



COMPANY POLICY DOCUMENT

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Introduction

Sam Sykes Ltd is a large provider of outdoor education and adventure experience courses with operations throughout the UK and overseas.

We are primarily engaged in delivering the expedition and residential sections of the Duke of Edinburghs Award and the Duke of Edinburghs International Award.

This document aims to clearly explain our policies and procedures for all people connected to our business operations.

Contents

Introduction	2
Contents	2
Mission Statement	4
Components of Sam Sykes Ltd	4
Facilities	4
Contact Information	4
Emergency contact	5
Complaints contact	5
Safeguarding	5
Use of photographic/filming and digital imaging equipment	6
Roles and responsibilities for participants and visiting staff	6
Roles and responsibilities for Sam Sykes Ltd staff	7
Staff Recruitment and Induction.	8
Technical Experts	12
Course & product overviews	13
Staff information	13
Customer & participant information	15
Licences, certificates and associations.	17
Insurance	17
Sponsors and brands	17
Safety statement	17
Risk assessments & Operating Procedures	19
Mountain, Hill & Countryside walking	20
Overnight camps including wild camping	23
Drinking water hazards	25
Dealing with Allergies and other pre-existing conditions	26
Operating trips with Covid-19	28
Remotely supervised DofE expeditions	32
Roads and Byways Open to All Traffic (B.O.A.T.s)	35
Dangerous Animals UK	37

Overdue or missing group or missing individual procedure	39
Weather	41
Driving (Company vehicles)	43
Found Firearms or Ordnance	45
Night time Operations	46
Canoeing	48
Horse Riding Expeditions	51
Operations with helicopters	58
Office & Stores	60
Emergency procedures	62
Critical incident & fatality plan	63
Equipment	68
First Aid	69
Insurance	69
Vehicles	69
Environmental Awareness	70
Complaints Procedure	71
Privacy & GDPR	71
Appendix	72
1.0 Instructor Crib Card	73
2.0 Assessor report guidance	80
3.0 Group action plan	85
3.1 Instructor action plan	86
4.0 Kit list	87
5.0 Expedition Manager Checklist	90
6.0 Expedition Overview	100
7.0 Standard consent form	103
7.1 Zoo keeper residential consent and information form	105
7.2 Horse riding consent and information form	114
8.0 Staff Appraisal Form	125
9.0 Vehicle Log Sheet	126
10.0 Accident/incident form	128
10.1 Near Miss Form	130
11.0 Canoe equipment checklist	132
Sam Sykes Ltd Canoeing Equipment checklist	132
Using this document as an organisation renting canoeing equipment to Sam Sykes Ltd	132
Using this document as an instructor in charge of a canoeing expedition for Sam Sykes Ltd	132

Mission Statement

To deliver world leading Duke of Edinburgh expeditions and residentials, with the primary focus on safety, professionalism and enjoyment.

Components of Sam Sykes Ltd

Sam Sykes Ltd - The legal body

This is the legal entity under which all the listed trading names of Sam Sykes Ltd operate. Sam Sykes Ltd is solely owned by Sam Sykes (CEO & Director). The registered office is Sam Sykes HQ, Mintsfeet Road, Mintsfeet Industrial Estate, Kendal, Cumbria, LA9 6LU, UK. Sam Sykes Ltd is registered in England, and the company number is : 7108632

Sam Sykes DofE - Trading name

All of our DofE operations run under this trading name, including our expeditions, adventurous journeys and residential courses for both the DofE and the Duke of Edinburghs International Award

Facilities

Sam Sykes HQ is located in Kendal. It is an industrial unit with an office, kitchen, 2 toilets and storage over 2 levels. There is a limited amount of secure parking for company vehicles.

Sam Sykes Ltd use a number of campsites across the country. These vary from campsites with full facilities and campsites with basic facilities such as fresh water and a toilet to wild campsites. We use a mixture of commercial sites, farmers fields and school grounds. Wild campsites are sites we designate that are not on a recognised campsite, away from habitation, typically in the fells in the Lake District. They have no facilities, relying on water from a natural source and digging holes for toilet facilities.

Contact Information

UK HQ & Registered Office

Sam Sykes HQ
Mintsfeet Road
Kendal
Cumbria
LA9 6LU
01539 443157
info@samsykesltd.co.uk

Correspondence address
13 Chatham Avenue
St Anne's
Lancashire
FY8 2RT

Emergency contact

For Participants

Please follow the emergency procedures detailed by your Sam Sykes instructor on the course you are part of. This is laid out in the Group Action Plan found in the group first aid kit and is commonly the best way to deal with any emergency situation.

If outside operational expedition or course times, please contact Sam Sykes HQ - options to contact us out of hours may be given when you call our main line.

- 01539 443157

For Staff and Visiting Staff

Please follow the Sam Sykes emergency procedures as laid out in the Instructor Emergency Action Plan, this is commonly the best way to deal with any emergency situation. For larger incidents the the Critical Incident Plan should be followed.

Details of the Expedition Manager will have been shared in the documentation before a DofE expedition, and in the case of any other course, please seek your line manager.

If outside operational expedition or course times, please contact Sam Sykes HQ - options to contact us out of hours may be given when you call our main line.

- 01539 443157

Complaints contact

In the event of a complaint that cannot be dealt with during a course or expedition, there are two options;

- Contact Sam Sykes HQ - 01539 443157 - info@samsykesltd.co.uk
- Contact Sam Sykes (CEO & Founder) - 07877 206574 - director@samsykesltd.co.uk

Safeguarding

Safeguarding is to promote good practice;

- Providing children, young people and vulnerable adults with appropriate safety and protection whilst in the care of Sam Sykes Ltd;
- Allowing all staff to make informed decisions and give confident responses to specific child protection issues.

Sam Sykes Ltd recognises that it has a duty of care towards course participants and its staff. We have a common sense approach to safeguarding. This includes their welfare and to do all that is reasonable to protect them from neglect or physical, sexual and emotional abuse. It recognises the particular responsibilities it has towards children in its care. All staff will respond in a supportive and understanding manner to any participant or staff member involved in any incident or allegation.

Safeguarding measures

Sam Sykes Ltd uses a combination of written policies and sound working practices to ensure that appropriate measures are taken to protect the legal and moral rights of participants, staff and visiting staff.

There is a clearly established and documented procedure for the handling of child protection matters. Whilst recognising the need for confidentiality, senior staff are informed as soon as possible and then take responsibility for subsequent actions, thereby ensuring that the highest possible level of experience can be applied to any safeguarding issue.

Please go to <https://samsykesltd.co.uk/safeguarding>.

DBS checks (CRB, PVG)

All staff will be subject to a recruitment process involving satisfactory DBS/PVG checks and references. All staff are encouraged to sign up for the online update scheme for DBS/PVG.

Anyone who was not worked for Sam Sykes Ltd in the 2 years prior to a booking may be asked to renew their application.

Use of photographic/filming and digital imaging equipment

All staff should be vigilant to ensure that outdoor activity events are not used as an opportunity to take inappropriate photographs or film footage of young and disabled people in vulnerable positions, and any concerns should be reported to the Expedition Manager and the Operations Manager.

Any images of children used for promotional purposes must have the written permission of a parent/guardian. Consent is obtained on the consent form.

Roles and responsibilities for participants and visiting staff

Participants, students and clients- hereafter referred to as participants.

Sam Sykes Ltd have a duty of care towards all participants and other associated staff on our programs.

Participants are expected to conduct themselves appropriately on all Sam Sykes Ltd courses and activities. Participants will be responsible for their own well being throughout any course, in conjunction with guidance from Sam Sykes Ltd instructors and staff. Any damage or losses arising through the actions of participants regarding equipment or goods, whether they belong to Sam Sykes Ltd or not, is the responsibility of the participant. This includes their own personal property. Poor or abusive behaviour will not be tolerated, and participants found being abusive or reckless in any way will be sent home at their own expense, whilst forfeiting the course and monies paid for the course.

Participants must follow the instructions of Sam Sykes Ltd staff at all times whilst on any of our courses. Failure to do this will be deemed as reckless behaviour, and the participant will be sent home as detailed above.

Participants must ensure the safety of themselves and other members of their group at all times.

Responsible for

- Their own well being throughout the course
- The well being of all other participants on the course
- Their own equipment/belongings
- Equipment provided to them by Sam Sykes Ltd

Parent or Guardian of participants (if participant is under 18)

Parents or guardians must be available to collect or arrange repatriation of the participant they are responsible for at any time. Any costs paid by Sam Sykes Ltd to assist in the repatriation will be charged to the parent or guardian concerned.

Parents or guardians of participants under 18 years of age must read, understand and sign a Sam Sykes Ltd consent and medical form for any participant they are responsible for on a Sam Sykes Ltd course or activities. Further details are laid out clearly on this form, and any questions, queries or concerns must be raised with Sam Sykes Ltd before the form is signed.

It is the responsibility of the parent or guardian to provide up to date and truthful information regarding the participant they are responsible for on the Sam Sykes Ltd medical and consent form. Any particular medical issues of note should be fully detailed to Sam Sykes Ltd at the earliest opportunity in writing.

Need to be aware that participants are responsible for.

- Their own well being throughout the course
- The well being of all other participants on the course
- Their own equipment/belongings
- Equipment provided to them by Sam Sykes Ltd

Visiting staff

Visiting staff are usually teachers from a school, with participants on a Sam Sykes Ltd course. They have overall responsibility for the participants, in conjunction with the staff from Sam Sykes Ltd whilst on one of our courses.

Visiting staff should be available to contact at any time during a course if a participant requires special support or assistance for any reason.

Visiting staff are responsible for their own well being and safety whilst a Sam Sykes Ltd course is underway. An exception to this is if a visiting staff member accompanies the group and instructor for all or part of the course as a member of the group. In this case it will be made clear if the visiting member of staff is included in the safety ratios of the instructor in charge, and if so the visiting member of staff must have completed a Sam Sykes Ltd medical and consent form prior to joining in.

Responsible for

- Their own well being throughout the course
- The participants from their school/group/organisation
- Being contactable throughout the course by Sam Sykes Ltd staff and participants
- Arranging transport to and from an expedition, including organising and overseeing repatriation for participants that leave the course early
- Medical care and treatments following immediate first aid from Sam Sykes Ltd staff

Roles and responsibilities for Sam Sykes Ltd staff

All Sam Sykes Ltd staff have a duty of care towards all participants and other associated staff on our programmes. All instructors will hold the appropriate qualifications and background checks to operate on our courses.

Instructors are primarily engaged in the safety, welfare and development of the participants in their care from the moment the course begins (which is when the participants arrive at the start point) to the end (when the participants have left the end point in the care of their parents or guardian or school staff).

It is the responsibility of the instructor to ensure that the needs of their group are met at all times, 24 hours a day from the start to the end of the course.

Their needs may be, but not limited to; physical and emotional safety, development as per the aim of the course and their enjoyment.

All instructors must follow the direction of any appointed senior members of the Sam Sykes Ltd staff team, as well as the guidance set out in this document, particularly the standard operating procedures and risk assessments.

A full understanding of this document highlights what is expected from all Sam Sykes Ltd instructors, and any questions, queries or concerns of any nature must be directed to the most appropriate senior member of staff as soon as practicable.

Staff Recruitment and Induction.

Staff and Freelance staff are recruited by recruitment drives via relevant media, word of mouth and speculative enquiry. On expressing an interest prospective staff are directed to the relevant page of the Sam Sykes Ltd website where they will complete an application form providing evidence of required competences including NGB Awards, DBS/PVG, and first aid. This process includes reading and acknowledging the staff handbook. This information will be stored electronically and with the applicants personal file. Expiry dates for certificates and qualifications are checked prior to each staff booking.

New applicants and existing staff with an absence of more than 24 months will be required to undergo an induction and familiarisation process which will include the safety ethos and responsibilities of the company and individual staff member, familiarity with the Company Policy document and in particular,

- Risk assessments relevant to their role
- Required personal and professional standards
- Accident/incident procedure and reporting
- Safeguarding
- Other matters specific to their role.

Sam Sykes Ltd have a number of training aids available to ensure consistency of standards and delivery, available prior to and on program for all staff but particularly those newly inducted to the company.

Induction/familiarisation may take place on dedicated induction days or as part of on the job training and development and will be observed and noted by a senior member of staff. It will include specific reference to the participants, equipment, administration, and delivery relevant to that product. As part of this process support and advice will be offered through mentoring by established staff and if required a training plan developed.

Listed below are the roles in the Sam Sykes Ltd team

Freelance instructors

Will hold the summer ML as a minimum, current first aid and DBS whilst also having quality operational experience of working in the outdoor education sector previously.

Responsible for

- Their own well being throughout the course
- The participants in their group (Including but not limited to; Safety, hygiene, wellbeing, emotional well being, safeguarding, enjoyment etc)
- Sam Sykes Ltd equipment, vehicles and assets
- Following DofE guidelines if applicable
- The reputation of Sam Sykes Ltd

- Delivering training to a required standard, [instructor crib cards](#) are provided to maintain consistency, see appendix 1.0
- Writing assessor reports if they are an accredited DofE assessor and are assessing a group, see appendix 2.0 for [guidance notes](#).

Instructors

Our entry level position for contracted instructors. They will hold the summer ML as a minimum, current first aid and DBS whilst also having quality operational experience of working in the outdoor education sector previously.

Responsible for

- Their own well being throughout the course
- The participants in their group (Including but not limited to; Safety, hygiene, wellbeing, emotional well being, safeguarding, enjoyment etc)
- Sam Sykes Ltd equipment, vehicles and assets
- The reputation of Sam Sykes Ltd
- Following the guidelines of the DofE if applicable
- Delivering training to a required standard, [instructor crib cards](#) are provided to maintain consistency, see appendix 1.0
- Writing assessor reports if they are an accredited DofE assessor and are assessing a group, see appendix 2.0 for [guidance notes](#).

Senior Instructors

Will hold the summer ML as a minimum, current first aid and DBS whilst also having quality operational experience of working in the outdoor education sector previously. Senior Instructors will have worked with Sam Sykes Ltd previously and displayed consistently high levels of instructional skill and competence.

