The following staff may be involved at Lockerbrook during a group visit. It is important to be as clear, as reasonably as is possible, who has responsibility for what to ensure the visit is a safe and enjoyable one.

## Centre staff

- Centre Manager
- Centre Assistant(Admin/Maintenance)
- Centre Assistant (Housekeeper)
- Lockerbrook Associate Instructors
- Wardens
- Chef
- On call managers

## Visiting Staff

- Leader
- Assistant leaders/helpers

## Centre Staff

### Centre Manager/Centre Assistant

The Centre Manager (and in their absence, the Centre Assistant - Admin/Maintenance) has overall responsibility for and knowledge of Lockerbrook centre's safe operating procedures, centre maintenance and associate staff and maintenance staff contracting. Their role is to also ensure they have discussed and sent all the required pre-visit information and training, if appropriate, to the visiting leader/organiser, prior to their visit, to ensure the visit/programme is safe, enjoyable and appropriate for the group and their needs.

Whilst on site, they will, as far as possible, give daily guidance, advice and assistance if not given by any other Lockerbrook staff/associates present at the time. Their specific role, whilst on site, will be confirmed with other on site centre staff so there is clarity for who is responsible for fire procedures and/or centre maintenance. It is usual, if on site and available to do so, for the Centre Manager/Centre Assistant to coordinate fire procedures. (Reports to Chair of Management Committee/Joint Chief Executive Officer)

### Lockerbrook Associate Instructors

Instructors are responsible for the health and safety of all participants whilst carrying out instructor led activities in their care, both at Lockerbrook and off site. This duty of care is passed between the visiting leader of the group and instructor when the visiting leader and instructor mutually accept the instructor led activity session has either begun or ended. For guidance, activity sessions usually start at 9.00am upon meeting a group ready for instruction, finishes when the group returns kit/prepares for lunch (as a guide between 12.30-1.30), recommences after lunch at an agreed time/meeting place and finishes again upon returning kit again at about 5.00pm. If evening instruction occurs then, again duty of care is passed in a similar way with session starting as a guide at 6.30/7.00pm and finishing at 9.30pm. Overnight duties may be requested, for example whilst camping, the session time of which will be agreed between the instructor and group leader.

The duty of care extends to and includes transport to and from activity venues if the instructor is driving a hired minibus.

Lockerbrook associate instructors are expected to follow 'Lockerbrook's Safety Policy and Codes of Practice' for all activities undertaken on and from the centre. If any instructor sees fit to deviate from the codes of practice in the interests of safety and the group's needs this is acceptable provided they

work within their experience and qualifications and are able to justify their actions should the need to do so arise.

Instructors have full permission to refuse to work with young people if, in the instructors opinion, a person or group are jeopardising their own health and safety and the health and safety of those around them.

Instructors should be familiar with fire operating procedures and other centre operating procedures if the group requires help and assistance with these, however, they are not expected to be responsible for coordinating fire procedures unless designated on overnight duty in the wardens house, at the centre, specifically for this role.

(Reports to Centre Manager)

## **Wardens**

If wardens are resident, their responsibility is to the buildings of the centre and the running of the centre. These responsibilities are set out in the warden manual and include dealing with rubbish, cleaning, centre maintenance and laundry. They are also there to assist associate instructors if required to do so.

Wardens are responsible for fire safety and the centre when they are present and they are expected to be on site until centre daily chores are completed and the group's needs have been met. i.e. overnight and until chores completed and 17.00 onwards. They are not responsible for the pastoral care, behaviour, conduct or health and welfare of visitors.

(Reports to Centre Manager).

## **Chef**

If we are providing catering services to you the chef is responsible for all issues concerning food safety including allergies, safe preparation and kitchen safety. Otherwise the group is responsible.

(Reports to Centre Manager)

## **On call staff/ call out facility**

On call staff are there to 'trouble shoot' and remain available for initiating emergency protocol procedures should the residing warden or group need additional assistance. Their details are placed in a perspex holder on the wall above the phone in the cottage.

Regards Lockerbrook led activities: Note the 'on call person' and/or warden residing at the centre may not be familiar with all outdoor activities and venues. With this in mind and regards activity programmes we strongly recommend the following:-

Where 2 or more instructors are working on a programme that instructors act as 'on call' for each other and if deemed necessary remain at Lockerbrook and within earshot of the phone or else within mobile reception until the other instructor(s) arrive back from session or else that they are informed that the group is safe and on return from being on activities.

If only 1 instructor is working on a programme it is necessary to have, in addition to the centre on call person, an 'activities on call person' who is on the end of the phone specifically for the activity instructors benefit for the duration of a Lockerbrook led activity programme.

(Reports to Centre Manager)

## **Group Leaders / School staff / assisting staff**

### **General expectations**

The school staff/leader of a group is/are responsible for the behaviour and pastoral care of the group and individuals in their care, at all times during their stay. In addition, they are also responsible the safety of their participants in all activities, in and around the centre and offsite when not on Lockerbrook led activities. There needs to be a nominated first aider, within the leaders, who has a current First Aid qualification (16hr advisable for Lockerbrook's remote location). The Group needs to bring their own first aid kits, appropriate for their stay, for the groups in their care and to administer



first aid to their group members when required to do so. Instructors/centre staff can assist under certain circumstances, if appropriate, but not replace the group leader's responsibility.

When under Lockerbrook instruction then the group leader is still responsible for the behaviour and pastoral care of their participants but the duty of care for health and safety passes to the instructor/associate instructor. It is important to realise that if, at any time, the instructor deems the behaviour of the group or individuals unacceptable for health and safety reasons, environmental concerns, etc., then the instructor is within their right, to suspend the activity and return to the centre and dependent on circumstances either continue with another on site activity or finish the session, there and then as they see fit.

Regarding fire safety, at least one visiting group leader/staff should be inducted and familiar with fire procedures and be responsible for ensuring their other staff, that may be left on site with a group, are also familiar with fire procedures. Visiting leaders take on responsibility for fire safety if no centre staff, wardens or centre associates are on site. If centre staff or associates (warden, associate instructor, centre coordinator or centre assistant) are on site and visibly present in and around the buildings then it is usual for them to take on responsibility for coordinating fire procedures.

### Discipline

- Schools and groups should establish and maintain with children / young people clear standards of discipline and behaviour. It is best to involve the children / young people in the planning and preparation of the visit at an early stage, in order that they understand the aims and purpose of the visit and the standards of behaviour required. At the least, a briefing should be held before the visit and shortly after arrival at the Centre, and time should be made during the stay for further reviews.
- Smoking is not permitted in any part of the Centre.
- Leaders must ensure that children and young people are provided with sufficient personal privacy and protected from abuse.
- During " free time ", adequate supervision must be maintained

### Medical Information and Arrangements:

- Parental consent forms and relevant medical details should be obtained and brought to the Centre to be kept by the leader in charge.
- With reference to age and ability of children / young people, visiting leaders should make appropriate arrangements for, the storage and administration of prescribed drugs. Disposal of syringes and other medical supplies should be fully discussed with the Centre Staff.
- Groups should bring their own first aid equipment. A Centre first aid kit is kept in the office should further supplies be required.
- Leader safety rucksacks containing first aid and other emergency equipment are available for visits off site. A trained First aider should accompany each group.
- Visits to local Doctors and Dentists can be arranged. Contacts for these are in the Accident and emergency section of this document

### Weather Forecast

During your visit a weather forecast can be obtained from Centre Staff which may be useful when planning your activities on a day to day basis.

