

WADDECAR SCOUT ACTIVITY CENTRE

These operating procedures have been established following site-specific risk assessments and in conjunction with Scout Association POR and, where relevant, NGB guidelines. By using our facilities you are agreeing to operate in accordance with our current procedures. All Scout groups are expected to adhere to Scout Association policy and procedures regarding Child Protection and Safety.

ARCHERY

Instructor Qualifications: Instructors must hold a Scout permit if running the activity with Scouts. For other participants, the Instructor must hold an Archery GB Instructor certificate. Recognised evidence of this MUST be provided. The activity must be lead in accordance with that training. (Certificates are valid for 3 years).

Instructor to Participant Ratio: 1:12, usually with a maximum of 4 participants shooting at any one time.

Instructor Responsibilities:

Equipment: Waddecar provides suitable equipment for this session. Leaders must check all equipment prior to the start of the activity. Qualified Instructors can bring their own equipment if desired, but methods of storage and proof of qualification must be checked with the Centre Manager prior to arrival on site.

A bow stringer must be used. The bows and arrows must NEVER be left unattended by an adult.

Arm guards must be worn by all shooters and long sleeves should be worn.

It is accepted that arrows get damaged, but damages must be reported at the end of the session.

A radio must be carried by the Instructor for the duration of the activity, to be used to contact Centre Staff in case of an emergency.

Range Safety Officer: This role must be filled by the qualified Leader. The Range Safety Officer is entirely responsible for all aspects of safety during the activity. They must lead the activity in accordance with their training and be prepared to dismiss any participants who cause a potential risk.

Static Range: The Range Safety Officer must be vigilant for walkers/campers who may stray behind the Range. Any participants not shooting must remain seated in the shelter.

Pop-Up Range: With agreement from the Centre Manager, a temporary range can be set up under the Barn, in Beeches Glade or on Bills Meadow. The set-up must be arranged or checked by the qualified Instructor and meet all Archery GB requirements. Remember public foot paths and other Centre users. Refer to additional, site specific, information, provided by the Centre.

Briefing: All participants must be given an appropriate briefing to include, as a minimum: The role of the Range Safety Officer, the waiting area and shooting line, wearing an arm guard, how to hold, load and fire an arrow, to only point down range, to 'come down' if the instruction is given to stop, to wait after shooting for instruction to collect arrows, to walk down the side of the range, to approach the target from the side, to safely remove arrows and return them, not to distract other shooters.

Reporting: Any incidents or near misses should be reported to Centre Staff and recorded as appropriate.

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RIFLE SHOOTING

Instructor Qualifications: NSRA YPS or higher and 21yrs or over. Recognised evidence of this MUST be provided. The activity must be lead in accordance with that training. Other qualifications are accepted, see fact sheet FS120004 for the complete list.

Instructor to Participant Ratio: 1:4 shooting except GG Groups, 1:3 shooting
Maximum 12 participants on the range, or 10 when under 10yrs old, plus accompanying Leader

Minimum Age: 8

Group Leader Responsibilities:

Legal: The group Leader in Charge must have obtained written parental/guardian consent for each young person, under the age of 18, undertaking the activity.

The leader in Charge is responsible for ensuring that ALL participants in the group are legally eligible to shoot. Section 21 of the Firearms Acts 1968 prohibits possession/use of firearms by any person convicted of a crime and sentenced to a term of imprisonment or youth custody of 3 months or more.

Instructor (Range Safety Officer) Responsibilities:

Equipment: Rifles to be collected from and returned to the Warden, or another Waddecar Team member, at the Activities Store. Rifles must NEVER be left unattended.

Rifles must be verified as empty and carried in a safe manner to and from the range. Ensure that rifles are clear and not cocked before handing over.

Only the targets and pellets issued by Waddecar are to be used with our rifles.

Safety glasses are supplied and MUST be worn by anyone on the shooting line.

Range Safety Officer: This role must be filled by the qualified Leader. The Range Safety Officer is entirely responsible for all aspects of safety during the activity. They must lead the activity in accordance with their training and be prepared to dismiss any participants who cause a potential risk.

The Range: Participants may only go forward of the shooting line when given express permission by the Range Safety Officer. All other participants must remain behind the waiting line.

Briefing: All participants must be given an appropriate briefing to include, as a minimum: The role of the Range Safety Officer, the waiting line and shooting line, wearing goggles, safely cocking and loading- including **keeping hands well away from the breech**, to always point down range, to wait after shooting for instruction to collect targets, not to distract other shooters.

Section 21 of the Fire Arms Act 1968 prohibits the possession of a firearm and/or ammunition under any circumstances by a person who has been convicted of a crime and sentenced to a term of (or its equivalent for young people) three months or more. The prohibition applies in all circumstances, including handling and firing on an approved shooting range. It also applies to the possession of or use of other categories of firearms and ammunition, such as airguns and shotguns.