Responsible for

- Their own well being throughout the course
- The participants in their group (Including but not limited to; safety, hygiene, wellbeing, emotional well being, safeguarding, enjoyment etc)
- Sam Sykes Ltd equipment, vehicles and assets
- The reputation of Sam Sykes Ltd
- Other instructors or freelance instructors they work alongside
- Deputising for Expedition Manager if required.
- Following the guidelines of the DofE if applicable
- Delivering training to a required standard, [instructor crib cards](#) are provided to maintain consistency, see appendix 1.0
- Writing assessor reports if they are an accredited DofE assessor and are assessing a group, see appendix 2.0 for [guidance notes](#).

Expedition Managers

Will hold the summer ML as a minimum, current first aid and DBS whilst also having quality operational experience of working in the outdoor education sector previously. Expedition Managers will have worked with Sam Sykes Ltd previously and displayed consistently high levels of instructional skill and competence. Expedition Managers will be responsible for the overall control of a course or expedition whilst live. The Expedition Manager will be the main point of contact for all Sam Sykes Ltd staff, visiting staff, participants and other stakeholders throughout the course or expedition.

Responsible for

- Their own well being throughout the course

- The participants on their course (Including but not limited to; safety, hygiene, wellbeing, emotional well being, safeguarding, enjoyment etc)
- Sam Sykes Ltd equipment, vehicles and assets
- The reputation of Sam Sykes Ltd
- All Sam Sykes Ltd staff operational on the expedition
- The logistics of the whole course or expedition whilst live
- Campsite payments, landowners etc
- Following the guidelines of the DofE if applicable
- Direct line management of Freelance instructors, Instructors and Senior Instructors.
- Daily report to the Duty manager

Senior Expedition Managers

Will hold the summer ML as a minimum, current first aid and DBS whilst also having quality operational experience of working in the outdoor education sector previously. Senior Expedition Managers will have worked with Sam Sykes Ltd previously and displayed consistently high levels of instructional skill and competence. Senior Expedition Managers will be responsible for the overall control of large participant number courses, or expeditions whilst live. The Senior Expedition Manager will be the main point of contact for all Sam Sykes Ltd staff, visiting staff, participants and other stakeholders throughout the course or expedition.

Responsible for

- Their own well being throughout the course
- The participants on their course (Including but not limited to; Safety, hygiene, wellbeing, emotional well being, safeguarding, enjoyment etc)
- Sam Sykes Ltd equipment, vehicles and assets
- The reputation of Sam Sykes Ltd
- All Sam Sykes Ltd staff operational on the expedition
- The logistics of the whole course or expedition whilst live
- Campsite payments, landowners etc
- Following the guidelines of the DofE if applicable
- Direct line management of Freelance instructors, Instructors, Senior Instructors and Expedition Managers.
- Daily report to the Duty manager

Stores Managers

The Stores Manager is a pivotal member of the logistical chain at Sam Sykes Ltd, and they are wholly responsible for the procurement, upkeep, cleanliness, turn around and organisation of all Sam Sykes Ltd operational assets as well as the buildings we are based in. The Stores Manager and the Operations Manager will work together closely, to plan, organise and action the resource requirements for all Sam Sykes Ltd courses and expeditions.

Responsible for

- Their own well being at all times
- The reputation of Sam Sykes Ltd
- All Sam Sykes Ltd equipment, vehicles and buildings.

- Routine, pre-issue and on return checks of equipment. Repair, replacement and removal from service of faulty or obsolete equipment. Accurate record keeping for all equipment owned and used by Sam Sykes Ltd
- Seeking advice from subject matter experts as required
- The safety of staff and visitors to Sam Sykes Ltd HQ
- The overall efficient operation of our stores and resources

Office Manager

The Office Manager is the pivotal link between the customer and the Operations Manager. The Office Manager is responsible for all customer interactions prior to, and following the courses or expeditions.

Responsible for

- Their own well being at all times
- The reputation of Sam Sykes Ltd
- The efficient running of the Sam Sykes Ltd office
- Proposals, invoices, customer information and accounting
- Collating assessor reports and sending these to the school

Operations Manager

The Operations Manager is responsible for the smooth delivery of the expeditions or courses. They are the link between the Staff manager and Stores manager along with the Office Manager. The operations manager along with the director and the staff manager form the senior management team.

Responsible for

- Their own well being at all times
- The reputation of Sam Sykes Ltd
- Is the nominated Safeguarding Officer
- All logistics for each expedition and course
- Direct line management of the stores manager and office manager
- Updating and reviewing resources and procedures
- Sourcing new kit and supplies
- Replacing kit and supplies as required
- Ensuring all consent and medical forms have been received pre-course-review and highlight issues to EM
- Acting as duty manager for active programmes
- Ensuring licences and insurances are renewed
- Liaising with DofE area offices

Staffing Manager

The Staff Manager is the pivotal link between the staff and the Sam Sykes Ltd Management team. The staffing manager along with the operations manager and the director form the senior management team.

Responsible for

- Their own well being at all times.
- The reputation of Sam Sykes Ltd
- Recruitment, retention and development of staff
- Staffing expeditions and courses
- Line manager for instructional staff
- Acting as duty manager for active programmes

Duty Manager

A member of staff appointed to each expedition as main point of contact. This is usually either the staffing manager or operations manager, but at times an alternative member of staff may be appointed. Their role is to act as support for the expedition manager, and a safety back up. The expedition manager is to report to them on a daily basis, typically in an evening when all groups are back on site.

In the event of either the staffing manager or the operations manager working on an expedition in the role of the expedition manager the duty manager will be the one not working as the expedition manager. The duty manager will line manage the expedition managers regardless of whether the expedition manager is also either the staff or operations manager.

The duty manager needs to be prepared to travel at short notice to the expedition site in the event of an incident as per the critical incident policy. They may also be required to fill in for an instructor in the event of sudden illness or injury.

CEO and Director

The CEO and Director is the highest ranking member of staff in the business and has overall control of Sam Sykes Ltd. The operational and strategic actions (both current and future) are overseen by the CEO and Director, although many tasks and responsibilities will be delegated across the wider staff team. The CEO and Director has a responsibility to ensure the safety, professionalism and ongoing security of the business is considered in all decisions. The CEO and Director may operate in various capacities throughout the business when required, and remain available to guide and oversee critical business decisions.

Technical Experts

Technical Experts will be appointed for their particular areas of expertise for specific activities. They will be responsible for providing oversight and advice for their particular field of expertise including overseeing site specific sign off for activities which fall out with NGB's. Technical Experts may also be asked to assist in review of incident and accident forms.

Technical Experts may be appointed on a permanent or temporary basis, in either case the start and finish date of their appointment and terms of reference will be clearly stated.

Should they become aware that best practice is not being followed they will report this with recommendations to the CEO and senior management.

Current Technical Experts

Mac MacKay IFMGA - (Overall advice - Specifics in all aspects) <https://mackayadventureconsultants.com>

Kristine Quayle MCI, RCI, S&W ML - (Mountaineering and climbing) <https://mt.tahdah.me/profile/index/101963>

Neil MacKay IFMGA - (All mountain, climbing & snow) <https://skiascent.com/about/about/>

Martin McCarthy BCU, AWCC, AWCL, CLTA, BCG- (Paddlesports) <https://www.paddlecoach.co.uk>

Sheelagh Myers B.Ed, BET.CM British Equestrian Tourism L4, BHS level 3 approved assessor, UKCC level 2 coach (Horse riding) <https://biglandhall.eopro.co.uk>

Course & product overviews

Sam Sykes Ltd DofE

Provider of DofE expeditions and residential courses to schools, groups and individuals.

For Schools and groups we offer at each level Fully Managed expeditions, DofE Lite expeditions and Instructor only expeditions. We also offer Overseas Adventurous Journeys, typically at Silver and Gold, as well as Bespoke expeditions.

Please follow the links for our current programmes.

Fully Managed Expeditions - <https://samsykesltd.co.uk/dofe/expedition-packages>

DofE Lite - <https://samsykesltd.co.uk/dofe-lite>

Instructor Only - <https://samsykesltd.co.uk/dofe/instructor-only-expedition>

Overseas Adventurous Journey - <https://samsykesltd.co.uk/dofe/overseas>

Bespoke - <https://samsykesltd.co.uk/dofe/bespoke-expeditions>

For individuals we offer Open Gold expeditions and residential courses.

These are currently - Open Gold expeditions on foot <https://samsykesltd.co.uk/dofe/gold-expedition>

- Open Gold on horseback <https://samsykesltd.co.uk/dofe/horse-riding-expedition>

- Open Gold Zoo residential <https://samsykesltd.co.uk/dofe/residentials>

Staff information

Expectations

All staff working for Sam Sykes Ltd are expected to present a caring and professional persona at all times, included in this is punctuality and appropriate dress which may involve issued uniform. They are expected to operate within the remit of the course they are commissioned for and the scope of their awards.

Qualifications

The minimum qualifications toward on any Sam Sykes Ltd course are current 16hr outdoor first aid, current DBS/PVG check and Summer Mountain Leader. Other qualifications and endorsements may be required at times. All relevant qualifications should be uploaded to the secure data base via the relevant page on the Sam Sykes Ltd website.

Appraisal

All staff whether contracted or freelance will go through an appraisal process following the recruitment and induction process outlined below. This information will be recorded on the form shown in [8.0 of the appendix](#) below. Appraisal will be carried out at least once a year in the case of contract staff and at least once every 2 years for freelance. The process of appraisal is to be seen as a two way process with feedback for both parties a crucial factor.

Should there be more than 2 complaints or concerns raised about any staff member in the course of a 12 month period an appraisal will be carried out and as appropriate a development plan created with measurable outcomes.

Keeping Sam Sykes Ltd updated

All details maintained on the secure database are required to be up to date, it is the responsibility of staff to ensure that Sam Sykes Ltd is kept up to date of any changes, this should be done through the relevant page of the website. Should certificates be out of date we will not be able to offer work.

Safeguarding

All staff will comply with the Sam Sykes Ltd safeguarding policy at all times.

Driving

Anyone who is required to drive a vehicle for the company will hold a valid license for the type of vehicle/ trailer being used. The relevant vehicle checks should be carried out and recorded. All drivers must operate the vehicle within the law and with due consideration to other occupants and road users. All violations will be referred to the driver in question. Any damages or defects must be reported as soon as possible and drivers may be asked to provide a written account of how these occurred.

Equipment

Staff are responsible for any equipment issued to or by them, equipment should be checked for defects and suitability at the time of issue and any problems identified with the issuer. On DofE expeditions instructors are responsible for the equipment issued to the group and its safe return, this is aided by recording what the group is issued and devolving responsibility for issued items to specific group members. Defects and losses should be appropriately recorded including the group or individual concerned, name of the client organisation and any other relevant information, the cost of such losses or damage may be passed to those concerned.

Pay

Rates of pay and associated allowances will be agreed before any work is undertaken and may vary depending on that work. Please note Sam Sykes Ltd does not normally pay travel expenses.

Contracts

Sam Sykes Ltd is able to offer a small number of contracts on a seasonal basis at .25 .5 .75 and full-time. Contracted staff will normally be given preference in the allocation of work.

Booking work

Offers of work will be made to staff who have gone through a suitable induction and approval process. Offers will normally be made by email and the work apportioned by the Staffing Manager. This process will normally take around 48 hrs. Confirmation will only be sent to successful applicants. Contracted staff will normally be given preference.

Cancellation of work

Should a piece of work be cancelled Sam Sykes Ltd will initially endeavour to offer staff similar work. Should this not be possible the following will apply- work cancelled at greater than 14 days- no payment to staff; work cancelled at 7-14 days - payment to staff at 50%; work cancelled at less than 7 days but greater than 24 hours payment to staff 75%, less than 24 hours payment made to staff at 100%. If there are any extenuating circumstance which cause a change to this it will be made clear when the relevant work offer is generated. With the current uncertainty around Covid-19 and security of bookings Sam Sykes Ltd have made the decision to not offer payment for work canceled at short notice. All staff are made aware of this when the work is offered to them.

Sickness

Staff are expected to give Sam Sykes Ltd fair warning if they are unable to attend a piece of work because of illness or injury. This should be done at the earliest possible time by the most convenient means but should always be reinforced by email. Staff should do this if they have an illness/injury which affects their ability to work or an illness which is contagious.

Statutory sick pay will apply as appropriate in these cases.

Disciplinary procedures

Sam Sykes Ltd is committed to encouraging you to maintain the required standards of behaviour. If your behaviour or conduct falls below the standards required we will look at establishing the facts and reasons for this. We will look for ways in which we can address this with you. Action will be taken where the Company believes your behaviour, actions or omissions constitute misconduct. The seriousness of the misconduct matter will determine the severity of any sanction imposed. Misconduct can range from minor misconduct through to gross misconduct, the latter justifying dismissal without notice. The Company retains discretion to vary this process if you have less than 2 years' continuous service.

Contracted staff should refer to the Staff Handbook, which forms part of your contract, for full details of the disciplinary process and your rights during this.

For freelance staff the disciplinary process is simplified. In the event of a minor misconduct, for example bad language, the senior member of staff will discuss this on an informal basis. If the misconduct is deemed to be of a more serious nature Sam Sykes Ltd reserve the right to remove the staff member from the programme and to cancel future work. This decision will be made by the senior staff member on the programme in conjunction with the senior management team. If a freelance member of staff has recurrent instances of minor misconduct Sam Sykes Ltd reserve the right to review future work booked with them and to cancel this.

Customer & participant information

Itineraries

For DofE and schools programs

Prior to each expedition schools are sent a [detailed summary of the expedition](#). This includes the start and finish points, dates and times of collection, along with campsite details. The names of instructors, date of expiry of their first aid certificate and DBS number are also included on this document. The expedition manager and their contact details are part of this document. See appendix 6.0.

For other programs including Mountain Leader courses and Mammut Mountain School UK information appropriate to the program will be sent in a timely manner with an allowance for the flexibility required of certain courses. This will include contact details for the instructor/guide, start and finish details and any information specific to the course.

Kit Lists

Kit lists are sent out to participants, there is a standard [kit list](#) that covers all expeditions. For more bespoke expeditions and courses individual kit lists are emailed to the clients. See appendix 4.0.