## **Fire procedures at the Centre**

### Notes for Leaders of Visits and Centre Staff

- Lockerbrook has a no smoking policy in all the buildings
- Be aware at all times that a fire may occur.
- All adults should be familiar with the location of fire alarms, fire extinguishers and fire exits.
- Fire procedures and assembly points are displayed in all rooms.
- A fire role call list of all children / young people and adults must be completed and displayed in the office next to the fire alarm panel.
- Children / young people should be briefed in relation to fire procedures.
- On discovering a fire the alarms should be activated by breaking the glass (please familiarise yourselves with their location).
- In the event of a fire. Action evacuation procedure. If Centre Staff are not on site a member of staff should call the fire service by ringing 999 and stating the address:  
Lockerbrook Farm O.C.  
Snake Road  
Bamford  
Hope Valley
- A telephone is situated outside the tuck shop/equipment store and in the Cottage office. There is also mobile reception on the track/around the grounds. Note: signal strength is dependent on the network used.
- If Centre Staff are not on site, the leader in charge of the group should check all rooms are clear.
- The fire assembly point is the courtyard.
- If there is the opportunity to fight the fire, fire extinguishers in the building should be used.
- No one may re-enter the building unless authorised to do so by a fire officer.

### Fire Alarm

The fire alarm panel is situated in the office:

1. If there is a false alarm. Switch the key to the on position – press silence button.
2. Then reset the alarm by pressing the reset button.
3. If system will not reset and the alarm sounds then silence the alarm again and check all areas and take remedial action.
4. If system fails to reset then silence alarm and report to Centre Staff or contact staff on the emergency phone No.

## **Accident and Emergency Responsibilities for self led and Lockerbrook led activities**

### **Self led visiting groups and sessions led under the duty of care of the visiting group leaders**

Visiting group leaders are responsible for their own pastoral care, health and safety if not on Lockerbrook led activity sessions and thereby should deal with accidents and emergencies if they arise under their care and leadership. Centre staff, will of course, assist when necessary and if appropriate and are able to give information and usefully act as a contact point for groups and the emergency services. Centre staff including freelance instructors in these situations are not expected to give first aid unless qualified and competent to do so, but they need to be available to provide support for visiting group leaders

In the event of any illness or injury experienced whilst residing at Lockerbrook, please follow General Emergency procedures, see later.

### **Lockerbrook led activity sessions**

If under the instruction of Lockerbrook led activities then pastoral care still lies with the visiting leaders but health and safety responsibility and accidents and emergencies that may arise from these activities, lies with the Lockerbrook instructor and/or Lockerbrook 'on call staff' and Centre Manager.

In the event of any illness or injury experienced whilst residing at Lockerbrook, please follow General Emergency procedures, see later.

## General Emergency Procedures

In the event of illness or accident the following procedures should be followed (as appropriate to the incident):

1. Take charge of the situation; ensure safety and well being of the whole group. Make sure all members of the party are accounted for.
2. Immediately establish who are hurt or ill and the extent of injuries or nature of illness.
3. If necessary, give emergency aid (to sustain airway/ breathing, circulation and prevent bleeding).
4. If the situation is urgent or life threatening telephone 999 and ask for emergency services - Police, Fire, Ambulance or Mountain Rescue giving your location, number of casualties and an assessment of injuries or illness.
5. Once an urgent situation has been dealt with, take time to reflect and decide the best plan of action. Inform a member of Lockerbrook Staff/Warden if on site or via the 'On call' contact, details found in a Perspex holder above the phone in the cottage office.
6. Ensure that an adult accompanies any child or young person taken to hospital.
7. Ensure that children / young people are cared for and have understood what has happened. Distance them from the situation if appropriate. Be aware that children / young people and adults, including yourself, may be suffering from shock.
8. Prevent access to telephone by group until contact has been made with the Headteacher / Emergency contact point and until casualties Parent / Guardian have been notified.
9. All accidents must be reported in the accident / incident / illness and near miss book. These are kept in the Leaders Box. If the incident occurred under Lockerbrook instruction these books are kept in the Instructor filing cabinet). If you see that Lockerbrook first aid has been used please make sure the group fill in the accident book)
10. In all cases it is necessary to inform a member of Lockerbrook /Woodcraft folk staff of the incident, see 'Lockerbrook/Woodcraft Emergency contacts' page, later.
11. For specific on site and off site emergency protocols see next section.

## **On site accident protocol at Lockerbrook Farm centre;-**

**AMBULANCE ARRIVAL TIMES** If the accident requires the group leader to ask you to telephone for an ambulance you should make sure that the group understand that the response time could be up to **1 hour**.

DIAL 999

Address      **LOCKERBROOK FARM OUTDOOR CENTRE  
SNAKE ROAD  
BAMFORD  
HOPE VALLEY  
S33 0BJ**

Grid Reference: **SK165894**

Tel            01433 659519

ACCESS VIA ROWLEE FARM SIGNED 'LOCKERBROOK FARM CENTRE' OFF A57

1. Follow General Emergency Procedures
2. Ask one of the group leaders to go and open the gates.
3. Stay by the phone, or select a responsible adult to enable contact by emergency services.
4. Record all incident stages, events and times and inform a Lockerbrook staff on site or via the 'on call' staff.
5. In all cases it is necessary to inform a member Lockerbrook /Woodcraft folk emergency staff of the incident, see list next page.

## **Off site accident protocol**

1. Follow General Emergency Procedures and have to hand the contact details of centre and 'on call' staff.
2. Ensure you collate information on the casualty and incident and have the precise location of the casualty including grid reference and nearest road.
3. If non urgent or non life threatening contact the Lockerbrook number as above or the 'on call' number for assistance from centre staff/persons, giving them the details above.
4. If urgent or life threatening then contact emergency services dialling 999 and ask for 'Police' and then either Mountain rescue or Cave Rescue and give them the details above. Note: the injured persons medical/next of kin details may be required by the emergency services so you may need to obtain these. After this contact the centre or centre 'on call number' to notify them of the incident and gain necessary help.
5. If no phone signal or phone is available at the injury site then ensure 2 people go to find a signal or phone elsewhere. Note: these people may need to stay by the phone/ in the reception area, in case the emergency service needs more information and therefore may need to take sufficient safety equipment, shelter and food of their own to do this.
6. If you are a qualified and competent first aider then you may need to assist the casualty.
7. Record all incident stages and times as you go along.
8. In all cases it is necessary, for the On Call Manager to inform a member of Lockerbrook /Woodcraft Folk emergency staff of the incident, see list next page.
9. All accidents must be reported in the accident / incident / illness and near miss book. These are kept in the Leaders Box or, if you are an instructor in the Instructors' Box.

# First aid Resources & Emergency Contacts - Doctors, Hospitals, Police, Mountain Rescue, Dentists & Chemists

The 'Leaders' Box', given to and used by visiting staff, has details of doctors, dentists, chemist and hospitals as well as directions to the Sheffield hospitals. These details are also pinned up in the foyer of the cottage and are also in this document.

**First Aid kits** - All groups should bring their own first aid kits. However, if first aid equipment should be needed it is available as follows:-

- First aid box in the West Barn kitchen for emergencies.
- First aid box and burns first aid box located by the fire alarm panel, foyer of centre cottage.
- Emergency eye wash and pads on cupboard door, foyer of the cottage.
- Additional first aid supplies are stored in the cupboard on the wall of the cottage foyer.
- First Aid box in workshop.
- Two First Aid Boxes in Leaders Rucksacks in the equipment store

(First aid kits are updated 6 monthly by Lockerbrook Farm staff)

**Doctors** -Evelyn Medical Centre Hope, S33 6RJ      Tel: 01433 621557 Hours: Mon 08.00-19.30, Tues-Fri 08.00-18.30 (sometimes closed from 1.00pm on Weds)

**Dentist** -Bamford Tel: 01433 651270

**Chemist** Lloyds Pharmacy Hathersage Tel: 01433 650325

**Hospitals with Casualty Departments** are located in Sheffield. Take the A57 into Sheffield and follow signposts in the city.

- o Children (up to 16yrs) Sheffield Children's Hospital, S10 2TH    Tel: 0114 271 7000
- o Over 14's and adults    Northern General Hospital, S5 7AU    Tel: 0114 243 4343

## **Police**

(Non-emergency)    Glossop Police Station      Tel: 0345 123 3333 or 101

**Police, Ambulance, Fire and Mountain Rescue** Police Control    Tel: 999

## Lockerbrook/Woodcraft Emergency contacts

On Call manager                      Changes for each group. Who they are and their contact details will be in the Warden Office above the telephone.

In the first instance the initial contact point should be the On Call manager. If you are unable to raise the On Call manager then make contact the following people in the hierarchy listed.

