



# Normal Operating Procedure (inc. Risk Assessment ) Passport To The World

*This document should be read in conjunction with the Group Leader ACOP*

## Risk Profile

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

- a) Slips/trips/falls –wet and uneven ground/darkness
- b) Falls into open bodies of water and vegetation
- c) Injuries from entering unauthorised areas
- d) Lost child – losing group, falling behind and left behind if injured
- e) Extreme Weather
- f) Collisions – guest with guest, guest with static object, guests with moving objects
- g) Injury to guest whilst outside line of site / supervision

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.

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## Control Measures

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### Deployment Requirements

Instructor Qualifications: All AI/GLs delivering PTTW have received specific training in all aspects of the evening entertainment, including safety briefs, setting boundaries and lost child procedure.

AIGL to Participant Ratio: 1:100

## 1. Equipment Requirements:

### Required for staff:

- Passports
- Maps
- Score Cards

### Required for Guests:

- Medication
- Appropriate clothing (weather dependant)

## Activity Preparation

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- a) Outline any possible hazards before beginning the Ent.
- b) Equipment is checked for damage
- c) Check area/room is safe for use
- d) Leaders and guests to be made aware of meeting point and advised of clothing requirements
- e) Any changes passed through the senior team

### Activity Instruction

- a) Guests are split into teams and the aims/objectives are explained.
- b) Guests given outline of the plan, safety rules, including boundaries, explanation of activity, how and when to start and stop, emergency procedure, desired outcomes (how to win/get points).
- c) Introduce the group to a clear procedure for all guests returning to control point at any time during the activity.
- d) AIGL to track how long guests are away from the control point and regular head counts conducted by an adult. Missing Guest Procedure followed if guests do not return in the allotted time frame.
- e) Points to be given out after games have been completed.

### 3. Activity: Conclusion

- a) Warm-down, reduce level of activity and encourage quieter behaviour. Winning team highlighted and prizes given out if appropriate.
- b) Ensure the Ent is reviewed and that the review is at a relevant level for the age and ability of the guests & against any objectives.
- c) Ensure guests are aware of what to do next.
- d) Ensure all areas that have been used are left clear, tidy and in a safe condition.
- e) Report any broken, damaged or faulty equipment.
- f) Log any incidents.

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### FOR CENTER USE ONLY:

The risk assessment procedure has been completed by:

DATE	PRINT NAME	SIGNATURE

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