A Teachers information pack and an Information Pack for the participants is sent out to the schools prior to school programmes and DofE expeditions. This can be accessed by request to the office.

Resources on line, [see website for details.](#)

- How to Pack a Rucksack
- Personal Kit
- Food
- Navigation
- Camp craft
- Tents
- ML documents

Consent and medical forms

A consent and medical form is sent out to all participants. There is a [standard form](#) for schools and DofE expeditions, with variations for the for the [Zookeeper residential](#) and the [Horse riding expeditions](#). Please see appendix 7.

Behavioural code of conduct

How we expect participants to act.

- Within the 20 conditions of D of E.
- Within the bounds of the schools behavioural expectations.

- Follow the country code.
- Have a positive approach to the experience.
- Listen to instructors/ school staff and respect their years of knowledge and experience.
- Be respectful to the needs of other participants and users of the countryside, this include the playing of loud music and disruptive behaviour on campsites.
- Be honest and ask questions if you don't understand something.
- Respect your own belongings and those of others, including kit issued by Sam Sykes Ltd, school or other body.
- Personal phones only to be used for photos.
- Accept responsibility for your actions .
- Participants will not smoke, consume alcohol or take other non-prescription drugs.
- Abusive language and behaviour in any form will not be tolerated and will be challenged at all times .

Sam Sykes Ltd reserve the right to decide on what constitutes as poor behaviour resulting in disciplinary action or removal from the course or expedition. Any serious or criminal acts will be reported to the relevant authorities or the police.

In the event of poor behaviour, not limited to the above code of conduct participants may have to leave the expedition at the expense of the parents/guardian.

How we will act

- Our overriding concern will always be the safety and well being of our participants and staff.
- We will respectful participants needs as long as this does not infringe upon safety.
- We will provide a safe, supportive and fun learning and developing environment.
- We will be honest and fair in our observations and challenge unacceptable behaviour.
- We will take part in consultation with visiting staff to ensure a unified approach and understanding.
- We will encourage feedback at all levels.

Visiting staff / school staff responsibilities.

The success of Sam Sykes Ltd expeditions is assisted by the close working relationship we have with visiting staff. This section explains the role of visiting staff. Visiting staff may be defined as responsible adults not in the employ of Sam Sykes Ltd who are attending a program the behest of the client organisation- typically on a school or DofE program.

- All paperwork and consents to be with Sam Sykes Ltd prior to the start of the expedition as per agreement.
- Endeavour to ensure that all participants come equipped as per the Sam Sykes Ltd kit list especially in regards of footwear and waterproof clothing.
- Endeavour to have parents and participants understand the need for the 20 conditions especially around communication and phones. Please have in place a strong and clearly understood mobile phone policy. Instructional staff should be informed of this and any other relevant policies .
- Any last minute changes to be noted to EM/ Course director on arrival.
- Supervise arrival and assist in getting groups established.
- Assist instructional/supervisory staff in any pastoral issues that may arise including dealing with parents/guardians.
- Assist in any first aid/ medical issues arising including organisation of trips to hospital and repatriation. Liaison with parent/guardian, school or other relevant bodies.
- Assist in the supervision of campsites if required due to behavioural issues. -Sam Sykes Ltd instructors will normally provide campsite supervision until around 2200. After this the EM is the initial on call member of staff as it is a safety requirement that our staff have an uninterrupted nights sleep.
- Communicate any new information, feedback or concerns as soon as possible to the appropriate staff.
- In conjunction with instructional staff, ensure that any early departure is properly supervised.
- In conjunction with instructional staff, ensure that all participants depart safely.

Licences, certificates and associations.

Sam Sykes Ltd operates under the following governing bodies as they apply to the different activities undertaken,

Adventure Activities Licensing Scheme (AALS)

Mountain Training England (MTE)

Mountain Training Scotland (MTS)

British Canoeing (BC)

The Duke of Edinburghs Award

The Duke of Edinburghs International Award

Details can be found on the following areas of the Sam Sykes Ltd website

<https://samsykesltd.co.uk/insurance-and-licences>

Insurance

Details of insurance held can be found at the following page of the Sam Sykes Ltd website, further details can be obtained on request.

<https://samsykesltd.co.uk/insurance-and-licences>

Sponsors and brands

Sam Sykes Ltd work with several brands, as listed below, in the role of Brand Ambassador. All staff involved with delivery of a Sam Sykes Ltd course are expected to support, promote and protect the products and image of these brands as appropriate to the course being delivered.

Mammut

Vango

Nik Wax

Elliott Brown

Safety statement

All activities undertaken by Sam Sykes Ltd carry an accepted inherent risk with a danger of personal injury or death. However Sam Sykes Ltd is committed to the safe delivery of any and all activities supported by constant feedback and review in conjunction with supervisory and NGB authorities. We require that all staff comply with our SOPS/Risk Assessments and participants comply with safety guidance given by instructors. Participants in these activities should be aware of and accept these risks and be responsible for their own actions and involvement.

Sam Sykes Ltd will react to any legitimate concerns raised and carry out investigation if appropriate. SOPS / Risk Assessments will be reviewed and updated regularly or after an incident.

All equipment will be subjected to regular safety checks which will be recorded with a record kept noting degree of use and any pertinent information particularly falls, abrasion, chips, cracks and wear. Staff signing equipment out for use are

responsible for ensuring its suitability for the intended purpose, any damage noted during or after use should be noted and if critical the item should be removed from service immediately.

Should Sam Sykes Ltd be using a commercial venue such as, but not restricted to, a climbing wall or via ferrata site we will comply with the risk assess of that site.

Additional risk assessments will be added as required.

Emotional Welfare

Sam Sykes Ltd hold the emotional welfare and wellbeing of all staff, participants and visiting staff to be of great importance and value. Should concern be raised about the mental or emotional welfare of anyone on a Sam Sykes Ltd activity this will be treated seriously with compassion and discretion, we will do our utmost to provide appropriate support and assist those involved in the most expedient way possible.

We recognise that the activities we provide might in a very few cases provide a trigger or catalyst for suppressed emotions or experiences and will encourage and support our staff in reacting positively to any incident where this is a factor.

Throughout an activity and whilst on expedition there are occasions where different types of supervision will be necessary. Staff and other leaders/ instructors should be aware of the two main supervision types (direct and remote) and where applicable; implement the appropriate levels. As a minimum, remote supervision should be in place at all times unless otherwise stated within the Risk Assessments or deemed necessary by the leadership team that direct supervision is required. It can become a subjective matter and needs to be defined and regulated as a risk v benefit matter when completing a risk analysis.

Risk assessments & Operating Procedures

Probability	Impact				
	Very Low(1)	Low (2)	Medium(3)	High(4)	Very High(5)
Very High(5)	5	10	15	20	25
High(4)	4	8	12	16	20
Medium(3)	3	6	9	12	15
Low (2)	2	4	6	8	10
Very Low(1)	1	2	3	4	5

The table above will be used as a format for risk assessment.

As well as the overview risk assessments highlighted below staff will conduct dynamic risk assessments prior to and during the activity and adapt accordingly. This may result in activities being modified.

Any activity that falls within the High/Very High category must have specific approval from the CEO, Operations manager or Expedition Manager prior to commencement.

Dynamic Risk Assessment- the risk assessments below provide a basis for judging the acceptable and inherent risk involved in activities carried out by Sam Sykes Ltd. In addition to this control staff are required to carry out dynamic risk assessment immediately prior to and during the activity session. This will involve as appropriate discussion with other staff and visiting staff, consideration of local conditions and weather, unexpected changes that may affect the suitability of the venue or activity to the participants, any other factor that is identified as affecting the activity. Part of this process will include a debrief and review at the end of the activity to identify areas to amend or adjust.

One of the crucial tools in the dynamic risk assessment process is the optimisation of the experience and local knowledge of qualified staff. Anyone working for Sam Sykes Ltd can contact their manager for advice during the run up to, delivery of and post activity, and this will be viewed in a positive light.

Updates and changes.

Risk assessments will be reviewed regularly and as part of the investigation process following near miss, incidents or accidents, all staff will be notified by email that changes have been made.

Changes to areas of operation, season, or other parameters for any activity will require approval of the Operations Manager, CEO and/or Technical Advisor.

Mountain, Hill & Countryside walking

Created by/Date	Sam Sykes 20/01/21
Reviewed by/Date	Sam Sykes & Mac MacKay 24/3/21
Ratio	1:10 (1:14 in Lowland areas with prior agreement from Ops Manager or CEO)
Qualification/s required	Summer Mountain Leader

Lowland areas to be defined as those covered by the scope of the MTA Lowland Leader Award

Pre Session

- All staff must familiarise themselves with the route and access agreements of specific areas
- Check all equipment - group session bag including first aid kit's. All equipment should be in good working order and you should have the right equipment allocated for the session
- Check risk assessments and operation procedures
- Any medical issues with the client have been flagged up
- Ensure a full weather report has been understood and the route is suitable to expected conditions
- All transport has been organised and carry some change for parking charges
- Instructor has all the right equipment for themselves and the group (see kit list below)
- Discuss emergency procedures with any accompanying staff (e.g. where the mobile phone is and where vehicle key is kept)
- Some sessions require a route card to be completed, make sure it is filled out, understandable and marked on a map
- Make sure the group have plenty of food and drink for the day or expedition

During Session

- Instructor briefing and training on the correct use of the map and compass throughout the session
- Good walking technique (e.g. weighting the rucksack on your hips and all straps done up and secured, boots laces are tied up and boots are worn correctly)
- Clear briefing on what to do if and when the client find themselves alone or lost
- Appropriate footwear and clothing must be taken applicable to terrain and weather, with extra precaution for changeable weather conditions
- Good briefing on Lyme's Disease and other endemic pathogens (e.g. what to do if you find a tick on yourself and how to remove it properly)
- If late you let the expedition manager know with a phone call or a text
- Frequent navigational checks and good group management to ensure the safety of the group throughout the session
- Continually reassessment of the weather

- Good clear briefing on session length and the physical demands of the journey. Brief about when to take breaks and how to look after themselves

Post Session

- All equipment is checked, logged and put back in the right place in stores. Any damages to be reported back to expedition manager or director, and recorded in the correct manner for the stores manager
- Any accidents and or near misses to be reported via accident/incident form
- Any issues with the venue or other parties to be reported to expedition manager or director

Kit List

- Group session bag, group shelter, spare group food /clothes, map (instructor), map (groups), whistle, food & drink, compasses, first aid kit, mobile phone with sufficient charge and credit for the entire outing

Risk Assessment - Mountain, Hill & Countryside walking

What Produces Hazard?	Hazard?	Who Can Be Harmed?	Risk	Risk Control System
Extreme weather (Heat, cold, flooding, poor visibility, high winds)	Illness, injury, drowning, navigation mistakes, being cut off, hypothermia, hyperthermia, slow progress.	Staff and participants	L	Adequate equipment and clothing used. Weather checks carried out. Instructor vigilance. Correct choice of route for weather. Escape options planned prior to activity.
Slips, trips, falls.	Injury (e.g sprains, breaks, cuts)	Staff and participants	MED	Correct footwear. Instructor briefings. Instructor and group carries a first aid kit. Instructor training / coaching on movement when appropriate.
Traffic	Being hit by a vehicle	Staff and participants	L	Correct group management and route choice. Instructor briefing on crossing roads and traveling on them. High Viz jackets and / or ruck sack covers to be used if walking on roads.
Lack of group competence	Getting lost, not completing journey	Staff and participants	VL	Instructor assessment of group ability. Correct choice of route and challenge for group. Instructor briefings and training to maximize competence of group.
Hazards on route (e.g. Steep ground, level crossings, roads, rivers, caves/mines, animals, machinery)	Injury or death Being cut off from group. Being unaware of group location. No communication with group.	Staff and participants	L	Staff assessment of routes. Use of local knowledge where practicable. Instructor briefing and training potential hazards and how to minimise the risk. Instructor checking on groups when appropriate. Group and instructor to carry a mobile phone and exchange numbers.

Risk Assessment - Mountain, Hill & Countryside walking

Arduous nature of expeditions	Injury (e.g. blisters, pulled muscles etc)	Staff and participants	L	Instructor training and briefing to participants. Correct choice of equipment. Correct choice of route and challenge for group. Group and instructor to carry first aid kit and group to be given training on how to use it when needed.
Ticks	Lymes disease (May to October normally)	Staff and participants	L	Instructor briefing and training on extraction of ticks and follow up medical procedures. Tick removers to be carried in first aid kit.
Operating at night	Injury, getting lost	Staff and participants	L	Instructor briefing and training for participants. All routes planned to allow adequate time to reach destinations in light. Torches carried.
Getting lost	Being out longer than planned. Becoming tired. Being benighted. Instructors not knowing where group is.	Staff and participants	L	Route cards used. Instructor briefing and training to participants. Participants aware of emergency procedures. Group and instructor to carry mobile phones, instructor to have local knowledge of known black-spots, when possible.
Stoves	Burns and injury Equipment damage	Staff and participants	L	Instructor to train groups on how to use stoves and how to cook. Instructors to monitor the group when using stoves
Un hygienic surroundings	Illness	Staff and participants	VL	Instructor briefing, training and monitoring on staying as hygienic as possible.