Jo Holliday                              Centre Manager, Lockerbrook Farm  
Tel    01433 651412

Debs McCahon                         Director of Development, Woodcraft Folk, Head Office  
(Safeguarding)  
Tel.   02077034173 or 07845372267

Sarah Welsh                             Director of Operations & Finance, Woodcraft Folk, Head  
Office (Health and safety)  
Tel.   02077034173 or 07855145363

# Recording and reporting of accidents

## Illness and " near miss " incidents:

1. Any accident or illness must be reported in the accident / incident / illness and near miss book. These are kept in the Leaders Box. If the incident occurred under Lockerbrook instruction these accident forms are kept in the Instructors Box kept in the kit store. (If you see that Lockerbrook first aid has been used please make sure the group fill in the accident book)
2. Major injuries (as defined on a notice in the Accident / Medical logbook) legally require notification to the Health and Safety Executive within 24 hours.
3. Any Near Miss incident, which does not get recorded as section 1, should be recorded on the Near Miss form in the leaders box or Instructor box.



# **Food Hygiene**

## **Food Safety Management**

A strong emphasis is placed upon good hygiene management at Lockerbrook The local Environmental Health Officer approves the catering provision and procedures at the Centre.

The Environmental Health Officer at a level determined by the officer carries out inspections.

**Designated Centre staff hold a basic food hygiene certificate.**

## **Cleaning and Maintenance**

- The Centre is kept to a high standard of cleanliness by following the scheduled cleaning program.
- Dish cloths and tea towels changed daily or more frequently as required.

## **Self-catering groups**

- Visiting groups should follow the advice set out in the Centre's Food Hygiene Booklet displayed in the kitchen.
- Visiting staff are instructed that young people should be supervised at all times whilst in the kitchen.

## Water Quality

Lockerbrook is on a private water supply feed from springs above Lockerbrook therefore our supply falls under the:

### **Water Industry Act 1991**

### **Private water supplies regulation 1991**

Requiring our water be tested 6 monthly for bacterial and chemical content to ensure that the water is safe for consumption.

- 3 monthly inspection of the water system from the springs to the water treatment plant and replacement of filters as required.
- 9 monthly service. Replace UV tubes. Replace filters. Top up PH correction unit.
- Annual drain down of main tank reservoir and replacement of pre-filters

**Note.** Dates for service added to computer diary for automatic reminders.

- Keep records of all service, repairs and test results.
- 6 monthly tests carried out by High Peak Borough Council environmental health dept.

# Environmental Concerns

Lockerbrook promotes an environmental approach to all activities, leaders are asked to give careful thought and consideration to the following principles.

- **'Sustainable Use'** of resources.
- **'Minimal Impact'** on the environment (consider especially group size)
- **'Sensitivity and Consideration'** for landowners, residents and other users of the area.
- **'Educating'** those involved to consider these principles

# Activities Codes of Practice (or Operating Procedures) notes

The pages, which follow, provide guidelines only on the undertaking of outdoor activities by groups led by Centre staff and / or agencies appointed by Lockerbrook. At any time, a qualified instructor must feel they are able to use their experience and discretion in the interpretation of these guidelines in order to ensure the group has a safe and enjoyable experience.

## Group Size

At Lockerbrook, for practical, safety and environmental reasons, it is commonly expected that group sizes will operate to a maximum size of 10. However, there will be occasions and activities that larger group sizes are appropriate, and occasions when group sizes smaller than 10 are appropriate to meet the requirements of children and young peoples special needs.

Visiting leaders should communicate to the Centre Staff in advance of a visit any special needs of the group and /or individuals, which would affect the level of safety on activities.

Centre Staff / instructors may decide on grounds of safety, participant numbers need to be reduced to accommodate special needs, age, abilities of participants, the competence and experience of accompanying leaders / helpers and prevailing weather conditions.

It is expected that a leader / teacher will accompany any group participating in activities being led by Centre Staff and /or its agents.

## Equipment

The equipment listed below is for average weather conditions. Activity leaders will exercise their own professional judgement on the day depending on the particular set of circumstances and prevailing weather conditions at the time and decide on appropriate equipment that the participants should wear or carry and also any group safety equipment that should be taken.

Equipment will be checked on issue and return. It is the responsibility of leaders to report immediately any defects to equipment, which will affect safety.

Specialist equipment i.e. climbing equipment, helmets etc. will be checked on issue and return by the instructor leading the activity, any faulty equipment must be taken immediately out of service and report to Centre Staff.

# Low level walks – day or night

## Location

Example of low level walks include:

1. Guide post > Bridge End Track > Bridge End car park > Fairholmes>Lockerbrook.
2. Derwent reservoir > Fairholmes > Lockerbrook.
3. Rowlee Farm > Linkpath > Hagg Water Bridge > Guide Post >Lockerbrook
4. Guide Post > Crook Hill Farm > Fairholmes (via West or East Side of Ladybower reservoir > Lockerbrook

## Leader in Charge

Must be suitably experienced hill walker able to read a map, and have prior knowledge of the area.

A nominated first aider should accompany the group.

## Leader: Participant Ratio

1:10 (see notes page 20 'Group Size')

## Accompanying Helper

Useful, this could be a teacher, responsible adult or student.

## Personal Equipment

Suitable walking shoes/boots

Appropriate clothing, food/drink and equipment for prevailing weather conditions and intended route.

## Group Equipment -suggested (available for use by group leaders if they wish)

Leader safety pack (1 pack per 10 members of group) containing:

Emergency shelter tent

Spare hat and gloves

First Aid

Head torch

**Leave intended route with Centre Staff or on Notice Board in Dining Room.**

# Medium level walks

(During daylight hours)

## Location

Medium level walks using well defined paths and tracks, not on open moorland or terrain over 600 m and within 2.5 km and 30 minutes travelling time to any road or refuge.

Example of medium level walk:

1. Guide post > Rowlee Farm > Low Barn > Old Roman Rd > Hope Cross > Win Hill > return --- Hope Cross > Hagg Water Bridge > GuidePost > Lockerbrook
2. Yorkshire Bridge > Ashopton Viaduct > Crook Hill > GuidePost > Lockerbrook.

## Leader in Charge

Must be suitably experienced hill walker confident in the use of map and compass, have prior knowledge of the area, and the chosen route. A nominated first aider should accompany the group.

## Leader : Participant Ratio

1:10 (see notes page 20 'Group Size')

## Accompanying Helper

**Useful**, this could be a teacher, responsible adult or student.

## Personal Equipment

Suitable walking shoes/boots

Appropriate clothing, food/drink and equipment for prevailing weather conditions and intended route.

## Group Equipment-suggested (available for use by group leaders if they wish)

Leader safety pack (1 pack per 10 members of group) containing:

- Emergency shelter tent \*
- Spare hat and gloves \*
- First Aid \*
- Head torch \*

**Leave intended route with Centre Staff or on Notice Board in Dining Room.**

# High level walks (summer conditions) day or night

## Location

All terrain within the Dark Peak, remote moorland and terrain over 600 m Example areas - Kinder, Bleaklow, Howden Moor, and areas North of the Woodhead Pass.

## Leader in Charge

Leader should be suitably experienced and qualified with a BMC (summer) Mountain Leader Award/Hill and Moorland Leader Award or higher qualification and hold a valid First Aid qualification.

## Leader: Participant Ratio

1:10 (see notes page 20 'Group Size')

## Accompanying Helper

**Useful**, this could be a teacher, responsible adult or student.

## Personal Equipment

Suitable walking shoes/boots

Appropriate clothing, food/drink and equipment for prevailing weather conditions and intended route.

## Group Equipment -suggested (available for use by group leaders if they wish)

Leader safety pack (1 pack per 10 members of group) containing:

Emergency shelter tent \*

Spare hat and gloves \*

First Aid \*

Head torch \*

**Leave intended route with Centre Staff or on Notice Board in Dining Room.**

## High level walks (winter conditions)

Clarification of winter conditions:

Where ice axes and crampons may be necessary, where there may be risk of avalanches, where weather conditions may be extremely harsh.

