



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

*This document should be read in conjunction with the Capture the Flag ACOP*

## Risk Profile

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

- a. Extreme Weather
- b. Slips/trips/falls – wet and uneven ground
- c. Injury from participation/physical exertion
- d. Fatigue/exhaustion/dehydration
- e. Falls into open bodies of water and vegetation
- f. Collisions – guests with guest, guests with static object, guests with moving objects.
- g. Vegetation & Wildlife – foliage, guest specific allergies, stings & bites.

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

Group Leader Qualifications:	Trained and Assessed in accordance with PGL Photo Challenge assessment Criteria.
AIGL to participant ratio:	1:100

### 1. Equipment Requirements:

#### Required for staff

- Cameras or Tablets supplied by centre. Use of guests own camera may be used if agreed with the PL prior to the activity.
- Tracking / Score Sheet
- Photo Challenge Sheet
- Pens
- Set of cones

#### Required for Guests

- Water bottle
- Medication (if required)
- Torch (if required)

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## 2. Specific Clothing Requirements:

- Comfortable clothing appropriate for weather
- Appropriate Footwear

## 3. Activity: Preparation

- Prior to delivery, agree with PL as to nature of activity, level of adult/child input, variations to be incorporated.
- Structure of activity has been organised and planned in accordance with the area.
- Leaders and guests to be advised of meeting point and time and made aware of clothing and equipment requirements.
- Check the area which you have been allocated to ensure it is useable and appropriate for the delivery of Photo Challenge.
- All equipment collected and checked to ensure it is appropriate for the group and activity being delivered.
- Other staff involved are briefed and given responsibilities.
- Physical and behavioural boundaries demonstrated, explained, reiterated and agreed.
- Any changes needed to be made, are to be passed through a member of the senior team.

## 4. Activity: Instruction

- A safe and suitable warm up session must be given.
- Guests are split into teams and the aims/objectives are explained.
- Guests given outline of the plan, safety rules, including boundaries and hazards, explanation of activity, how and when to start and stop, emergency procedure, desired outcomes (how to get points).
- Each section of the activity, where necessary is demonstrated and practiced.
- Use of equipment is supervised.
- Points to be given out after each challenge has been completed.
- Suitable developments for the group can be added in to the activity – extra challenges for older guests.
- Ensure that the area/room remains safe and suitable for use throughout with continuous dynamic risk assessments being completed.

## 5. Activity: Conclusion

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

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The risk assessment procedure has been completed by:

DATE	PRINT NAME	SIGNATURE