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CANOEING

Instructor Qualifications: Leaders who are counted in ratio, must have appropriate skills and knowledge to safely lead the activity. Scout groups must have permission from their DC. Other groups must follow the guidelines of/have the permission of their governing body.

Instructor to Participant Ratio: 1:8

Any leader considered 'in ratio' must, at all times, be prepared to enter the water immediately, and should be physically capable of assisting any participants in distress. Minimum of 2 adults present during the activity.

Instructor Responsibilities:

Participants: Non-swimmers should be identified by the Leaders. Only one non-swimmer per canoe. Maximum 3 participants per canoe. Swimming as an activity is not permitted. Participants must wear suitable footwear at all times and be dressed appropriately for the conditions.

Equipment: Participants MUST wear correctly fitting buoyancy aids at all times when on/near the water. Emergency throw lines are situated on the banks of the pond. Leaders should make everyone aware of where these are situated before the session starts. Canoes must be checked by the Leader/Instructor before floating and at the end of the session must be left stacked on the racks provided, up-side down.

A Radio is provided by the Centre for emergency use. Do not take the radio on/in the water.

The Pond and Area: Leaders should visually inspect the area for hazards prior to the start of the activity. Leaders must maintain a high level of group control whilst on/near the water. All participants should be within clear sight of a leader at all times. Boats should enter and exit the pond from the beach area. Participants should be assisted into the canoes from the launching area. Participants must not jump into the water from the bank (it is too shallow). Participants waiting on the bank must be supervised.

Weils Disease: (water borne disease) Any existing cuts or grazes must be fully covered and protected from the water. Any cuts or grazes received during the activity should be flushed with clean water and appropriately disinfected. Participants should wash/shower after the activity. Ensure hands are washed before consuming food. Avoid swallowing the water.

Weather: Leaders must be alert to the dangers of exposure. Conditions on the day must be taken into account when planning the activity. Leaders must be especially aware of the signs and dangers of hypothermia.

Briefing: Groups must be appropriately briefed prior to moving the canoes and prior to entering the water. Briefs must include as a minimum: safe manual handling, rules on B.A.s, how to safely hold a paddle, what to do if the canoe capsizes.

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RAFT BUILDING

Instructor Qualifications: Leaders who are counted in ratio, must have appropriate skills and knowledge to safely lead the activity. Scout groups must have permission from their DC. Other groups must follow the guidelines of/have the permission of their governing body.

Instructor to Participant Ratio: 1:12

Any leader considered 'in ratio' must, at all times, be prepared to enter the water immediately, and should be physically capable of assisting any participants in distress. Minimum of 2 adults present during the activity.

Instructor Responsibilities:

Participants: Non-swimmers should be identified by the Leaders. Maximum 2 participants per barrel on the raft. Swimming as an activity is not permitted. Participants must wear suitable footwear at all times and be dressed appropriately for the conditions.

Equipment: Participants MUST wear correctly fitting buoyancy aids and helmets whenever on the water. Emergency throw lines are situated on the banks of the pond. Leaders should make everyone aware of where these are situated before the session starts. Rafts must be checked by the Leader/Instructor before floating. There should be no loops in ropes or other gaps which could cause entrapment. At the end of the session rafts must be dismantled, barrels, poles, paddles and safety equipment returned to the pond store and ropes coiled and returned to the main stores.

A Centre Radio can be provided if operating in isolation, whilst Centre staff are on-site.

The Pond and Area: Leaders should visually inspect the area for hazards prior to the start of the activity. Leaders must maintain a high level of group control whilst on/near the water. All participants should be within sight of a leader at all times. Rafts should enter and exit the pond from the beach area. Participants should be assisted on to the rafts from the launching area. Participants must not jump into the water from the bank or from the rafts (it is too shallow). Participants waiting on the bank must be supervised.

Weils Disease: (water borne disease) Any existing cuts or grazes must be fully covered and protected from the water. Any cuts or grazes received during the activity should be flushed with clean water and appropriately disinfected. Participants should wash/shower after the activity. Ensure hands are washed before consuming food. Avoid swallowing the water.

Weather: Leaders must be alert to the dangers of exposure. Conditions on the day must be taken into account when planning the activity. Leaders must be especially aware of the signs and dangers of hypothermia.

Briefing: Groups must be appropriately briefed prior to moving the equipment and prior to entering the water. Briefs must include as a minimum: safe manual handling, safe rope use, rules on B.A.s, rules on wearing helmets, how to safely hold a paddle, what to do if the raft capsizes or breaks apart, not to put limbs under ropes or between gaps in barrels.

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BADGERS WARREN

Instructor Qualifications: Leaders who are counted in ratio, must have appropriate skills and knowledge to safely lead the activity.