**The leading of groups under these conditions will not be carried out from this Centre.**



# Unaccompanied / shadow walks

## Location

As for low, medium and high level walks

## Leader in Charge

(Low and Medium Level Walks) Must be suitably experienced hill walker confident in the use of map and compass, have prior knowledge of the area, and the chosen route. The group should be accompanied / shadowed by a nominated First aider. (High Level Walks) Leader should be suitably experienced and qualified with a BMC (summer) Mountain Leader Award/Hills and Moorland Leader Award or higher qualification and hold a valid First Aid qualification.

Leader: Participant Ratio 1:8 (see notes page 20 'Group Size')

## Accompanying Helper

**Useful**, this could be a teacher, responsible adult or student.

## Personal Equipment

Suitable walking shoes/boots

Appropriate clothing, food/drink and equipment for prevailing weather conditions and intended route.

## Group Equipment -suggested (available for use by group leaders if they wish)

Leader safety pack (1 pack per 10 members of group) containing:

Emergency shelter tent \*

Spare hat and gloves \*

First Aid \*

Head torch \*

## Other Considerations

It is important that pupils are given comprehensive briefing and guidance related to the walk i.e. route, aims and objectives, emergency procedures, transport, personal and group equipment details.

**Shadowing leader must keep the group in sight at all times especially when route choices are being made.**

**Leave intended route with Centre Staff or on Notice Board in Dining Room.**

# Rock hopping / weaseling and scrambling

## Description

A journey undertaken on solid ground involving the use of basic skills; walking, crawling hanging, squeezing, sliding etc., but not exposing the participant to terrain where the leader would not be able to provide support or security.

## Location

Higger Tor (GR. SK257819)

## Leader in Charge

There is no qualification specifically designed for leading this activity. However it does fall into the Mountaineering / Rock Climbing area therefore a Summer ML or Single Pitch Rock Climbing Award or RCI would provide suitable evidence of ability to lead this activity, together with a valid First Aid qualification and prior knowledge of the location.

## Leader : Participant Ratio

1: 10 (see notes page 20 'Group Size')

## Accompanying Helper

**Useful**, this could be a teacher, responsible adult or student.

## Personal Equipment

Suitable walking shoes/boots

Helmet

Appropriate clothing, food/drink and equipment for prevailing weather conditions and intended route.

## Group Equipment -suggested (available for use by group leaders if they wish)

Leader safety pack (1 pack per 10 members of group) containing:

Emergency shelter tent \*

Spare hat and gloves \*

First Aid \*

Head torch \*

## Other Considerations

It is essential that a mini-bus or other transport be at the location for the entire duration as backup in case of emergency.

**It is important that participants are briefed in the proper use and care of safety equipment.**

# Rock climbing & abseiling (single pitch crags)

## Description

All climbing is single pitch and participants wear a helmet, harness and are protected by a safety rope from above (*top roping*)  
Abseiling will always involve the use of a safety rope system and the wearing of helmets and harness.  
Safety rope is not used when practising within a few feet of the ground.

## Location

Examples of location are: Stanage, Burbage North, Rivelin, Hagg climbing tower, Millers Dale viaduct.

## Leader in Charge

BMC Single Pitch Rock-Climbing Award (SPA)/RCI or a higher qualification would provide suitable evidence of ability to lead this activity, together with a valid First Aid qualification and prior knowledge of the location.

## Leader : Participant Ratio

1: 10 (see notes page 20 'Group Size')

## Accompanying Helper

**Useful**, this could be teacher, responsible adult or student.

## Personal Equipment

Suitable walking shoes/boots

Appropriate clothing, food/drink and equipment for prevailing weather conditions and intended route.

## Group Equipment -suggested (available for use by group leaders if they wish)

Leader safety pack (1 pack per 10 members of group) containing:

Emergency shelter tent \*

Spare hat and gloves \*

First Aid \*

Head torch \*

## Other Considerations

It is essential that a mini-bus or other transport be at the location for the entire duration as back up in case of emergency.

**It is important that participants are briefed in the proper use and care of safety equipment.**

# Climbing wall

## Leader in Charge

SPA/RCI/MIA/MIC holders would provide suitable evidence of ability to lead this activity, together with a valid First Aid qualification and familiarisation session.

## Leader : Participant Ratio

1: 10 (see notes page 20 'Group Size')

## Accompanying Helper

**Useful**, this could be teacher, responsible adult or student.

## Personal Equipment

Trainers, Walking boots or rock boots

Harness

Helmet

Climbing equipment

**Note: under no circumstances must staff or pupils without a suitably qualified leader and the approval of Lockerbrook Centre Staff use the climbing wall.**

The climbing wall area is fenced off and students are told at the introduction that this area is out of bounds.

# Gorge / river / stream scrambles

## Description

A journey following the route of a stream involving the use of basic skills; walking, crawling hanging, squeezing, sliding etc. with the additional hazard of slippery or loose surfaces and water. However, not exposing the participant to terrain where the leader would not be able to provide support or security.

## Location

Fairbrook Naze (GR. SK 0953 8967)

## Leader in Charge

There is no qualification specifically designed for leading this activity. However it does fall into the Mountaineering / Rock Climbing/Caving area therefore a SPA, RCI, MIA, MIC or LCMLA CIC would provide suitable evidence of ability to lead this activity, together a valid First Aid qualification and prior knowledge of the location.

**A site induction is required before leading this activity**

Leader: Participant Ratio 1: 10 (see notes page 20 'Group Size')

## Accompanying Helper

**Essential**, this could be teacher, responsible adult or student.

## Personal Equipment (Refer to Fairbrook Operating Procedures)

Wellington's /walking boots

Warm clothes

Helmets

Buoyancy Aid (non-swimmers and under 18 essential)

Caving belt

Protective clothing (nylon caving suit/waterproofs)

## Leaders Equipment

Leader safety pack (1 pack per 10 members of group) containing:

Emergency shelter tent

Bivi bag

Blizzard bag

Spare hat and gloves

First Aid

Head torch

Throwline/rope

20m dynamic rope plus 2xHMS grabs

Mobile Phone

Extra fleeces

Hot drink (in all but the warmest conditions)

## Other Considerations

It is essential that a mini-bus or other transport be at the location for the entire duration as backup in case of emergency and for quick return to the Centre at the finish of the

activity. After periods of heavy rain, the location should be checked for unacceptable water level or forces, before the activity is carried out.

**It is important that participants are briefed in the proper use and care of safety equipment.**

### Seasonal Restrictions

During the winter months i.e. from October half term to Easter this activity is not generally offered in programmes as a wet adventure walk due to the extreme water temperature. However, if the weather, preceding the booking and during it, are unusually warm then the activity may be considered.

# Fairbrook stream scramble operating procedures

## Description

Fairbrook on the northern flanks of Kinder Scout offers a challenging and rewarding stream scramble for groups. It is a very popular activity with groups and staff requiring co-operation and teamwork.

Fairbrook is relatively high and inclement weather combined with complete immersion make this a fair weather activity; particularly for younger groups. The activity is restricted to the period from Easter to October half term. **In the bird nesting season (1<sup>st</sup> April – 31<sup>st</sup> July) only use the venue on weekdays/term-time only, with one group at a time on session.** This is to reduce impact as the venue is used by other groups at weekends.

## Location

Fairbrook Naze (GR. SK 0953 8967)

## Technical Adviser

Phil Baker, MIC/CIC (tel: 07722017934).

## Leader in Charge

There is no qualification specifically designed for leading this activity. However it does fall into the Mountaineering / Rock Climbing/Caving area therefore a SPA, RCI, MIA, MIC or LCMLA CIC would provide suitable evidence of ability to lead this activity, together a valid First Aid qualification and prior knowledge of the location.

## Induction

All leaders should be inducted into the activity by the Senior Instructor or person approved by them.

Leader: Participant Ratio 1: 10 (see notes page 20 'Group Size')

## Accompanying Helper

**Essential**, this could be teacher, responsible adult or student.

## Personal Equipment

Wellington's /walking boots (OK if wellies can't be fitted)

Warm clothes (extra fleeces in store)

Protective clothing (nylon caving suit/waterproofs)

Helmets

Buoyancy Aid (non-swimmers and under 18 essential, available for over 18s to provide warmth and safety against bangs)

If Buoyancy Aid not needed then pools to be crossed by individuals **only** under close supervision of instructor.