Risk Key: VL = VERY LOW L = LOW M = MEDIUM H = HIGH VH = VERY HIGH

Overnight camps including wild camping

Created/ Date	Sam Sykes 20/01/21
Reviewed by/Date	Sam Sykes & Mac MacKay 24/3/21
Ratio	1:14 when wild camping or 1:21 on campsite with vehicle access
Qualification/s required	Summer Mountain Leader

This should be read in conjunction with “Drinking Water and Associated Hazards”

Pre Session

- Check all equipment (e.g.group session bag, tents ,rucksacks ,first aid kit's, cookers, pans ,sleeping bags, roll mats all clean and you have enough gas, and is all in good working order and the group have the right allocated kit for the session)
- Staff have checked risk assessments and operating procedures
- Any medical issues with the client have been flagged up and and precautions are in place when needed
- All transport has been organised and carry some change for parking
- Instructor has all the right equipment for themselves and the group (see kit list)
- Discuss emergency procedures with any accompanying staff (e.g where the mobile phone is and where vehicle key is kept)
- Sessions that require a route card to be completed; ensure it is filled out, understandable and correctly marked onto a map
- Ensure the group have plenty of food and drink for the day or expedition
- Discuss toilet arrangements on wild camps. Carry the trowel for this purpose. Discuss female sanitary procedure sensitively

During Session

- Ensure all tents are pitched on level ground and tent peg's and guide lines are pitched correctly. No cooking in tents
- Briefing on where to go to the toilet and where to get safe drinking water from
- Water taken from streams to be boiled or treated
- Make sure there is at least one torch per tent
- Ensure group understands their boundaries, especially after dark. Good group management at all times
- Constant vigilance when the group are cooking
- Clear briefing on where the group can cook
- Ensure the group take on enough food and drink throughout the expedition
- Constant vigilance on group hygiene and food preparation
- Always leave the camp site with no litter or fire burn's
- Group to know whereabouts of staff on call

Post Session

- All equipment is checked, logged and put back in the right place in stores
- Any damages to be reported back to expedition manager or director
- Any accidents and or near misses to be reported via accident/incident form
- Any issues with the venue or other parties to be reported to expedition manager or director

Kit List

- Group session bag, group shelter, spare group food /clothes, map (instructor), map (groups), whistle, enough food and drink for duration of the expedition compasses, tents, cookers, gas, sleeping mats, wild camp kit mobile phone for group and instructor. Ensuring there is enough charge and credit to last the whole expedition

SEE RISK ASSESSMENT FOR MOUNTAIN WALKING

Risk Assessment -Overnight camps including wild camps

What Produces Hazard?	Hazard?	Who Can Be Harmed?	Risk	Risk Control System
Extreme weather (Heat, cold, flooding, poor visibility, high winds)	Illness, injury, drowning, navigation mistakes, being cut off, hypothermia, hyperthermia, slow progress.	Staff and participants	L	Adequate equipment and clothing used. Weather checks carried out. Instructor vigilance.. Escape options planned.
Slips, trips, falls.	Injury (e.g sprains, breaks, cuts)	Staff and participants	L	Correct footwear. Instructor briefings. Instructor and group carries a first aid kit. Adequate briefing on hazards on campsite
Traffic	Being hit by a vehicle	Staff and participants	L	Correct group management and route choice. Instructor briefing on crossing roads and car parks High Viz jackets and / or ruck sack covers to be used if walking on roads.
Ticks	Lymes disease (May to October normally)	Staff and participants	VL	Instructor briefing and training on extraction of ticks and follow up medical procedures.
Stoves	Burns and injury Equipment damage	Staff and participants	L	Instructor to train groups on how to use stoves and how to cook. Instructors to monitor the group when using stoves
Interaction with public	Poor behaviour, conflict, safeguarding issues	Staff and participants	L	Effective supervision of campsite, setting of expectations for behaviour, good communication between staff and participants, awareness of other site users.
Unhygienic surroundings	Illness	Staff and participants	L	Instructor briefing, training and monitoring on staying as hygienic as possible.

Risk Key: VL = VERY LOW L = LOW M = MEDIUM H = HIGH VH = VERY HIGH

Drinking water hazards

Created/Date	Sam Sykes 20/01/21
Reviewed by/Date	Sam Sykes 24/3/21
Ratio	N/A
Qualification/s required	N/A

DRINKING WATER AND ASSOCIATED HAZARDS

- All staff and participants must be kept aware of the risk and ill effects of dehydration
- Water bottles and bladders should be replenished at clean water sources such as campsite taps
- For multi day activities water can be sourced from streams providing it is treated prior to cooking or drinking this can be by boiling for 2 minutes, chemical treatment or approved water filters
- Prior to taking water from a stream the conditions upstream should be checked for carcasses, chemical or other pollutants- such water should not be taken under any circumstances
- The instructor will designate a safe place to collect water from
- Any adverse effects after drinking water sourced in the wild should be reported to the expedition manager at the earliest opportunity
- All water containers used by Sam Sykes Ltd will be cleaned and treated with "Milton" or similar on a regular basis

Risk Assessment-Drinking water hazards

What Produces Hazard?	Hazard?	Who Can Be Harmed?	Risk	Risk Control System
Lack of water	Dehydration/heat stroke /illness	Staff and participants	L	Ensure that sufficient water is carried and consumed with consideration to the prevailing conditions and ages of those involved. Water drops may be organised and safe additional sources of drinking water identified. Alteration to itinerary including start and finish times.
Polluted/contaminated water including bacterial	Illness	Staff and participants	L	Ensure that water taken in the wild is from clean sources above human habitation and the "fell wall". Check upstream for contaminants. All water taken from streams to be from fast flowing sources and to be treated appropriately to minimise risk. The instructor will designate a safe place to collect water from.
Falling in while sourcing water	Injury, drowning, hypothermia	Staff and participants	L	Access to streams should be assessed for overhung/steep banks, deep pools and drops. Water to be collected in pairs as a minimum should any such hazard be recognised. The instructor will designate a safe place to collect water from.

Risk Key: VL = VERY LOW L = LOW M = MEDIUM H = HIGH VH = VERY HIGH

Dealing with Allergies and other pre-existing conditions

Created/Date	Sam Sykes 20/01/21
Reviewed by/Date	Sam Sykes 24/3/21
Ratio	N/A
Qualification/s required	N/A

Pre Session

- All participants to have completed a signed Consent and Medical Form of a type approved by Sam Sykes Ltd
- All staff to have completed and updated the recruitment medical questionnaire
- Parents/guardians and individuals to ensure that sufficient relief medication is brought including some spare in case of loss (enough for 24hrs)
- All Sam Sykes Ltd staff to hold a minimum of 16hr outdoor first aid (in date)
- All relevant staff including visiting staff to be made aware of individuals at risk and potential mitigation required
- Plan agreed between Expedition Manager, relevant instructors and visiting staff to deal with matters arising from medical condition
- For serious, life threatening or atypical conditions or allergies an action plan must be created in conjunction with the school, parents or guardian and Sam Sykes Ltd, with mitigations put into place

During Session

- Group and instructor to be aware of the location of any required medication including spares
- Group and instructor to be aware of how and when to assist with taking medication
- Group and instructor need to be aware of triggers and symptoms throughout the duration of the activity
- Any use of medication to be noted with time and amount by instructor- in the case of asthma relievers only this can be a mental note

Post Session

- All medication to be returned to participant/supervising adult
- All notes on medication use or increase in severity of condition to be given to expedition manager

Risk Assessment-Allergies and other pre-existing conditions

What Produces Hazard?	Hazard?	Who Can Be Harmed?	Risk	Risk Control System
Allergens	Allergic reaction, illness, death	Staff and participants	L	Awareness and avoidance where possible of allergens. Correct use of control and relief medication. Risks declared on medical forms.
Pre-existing conditions/injury	Exacerbation of injury or illness	Staff and participants	L	Awareness of condition and mitigations put in place if required. Change of itinerary if appropriate.

Risk Key: **VL** = VERY LOW **L** = LOW **M** = MEDIUM **H** = HIGH **VH** = VERY HIGH

Operating trips with Covid-19

Created/Date	Sam Sykes 20/01/21
Reviewed by/Date	Sam Sykes 24/05/21
Ratio	N/A
Qualification/s required	N/A

The COVID-19 Pandemic is an unprecedented situation. Sam Sykes Ltd and other stakeholders will take all reasonable precautions in line with current governmental guidance to minimise the risk of viral transmission. This operating procedure and risk assessment highlight our ongoing amendments to all Sam Sykes Ltd courses whilst the COVID-19 virus presents a risk to all.

Sam Sykes Ltd will provide customers, participants and staff with the most up to date information, and has the right to expect this to be complied with.

Our standard operating procedure and risk assessment is liable to change at anytime due to the advice from the government and wishes of the school /customer.

This Risk Assessment and Standard Operating Procedure has been amended in response to Department of Education Schools coronavirus (Covid 19) operational guidance May 2021, issued 10/05/2021, particularly Annex C.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985138/10_May_Schools_Guidance.pdf

The guidance above is issued with respect of school visits in England, expeditions using venues in Wales or Scotland will be reviewed on an individual basis to take into account variances in guidance issued by these countries.

Procedures for all -

- Wash hands and wrists regularly with soap & water or hand sanitiser for at least 20 seconds and avoid touching their face
- Catch sneezes and coughs in a tissue to be safely disposed of in a bin, wash hands immediately after
- Within your group minimise contact where possible with gates, stiles etc. and clean or sanitise hands after using
- Be aware of the symptoms of Covid-19 and your responsibility to those around you in avoiding the risk of passing on infection
- If you have a positive test, display symptoms of Covid-19 or are sharing a household with someone in these categories in the 10 days prior to the expedition please do not attend the expedition

Procedures for Sam Sykes Ltd -

- All staff are to do a lateral flow test (LFT) the night prior to reporting for duty. If this is positive they must inform the EM for the expedition by 1800 on the evening before an expedition.
- No one who has has a positive LFT in the previous 10 days can report for work.
- Ensure that a briefing is held with all staff on the current best COVID practice prior to the participants arrival
- Provide sufficient tents for each participant to maintain social distancing. Numbers will vary with group composition

- Provide hand-washing stations where practicable at strategic locations such as the entrance to camping area/ communal area
- Will ensure that any shared facilities are regularly cleaned
- Provide where possible, sufficient equipment to isolate participants who display symptoms of Covid-19
- Hand sanitiser, face-masks and gloves will be available for any journey in a Sam Sykes Ltd vehicle
- Will quarantine equipment to a minimum of the recommendations between each expedition (currently 72 hrs)
- Will endeavour to provide the facility to isolate anyone displaying symptoms for up to 12 hrs
- Should we find after an expedition that anyone has tested positive or displayed symptoms of Covid 19 we will inform the school or in the case of an open expedition the participants and parents immediately, and assist in any tracing effort
- Have the right insist on the removal/non participation of anyone who displays symptoms

Procedures for Sam Sykes Ltd Staff -

- All staff are to do a lateral flow test the night prior to reporting for duty. If this is positive they must inform the EM for the expedition by 1800 on the evening before the expedition.
- No one who has has a positive LFT in the previous 10 days can report for work.
- Inform Sam Sykes Ltd of any test results. Be open and honest about symptoms
- Ask anyone who has a positive test result or is displaying symptoms to not present themselves for work. Provide sufficient personal PPE including face covering, hand sanitiser and gloves for the duration of the booking
- Ensure participants maintain social distancing and follow current hygiene requirements
- Sam Sykes Ltd staff will not mix members of groups or bubbles and be vigilant to ensure that the integrity of bubbles is maintained
- Will clean down any shared facilities on campsites prior to and after use
- Be vigilant of Covid-19 symptoms in participants and other staff
- React positively to concerns and comments from public
- Follow the latest government guidelines on PPE
- Endeavour to travel independently to the location of the expedition

Procedures for Schools -

- Confirm that all participants and staff are free of symptoms and have no positive test results in the 10 days prior to the expedition. This need to be done before setting out for the expedition venue
- Be open and honest about symptoms
- Have a robust repatriation plan in place should anyone display symptoms while on the expedition, it should be possible to repatriate within 12 hrs
- Ensure that all participants fully appreciate the need to wash hands, catch coughs and sneezes, wear PPE as appropriate and use hand sanitiser regularly

- All schools should comply with the requirements laid down in the Department of Education Schools coronavirus (Covid 19) operational guidance of May 10th 2021, with particular attention paid to Annex C: domestic residential visits. Particularly the following.
- Bubbles should be formed from existing school bubbles such that bubbles only pupils from a single existing bubble.
- Only teachers and members of the school workforce already part of the established school bubble should accompany pupils on the visit as they are already part of the existing school bubble - they do not count towards the bubble size

Procedures for Participants -

- Confirm that they are free of symptoms and have had no positive test results in the 10 days prior to the expedition
- If symptoms are present, you have a positive test or come from a household where symptoms are present you must follow advice from PHE and inform your school and Sam Sykes Ltd ASAP
- Abide by the safety requirements set by Sam Sykes Ltd, the school and by Government Agencies (PHE/ NHS) for the expedition
- Provide sufficient hand sanitiser, facial protection, gloves and disposal bags for themselves for the duration of the expedition including the travel to and from
- Be open and honest about symptoms
- Act with respect and consideration to the heightened concerns of local communities
- Participants will remain within their allotted bubbles and avoid interaction with other users of campsites or other facilities. Where interaction is unavoidable appropriate social; distancing and hygiene rules must be observed.