Instructor to Participant Ratio: 2:12

One Leader must be prepared to enter the Warren to assist any participants in distress. A second Leader must remain outside the Warren at all times.

Instructor Responsibilities:

Equipment: Safety equipment is provided by Waddecar, consisting of helmets with head torches, and must be correctly fitted and worn at all times when in the complex. Leaders are responsible for checking the torches before taking the equipment. Knee pads are also provided.

Participants should wear long-sleeved upper garments and long trousers and suitable footwear.

The Warren and Area: Prior to the start of the activity, the Leader must locate and open all exits to the Warren. Gates must remain open for the duration of the session. Keys must remain with the Leader in charge. The leader/supervisor must check the complex prior to any young person entering and undertake their own risk assessment using their own personal knowledge of the group.

The maximum number of persons allowed in the maze at any one time is 8. This includes leaders/supervisors. A designated leader is responsible for counting people in and out to account for the entire group at all times.

Briefing: Participants should be appropriately briefed at the beginning of the session, to include, as a minimum, the requirement to wear the helmets provided, operation of head torches, presence of escape exits in the first section of the Warren.

De-brief: All participants must wash thoroughly wash their hands after using the Warren and before handling any food or drinks.

Note: Any person entering the Warren must be accompanied by at least one other person, who is either also entering the Warren, or who is within verbal contact, outside the Warren, at all times.

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PIRATES ADVENTURE TRAIL

Instructor Qualifications: Leaders who are counted in ratio, must have appropriate skills and knowledge to safely lead the activity.

Instructor to Participant Ratio: 1:12

Instructor Responsibilities:

Equipment: Safety helmets are provided by Waddecar. These must be correctly fitted and worn by everyone using the Trail.

The Trail and area: The trail is not designed to be used as an open playground. It must be run as an organized activity under the control and supervision of the Leader.

A visual inspection should be made before commencement of the activity. A dynamic risk assessment will inform the Leader how the activity should run.

Briefing: Leaders must give an appropriate brief at the start of the activity laying down rules and targets which make the activity suitable to the age and ability of their group.

In wet conditions, the course elements will be slippery. Participants or leaders should stay beside those on the obstacle giving, or ready to give, physical assistance when necessary.

The method for using each piece of equipment is not pre-determined. The Leader in charge is entirely responsible for choosing a method appropriate for the age and ability of the group/individuals. i.e. a 6yr old may negotiate an obstacle by crawling under it whilst a 14 yr old may safely clamber over it.

It is recommended that the equipment is used as a team building activity rather than as a race.

The course is designed to be traversed, none of the elements should involve participants climbing to a height exceeding 1m above ground level.

Please ensure that the gate is left locked after use.

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INITIATIVE GAMES

Instructor Qualifications: Leaders who are counted in ratio, must have appropriate skills and knowledge to safely lead the activity.

Instructor to Participant Ratio: 1:12

Instructor Responsibilities:

Equipment: A key will be provided which gives access to the puzzle equipment. Please ensure that all equipment is left locked securely. A booklet with instructions for each puzzle and a map of where to find them is also provided.

The Puzzle Areas: Prior to starting the activity, check the area for any debris or stones that could be a trip hazard or cause an awkward landing. The activity must be run as an organized activity under the control and supervision of the Leader, with all equipment being used for its intended purpose only.

Briefing: Leaders must give an appropriate brief at the start of the activity laying down rules and targets which make the activity suitable to the age and ability of their group. Each puzzle has a set of instructions which can be read out to the group before starting the activity. The Leader must be vigilant at all times and enforce safe use of the equipment.

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BOULDERING ROOM

Instructor Qualifications: Leaders who are leading bouldering activities do not need a climbing permit but should be aware of the risks involved in the activity and plan for the limitations of their groups.

Instructor to Participant Ratio: 1:12. Max number participants 12.

Instructor Responsibilities:

The instructor or leader shall be responsible for ensuring that the activity is conducted in a safe and reasonable manner and that all site specific rules (see below) are adhered to.

Equipment: The instructor, leader or user must perform a visual inspection of the bouldering room in order to identify any unexpected hazards before commencing the activity. The instructor, leader or user must report any damage to the facility, including loose or spinning holds, to a member of the site staff. Outdoor shoes MUST be removed before entering the bouldering area. Suitable, clean shoes are provided by Waddecar.

Briefing: The Instructor or leader shall be responsible for ensuring that all participants and assistants are adequately briefed prior to commencing the activity.

Site Specific Rules

- The bouldering area must be kept clear of any bags or other items that could present a trip hazard or a hazard to falling climbers; any such items must be left in the changing area.
- Harnesses must not be worn whilst bouldering or traversing due to the risk of injury resulting from falling onto metal hardware.
- The use of loose chalk is not permitted in the bouldering room; chalk balls are, however, acceptable.
- Climbers must not climb onto the top of, or over, the partition wall between the bouldering area and the changing area.
- Climbers must not climb into the window recess.
- Only clean footwear may be worn in the bouldering room.
- Holds must not be removed or replaced without the prior approval of the site staff.