Caving belt

Balaclava (depending on temperature)

## Leaders Equipment

Leader safety pack (1 pack per 10 members of group) containing:

- Emergency shelter tent
- Bivi bag
- Blizzard survival bag
- Spare hat and gloves
- First Aid
- Head torch
- Throwline/rope
- 20m dynamic rope plus 2xHMS grabs
- Mobile Phone
- Extra fleeces
- Hot drink (in all but the warmest conditions)**

Please check all kit before session and take out of system if it is damaged.

## Other Considerations

It is essential that a mini-bus or other transport be at the location for the entire duration as backup in case of emergency and for quick return to the Centre at the finish of the activity. After periods of heavy rain, the location should be checked for unacceptable water level or forces, before the activity is carried out.

**It is important that participants are briefed in the proper use and care of safety equipment.**

## Seasonal Restrictions and water levels

During the winter months i.e. from 1st November through to 1st April this activity is not generally offered in programmes as a wet adventure walk due to the extreme water temperature. However, if the weather, proceeding the booking and during it, are unusually warm then the activity may be considered.

Consider the weather and stream levels. Observe the stream levels on site and cancel or restrict the activity to the lower sections accordingly. The upper sections beyond 6 (diagram on page 4) are not appropriate for those that you observe to be less water confident in the early stages. 5 is the appropriate place to stop with these people.

At all times use judgement and if in doubt curtail the activity. This is a key skill of leader.

## Weil's disease

We recommend that everyone wash thoroughly and as soon as possible after exiting the water. Assess the **risk** of the likelihood of contamination. Look out for dead sheep and if possible enter above them.



## The Activity

Explain clearly in briefing what the gorge entails - give individuals opportunity to raise issues especially with respect to deep water.

Transport can be parked in either of the two small lay-bys on the northern side of the A57 just before Snake Inn. Careful supervision of the group is needed on the road at all times. Carefully manage and brief the road crossing.

Keep the group on the path through the woods as the ground is soft and vulnerable.

After the sheepfold, encourage the group to stay out of the stream until the steps just before the fallen tree, as they will get wet before the best part! Usual briefing on slippery rock, speed etc needed.

The following numbers refer to the diagram on page 4:

1. First significant hazard is fallen tree at 1. Can crawl under this on left (all sides refer to upstream direction) if water levels allow. Crawling downstream stops water backing up in their faces. Note: Nether Seal Clough and Middle Seal Clough contain vulnerable and impressive mosses and ferns. As such they should be considered out of bounds to groups.
2. The first of many loose and overhanging outcrops occur next to the stream in this section – **groups must not approach these or shelter under them.**
3. After a narrow section the pool and fall at 4 is encountered. This requires people to cross individually. The fall needs careful spotting and should be taken on the more robust left side. The fall can be avoided in deep heather on the left bank, well back from the stream. A good place to terminate with less able groups.
4. Groups exiting from here should move upstream to avoid soft vulnerable ground. The path bank needs good group management here.
7. The pool at 7 is just beyond two trees on opposite sides. Cross on the left and use close group supervision in this pool. Use throw line for less confident participants **At no point should more than one person be in the deep pools throughout the activity.**
10. Next deep pool/fall just after Middle Seal Clough at 10 on map. Take the fall on the right and use a lifeline for individuals from a threaded block in the stream 5m back. Or if suitable body belay.
12. At 12 is a pool/fall requiring close group supervision one at a time and shallower on right. Use throw line for less confident participants. To avoid, exit stream much earlier due to steep ground above to path.
14. 15m beyond at 14 is a deep pool with a narrow waterfall in to it. Close group supervision of pool and spot fall from below. Tree on left just beyond available for a belay.
15. Last pool at 15 is wider and deep. Manage group accordingly, one at a time and assist poor swimmers. Use throw line for less confident participants. Finish the activity here (or earlier) there is a good flat grassy area next to the pool.

If using the flat rock to left of fall for jumping:

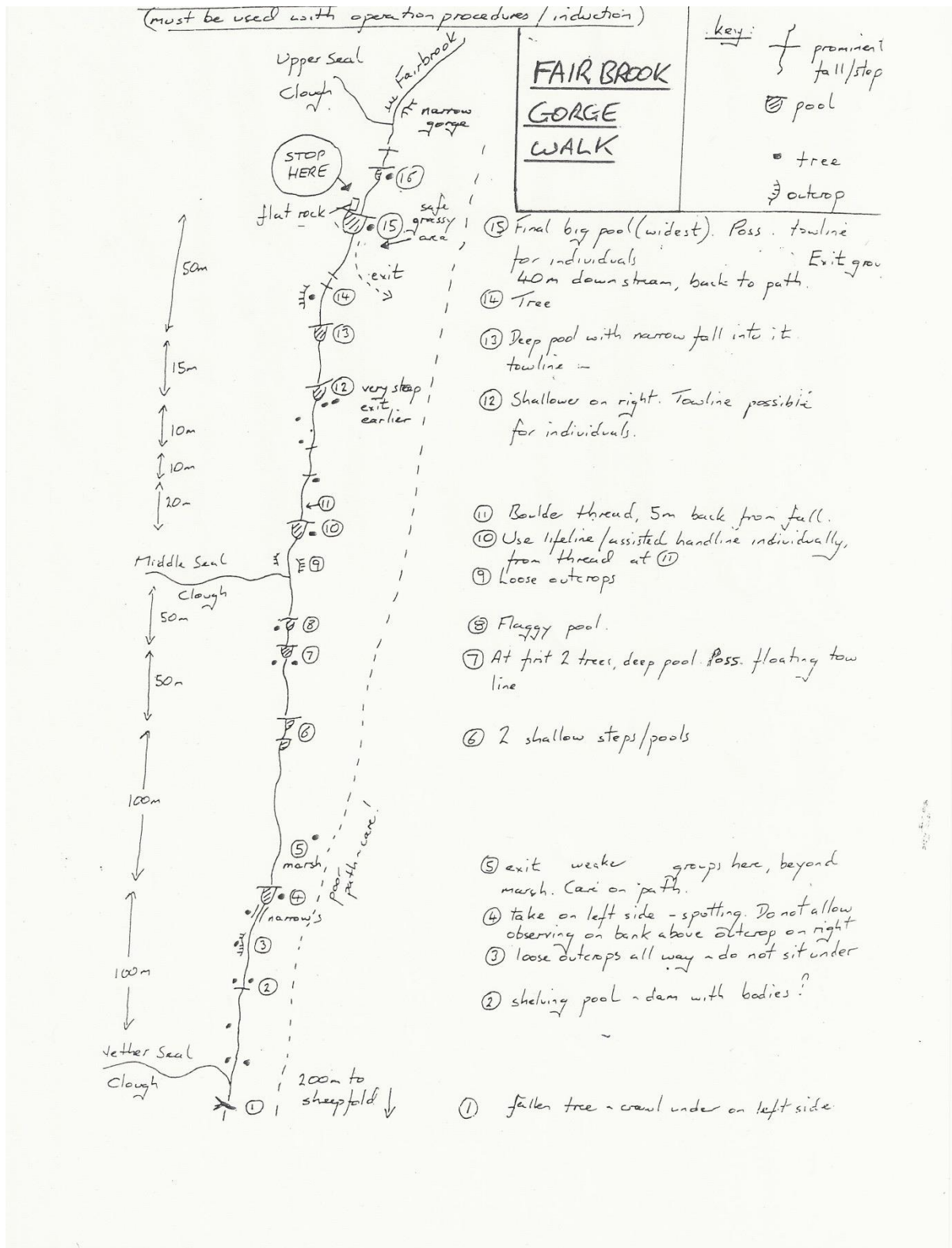
- Ensure that the group are warm/sheltered on the flat grassy area next to the pool
- Check the stream bed for objects before anyone jumps(best done by wayding in)

- Clear instruction to jump into the centre of the pool where the water is 'white'. This offers a visible aim point for the group and will ensure that they jump into the deepest water. Use judgement from observation of the group so far to assess capability of individuals to jump confidently into the deep water in the middle of the pool.
- Jump with bent legs and info group the water is shallow and they may touch the bottom, e.g. water depth just over head height
- No Diving
- Judge whether it is appropriate to stand on the small ledge directly below the jump point to 'spot' this hazard. In general it is appropriate to do this with younger/smaller students.
- Place an adult at the exit point to assist group members out of the pool with throw line
- Only one group member should be in the pool at a time

An exit can be made by following the stream back for 40m and walking up to the path. As with all gorge walks, the walk back is colder than the activity – be aware of the state of the group throughout the activity and take this into account.

