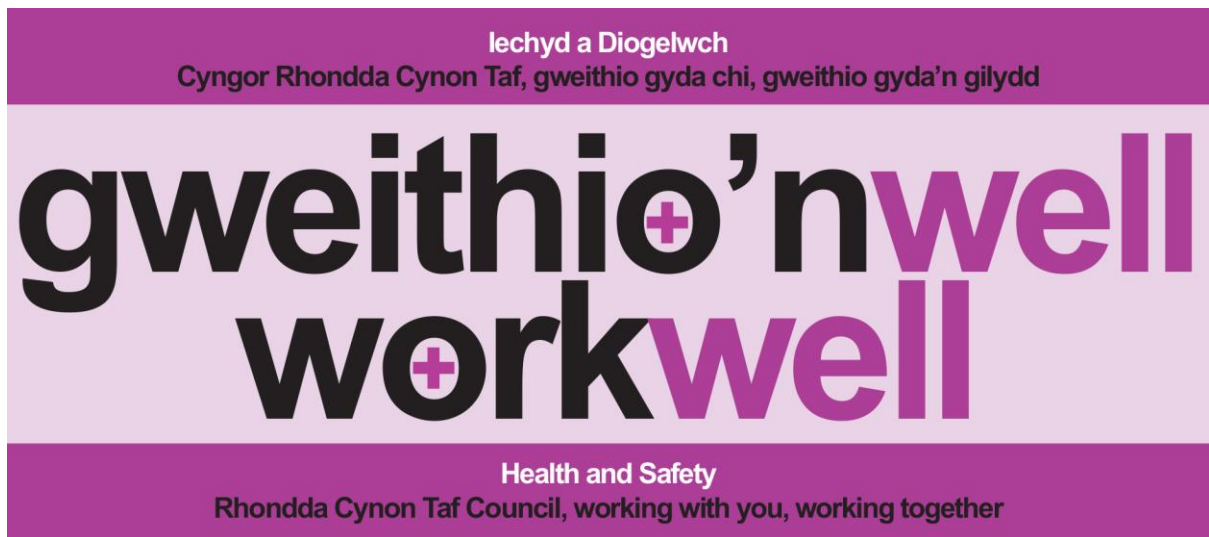


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## HS 16

# Young Persons Adventure Activities **Policy**

Mae'r ddogfen yma ar gael yn y Gymraeg  
This document is available in Welsh



| <b>DOCUMENT CONTROL</b>                   |  |
|---|--|
| <b>POLICY NAME</b>                        | <b>Young Persons Adventure Activities Policy</b> |
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| July 2002                                 | Gerwyn Hogben                                    |
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## 1. INTRODUCTION

- 1.1 This policy has been produced in response to The Activity Centre (Young Persons' Safety) Act 1995 and The Adventure Activities Licensing Regulations 2004.
- 1.2 The Council recognises it has a duty under section 2 of the Health and Safety at Work etc. Act 1974 to ensure the health, safety and welfare of all its employees. It further recognises it has a duty under section 3 of the 1974 Act to ensure the health, safety and welfare of people not in its employment who may be affected by its undertaking.
- 1.3 Under Part V of the Police Act 1997, the Council already carries out an Enhanced Criminal Records Check on employees whose duties involve contact with young persons. Any persons involved in the supervision of young persons' adventure activities will be subject to the recommended police checks.
- 1.4 More detailed information is available in the Health and Safety Executive publication Guidance from the Licensing Authority on the Adventure Activities Licensing Regulations 2004: The Activity Centres (Young Persons' Safety) Act 1995 (L 77) (hereafter referred to as L 77).

## 2. POLICY STATEMENT

- 2.1 All reasonable steps will be taken to secure the health, safety and welfare of employees, young persons and others who carry out the following activities (further guidance on these activities is given in L 77):
  - **caving** (underground exploration in natural caves and mines including potholing, cave diving and mine exploration, but not in those principally used as show-places open to the public);
  - **climbing** (climbing, traversing, abseiling and scrambling activities, except on purpose designed climbing walls or abseiling towers);
  - **trekking** (walking, running, pony trekking, mountain biking, off-piste skiing and related activities when done in moor or mountain country above 600 metres and which is remote, i.e. over 30 minutes travelling time from the nearest road or refuge);
  - **watersports** (canoeing, rafting, sailing and related activities when done on the sea, tidal waters or larger non-placid inland waters).
- 2.2 Before commencement of these activities the Council will ensure that, where appropriate, the activity provider is registered in accordance with the Licensing Regulations.

- 2.3 Where any of the activities listed above are carried out by employees or registered volunteers and are outside the scope for licensing, the policy will be to ensure that the same health and safety standards apply as if licensed.
- 2.4 Young persons in this sense means those who have not attained the age of 18 years.
- 2.5 The responsibility for implementing the requirements of the policy and the preparation of an implementation strategy rests with each Director or Head of Service.

