



# Normal Operating Procedure (inc. Risk Assessment ) Team Challenge

*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 elements
- b. Extreme Weather
- c. Entrapment of hair, fingers, loose clothing & jewellery
- d. Slips/trips/falls
- e. Injury from participation/physical exertion
- f. Fatigue/exhaustion/dehydration
- g. Manual handling injuries
- h. Crush injuries and rope burn, striking injuries from equipment
- i. Participants becoming stuck at height
- j. Drowning – primary and secondary
- k. Entrapment – in equipment, in water or underwater and surrounding wildlife

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 and Assessment by a competent person  
Leader led complying with 'Leader Led Resource' Document

Instructor – Participant ratio: 1:15

Total group size:15

### 1. Equipment Requirements

#### Per Activity Base:

- Puzzle Pieces & Answers

### 2. Specific Clothing Requirements (Instructor & Participants)

- Study closed-toe footwear



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- Jewellery removed with long hair tied back and out of the way
- Shorts or Trousers covering the knee
- The instructor should be in costume to add value to the activity

### 3. Session Preparation

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

### 4. Session Instruction

- a. The instructor must give a short safety briefing when arriving at each elements and must cover the following key points:
    - i. When jumping from an element participants should bend their knees for a safe landing
    - ii. Participants should not push or shove on elements
    - iii. Participants should always climb down from elements facing inwards and feet first
  - b. The instructor must give the opportunity for all guests to succeed on each element
  - c. For some elements the instructor will need to show the guests how to spot each other correctly. Guidance detailed in Team Challenge ACOP
  - d. The instructor must be at all times in the position of maximum effectiveness to be able observe and manage the safety of the group. Direct line of sight must be maintained with all active participants
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#### FOR CENTER USE ONLY:

The risk assessment procedure has been completed by:

DATE	PRINT NAME	SIGNATURE