



# Normal Operating Procedure (inc. Risk Assessment ) Problem Solving

*For leader led delivery this document should be read in conjunction with PGL's Leader Led resources and when reading this document substitute 'Instructor' with 'Leader'*

## Risk Profile

The following risks have been identified through PGL's risk assessment process:

- a. Equipment Failure – built structures and small equipment
- b. Extreme Weather
- c. Entrapment of hair, fingers, loose clothing & jewellery
- d. Slips/trips/falls – on wet/muddy floors, tree roots & steps
- e. Injury from participation/physical exertion
- f. Fatigue/exhaustion/dehydration
- g. Misuse of equipment
- h. Interference in or from other activity zones, participants and equipment
- i. Incorrect manual handling
- j. Injuries as a result of blindfolding
- k. Falls into overhanging vegetation, stinging nettles and bodies of water
- l. Friction burns from ropes
- m. Collisions with vehicles, other people or structures

Implementation of the following operating procedures reduces the residual risk to a level as low as reasonably practicable given the intended purpose of the activity.

## Control Measures

### Deployment Requirements

Instructor Qualifications:	Centre based Training & Assessment by a competent person Leader led complying with 'Leader Led Resource' Document
Instructor – Participant ratio:	1:15
Total group size:	15
Active participation:	1:15

### 1. Equipment Requirements (Per Instructor):

- Pen and paper
- Specific equipment for each planned 'Problem' as listed in ACOP



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## 2. Specific Clothing Requirements (Per Instructor & Participant)

- Sturdy footwear

## 3. Session Preparation

- a. The instructor must check through each element of the activity to be used and ensure all components are both present and safe to use.
- b. Any fixed elements must be checked monthly by a senior member of staff.

## 4. Session Instruction

- a. A safety briefing must be carried out by the instructor which includes the safety rules for each problem
- b. If participants are required to move objects, then manual handling rules on lifting and carrying should be explained
- c. The problems should be introduced to the participants and guidance given that is appropriate to the groups objectives and learning outcomes.
- d. All structures built by guests must be checked by the Instructor to ensure that they are secure and fit for the intended purpose
- e. A debrief is an important part of each element and should be facilitated by the instructor at the end of each problem/exercise, details in the ACOP
- f. If the instructor believes that the group is putting at risk their safety or those of others the activity must be halted until any hazards are deemed dealt with

### Rules for Lifting people (if required to solve a 'problem')

- a. The instructor must ensure that there are a minimum of 5 people to make the lift (including the instructor).
- b. Teams lifting must lift slowly and in unison - there must be someone co-ordinating the lift.
- c. If the group are straining to lift a participant, they should stop the lift immediately and get more help or abandon the lift completely.
- d. When lowering participants, they must be lowered feet first.
- e. Participants must always be lifted facing upwards to reduce the chance of damage to the spine and minimise inappropriate touching. Their arms should be left by their side or crossed over their chest.

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### FOR CENTER USE ONLY:

The risk assessment procedure has been completed by:

DATE	PRINT NAME	SIGNATURE