Rewarming: Emergency kit includes hats, gloves warm tops, bivy bag and blizzard bag for cold individuals. Ensure a flask is carried and use judgement to decide if activity is feasible in respect of water temp. and weather, and during activity regarding state of group/individuals. If in doubt ask technical advisor or equivalent.

**Fig 1 – Fairbrook Stream Scramble**



# Canoeing and Kayaking (Very Sheltered water and Sheltered water)

## Description

Canoeing and kayaking in very sheltered water or sheltered water.

## Location

All locations to be agreed by Dan Crawford (Technical Advisor)

## Leader in Charge

BCU/UKCC Level 1 Coach plus a 3\* in the relevant discipline and SoC or above together with a valid First Aid qualification and prior knowledge of the location.

## Leader: Participant Ratio

- 1: 10 (see notes page 20 'Group Size') Instructor must have appropriate skills and knowledge to run a safe session which can be demonstrated by holding one of the qualifications above.
- The instructor is to work to a 1:10 ratio or 1:12 when Tandem canoeing. (see notes on Page 20 'group size') This may be increased with the use of a locally accredited assistant. Where this happens, the assistant will Hold BCU 2\* and FSRT and have had a SoC from the Technical advisor. The Assistant will work under the direct supervision of a Qualified Instructor.

Accompanying helper : **see above**

## Personal Equipment

Suitable warm clothing  
Waterproofs  
Buoyancy aid  
Trainers  
Wetsuit (if deemed necessary)  
Helmet (at instructor's discretion)

## Group Equipment -suggested

(All packed in leader bag)  
First aid, & emergency kit – in waterproof barrel  
Group shelter  
Bivi bag  
Security Rope & selection of slings and karabiners if required  
Knife  
Extra warm clothes  
Throwline  
Whistle

## Equipment check

All equipment must have a ready for use check carried out by the instructor prior to the session start.

## Launch and recovery

- All participants to implement safe lifting and carrying techniques (i.e. lift with the knees and keep the back straight). Students are to carry boats with assistance.
- All effort should be made to reduce environmental impact. Where practical launch and recovery is to be done with the boat afloat.

## On session

- All participants are to wear buoyancy aids. Buoyancy aids should be the appropriate size, be fully zipped up, with all straps fastened.
- Helmet to be worn at Instructors discretion.
- If spraydecks are to be worn individuals are to have done a deck test.
- Footwear is to be worn at all times.
- Suitable clothing is to be worn for the weather conditions. Wet suits should be worn if the Instructor deems it necessary.
- The instructor is to carry with them a minimum of; Sling and karabiner, Knife. First aid kit and Spare Clothes should be nearby.
- Canoeing and Kayaking is not to take place in Cold conditions unless the '**Water activities in cold conditions**' sheet can be met.
- Session plans should be adaptable to cater for wind direction and weather conditions.
- Group behaviour will be monitored and managed throughout the session.
- Accident/emergencies registered and procedures understood by all activity instructors.
- **It is the responsibility of the session instructor to ensure that all kit is returned and any defects reported in line with isolation/repair policy.**

## Other Considerations

It is essential that a mini-bus or other transport be at the location for the entire duration as back up in case of emergency.

# Moderate Water Canoeing

## Description

Moderate canoeing in moving water.

## Location

All locations to be agreed by Dan Crawford (Technical Advisor)

## Leader in Charge

- **BCU Level 3 Canoe or UKCC Level 2 with Moderate water endorsement or 4\* Canoe Leader** together with a valid First Aid qualification and prior knowledge of the location.
- Instructor must have appropriate skills and knowledge to run a safe session which can be demonstrated by holding one of the qualifications above.
- The instructor is to work to British Canoeing's recommended ratios for their Qualification as set out in the BC Environmental definitions, Deployment guidance for instructors, coaches, and leaders.

## Leader: Participant Ratio

- 1: 10 (see notes page 20 'Group Size') Instructor must have appropriate skills and knowledge to run a safe session which can be demonstrated by holding one of the qualifications above.

Accompanying helper : **essential**

## Personal Equipment

Suitable warm clothing  
Waterproofs  
Buoyancy aid  
Trainers  
Wetsuit (if deemed necessary)  
Helmet

## Group Equipment -suggested

(All packed in leader bag)  
First aid, & emergency kit – in waterproof barrel  
Group shelter  
Bivi bag  
Security Rope & selection of slings and karabiners if required  
Knife  
Extra warm clothes  
Throwline  
Whistle

## Equipment check

All equipment must have a ready for use check carried out by the instructor prior to the session start.

## Launch and recovery

- All participants to implement safe lifting and carrying techniques (i.e. lift with the knees and keep the back straight). Students are to carry boats with assistance.
- The instructor is to brief the group regarding carrying on uneven terrain.
- All effort should be made to reduce environmental impact. Where possible launch and recovery is to be done with the boat afloat.

## On session

- Moving Water Canoeing will take place at various venues, the Instructor is to familiarise themselves with the venue being used and make a dynamic risk assessment.
- All participants are to wear buoyancy aids and helmets. Buoyancy aids should be the appropriate size, be fully zipped up, with all straps fastened. Helmet must be properly fitted and adjusted.
- Footwear is to be worn at all times.
- Suitable clothing is to be worn for the weather conditions. Wet suits should be worn if the Instructor deems it necessary.
- The instructor is to carry with them a minimum of; Sling and karabiner, Knife, Throwline and first aid kit. Spare Clothes should be nearby, where this is not possible the instructor should have appropriate emergency group clothing in their boat.
- Moderate Water Kayaking is not to take place in Cold conditions unless the **'Water activities in cold conditions'** sheet can be met.
- Session plans should be adaptable to cater for water levels and weather conditions.
- A Clear briefing is to be given about signs/signals that will be used on the water, likely hazards and dangers, what to do in the event of capsize or emergency.
- Group behaviour will be monitored and managed throughout the session.
- Accident/emergencies registered and procedures understood by all activity instructors.
- On many rivers to get an Ambulance you should call police/ Mountain rescue.
- **It is the responsibility of the session instructor to ensure that all kit is returned and any defects reported in line with isolation/repair policy.**

## Other Considerations

It is essential that a mini-bus or other transport be at the location for the entire duration as back up in case of emergency.

# Raft building

## Description

Building rafts using logs and barrels.

## Location

All locations to be agreed by Dan Crawford (Technical Advisor)

## Leader in Charge

**RYA Safetyboat or UKCC Level 1, with a SoC** together with a valid First Aid qualification and prior knowledge of the location.

- Instructor must have appropriate skills and knowledge to run a safe session which can be demonstrated by holding one of the qualifications above.

## Leader: Participant Ratio

- 1: 10 (see notes page 20 'Group Size') Instructor must have appropriate skills and knowledge to run a safe session which can be demonstrated by holding one of the qualifications above.

## Accompanying helper : **essential**

## Personal Equipment

Suitable warm clothing  
Waterproofs  
Buoyancy aid  
Trainers  
Wetsuit (if deemed necessary)  
Helmet

## Group Equipment -suggested

(All packed in leader bag)  
First aid, & emergency kit – in waterproof barrel  
Group shelter  
Bivi bag  
Security Rope & selection of slings and karabiners if required  
Knife  
Extra warm clothes  
Throw line

## Equipment check

All equipment must have a ready for use check carried out by the instructor prior to the session start.