Procedures for Parents -

- Confirm that the participant has displayed no symptoms, received no positive test results or is coming from a household where Covid-19 is present in the 10 days prior to the expedition
- Ensure that the participant has the correct equipment including, tissues, face covering hand sanitiser etc for the duration of the expedition including the travel to and from
- Responsible adults dropping off and collecting participants to remain in their vehicle, should they need to talk to staff a face mask should be worn and every effort should be made to minimise time spent around staff and participants
- Must have a plan to repatriate the participant safely within 12 hrs of being contacted by Sam Sykes Ltd or the school

Risk Assessment - Operating trips with Covid-19

What Produces Hazard?	Hazard?	Who Can Be Harmed?	Risk	Risk Control System
Vehicular transport	Risk of coughing, high temperature, fever requiring medical intervention. Consequence is dependent on underlying medical conditions . Transmission of Covid-19 to others.	Staff and participants	MED	Preventative measures taken as set out above - principally taking steps to ensure participants aren't symptomatic before taking part in the activity. All participants and staff wear facemasks in vehicles. Additionally scope to space out within the minibus. Vehicle surfaces are wiped down and disinfected prior to use. Vehicle surfaces are wiped down and disinfected after use. Likelihood reduced to low. Sam Sykes Ltd does not organise transport to and from expedition start points
Walking as an expedition group	Risk of coughing, high temperature, fever requiring medical intervention. Consequence is dependent on underlying medical conditions . Transmission of Covid-19 to others.	Staff and participants	L	Participants and staff don't need to wear face masks whilst more than 2m apart but be mindful to limit touching, wash hands and wrists, use hand sanitising gel etc. Participants should remain in their expedition group of 4-7 people.
At camp, cooking and socialising	Risk of coughing, high temperature, fever requiring medical intervention. Consequence is dependent on underlying medical conditions. Transmission of Covid-19 to others.	Staff and participants	L	Participants and staff don't need to wear facemasks whilst more than 2m apart, but they should be mindful to limit touching, wash hands and wrists, use hand sanitising gel etc. Participants should remain in their expedition group of 4-7 people. Socialising with other expedition groups should be kept to a minimum. Risk can be reduced further if the number of expedition groups is reduced.
Tents and sleeping overnight	Risk of coughing, high temperature, fever requiring medical intervention. Consequence is dependent on underlying medical conditions. Transmission of Covid-19 to others.	Staff and participants	L	Notwithstanding the mitigation measures set out above there is scope to wear facemasks in tents and / or to limit the number of people in tents; for example two participants in a three person tent or the use of single person tents. The decision to use single person tents or not could reflect the level of risk in the wider community. Over time as the risk reduces it may be appropriate for participants to share tents. Early on it may be appropriate to use single person tents. Another option for Bronze practice expeditions is not to have camping at all and run the practice as a training day. Another option is to use indoor accommodation to afford participants more space. Instructors and accompanying adults to use single person tents. Staff will be vigilant as to the cleanliness of shared facilities on campsites and will ensure that they are cleaned down prior to and after use.
Interactions with members of the Public	Risk of coughing, high temperature, fever requiring medical intervention. Consequence is dependent on underlying medical conditions. Transmission of Covid-19 to others.	Staff, participants and members of the public	L	Participants and staff maintain at least 2m distance from members of the public.

Risk Key: VL = VERY LOW L = LOW M = MEDIUM H = HIGH VH = VERY HIGH

Remotely supervised DofE expeditions

Created/Date	Sam Sykes 20/01/21
Reviewed by/Date	Sam Sykes 24/3/21
Ratio	1:7 may be increased to 1:14 with prior agreement of CEO/Operations manager in lowland terrain.
Qualification/s required	Summer Mountain Leader

PLEASE SEE THE MLTE REMOTE SUPERVISION GUIDANCE NOTES

Pre Session

- All staff must be familiarise themselves with the route that the group is taking and access agreements of the specific area
- Check point's and timings set up throughout the expedition
- Check all equipment (e.g.group session bag, maps, mobile phone, tents ,rucksacks ,first aid kit's, cookers, pans - all clean and you have enough gas and equipment is all in good working order and have the right allocated kit for the session)
- Staff have checked risk assessments and operating procedures
- Any medical issues with the client have been flagged up, and precautions are in place when needed
- All transport has been organised and carry some change for parking
- Instructor has all the right equipment for themselves and the group (see kit list)
- Discuss emergency procedures with any accompanying staff (e.g where the mobile phone is and where the vehicle keys are kept)
- Sessions that require a route card to be completed; ensure it is filled out, understandable and correctly marked onto a map
- Make sure the group have plenty of food and drink for the day or expedition
- Instructor briefing and training on the correct use of the map and compass throughout the session if required
- Brief on good walking technique (e.g. weighting the rucksack on your hips and all straps secured. Boot laces are tied up and boots are worn correctly)
- Good clear briefing on what to do if and when the client find themselves alone or lost
- Good clear briefing on session length and the physical demands of the journey, when to take breaks and how to look after themselves
- Good briefing on Lyme's Disease (e.g. what to do if you find a tick on yourself and how to remove it properly)
- Appropriate footwear and clothing must be taken, according to terrain and potentially changeable weather
- Ensure the group are carrying a charged mobile phone with credit and change for public phone
- Ensure the group have the contact details of the instructor, and you have the contact details of the group. Ensure the group are clear on escape routes and what to do if they are needed or used
- Ensure the group are aware, trained and equipped to be able to react to changing weather conditions
- Ensure the group are aware that they must stay together unless following accident/incident procedures

Group Trained On

- Navigation, including; timing, distances, relocation, following a linear feature
- Basic first aid
- Identification of hazardous areas/situations

- Sheltering an injured person (tent/survival bag/roll mat)
- Stabilising an injured person (making a hot sugary drink/ hydration drink/energy from food). Going for help (how many stay behind and at least two go for help)
- Where to go for help (escape routes/identification of help points on map or route)
- Use of mobile phone (where signal may be found)
- Who to contact and when to contact (instructor/Expedition Manager/police/mountain rescue)
- Grid references and the means of taking notes
- Information required by rescue personnel (names, numbers, location, condition, contact details)
- Looking after the whole group in a situation

During Session

It should be noted by all staff that at no time is technology such as mobile phones, GPRS and mapping apps to be relied upon for safety. Any technology is to be looked at as a “bonus” to existing safety procedures.

Instructors:

- Always know where your group are at all times and what route that they are taking
- Shadow the group on the route if necessary
- Make sure if you or your group are going to be late you let the expedition manager know with a phone call or a text. If your group do not turn up at the check point within the hour then call the expedition manager and let them know. Make sure that you have a copy of the group's route card

All instructors are expected to keep a suitable proximity to their group, this will depend on weather, terrain and group ability amongst other considerations. The following should be considered as a maximum time between instructor and group for DofE expeditions:

- Bronze- 15 minutes
- Silver- 30 minutes
- Gold- 1hr

Post Session

- All group are back in and all well.
- All equipment is checked, logged and put back in the right place in stores. Any damages to be reported back to expedition manager or course director, and marked on the barrel for the stores manager.
- Any accidents and or near misses to be reported via accident/incident form.
- Any issues with the venue or other parties to be reported to expedition manager or director.

Kit List

- Group session bag, group shelter, spare group food/clothes, map (instructor), map (groups), whistle, food & drink, compasses, mobile phone for group and instructor. Ensuring there is enough charge and credit to last the whole expedition.
- Ensure the group are aware that they must stay together unless following accident/incident procedures.

Risk Assessment-Remotely supervised DofE expeditions

What Produces Hazard?	Hazard?	Who Can Be Harmed?	Risk	Risk Control System
Extreme weather (Heat, cold, flooding, poor visibility, high winds)	Illness, injury, drowning, navigation mistakes, being cut off, hypothermia, hyperthermia, slow progress.	Staff and participants	L	Adequate equipment and clothing used. Weather checks carried out. Instructor vigilance. Correct choice of route for weather. Escape options planned prior to activity.
Slips, trips, falls.	Injury (e.g sprains, breaks, cuts)	Staff and participants	L	Correct footwear. Instructor briefings. Instructor and group carries a first aid kit. Instructor training / coaching on movement when appropriate.
Traffic	Being hit by a vehicle	Staff and participants	L	Correct group management and route choice. Instructor briefing on crossing roads and traveling on them. High Viz jackets and / or ruck sack covers to be used if walking on roads.
Lack of group competence	Getting lost, not completing journey	Staff and participants	L	Instructor assessment of group ability. Correct choice of route and challenge for group. Instructor briefings and training to maximize competence of group.
Hazards on route (e.g. Steep ground, level crossings, roads, rivers, caves/mines, animals, machinery)	Injury or death Being cut off from group. Being unaware of group location. No communication with group.	Staff and participants	L	Staff assessment of routes. Use of local knowledge where practicable. Instructor briefing and training potential hazards and how to minimise the risk. Instructor checking on groups when appropriate. Group and instructor to carry a mobile phone and swop numbers.
Arduous nature of expeditions	Injury (e.g. blisters, pulled muscles etc)	Staff and participants	L	Instructor training and briefing to participants. Correct choice of equipment. Correct choice of route and challenge for group. Group and instructor to carry first aid kit and group to be given training on how to use it when needed.
Ticks	Lymes disease (May to October normally)	Staff and participants	L	Instructor briefing and training on extraction of ticks and follow up medical procedures.
Operating at night	Injury, getting lost	Staff and participants	L	Instructor briefing and training for participants. All routes planned to allow adequate time to reach destinations in light. Torches carried.
Getting lost	Being out longer than planned. Becoming tired. Being benighted. Instructors not knowing where group is.	Staff and participants	L	Route cards used. Instructor briefing and training to participants. Participants aware of emergency procedures. Group and instructor to carry mobile phones, instructor to have local knowledge of known black-spots, when possible.
Stoves	Burns and injury Equipment damage	Staff and participants	L	Instructor to train groups on how to use stoves and how to cook. Instructors to monitor the group when using stoves
Unhygienic surroundings	Illness	Staff and participants	L	Instructor briefing, training and monitoring on staying as hygienic as possible.

Risk Key: VL = VERY LOW L = LOW M = MEDIUM H = HIGH VH = VERY HIGH

Roads and Byways Open to All Traffic (B.O.A.T.s)

Created/Date	Sam Sykes 20/01/21
Reviewed by/Date	Sam Sykes 24/3/21
Ratio	N/A
Qualification/s required	N/A

It is expected that participants will have some experience of crossing roads safely, walking along roads and in the vicinity of traffic. These Standard Operating Procedures are to highlight the difference between Urban and Rural roads and the responsibility that staff and participants bear to themselves and other users.

Pre Session.

- At the planning stage all staff will identify where routes interact with roads and byways open to all traffic.
- The risks associated with these will be identified and appropriate strategies discussed
- Where possible and practical these features will be avoided or crossed at recognised crossing points such as footbridges or pedestrian crossings
- All reasonable efforts will be made to avoid walking along roads.
- Participants will be briefed on road safety including the risks on green lanes and byways.
- Hi Vis jackets, bright rucksack covers and other enhancing clothing will be used where appropriate. This will include low light conditions, narrow roads and byways, any other occasion that staff deem appropriate.

During session

- All roads and byways will be dynamically risk assessed by supervising staff with a view to level of supervision required and as required information forwarded to other instructors and supervisors working for Sam Sykes Ltd
- Staff to strongly consider direct supervision with particular awareness of the maturity of the participants
- Expedition Manager to consider additional supervision of roads. This may include parking a vehicle close by with hazard warning lights on.
- Particular hazards to be fed back to the rest of the staff team.
- Where possible pavements and wide verges will be used to walk on. Everyone will remain vigilant and aware of traffic when using these.

Post Session

- Feedback from all staff and participants encouraged to identify newly developing hazardous locations.

Risk Assessment-Roads and Byways Open to All Traffic

What Produces Hazard?	Hazard?	Who Can Be Harmed?	Risk	Risk Control System
Traffic including pedal cycles	Injury or death	Staff and participants	L	Safety briefing, supervision by staff for road crossings and walking along roads, Hi Vis vests, single file walking, use of pavements and verges, re-routing
Horses	Injury or death	Staff and participants	L	As above but with appreciation of risk of causing distress and unpredictable behaviour through thoughtless behaviour

Risk Key: VL = VERY LOW L = LOW M = MEDIUM H = HIGH VH = VERY HIGH

Dangerous Animals UK

Created/Date	Sam Sykes 20/01/21
Reviewed by/Date	Sam Sykes 24/3/21
Ratio	N/A
Qualification/s required	N/A

This risk assessment does not cover our Zoo residential or the Horse riding expedition.

Dangerous Animals

There are dangers associated with any animal likely to be encountered in the UK, as most wild animals will evade and avoid humans this risk assessment will focus mainly on domestic and farm animals.

Prior to session

- Any risks to participants from allergies or phobias to be identified and all relevant staff made aware
- All staff to be made aware of known areas of potential distress or conflict and if possible plans to avoid these areas drawn up (aggressive farm dogs, Swans with young, cattle gathering around gates, etc)
- Participants to receive an appropriate briefing on areas to avoid, behaviour to avoid conflict with animals and behaviour if confrontation arise
- Staff and participants to ensure gates are closed and walls/fences/hedges are not damaged

During session

- Staff to ensure that adequate supervision of known hazardous areas is provided
- Staff to communicate with expedition manager and other staff regarding new or specific hazards encountered
- Should distress or injury occur appropriate first aid and support be given
- Should distress or injury occur the expedition manager should be informed and as appropriate action taken with other parties involved including owners and authorities
- Should damage occur to field boundaries or any other form of animal control measures the land owner and expedition manager should be informed at the earliest opportunity

Risk Assessment-Dangerous Animals UK

What Produces Hazard?	Hazard?	Who Can Be Harmed?	Risk	Risk Control System
Dangerous or unpredictable animals	Injury caused by bites or impact	Staff and participants	L	Staff and participants to receive briefing on known hazard areas and behaviour around animals.
Escaped animals	Injury caused by bites or impact. Road traffic accidents, income loss	Staff, participants, public, landowners/ animal owners	VL	Correct closure of gates, not damaging field boundaries. Minimizing interaction with animals.

Risk Assessment-Dangerous Animals UK

Wild animals	Distress or injury	Staff and participants	VL	Staff and participants to receive adequate briefing on nesting birds and other relevant wildlife hazards in the area.
Livestock- cows, sheep, horses, etc	Distress or injury	Staff and participants	L	Staff and participants are briefed on how to behave around and cross fields of livestock. Emphasis given to moving slowly and quietly so as to not alarm the livestock.
Animal spoor, droppings, urine	Bacterial infection	Staff and participants	VL	All staff and participants to be made aware of disease risks from animal droppings and urine including but not restricted to Leptospirosis, salmonella, et al. All to be made aware of the importance of personal hygiene in the outdoors.

