



Normal Operating Procedure (inc. Risk Assessment) Splash

#TEAMPGL

Risk Profile

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

- a) Extreme Weather (if done outside)
- b) Slips/trips/falls – wet and uneven ground (use of water)
- c) Injury from equipment
- d) Fatigue/exhaustion/dehydration.
- e) Collisions – guests with guest, guests with static object, guests with moving objects.

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
Splash assessment Criteria.

AIGL to participant ratio:

1:70

1. Equipment Requirements

Required for staff

- **Cones**
- **Water Balloons**
- **Scoreboard**
- Cups
- Bin Liners
- Cups
- Sticky tape
- Scissors
- String
- Small plastic buckets (reusable)
- Foam rectangles (reusable)
- Elastic (reusable)
- Cloth pieces (reusable)

Bold Items must be available for all Splash ents, a mixture of the other resources may be used to minimise consumables.

Required for Guests

- Medication (if required)
- Sensible shoes
- Comfortable clothing, appropriate for the weather

2. Activity; preparation

- a) Prior to delivery, agree with PL as to nature of activity, level of adult/child input, variations to be incorporated. *Group Leader should ensure that if Robot Wars is also being run that week, then should be taken into consideration when planning Splash*
- b) Structure of activity has been organised and planned in accordance with the area/room given and specifics of group.
- c) Leaders and guests to be advised of meeting point and time and made aware of clothing and equipment requirements.
- d) Check the area/room which you have been allocated to ensure it is useable and appropriate for the delivery of Splash.
- e) All equipment collected and checked to ensure it is appropriate for the group and activity being delivered.
- f) Other staff involved are briefed and given responsibilities.
- g) Physical and behavioural boundaries demonstrated, explained, reiterated and agreed.
- h) Any changes needed to be made, are to be passed through a member of the senior team.

3. Activity: Instruction

- a) A safe and suitable warm up session must be given.
- b) Guests are split into teams and the aims/objectives are explained.
- c) 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 win/get points).
- d) Group Leader should pick a selection of challenges
- e) Each challenge will be introduced individually, and equipment should be given to the groups
- f) Use of equipment is supervised.
- g) Suitable developments for the group can be added into the activity.
- h) Ensure that the area/room remains safe and suitable for use throughout with continuous dynamic risk assessments being completed.
- i) Giant Skip specific:
 - a. start with one person and build up, adding one at a time
 - b. the rope must be stationary when people are added
 - c. all skippers must face the same way (each person looks at the back of the person in front)

4. Activity: Conclusion

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