## Launch and recovery

- All participants to implement safe lifting and carrying techniques (i.e. lift with the knees and keep the back straight). Equipment is to be carried below shoulder height. Students are to carry rafting equipment with assistance.
- Minimum of 4 people to carry a completed raft.

## On session

- Raft Building is to take place at sites agreed by Dan Crawford.
- Equipment is to be ready use checked prior to session.
- All participants are to wear helmets whilst building. Helmets and Buoyancy aids are to be worn on the water.
- Footwear is to be worn at all times.
- Suitable clothing is to be worn for the weather conditions.
- Instructor to ensure that large loops are avoided and that raft design does not incorporate excessive loose rope.
- Session brief is to include how to avoid rafts flipping. Especially if building a 2 log raft, not to stand on barrels but on the frame and what to do if they come up under the raft.
- The instructor is to carry with them a minimum of; Sling and karabiner, Knife. First aid kit and Spare Clothes should be nearby.
- Raft Building is not to take place in Cold conditions unless the '**Water activities in cold conditions**' sheet can be met.
- Session plans should be adaptable to cater for wind direction and weather conditions.
- Group behaviour will be monitored and managed throughout the session.
- Accident/emergencies registered and procedures understood by all activity instructors.
- **It is the responsibility of the session instructor to ensure that all kit is returned and any defects reported in line with isolation/repair policy.**

## Other Considerations

It is essential that a mini-bus or other transport be at the location for the entire duration as back up in case of emergency.

# Water activities in cold conditions

Please ensure that you consider the following.

Don't be afraid of changing your activity plans if you have any concerns.

**Is there ice on the surface of the water?**

**Does it break up under small wave action (<2mm)?**

If **YES** and other considerations are positive then it may be ok for the activity to take place.

**If the ice is thicker than 2mm is there a large enough area of open water that can be safely used?**

(In the event of a capsize can swimmers in get to the shore?) If **NO** then the activity should be changed.

**If the water is moving and the surface frozen, then the activity should not take place and an alternative activity should be planned.**

Can you readily ensure that any immersed persons can quickly be extracted and warmed up (inside a building or minibus or if on a journey can change into dry clothing?)

If **NO** then the activity should be changed.

In cold conditions rafting has some additional considerations and in the event of capsize would probably involve several people being immersed at one time, can you cope with an all in rescue worst-case scenario?

If **NO** then the activity should be changed.

Road conditions – If you need to travel are you confident about road conditions and have you looked at the weather forecast?

**If there was an accident off-site, consider whether the emergency services could get to the venue.**

**Are the group equipped with suitable fleece / fibre pile clothing and waterproofs?**

Would you be happy for yourself and your family to undertake the activity in these conditions and in this kit?

# Caving

## Description

Caving in named cave and mine, including vertical underground systems within Derbyshire.

## Location

Named systems: Example - Carlsark Cavern, Giants Cave, P8, Bagshawe Cavern

## Leader in Charge

LCML Level 1. For non-vertical systems

LCML Level 2. or higher qualification for trips including vertical systems with pitches up to 18m would provide suitable evidence of ability to lead this activity, together with a valid First Aid qualification and prior knowledge of the location.

## Leader: Participant Ratio

1: 10 (see notes page 20 'Group Size')

Accompanying helper : **essential**

## Personal Equipment

Suitable warm clothing

Helmet

Lights

Caving suit

Wellies

Belay belt if required

## Group Equipment -suggested

(All packed in cave leader bag)

First aid, & cave emergency kit – in waterproof barrel

Group shelter

Bivi bag

Spare lamps/batteries

Security Rope & selection of slings and karabiners if required

## Other Considerations

It is essential that a mini-bus or other transport be at the location for the entire duration as back up in case of emergency.

**It is important that participants are briefed in the proper use and care of safety equipment.**

Venue and expected time of leaving the cave system must be left at the centre and 'call out' time arranged. Mobile phone must be taken on all trips.

# Orienteering

## Description

This activity takes place based from the Centre with participants out of view of the Centre for only short periods. An instructor or helper is positioned at points where there is risk of the participants straying off the course. The activity is backed by appropriate emergency procedures.

## Location

In and around the Centre.

## Leader in Charge

This activity can be run safely by a visiting teacher / group leader with prior experience/induction and first aid

## Leader: Participant Ratio

1:15 (see notes page 20 'Group Size')

## Accompanying Helper

Not essential on courses based in the Centre or adjoining fields but recommended if using the larger star courses or points course. (Events which need supervision of participants checking in and out and helper / helpers on the course to assist and in case of emergency).

## Personal Equipment

As deemed required by the leader

## Group Equipment -

Leader safety pack or equivalent -containing first aid and equipment appropriate for environmental conditions/situation, if off site.

## Other Considerations

It is essential to explain clearly to participants the area used and safety procedures.

For participants to get the most out of this activity it is essential to spend time discussing the maps, features, key, setting a map, etc.

# Low level overnight experience (bivi or camp)

## Description

Camping and bivouacs.

## Location

Camping in the field adjacent to the Centre and bivi in surrounding woodlands or other low level location.

## Leader in Charge

Centre staff or experienced visiting leader with first aid certificate. Health & Hygiene certificate recommended if cooking without sealed/prepared food sachets.

## Leader: Participant Ratio

1:10 (see notes page 20 'Group Size')

## Accompanying Helper

Not necessary.

## Personal Equipment

Suitable walking shoes/boots

Appropriate clothing, food/drink and equipment for prevailing weather conditions and intended route.

Sleeping bag

Roll mat

## Group Equipment -suggested (available for use by group leaders if they wish)

Leader safety pack (1 pack per 10 members of group) containing:

Emergency shelter tent \*

Spare hat and gloves \*

First Aid \*

Head torch \*

Tent/bivi bag

First aid kit/burns kit

Stove and cooking equipment (if needed)

## Other Considerations

With a mixed group, it is recommended that responsible adults of both sexes be present. Care should be taken when choosing a bivvi site to ensure that there is no danger of falls etc should youngsters get up in the night and wander around.

If stoves are used, the supervising adult must have read and understood the safety routine for spirit stoves and have been trained in their use.

See **Cooking out and Safe routine for spirit (Trangia) stoves**

**Fires are not allowed.**

# High level overnight experience

## Description

Camping expeditions, bivouacs, and use of camping barns.

## Location

All terrain within the Dark Peak, remote moorland and terrain over 600 m. Example areas, Kinder, Bleaklow, Howden Moor, and areas North of the Wood Head Pass.

## Leader in Charge

Leader should be suitably experienced and qualified with a BMC (summer) Mountain Leader Award or higher qualification and hold a valid First Aid qualification. Health & Hygiene certificate recommended if cooking without sealed/prepared food sachets.

## Leader : Participant Ratio

1: 10

(see notes page 20 'Group Size')

## Accompanying Helper

**Essential**, this could be teacher, responsible adult or student.

## Personal Equipment

Suitable walking shoes/boots

Appropriate clothing, food/drink and equipment for prevailing weather conditions and intended route.

Survival bag

Sleeping bag

Karrimat

## Group Equipment -suggested (available for use by group leaders if they wish)

Leader safety pack (1 pack per 10 members of group) containing:

Emergency shelter tent \*

Spare hat and gloves \*

First Aid \*

Head torch \*

Map and Compass

Bivvi bags or tent

Stove and cooking utensils (if needed)

## Other Considerations

With a mixed group, it is recommended that responsible adults of both sexes be present.

**Fires are not allowed.**

# Shelter building

## Description

The building of shelters using Natural debris.

## The Location

Woodland surrounding Lockerbrook.

## Leader in Charge

Visiting leader/teacher experienced and with first aid

## Leader : Participant Ratio

1: 10 (see notes page 20 'Group Size')

## Accompanying Helper

Not essential

## Personal Equipment

As deemed required by the leader

## Group Equipment

Leader safety pack if off site

## Other Considerations

Groups should use natural debris and be given strict instructions not to cut, burn, uproot or set fire to any of the vegetation.

Leaders need to ensure shelters are checked to see if the structures are safe before participants enter them

Make sure all participants are accounted for at all times.