Risk Key: VL = VERY LOW L = LOW M = MEDIUM H = HIGH VH = VERY HIGH

Overdue or missing group or missing individual procedure

Created/Date	Sam Sykes 20/01/21
Reviewed by/Date	Sam Sykes 24/3/21
Ratio	N/A
Qualification/s required	N/A

OVERDUE GROUP

If a group is late returning from any activity the following procedure should take place:

- The Instructor should endeavour to contact the expedition manager as soon as possible to inform them that they are running late
- The expedition/duty manager will inform the emergency services if no contact has been received from the group within 2 hours of the estimated time of return

MISSING PERSON PROCEDURE

This may apply to persons who abscond from campsites as well as those who go missing during activity

- The Instructor to inform the expedition manager as soon as possible
- The Instructor should endeavour to find the lost person as soon as possible without endangering the rest of the group
- Remaining part of the group should be found a safe location to stay put, while the instructor finds the missing person
- Other instructors on the ground should be made aware of the situation so that they can help out in any possible way, while ensuring the safety of their own groups
- On not finding the missing person within a reasonable length of time (30 minutes) the expedition manager should stop the activity and contact the emergency services
- The reminder of the group must be taken to a safe place
- The Instructor must endeavour to maintain clear lines of communication throughout with the expedition/duty manager, updating them of the situation

Missing Group Procedure

This may apply to persons who abscond from campsites as well as those who go missing during activity

- The Instructor to inform the expedition manager as soon as possible
- The Instructor should endeavour to find the lost person as soon as possible without endangering the rest of the group
- Remaining part of the group should be found a safe location to stay put, while the instructor finds the missing person
- Other instructors on the ground should be made aware of the situation so that they can help out in any possible way, while ensuring the safety of their own groups
- On not finding the missing group within a reasonable length of time (up to 2 hours) the expedition manager should stop the activity and contact the emergency services

- The remainder of the group must be taken to a safe place
- The Instructor must endeavour to maintain clear lines of communication throughout with the expedition/duty manager, updating them of the situation

N.B. When the Instructor and Expedition Manager are the same person (i.e. when Sam Sykes Ltd Expedition Manager conduct groups themselves) they will inform an external source in the morning before they go out. For all activities they will inform a responsible person or organisation details of departure times, expected return time, area of activities and group numbers. The responsible people or organisations appointed will have a clear understanding of what is required from them and they will be aware of any actions that may be required in the event of a situation.

Once Emergency Services are called hand, instructors are to hand over to Expedition Manager as soon as possible.

No one (Instructors and group) is to contact/speak to anyone outside of Sam Sykes Ltd, unless instructed to by the Expedition Manager or Director.

Weather

Created/Date	Sam Sykes 20/01/21
Reviewed by/Date	Sam Sykes 24/3/21
Ratio	N/A
Qualification/s required	N/A

Before any session the weather must be checked as this may have safety implications and the very at least will have comfort implications. You can obtain weather forecast from the web based forecasts (links below) mobile phones or a call to the office.

<http://www.mwis.org.uk/1d.php> www.met-office.gov.uk/weather/charts/animation

<https://www.metoffice.gov.uk/public/weather>

www.bbc.co.uk/weather/5day

www.metcheck.com

<http://www.mountaindays.net/weather>

Phone Apps should also be used examples include:

WeatherPro

Dark Sky

YR

Weather

Snow forecast

When weather is unstable, instructors should pool knowledge and use of different websites and apps to ensure most current information is available. A full mountain forecast should also be used in mountainous areas.

Weather conditions that may create an atypical hazard for a course will be dynamically risk assessed most typically as a control that the instructor will work directly with the group.

Weather hazards for each activity are referred to in the risk assessments

Risk Assessment-Weather

What Produces Hazard?	Hazard?	Who Can Be Harmed?	Risk	Risk Control System
Heavy/Torrential rain	Flooding/ Paths/bridges/ roads/campsites unusable	Staff and participants	L	Staff to remain vigilant to developing weather and have alternative options in place
Mist/fog/ precipitation	Poor visibilty/ getting lost/ loss of contact with participants/ increased risk on roads	Staff and participants	L	Staff to remain vigilant to developing weather. Close distance to participants. Use high visibility clothing

Risk Assessment-Weather

Hot weather	Dehydration/ heat related injuries and conditions	Staff and participants	L	Staff to remain vigilant to developing weather. Sufficient water and sun protection used. Early starts. Altering route
Cold Weather	Cold injury/ hypothermia	Staff and participants	L	Staff to remain vigilant to developing weather. Participants to bring sufficient warm clothing, food and drink. Altering route
High winds	Damage to tents/loss of equipment. participants/ staff blown over	Staff and participants	L	Staff to remain vigilant to developing weather. Alternative routes or campsites used
Snow/Hail	Cold injury/ hypothermia slips and falls. Snowball fights	Staff and participants	L	Staff to remain vigilant to developing weather conditions. Effective group control and choice of route to minimise risk. Participants to have sufficient warm clothing, food and drink

Risk Key: VL = VERY LOW L = LOW M = MEDIUM H = HIGH VH = VERY HIGH

Driving (Company vehicles)

Created/Date	Sam Sykes 20/01/21
Reviewed by/Date	Sam Sykes 24/3/21
Ratio	N/A
Qualification/s required	Full UK Driving license for cars and with D1 for 9 seats or more

- All Sam Sykes Ltd vehicles are to be checked on a monthly basis on the following areas -
- Tyres, tyre pressure, water levels, brake fluid levels, coolant levels, oil levels, wind wiper condition, instrument panel warning lights or warnings, all lights. A checklist sheet for this is kept in each vehicle
- All other vehicles used by Sam Sykes Ltd staff must be roadworthy and insured. Vehicles must be driven legally and safely at all times
- Under no circumstances except in an EMERGENCY should participants travel in non Sam Sykes Ltd vehicles
- Any parking tickets, speeding fines or other proceedings will be the responsibility of the driver at the time in any Sam Sykes Ltd vehicle
- If damage occurs to the vehicle it must be reported to the director immediately and the driver at the time will pay for any repairs up to the value of our present insurance excess

Risk Assessment-Driving (Company vehicles)

What Produces Hazard?	Hazard?	Who Can Be Harmed?	Risk	Risk Control System
Minibus travel	Injury and death	Staff and participants	L	Mini bus is legally roadworthy. Driver is fit to drive/adequate breaks for driver. Driver qualified to drive.
Luggage	Injury	Staff and participants	VL	Luggage stowed securely and safely in the boot of the vehicle.
Not wearing seatbelt	Injury and death	Staff and participants	VL	All staff and participants to wear seat belts whilst vehicle is in motion.
Adverse conditions (e.g. Loss of vehicle control. Crashing)	Injury, death and vehicle damage	Staff, participants and other road users	L	Driver to assess conditions to decide whether progress is appropriate.
Vehicle failure (e.g. mechanical, punctures and light failure) resulting in loss of vehicle control or not meeting legal requirements.	Injury, death and vehicle damage	Staff, participants and other road users	VL	Driver will visually check vehicle before each journey for malfunction or damage. Driver to fill in the vehicle log
Hanging out of windows	Injury and death	Staff and participants	L	Instructor briefing and vigilance of participants.

Risk Assessment-Driving (Company vehicles)

Service station and other breaks in the journey	Injury and death (from traffic hitting people) being split up from group	Staff and participants	L	Instructor briefing and good group management. Driver to ensure all persons have returned to vehicle
Use of private vehicles	Injury, death or assault	Staff and participants	VL	Permission for this must be sought from the expedition manager or director. Participants will not travel in private vehicles. An exception to this would be an emergency situation. Taxis to be used to move participants when Sam Sykes Ltd vehicle not available.
Driving under the influence of drugs or alcohol	Injury and death	Staff and participants	VL	Drivers must not be under the influence of drugs or alcohol. Drivers should not drive whilst taking prescribed medicines which are known to cause drowsiness or effects adverse to driving.
Driving with trailers	Injury, death and vehicle damage	Staff and participants	L	Drivers must have the appropriate licence to drive with a trailer. Trailers must be roadworthy and the vehicle and or driver must be insured for its use. Trailers must be loaded correctly.

Risk Key: VL = VERY LOW L = LOW M = MEDIUM H = HIGH VH = VERY HIGH

Found Firearms or Ordnance

Created/Date	Sam Sykes 20/01/21
Reviewed by/Date	Sam Sykes 24/3/21
Ratio	N/A
Qualification/s required	N/A

Pre Session

- Due to the nature of some of the areas used- estates managed for sporting purposes or military training areas- there may be times when participants are able to find lost or spent firearms or ordnance
- Active use of firing ranges, training areas and sporting estates to be ascertained when possible prior to operating in these areas
- In such areas all staff will ensure that participants are thoroughly and regularly briefed on how to act should this occur
- This is to include the risk of injury from sharp edges and illness/ poisoning caused by chemicals

During Session

- Staff to observe and remain alert to the possibility of items being picked up
- Staff to remain vigilant to changing signage etc
- Should a suspect object be found staff must, record position and a description if possible including a photograph, inform the expedition manager who will contact local police and follow their instructions. Should the instructor not be able to contact the expedition manager they should contact local police and follow their instructions

Risk Assessment-Found Firearms or Ordnance

What Produces Hazard?	Hazard?	Who Can Be Harmed?	Risk	Risk Control System
Spent ordnance	Injury/ illness	Staff and participants	VL	All staff and participants briefed not to pick up or collect spent ordnance or unusual artefacts
Found Firearms	Injury or death	Staff, participants, public	VL	All participants briefed not to pick up any found firearms or unusual artifacts. If any are found supervisor and expedition manager to be informed at once to arrange collection by proper authorities
Live Ordnance	Injury or death	Staff, participants, public	VL	All staff and participants briefed not to pick up or collect ordnance or unusual artefacts. Should any suspect artefact be found expedition manager to be informed to arrange action by proper authorities, all staff to be made aware so that groups can be directed away from the vicinity

Risk Key: VL = VERY LOW L = LOW M = MEDIUM H = HIGH VH = VERY HIGH

Night time Operations

Created/Date	Sam Sykes 20/01/21
Reviewed by/Date	Sam Sykes & Mac MacKay 24/3/21
Ratio	1:7 (1:14 in lowland conditions and with prior agreement from management team)
Qualification/s required	Summer ML

To be read in conjunction with other relevant risk assessments on Mountain Walking

Pre Session

- Check all equipment, head torches plus spares and batteries
- A suitable number of maps and compasses should be issued
- Staff have checked risk assessments and operating procedures
- Any medical issues with the client have been flagged up and precautions are in place if needed
- Instructor has all the right equipment for themselves and the group (see kit list)
- Discuss emergency procedures with any accompanying staff (e.g where the mobile phone is and where vehicle key is kept)
- Ensure the group have plenty of food, drink and clothing for the session
- Careful choice of venue and route

During Session

- Instructor to constantly monitor number in group
- Appoint easily recognised back marker
- Individuals to partner up for mutual support
- Awareness of battery life and viability of head torches in use.
- Extra care to be exhibited at tricky sections
- Extra vigilance to be exhibited at path junctions etc

Post Session

- All equipment is checked, logged and put back in the right place in stores. Any damages to be reported back to expedition manager or stores manager
- Any accidents / and or near misses to be reported via accident/incident form
- Any issues with the venue or other parties to be reported to expedition manager or director

Kit List

- group session bag

- First aid kit and group shelter
- Spare torches and batteries

Risk Assessment-Night time Operations

What Produces Hazard?	Hazard?	Who Can Be Harmed?	Risk	Risk Control System
Equipment failure & incorrect use of equipment	Getting lost, injury, distress	Staff and participants	L	Participants and staff to be properly equipped with torches, spares and batteries
Slips and trips	Injury	Staff and participants	MED	Correct footwear, head torches, additional briefing and support on tricky sections.
Poor awareness and navigation	Getting lost	Staff and participants	L	Vigilant checking of position, route and progress
Traffic	Being hit by traffic	Staff and participants	VL	Correct group management and briefing. Care to be taken when on roads.
Risk Key: VL = VERY LOW L = LOW M = MEDIUM H = HIGH VH = VERY HIGH				

Canoeing

Created/Date	Sam Sykes 24/03/21
Reviewed by/Date	Martin McCarthy & Sam Sykes 24/03/21
Ratio	1:8
Qualification/s required	Minimum of Open Water Canoe Leader

Canoeing is undertaken as part of a Canoe based expedition, and as such this risk assessment needs to be read in conjunction with the Overnight Camp risk assessment, Remote supervision of a DofE group Risk assessment, Overdue, late or missing group risk assessment, and the Weather risk assessment.

To be read in conjunction with British Canoeing "[Environment Definitions and Deployment Guidance for Instructors, Coaches and Leaders](#)"

Pre Session

- All staff must be familiar with the canoeing site and access agreement of the specific site
- Equipment check prior to rental, see [checklist](#) appendix 11.0
- Check all equipment is in good working order and have the right allocated kit for the session,
- Staff must check risk assessments and operating procedure
- Any medical issues with the client have been flagged up
- All transport has been organised and carry some change for parking
- Instructor has all the right equipment for themselves and the group (see kit list)
- Discuss emergency procedures with any accompanying staff (e.g. where the mobile phone is and where car keys are kept)

During Session

Canoeing is restricted to sheltered water within 200m of the shoreline.

- Good clear briefing on how to fit a helmets if required for the session, buoyancy aids, lifting and launching the boats
- Suitable footwear to be worn at all times
- Clear briefing on what to do if the client finds themselves in the water, or trapped in or under a boat
- Set physical boundaries for the session (e.g. do not cross this point whilst paddling), these must remain in sheltered water within 200m of the shoreline
- Good clear briefing on the correct use of paddles
- The right clothing should be worn (e.g wet suit in the winter months for all)
- If the use of safety boats is required then a briefing on the dangers of the boat and its engine will be given
- Good clear briefing on slippery and mossy rocks and the surrounding banks
- When building a canoe raft a full safety briefing must be delivered prior to the activity and must include what to do in the event of capsizing/swamping. Any rafted canoes must be within 100m of the shore

Post Session

- All equipment is checked, logged and put back into the right place in stores. Any damages to be reported back to expedition manager or director
- Any accidents and or near misses to be reported via accident/incident form
- Any issues with the venue or other parties to be reported to expedition manager or director

Kit List

- Group session bag
- 1st aid kit and group shelter (at least 8 man)
- Canoes/kayaks (all in good working order with either solid buoyancy blocks or air bags as appropriate and back rests)
- Buoyancy aids
- Paddles
- Spare paddles- 1 per tandem open canoe
- Small bucket or similar for bailing purposes per canoe
- Tow line
- Throw rope
- Whistle
- Rescue knife and rescue saw on instructors buoyancy aid

Definitions and Remits

Very Sheltered Water

Definition

Quiet canals with easy bankside access and egress; small lakes, which are not large enough and do not have difficult landing, where problems could occur if there is a sudden change in conditions; gentle, slow moving rivers. The definition implies weather conditions that are not in themselves likely to cause problems. At any point, the paddler should not be more than 50 metres from the bank.

