



Normal Operating Procedure (inc. Risk Assessment) Snapshot

#TEAMPGL

Risk Profile

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

- a. Extreme Weather
- b. Slips/trips/falls –uneven floor, steps, obstacles, wet ground.
- c. Injury from participation/physical exertion.
- d. Fatigue/exhaustion/dehydration.
- e. Participants getting lost/entering out of bounds areas.
- f. Injury from collision with vehicles/other ents.
- g. Flora and Fauna –stings/bites/allergies.
- h. Falls into open bodies of water.
- i. Missing Guests

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: Trained and assessed in accordance with PGL Snapshot assessment criteria.

AIGL to participant ratio: 1:100

1. Equipment Requirements

Per Instructor:

- Control Map + Tracking Sheet
- Course Pictures (Varying in levels of difficulty)
- Hoops/cones for younger guests.

Guests:

- Water Bottle
- Medication (if required)

2. Specific Clothing Requirements

Instructor/Guests

- Sturdy footwear.
- Weather appropriate clothing.

3. Session Preparation

- a. Prior to delivery, agree with PL as to nature of activity, level of adult/child input, variations to be incorporated.
- 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 given to ensure it is useable and appropriate for the delivery of Snapshot.
- 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 are demonstrated, explained, reiterated and agreed.
- h. Any changes needed to be made are to be passed through a member of the senior team.

4. Session 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. A practice round is conducted and reviewed as a group with safety points highlighted where necessary.
- e. Each section of the activity is demonstrated and practiced where necessary.
- f. Use of equipment is supervised.
- g. Points are recorded throughout activity.
- h. Suitable developments for the group can be added in to the activity.
- i. Ensure that area/room remains safe and suitable for use throughout with continuous dynamic risk assessments being completed.

5. Session Conclusion

- a. Cool down, reduce level of activity and encourage quieter behaviour.
 - b. Points totalled up and winning team announced. Prizes given if appropriate.
 - c. A review of the session must take place appropriate to the group age and ability.
 - d. Ensure guests know what to do next.
 - e. The instructor must ensure that the activity area is left clear and in a safe condition.
 - f. Report and remove damaged or faulty equipment.
 - g. Any relevant accidents/incidents/events must be recorded on the relevant report form or centre logbook.
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