## **POLICY GUIDANCE**

### **3. RISK ASSESSMENTS**

- 3.1 Suitable and sufficient assessments of the risk to the health and safety of employees, young persons and others who may be affected by the activity must be carried out before the activity is embarked upon. The purpose of the risk assessment is to identify the hazards associated with the activity in order to comply with the requirements of the relevant statutory provisions, i.e., to identify the preventative and protective measures necessary to control the risk highlighted by the assessment.
- 3.2 Competent persons must be appointed to carry out risk assessments. The person must have an understanding of the activity, an ability to make sound judgements and knowledge of the best practicable means to reduce the risks identified.
- 3.3 All risk assessments must be supported by accurate record keeping. The records that must be kept should contain at least the following information:
- a description of the activity assessed
  - the significant hazards identified by the assessment
  - the existing control measures in place and the extent to which they control the risk
  - further action necessary to control the risk
  - persons who may be affected by the significant risks
  - date of assessment and, where appropriate, next review
  - the name of the competent person carrying out the assessment.
- 3.4 Activities must not proceed until a suitable and sufficient risk assessment has been carried out and control measures are in place.

### **4. COMPETENT INSTRUCTORS**

- 4.1 A sufficient number of qualified instructors must be appointed with the appropriate training, experience, personal qualities and communication skills for ensuring the safety of the participants according to their age and taking into consideration any educational needs.
- 4.2 Competent instructors must be present at all times.

## **5. SAFETY INFORMATION**

- 5.1 Before any activity is carried out, procedures must be in place to ensure that employees and participants are given, in a comprehensible and relevant form, the information and instruction they need to ensure their health and safety.

## **6. EQUIPMENT**

- 6.1 Suitable personal and other safety equipment appropriate to the activity and the person must be made available.
- 6.2 Arrangements must be in place to ensure the equipment fulfils the following criteria:
- well maintained in accordance with manufacturers or suppliers' instructions
  - fit for the purpose intended
  - frequent checks made and the results recorded
  - correctly fitted and correctly sized at the start of each session and checked periodically throughout the session
  - where appropriate, meet with the National or European standard.
- 6.3 A system must be in place to identify equipment which has been withdrawn as not safe to use.

## **7. FIRST-AID ARRANGEMENTS**

- 7.1 Participants must be accompanied by a sufficient number of responsible persons with a valid, nationally recognised first-aid certificate.
- 7.2 Adequate and appropriate first-aid equipment must be provided for all activities. This will include in any transport used.
- 7.3 Arrangements must be in place for the summoning of medical and rescue services in the event of an emergency, and for otherwise dealing with an emergency.

**8. RECORDING AND REPORTING OF ACCIDENTS AND DANGEROUS OCCURRENCES**

- 8.1 Reference should be made to Policy HS5 (Reporting of Injuries, Diseases and Dangerous Occurrences) and to the Council's Accident Reporting Arrangement Guidelines on the reporting procedures to follow under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- 8.2 Reference should be made to Policy HS 13 (Violence at Work) on the procedures to follow for the reporting of incidents involving violence at work.
- 8.3 Reference should also be made to Form HS5(A), the Council's Incident/Accident Investigation and Record Form, for the reporting and recording of accidents, and to Form HS(V1), the Council's Violence at Work – Incident Report Form, for the reporting of incidents involving violence.

**9. MONITORING**

- 9.1 Monitoring of the activities must be carried out to ensure compliance with all legislation pertaining to young persons' adventure activities.

**10. ADVICE**

- 10.1 Advice on the implementation of this policy can be obtained from the Health and Safety Team, Human Resources, Tŷ Elai, Williamstown, CF40 1NY, telephone 01443 425531.

Mae croeso i chi gyfathrebu â ni yn y Gymraeg/  
You are welcome to communicate with us in Welsh



**MANAGERS CHECKLIST**

|   | ✓ As Appropriate |     |    |
|---|------------------|-----|----|
|   | N/A              | Yes | No |
| • Has a risk assessment been carried out on those activities where young persons are at risk?   |                  |     |    |
| • Has action been taken as a result of the assessment to reduce the risk?   |                  |     |    |
| • Are competent persons being appointed to carry out risk assessments?  |                  |     |    |
| • Are police checks carried out on persons involved in the supervision of young persons?  |                  |     |    |
| • Are competent instructors present at all times during the activity?   |                  |     |    |
| • Is all equipment (personal and safety) appropriate to the activity being carried out?   |                  |     |    |
| • Are there sufficient numbers of first aiders accompanying the participants at all times; adequate first-aid equipment provided; and arrangements in place for summoning help in an emergency? |                  |     |    |
| • Are there recording and reporting procedures in place?  |                  |     |    |
| • Are there monitoring procedures in place to ensure that the requirements of the policy are being met?   |                  |     |    |
| <p><b>Note:</b> Refer to section 2 of the policy for what can be described as adventure activities.</p>   |                  |     |    |

Completed by: \_\_\_\_\_  
(Signature)

Confirmed by: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Print)

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