Enclosed swimming pools are also defined as very sheltered water environments.

Note: The definition implies normal conditions and care is advised when water and air temperatures are low.

Sheltered Water

Definition

Ungraded sections of slow moving rivers where the group could paddle upstream against the flow (not involving the shooting of, or playing on, weirs or running rapids). Areas of open water (e.g. lakes and lochs) where the paddlers are no more than

200 metres offshore and the wind strength does not exceed Beaufort force 3, avoiding the group being swept/blown out of the safe working area. Slow moving estuaries (less than 0.5 Knots).

Examples: Small enclosed bays, enclosed harbours where there is minimal possibility of being blown offshore, defined beaches with easy places to land throughout, no tide races, overfalls or surf.

Note: The definition implies normal conditions and care is advised when water and air temperatures are low.

RISK ASSESSMENT-Canoeing

What Produces Hazard?	Hazard?	Who Can Be Harmed?	Risk	Risk Control System
Water	Drowning	Instructor and participants	VL	Buoyancy aids worn at all times on the water and a good briefing combined with training and monitoring. Restricted to within 200m of shore and wind not exceeding Beaufort force 3.
Heavy objects	Injury	Instructor and participants	L	Briefing on lifting techniques. Appropriate number of people per object.
Slippy Environment	Injury	Instructor and participants	L	Correct footwear and briefing
Upside down boats, ropes, underwater obstacles	Drowning, entrapment and injury	Instructor and participants	VL	Instructor briefing combined with training and monitoring. Instructor vigilance of environment. Instructor to carry rescue knife / rescue kit.
Paddles, rocks, other boats, underwater objects	Head injury or foot injury	Instructor and participants	VL	Helmets to be worn on any moving water sessions or high risk sessions such as games. Correct footwear.
Cold	Hypothermia	Instructor and participants	L	Activity only run in appropriate weather conditions. Good group management. Use of wetsuits if required. Instructor vigilance and understanding of cold / hypothermia signs. Instructors will carry equipment to warm those up who have become cold.
Traffic	Being hit by traffic - both on road and on water	Instructor and participants	VL	Instructor briefing on road traffic and other lake users. Instructor vigilance and appropriate choice of venue.
Wildlife	Attacks by wildlife (Swans/Geese)	Instructors and participants	VL	Chose areas away from nesting wildlife, be aware of threat behaviour, correct briefing to participants.
Water pollution including Wiels disease and similar	Illness	Instructor and participants	VL	Instructor briefing on the potential hazards. Correct choice of venue.
Weather	Being blown off course, into danger, cold	Instructor and participants	L	Good weather checks. Instructor vigilance. Raft up if necessary. Correct training of group for journey.

Risk Key: VL = VERY LOW L = LOW M = MEDIUM H = HIGH VH = VERY HIGH

Horse Riding Expeditions

Created by/Date	Sam Sykes 24/03/21
Reviewed by/Date	Sam Sykes & Sheelagh Myers 24/3/21
Ratio	1:7
Qualification/s required	The expedition is jointly supervised by both a Sam Sykes Ltd staff member with a minimum of a Summer ML and a Bigland Hall staff member with a minimum of Level 3 Ride Leader (BHS)

The focus of this document is the additional risks when operating with and around horses either at the yard or out on location, as such it is to be read in conjunction with the Overnight Camps risk assessment, the Mountain, hill and countryside walking risk assessment, the Remotely supervised DofE expedition risk assessment, Overdue or missing group procedure, Emergency procedure and the Weather risk assessment.

For the purpose of this document the term staff refers to either or both the staff from Bigland Hall Equestrian Centre or Sam Sykes Ltd. Supervision of the participants is managed between the two members of staff with the Bigland Hall member of staff taking the lead where the interaction involves horses. Supervision of the participants where no horses are involved reverts back to the Sam Sykes Ltd member of staff, ie in camp, or during on foot navigation training sessions. Clear lines of communication must be maintained between both members of staff.

Pre Session

- All staff must familiarise themselves with the route and access agreements of specific areas
- Check all equipment - group session bag including first aid kit's. All equipment should be in good working order and you should have the right equipment allocated for the session
- Check risk assessments and operation procedures
- Any medical issues with the client have been flagged up
- Ensure a full weather report has been understood and the route is suitable to expected conditions
- All transport has been organised and carry some change for parking charges
- Instructor has all the right equipment for themselves and the group (see kit list below)
- Discuss emergency procedures with any accompanying staff (e.g. where the mobile phone is and where vehicle key is kept)
- Some sessions require a route card to be completed, make sure it is filled out, understandable and marked on a map
- Make sure the group have plenty of food and drink for the day or expedition
- Ensure all group members have hi-vis vests and appropriate riding equipment,-footwear, helmets, chaps, jodhpurs
- Visual inspection of horses prior to session, checking for lameness, loose shoes, or illness. Ensuring horses suitability for the planned activity
- Visual check of all tack prior to issuing to participants and once tack has been fitted to horses
- Ensure Sam Sykes Ltd staff and Bigland Hall staff have liaised about meeting points and road crossings, and mobile phone numbers have been swapped

During Session

- Instructor briefing and training on the correct use of the map and compass throughout the session
- Appropriate footwear and clothing must be taken applicable to terrain and weather, with extra precaution for changeable weather conditions
- Good briefing on Lyme's Disease and other endemic pathogens (e.g. what to do if you find a tick on yourself and how to remove it properly)
- Briefing on yard safety and expectations of behaviour around horses, to include living and moving heavy equipment, procedures for turning out and handling a horse and training for any medication that needs to be administered to the horses during the expedition
- Staff member to be supervising all interactions between participants and horses
- Instruction and observation on participants tacking up horses and general care for horses, including but not limited to grooming, hoof picking, feeding, sweat washing, rugging up, maintenance of tack and mucking out stalls
- Instruction and assessment of safe mounting and dismounting, operating gates, riding skills, moving over rough terrain/ steep ground on horseback, road riding risks discussed prior to riding on road.
- Frequent navigational checks and good group management to ensure the safety of the group throughout the session
- Continually reassessment of the weather, condition of horses and tack
- Good clear briefing on session length and the physical demands of the journey. Brief about when to take breaks and how to look after themselves
- Regular communication between Bigland Hall staff and Sam Sykes Ltd staff about participants progress and any areas of concern

Post Session

- All equipment is checked, cleaned where appropriate, logged and put back in the right place in stores at Bigland Hall and at Sam Sykes HQ. Any damages to be reported back to expedition manager or director, and recorded in the correct manner for the stores manager
- Debrief with participants re areas to develop prior to assessment on practice expedition and assessor report debrief on end of qualifying expedition
- Any accidents and or near misses to be reported via accident/incident form
- Any issues with the venue or other parties to be reported to expedition manager or director

Kit List

- Trek bags(saddlebags) -provided by Biglands, group shelter, map (instructor), map (groups), map case, whistle, compasses, Hi -vis vests for staff and participants, first aid kit both instructor and participant, mobile phone with sufficient charge and credit for the entire outing, tents, stoves, gas canisters and general expedition paperwork.
- Additional kit supplied by Bigland Hall for horse management- grooming kit, feed, spare tack, water in containers, buckets, rugs-warm and fly, basic shoe repair equipment and spare hoof boot

Horse Riding expedition risk assessment

Non Ridden Phases				
What Produces Hazard?	Hazard?	Who Can Be Harmed?	Risk	Risk Control System
Lifting and moving heavy equipment in the stable yard.	Incorrect lifting technique Falling objects Injuries from yard tools	Participant, staff, horse	L	Ensure all staff and participants are trained to lift correctly. Face masks to be provided for filling hay nets if requested. Correct footwear and clothing to be worn at all times Rubber matting in all stables
Slips, trips, falls.	Injury (e.g sprains, breaks, cuts)	Staff and participants	L	Correct footwear. Instructor briefings. Instructor and group carries a first aid kit. Instructor training / coaching on movement when appropriate.
Turning in and Turning out horses to and from the fields	Injury to hand caused by lead rope Risk of being trampled by loose horses Slipping over in wet conditions	Participant, staff, horse	L	All handlers are to wear correct protective equipment Safety compliant Riding Hat Ratio of one horse per handler Minimum number of two staff when bringing in / turning out plus a mobile phone Horses to be fitted with head collar and lead rope to be used at all times. Plan to be made in advance with regard to safe access into field if other horses present Stables / tie up for each horse to be prepared and agreed in advance Instruction to be given in how to safely hold a lead rope
Working with a horse in a stable	Being knocked over / kicked / bitten by horse.	Staff, participants, horse	L	Horses to be tied up in their stable with a short rope when they are being groomed / tacked up etc. Customers are not permitted to enter the stable unless the horse is tied up. Stable doors to be left open and tied back whilst horse is tied up. Grooming kits and tools to be placed in a position where the horse or staff will not trip over them.
Veterinary Treatments	Sharps, reaction to treatments	Staff, participants, horse	VL	Medicine and treatments stored in their correct place and administered by staff only. No client to administer medications requiring delivery by injection to horses at any time. Simple medication like antihistamines or antiseptic creams to only be delivered after training by Bigland Hall staff. All sharps to be disposed of in the proper manner.
Electrical, e.g. Kettles, clippers, radio's.	Electric shocks	Staff and participants	VL	Three phase cut out system used. Electrical safety regulations complied with and tested. No clients to use electrical equipment in or around horses. Training given on correct use of electrical equipment for all staff members. PAT (annually) and total system check (every three years).

Horse Riding expedition risk assessment

Quad Bike / Tractors/ Farm equipment	Impact injuries Falling loads	Staff, participants, horses	VL	All farm machinery to be used by trained staff only. No participant or non Bigland Hall staff to use machinery. Key to be removed when not in use. All loads to be secured safely and within maximum weight limits. Stacking of haylage/ shavings etc to be supervised by senior staff.
Sliding Doors	Trapping fingers / impact injuries	Staff, participants, horses	VL	In high winds, the sliding door of the main barn is to be kept shut.
Ridden Phases				
Leading Horses through barn doors	Catching parts of the saddle on the door frames causing horse to spook	Staff, participants, horses	VL	Horses to be led in and out of the barn doors by staff or supervised participants. Make sure the horse is led through the centre of the gap at a straight angle – look behind to check the clearance.
Mounting	Falling off due to saddle slipping (loose girth), horse moves suddenly, too close to other horses who kick out, incorrect mounting technique.	Staff, participants, horses	L	Riders to be trained in mounting and to be observed under supervision of staff only Staff to provide appropriate level of instruction relevant to riders experience Staff to check girth and bridle fastenings before advising rider to mount All riders to use mounting block – place on a level surface. Ensure other horses are a safe distance away Staff to check girth and bridle fastenings before advising rider to mount Staff to hold the horse and the stirrup. Breast girths to be fitted on wider cobs to prevent slipping of saddles.
Dismounting	Falling off	Staff, participants, horses	L	Riders to dismount when advised to do so by staff and with advice Staff to hold horse and provide instruction if appropriate for riders ability Riders to take both feet out of stirrups Ensure sufficient space between horses to dismount safely Ensure ground conditions are level and safe
Riding through gateways	Falling off / injury to horse and riders due to horse bumping into the gate post or too many horses riding through the same gap	Staff, participants, horses	L	Staff to ensure gate is opened as fully as possible and access is clear on each side Ride through the centre of the gap – one horse at a time. Do not gather horses around gates ensure the assistant ride leader takes riders through and maintains the a walking pace when exiting the gate.
Opening & Closing gates	Injury to horse and rider due to being hit by a swinging gate / trying to ride through a narrow gap / tack getting caught on parts of the gate.	Staff, participants, horses	L	Gates to be opened and closed by trained staff / riders only Ride Leader to assess gate and decide if it is safe to open on horseback or to dismount. Advise riders to halt until advised to ride through Open gate as wide as possible Ask for assistance if gate is too heavy or awkward to lift alone

Horse Riding expedition risk assessment

Standing in halt	Falling off / injury to horse and rider due to horses getting too close to one another and kicking out.	Staff, participants, horses	VL	Horses to stand a safe distance from each other facing the same way – either in single file (when waiting for a gate to be opened or closed) or in a straight line (during mounting and dismounting)
Cattle grids	Horse stepping onto grid and falling / spooking Sudden noise when vehicles cross	Staff, participants, horses	L	Halt riders well clear of the cattle grid in a safe place Advise of potential for noise if a vehicle goes over
Water crossings	Horse tripping / falling if water too deep or exit / entry too steep of too soft	Staff, participants, horses	L	Ride Leader to assess water level and exit / entry conditions and decide if and where safe to cross. Cross at a point which poses the least risk – even if this means additional time Advise on appropriate riding position for condition Cross in single file led by a member of staff If necessary dismount and lead
Riding down steep hills	Falling off due - horse going too fast, - horse descending - Poor rider position - Loss of rider confidence	Staff, participants, horses	L	Halt ride at top of hill and advice on appropriate position and order Ride in single file with staff at front and rear of ride Go slowly to avoid big gaps between horses – try to minimise no of halts downhill Look out for signs of nerves in riders and assist as appropriate Consider option to dismount and lead.
Riding up steep hills when off road	Falling off due to loss of balance	Staff, participants, horses	L	Halt ride at the bottom of the hill. RL to assess conditions and plan safe route. Give advice on the intended route, pace and position. Advise riders to adopt a forward position and not to lean back.
Cyclists on bridleways	Horses spooking and riders falling off when cyclists overtake without warning.	Staff, participants, horses	VL	Riders to wear hi vis. Back rider and lead riders to be on the lookout for approaching cyclists. Move horses off the bridleway wherever possible to a safe distance to allow cyclists to pass. In the event there is insufficient space to pass safely, politely ask cyclists to wait until horses have passed or if safe to do so, turn horses around and ride back to a wider passing place. Ask cyclists to keep their distance if they are riding behind the ride. Reassure riders that horses will be fine, and are used to it Horse and rider to be well suited