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CLIMBING/ABSEILING

Instructor Qualifications: Scouting groups: Scout Association Permit (to the relevant level)
 GGUK groups: GG Climbing & Abseiling Scheme- Level 1 or 2
 Scout Permit (permission must be gained from both the Scouting commissioner and the GG commissioner).
 Other Groups: Scout Permit (with written confirmation from the commissioner)

Or All: external provider with SPA / MIA / BMG / CWA /CWLA
 (plus abseiling modules if required),
 plus evidence of appropriate liability insurance and first aid cover

Instructor to Participant Ratio: Instructors operating within the Scout Association permit scheme shall adhere to POR and to any restrictions on their permit. Other instructors must operate in accordance with their own procedures.

Instructor Responsibilities: The instructor must perform a visual inspection of the tower and surrounding area in order to identify any unexpected hazards before commencing the activity.
 The Instructor shall be responsible for ensuring that all participants and assistants are adequately briefed and equipped prior to commencing the activity.
 The instructor shall be responsible for ensuring that the activity is conducted in a safe and reasonable manner and that all site specific rules (see below) are adhered to.
 The instructor must report any damage to the facility or site provided equipment (see below), including loose or spinning holds, to a member of the site staff.

Provision of Equipment: Suitable equipment including harnesses, helmets, ropes and associated hardware is provided by Waddecar. It is the responsibility of the Instructor to check this equipment before use and that it is returned to the equipment store following use.
 Groups / instructors can provide their own equipment in which case responsibility for the adequacy of this equipment lies entirely with the instructor.

Un-instructed climbing

Members of the Scout Association under the age of eighteen may use the climbing tower without an instructor provided they all hold a relevant Personal Activity Permit and they operate in accordance with the rules relating to Personal Permits and all site specific rules (see below).
 Adult members of the Scout Association may use the climbing tower without an instructor provided they comply with the association's rules relating to Adult Groups in Adventurous Activities and all site specific rules (see TSA factsheet FS120087).

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CLIMBING/ABSEILING

Site Specific Rules:

- Un-roped climbing is not permitted on the tower.
- Instructors / assistants may access the top of the tower using the ladder provided without the use of a safety rope; all other participants must be protected by a rope from above at all times when ascending the tower.
- Any of the gates at the top of the tower that are not required to be open must be closed and secured using both the spring pins and the clasp provided.
- When any of the gates at the top of the tower are open any persons on the top platform, including the instructor, must be protected by a dynamic rope attached to the overhead gantry.
- For group abseiling, a releasable abseil system, together with a safety rope, shall be employed.
- Only those parts of the structure specifically designed to be used as anchor points shall be used for constructing anchors; these parts include the overhead gantry at the top of the tower, the “Y-hang” anchors at the top of each face, the bottom anchors set in the concrete base surrounding the tower and the bolts intended for lead climbing on the tall face.
- The bolts intended for lead climbing on the tall face shall only be used for running belays.
- The gates at the top of the tower must not be used for anchors.
- No other anchors points may be added to the tower structure.
- When the top of the tower is in use all participants must wear helmets.
- Holds must not be removed or replaced without the prior approval of the site staff.

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SENSORY CHALLENGE

Instructor Qualifications: Leaders who are counted in ratio, must have appropriate skills and knowledge to safely lead the activity.

Instructor to Participant Ratio: 1:12

Instructor Responsibilities:

Equipment: Safety helmets are provided by Waddecar. These must be correctly fitted and worn by everyone partaking in the course.

The Course and area: The course is not designed to be used as an open playground. It must be run as an organized activity under the control and supervision of the Leader.

A visual inspection should be made before commencement of the activity. A dynamic risk assessment will inform the Leader how the activity should run.

The guide rope inside the course is to guide the participants through the obstacles, it should be followed and should not be treated roughly.

Briefing: Leaders must give an appropriate brief at the start of the activity, and potentially when introducing different parts of the session, laying down rules and targets which make the activity suitable to the age and ability of their group. Prior to the blindfolded games, participants should be briefed on boundaries and on taking care for other participants, and understanding their needs when blindfolded.

It is recommended that the documented games are used as an introduction to being blindfolded, in a safe and controlled environment. If unsure, please check with the Warden what areas of the campsite can be used for the games. Following the games, the course can be completed by all participants at once. The Leaders must maintain good communication and visual contact with each member of the group to ensure their safety. Please follow the guidelines in the activity documentation.

The course is designed to be used as a sensory experience and as a team building activity, not as a race. Please ensure that the gate is left locked after use.