Please destroy / pull down all shelters by the end of your stay at Lockerbrook.

There should be no evidence that you have been there, including no litter.

**Fires are not allowed.**

# Mountain Biking

## Description

On-roads and tracks e.g. around the reservoirs and other cycle hire trails.

## Leader in charge

Competent and experienced mountain bike leader - MIAAS level 1 or 2 award and/or ML Summer with current first aid certificate and knowledge of bike maintenance. Prior knowledge of route intended required.

## Leader : Participant Ratio

1: 10 (see notes page 20 'Group Size')

## Accompanying Helper

**Essential** - Competent rider with knowledge of bike maintenance and good navigation skills and/or knowledge of route required.

## Personal Equipment

Suitable walking shoes/boots

Appropriate clothing, food/drink and equipment for prevailing weather conditions and intended route.

Cycling helmet

Group Equipment-suggested (available for use by group leaders if they wish)

Leader safety pack (1 pack per 10 members of group) containing:

Emergency shelter tent \*

Spare hat and gloves \*

First Aid \*

Head torch \*

Tool bag and puncture repair kit

## Considerations

Cycling helmets must be worn, ensure correctly fitting before the participants get on their bikes.

Make sure that all participants' check that their bikes are working properly, particularly the brakes, before setting off on the bike ride.

Brief the group before setting off. Make sure you cover the following points:

- a) The need to stay together as a group.
- b) The danger of bikes colliding. People should leave a distance of several metres between bikes and students must be warned against suddenly putting on their brakes.
- c) How to operate the brakes. The danger of going over the handlebars if the front brake only is used. Which lever controls the back (safe) brake.

Brief the group before any hazard (e.g. road crossings, slopes, rough terrain). If you judge that any student is not competent to cycle any section of the route, ask them to dismount and walk that section. Stop the group before any hazard (e.g. road crossings, slopes), controlling speed if necessary by cycling in front.

Two way radios are available from the centre for use between the leader



# **Problem solving and team building / co-operative activities**

## **Description**

These activities involve minimal equipment and are designed to develop team building and co-operation.

Appropriate safety equipment is used where necessary i.e. gloves, safety goggles, over suits and helmets.

All activities will be supervised at all times.

All activities are carried out within a few feet of the ground and within easy access of the Centre.

Certain activities will only be run by Lockerbrook staff.

## **Location**

Fields and woodland surrounding Lockerbrook.

## **Leader in Charge**

Visiting leader/teacher with previous experience. Safety on these activities is based on common sense and good judgement of teachers and leaders, whilst working within their own experience.

## **Leader: Participant Ratio**

1: 6 Ideal, 1: 10 maximum (see notes page 20 'Group Size')

Group size is to be determined by the exercise.

## **Accompanying Helper**

Not essential but recommended so multiple exercises can be run at the same time.

## **Personal Equipment**

Boots / trainers

## **Group Equipment -suggested**

Leader safety pack if off site

# Conservation work

## Description

Working on various projects as agreed with the Peak Park Rangers or NT wardens or Lockerbrook staff. Using basic hand tools and equipment involving digging, cutting, hammering and carrying.

## Location

Various locations.

## Leader in Charge

Lockerbrook Staff or Outside agencies. Suitably trained and experienced, First aider

## Leader: Participant Ratio

1: 10 maximum

(see notes page 20 'Group Size')

## Accompanying Helper

**Essential** accompanying leader/teacher to be in overall charge of the group i.e. disciplinary matters, motivation, etc. The accompanying teacher is a vital link and the key to a successful session.

## Personal Equipment as appropriate for the activity

Boots / Wellies

Clothing appropriate for the weather conditions

Protective overalls

Work gloves

Goggles

## Group Equipment -suggested

Leader safety pack

Tools for the job (to be organised by Centre Staff)

## Other Considerations

A briefing of the project and how to use and carry the tools will be given at the start of the session.

## **Crate Challenge – ‘Stack ‘em’ high!’**

### Description

On site crate climbing activity requiring team working skills.

### Location

On site in woods.

### Leader in Charge

SPA/RCI/MIA/MIC/CIC with valid first aid & **who have completed a Lockerbrook crate stack induction session.**

### Leader: Participant Ratio

1: 10 maximum (see notes page 20 'Group Size')

### Accompanying Helper

Adult useful

### Equipment

climbing harnesses

Helmets

Crate stack bag -Technical hardware, monkey and keys

## Considerations on operating the Crate Stack Activity

see appropriate risk assessment but be aware of the following:

1. Falling off platform
2. Crates falling onto participants

## **Briefing the participants**

### General

1. People supplying crates and helping build the tower must remain at the front of the tower nearest the belayers.
2. Recommend that people supplying crates to go a maximum of 1 crate high or as deemed safe for the group, in order to help pass crates upwards.
3. The ‘escape area’ must be kept clear of crates so that participants can safely move out of the way of falling crate(s).
4. Brief for safe use of the rope for hauling crates to top and only use if group is deemed safe/responsible to use it or an adult is present nearby to supervise.

### **Belaying**

- Indirect belaying method to ground anchors is necessary, if using ground anchors, for this structure’s safety compliance.

# Cooking out and Safe routine for spirit (Trangia) stoves

## Safety equipment to be at cooking site.

- 1 Fire extinguisher
- 2 Towel and water
- 3 First aid kit

## Procedure

The group should be briefed fully in the use of the stove with a practical demonstration. The spirit must be carried in bottles specifically designed for the purpose with a safety top. The stove should only be filled from these bottles. With novices the session leader should only fill the stove.

Do not fill the stoves until you are sure the flame is completely extinguished and the burner is cool. (If the burner is too hot to handle then it is too hot to fill)

The stove must be on firm ground, in a place where it cannot be knocked over.

A lit stove must never be left unattended.

If there is no pan on the stove, the flame must be extinguished.

## Action in the event of a fire

Putting out the fire.

A towel soaked in water will make a very efficient blanket, Methylated spirit and water may be mixed so there is no danger of the fire being spread – the water simply cuts off the air supply cools and dilutes the spirit.

## Major Burns

The most important action, after preventing further burns, is to douse the affected area with large quantities of cold water. The cooling must continue for at least 10 minutes and will help reduce the pain. Whilst this treatment is going on arrangements should be made to get the casualty to hospital. Do not touch or remove any clothing, which is sticking to the burn, or apply any ointments. Try to prevent burn infection of the wound by some form of clean, dry covering such as a triangular bandage a plastic bag or cling film. The patient must be monitored and the usual checks of airway, breathing, circulation and shock must be carried out

## Minor burns

Minor burns and scalds occur while cooking and usually arise from hot pans or spillage of boiling water. Treatment is by immersion in cold water for at least 10 minutes before applying a sterile dressing.

# Appendix

## Electrical

### Controls in place.

- Visual inspection for defective fixture and fittings whilst cleaning and preparing for incoming group.
- Inspection of electrical installation and appliance safety test by approved electrical contractor—Period of inspection determined by the contractor.
- Six monthly inspection by Lockerbrook appointed Health and Safety Officer (copy inspection form attached)

## **Fire Safety Awareness**

Lockerbrook is not required to hold a fire certificate, but to ensure a high standard of safety is maintained at the Centre periodically the local fire officer is invited to inspect the Centre and advise on matters of fire safety and the advise is acted upon.

### **Maintenance and inspections.**

#### **Fire Extinguishers, signs and emergency lighting.**

- Annual inspection of fire extinguishers by outside agency conforming to BS 5306 part 3 or higher standard.
- Log of all inspection to be held on file.
- Fire extinguisher serviceability and seals are checked before the commencement of a Centre course.
- Maintain correct and appropriate emergency exit signs.
- Maintain appropriate emergency lighting and carry out inspection and tests, a log of all inspections and work to be kept.

#### **Fire Alarm**

- The alarm system is self-diagnosing type.
- A log of all inspection, maintenance, service tests and incidents of alarm activation (genuine, practice, test, or false) to be held on file.
- Annual inspections of battery back up.

#### **Training**

- A member of staff has attended a **'fire safety awareness'** course.