Horse Riding expedition risk assessment

Riding along a public roads	Collision with vehicles.	Staff, participants, horses	L	<p>All Riders to wear Hi-Viz. To carry a torch in Trek bags and first aid equipment.</p> <p>Staff to be positioned at the front and a member of staff or an experienced rider & horse at the back. All ride leaders to hold their BHS Ride Safe certification and handle situations as per recommendations.</p> <p>RL to assess conditions and decide if to ride in single file or in pairs and the order of the horses.</p> <p>Advice riders that all signals will be given by staff and to keep both hands on their reins.</p> <p>Drivers to be thanked by a smile and a nod of the head – not by waving.</p>
Meeting noisy / large vehicles on public roads	Horses spooking & rider falling due to a noisy / large vehicle approaching from either direction on a public road.	Staff, participants, horses	L	<p>Ride Leader to quickly assess situation and make decision to either:</p> <ul style="list-style-type: none"> - If vehicle is behind - trot on to a safe passing position or move horses off the road into a gateway / open field etc. - If vehicle is approaching - turn horses around and ride back to a safe passing place or politely ask / beckon the driver to halt and switch off engine to allow horses to pass.
Crossing public roads with good sightlines	Collision with vehicles	Staff, participants, horses	L	<p>Riders and staff assisting on foot to wear hi vis.</p> <p>Halt the ride a safe distance from the crossing. Assess the crossing conditions and the access on the far side of the road.</p> <p>Advise the riders of the crossing plan.</p> <p>Staff to be positioned at the front and at the back of the ride.</p> <p>Lead staff to give the instruction to cross when safe to do so.</p> <p>Ride to remain in walk and to keep both hands on their reins. Drivers to be thanked by a smile and a nod of the head – not by waving.</p>
Blind bends on narrow public roads	Collision with vehicles, cyclists and members of the public.	Staff, participants, horses	L	<p>Ride to remain in walk and in single file when approaching a blind bend (a bend in the row that you cannot see around)</p> <p>Staff to be positioned in the lead and at the back of the ride.</p> <p>Once visibility if clear and no vehicles approaching from in front or behind, the ride can go forward to trot to clear the bend as quickly as possible.</p> <p>Back rider to ensure the ride is well clear of the bend before slowing back to walk.</p>
Farm vehicles working in fields adjacent to public roads	Horses spooking when vehicle comes close to the hedge / fence Collision with the vehicle as they exit the field	Staff, participants, horses	VL	<p>Staff to be observant and continually on the lookout for farm vehicles working in fields next to the road and assess the affect they may have on the safety of the horse and riders.</p> <p>Staff to signal to the driver where possible to alert them to their presence. In most cases this will encourage the driver to stay away from the roadside until the ride has passed.</p>

Horse Riding expedition risk assessment

Field Gateways	Horses spooking when vehicles suddenly exit the field onto the road in front or behind the ride and / or unexpected persons or objects in the gateway that cannot be seen easily.	Staff, participants, horses	VL	Lead rider to be observant of approaching gateways and warn riders where necessary if there is something that may cause a horse to spook.
Cantering in open spaces (off road)	Riders falling off due: - Canter begins before the rider was ready - The horse throws in an excited buck - Pace is too fast for riders ability - Horse trips on uneven ground - Not being able to stop or loss of position - Horses starting to race one another	Staff, participants, horses	L	Ability of rider to be assessed before the ride departs and a suitable route & pace agreed. All riders to complete a Riders Registration form and confirm their acceptance of the risks involved before the ride. Riders with mixed abilities are not too canter in the same group Pace of the canter to suit the lowest ability rider in the group. Ground conditions to be assessed before each canter to ensure it is safe to continue Riders to be given sufficient warning and time to prepare Members of staff to be positioned at the front or at the back No overtaking – ride in single file with minimum horses length between them Riders to be advised to shout “STOP” in an emergency.
Riding through farm yards	Horses spooking due to sudden noises and strange objects / vehicles	Staff, participants, horses	L	Find alternative route if possible. Ride Leader to be aware of potential hazards while approaching and riding thorough yards. Advise riders to ride single file along the most appropriate course. Nervous horses to be placed in the middle of the group.
Bad Weather	Hypothermia due to cold weather/wet/cold	Staff, participants, horses	L	Check weather conditions before ride. Decide if appropriate to cancel or change route. Ensure riders are dressed appropriate to conditions and adequate amounts of spare dry clothing is available in saddle bags and support vehicle In flooding conditions - water crossings to be checked and declared safe by supervisors before crossing – route to have a safe alternative. Survival bags to be carried in Trek Bags.
Hot Weather	Heat exhaustion / sunburn	Staff, participants, horses	L	Riders to be dressed with appropriate level of cover & sunblock Riders to carry min 1 litre water and support to carry 10 litres for topping up Ride kit to include sun cream
Horse Injury	Rider falls off due to horse damaging itself on ride. Trapping a leg or cutting itself on slate or stones. Horse injured and unable to continue ride	Staff, participants, horses	L	Full accident procedures to be followed for riders fall. Senior staff to deal with the injured horse with Horse First Aid pack in Trek Leaders Bag. Ride Leaders horse to be given to client. Back up lorry to be called and horse (if Possible) to be walked out by Ride Leader for pick up.

Risk Key: VL = VERY LOW L = LOW M = MEDIUM H = HIGH VH = VERY HIGH

Operations with helicopters

Created/Date	Sam Sykes 20/01/21
Reviewed by/Date	Sam Sykes 24/03/21
Ratio	N/A
Qualification/s required	N/A

NOTE- Helicopter operations are not part of the normal operations of Sam Sykes Ltd and these notes are written from the point of view that this is most likely an emergency operation, in such circumstance trained personnel (helicopter crew, MRT, HMCG, etc) will provide direction and guidance.

The following is intended for the well being of staff and participants not directly involved with the lifting of a casualty into any aircraft.

Pre Aircraft Arrival

- Ensure any loose items are secured well away from any landing/ hovering site
- Ensure all personal are secured well away from any landing/ hovering site, identify boundaries not to cross
- Establish methods of communication using hand signals
- Establish clear chain of command and responsibilities with other parties
- Follow any instruction from rescue ground personnel
- Ensure all necessary details are with casualty (name, age, NoK, address, Sam Sykes Ltd contact details etc)
- Ensure destination is made clear and noted

While Aircraft Present

- Keep all non essential personnel well clear
- Follow instructions from rescue personnel
- Do not touch winch cables until grounded, do not secure winch cables to anything unless instructed, do not wrap winch cables round anything,

On Departure Of Aircraft

- Round up group and any scattered equipment
- Assess wellbeing of group and head to RV point with Expedition Manager if appropriate.
- Complete all follow up paperwork
- Ascertain location and wellbeing of casualty, ensure correct support is in place (visiting staff, parents etc)

RISK ASSESSMENT-Operations with helicopters

What Produces Hazard?	Hazard?	Who Can Be Harmed?	Risk	Risk Control System
Aircraft downdraft	Injury from flying debris	Staff, participants, public	MED	Clearing landing area of loose objects. Remove personnel from immediate vicinity
Aircraft	injury, death, crash	Staff, participants, public, aircrew	L	Clearing landing area of loose objects. Remove personnel from immediate vicinity. Follow guidance from trained personnel.

Risk Key: VL = VERY LOW L = LOW M = MEDIUM H = HIGH VH = VERY HIGH

Office & Stores

Created/Date	Sam Sykes 20/01/21
Reviewed by/Date	Sam Sykes 24/03/21
Ratio	N/A
Qualification/s required	N/A - Entry to Sam Sykes Ltd HQ must be with permission form Sam Sykes Ltd staff

RISK ASSESSMENT-Office & Stores

What Produces Hazard?	Hazard?	Who Can Be Harmed?	Risk	Risk Control System
Heavy lifting / manual handling	Injury	Staff and visitors	L	Staff will not lift without correct lifting procedure and the use of common sense to minimise risk. Staff to use trolleys when appropriate
Obstructions in walkways	Obstructions and trips	Staff and visitors	VL	Staff to be trained to ensure equipment is stored in the correct place and not in walkways. Or in areas where access is required. In the rare events of this not being possible staff will use common sense to minimise risk.
Slips, trips and falls	Obstructions and trips	Staff and visitors	L	Floors to be kept dry and quality maintained Staff to wear appropriate footwear when in stores
Falling objects	Injury	Staff and visitors	VL	Racking is designed to be suitable for the loads carried. Staff to report any damage to racking / shelving immediately.
Wires	Trips	Staff and visitors	VL	Wires will be routed in appropriate ways to minimise the risk of trips.
Electrical equipment	Fire and electrocution	Staff, visitors and buildings	VL	All electrical equipment used within manufacturers guidelines. All Sam Sykes Ltd equipment PAT tested annually. Staff using personal equipment eg phone chargers and lap tops must ensure they are in a safe condition. Will be monitored and unplugged when the owner is not there. The cable and body of the equipment and / or charger do not show any signs of damage, and have a UK / European safety standard mark.
Hygiene / comfort	Pests Discomfort being too hot / cold Illness	Staff and visitors	VL	Kitchen provided with hot / cold water and water for beverages. All areas to be kept clean and tidy. Bins emptied when appropriate and all areas will be cleaned thoroughly following any exposure to food. Toilets cleaned checked daily.

RISK ASSESSMENT-Office & Stores

Fire	Smoke inhalation, burns. Injury or death	Staff, visitors and buildings	VL	Fire exits to be marked and kept clear obstructions at all times. All fire doors have locks that can be undone from inside the building. Smoking prohibited in the building Flammable material to be stored in correct container. Stores to be kept clean and no debris left around. All staff trained in good house keeping during induction.
Gas canisters	Fire, injury, explosion	Staff, visitors and buildings	VL	Gas canisters stored in an appropriate manner in an appropriate location in buildings.
Steps	Injury or death	Staff and visitors	L	Banisters fitted for stability. Steps clear of obstructions. Only appropriate amounts of equipment to be carried up and down the stairs.
Traffic	Being hit by a vehicle	Staff and visitors	VL	All staff are vigilant of the car area outside buildings. Outside areas gritted when frosty and cleared of snow when necessary. Use of second person to direct when reversing when road is busy.
Non Sam Sykes Ltd staff	Injury, death, theft, assault	All	VL	No non Sam Sykes Ltd staff to be allowed into our buildings without permission from the director, Operations Manager or Expedition Manager and each visitor must be constantly supervised.
COVID-19 transmission risk	Illness, death, interruption	All	MED	Only Sam Sykes Ltd staff allowed on site. Social distancing at all times. Up to three people maximum in office room. Wipe down of all frequently touched surfaces before work and at end of day (keyboards, phones, door handles etc). Particular attention to kitchen area and mugs, cutlery etc. Ensure thorough washing of all things when used. If any member of staff has COVID-19 symptoms they should stay at home or return home ASAP, and inform line manager. Deliveries will not be collected without social distancing measures. Gloves to be used if working with something from outside Sam Sykes Ltd HQ, such as deliveries etc. Open windows and doors as much as possible to improve fresh air flow when practicable. All staff to wash hands frequently with soap and water and use sanitiser

Risk Key: VL = VERY LOW L = LOW M = MEDIUM H = HIGH VH = VERY HIGH

Emergency procedures

We have a culture of lessons learned from incidents and accidents and as such actively encourage a report to be filled in and a debrief of staff to ensure operating policies and risk assessments are reviewed to mitigate the risk of such accidents and incidents occurring again.

For Groups

All Groups will receive a briefing from their instructor regarding emergency procedures and hazards relative to the area of operation. This will include but not be limited to physical hazards (terrain, weather, human factors), physical and time limits and where to source assistance from.

The instructor and group will talk through the contents of the [action plan card](#) found in the first aid kit (see appendix 3.0) and methods of contacting staff.

For Instructors

All Instructors will use their professional judgement to keep participants safe, a briefing will be given by the Expedition Manager at the start of the session to update on any local concerns and changes that staff need to be aware of. This should influence the briefing given to groups.

All instructors will be issued with a first aid kit including an [action plan card](#) which should be followed in event of an incident/accident, (see appendix 3.1). It is important that in such an event the instructor contact the expedition manager.

For Expedition Managers

All Expedition Managers will use their professional judgement to keep participants safe. All Expeditions managers will give a briefing to the instructors about known risks at a particular site. If risks become apparent during the expedition they will share that information with the instructor team and feed this back to the operations manger so this information can be disseminated on future expeditions to the same site.

Should an emergency occur the expedition manager will follow the instructor emergency plan or critical incident plan as appropriate.

Either an [accident/incident form](#) or a [near miss form](#) (See appendix 10) will be filled in as appropriate and there will be a debrief with the operations manager dependant on the severity of the incident.

For CEO

In the event of a serious or critical incident the CEO will follow the critical incident plan as below. More minor accidents/incidents will be highlighted to the CEO by either the expedition manager or operations manager as appropriate.

For visiting staff

A clear change of responsibility will be established with visiting staff. Dependant on the nature of the incident decisions will be made between the visiting staff and the expedition manager as to whom will take the lead role. Where possible areas of responsibility will be agreed on arrival at the venue. Visiting staff may be required to assist the instructor team in a larger incident or in the event of a group going missing.

Critical incident & fatality plan

An incident becomes critical when it constitutes a serious disruption arising suddenly and to a scale beyond the coping capacity of the team operating under normal conditions requiring the input of emergency services or the senior management team - CEO, Operations Manager or Staff Manager.

Where a fatality or serious injury has occurred this is classed as a critical incident regardless of the team's ability to cope.

There are 4 main types of critical incident

1. Major incident involving a number of participants/staff, ie traffic accident, group becoming lost and out of contact with instructor for a significant period of time.
2. Incident involving a fatality, assault or traumatic incident witnessed by the participants or staff.
3. Distress/trauma caused by a major incident/fatality of a participant or staff member not witnessed by the participants/staff.
4. Anti-social behaviour from participants or staff resulting in damage to others or property

While is not always possible to prevent accidents and problems occurring it hoped some can be prevented and the effects of others minimised by planning and taking sensible measures.

Sam Sykes Ltd expect that:

- Staff follow the guidelines and risk assessments for the activities
- Staff are aware of participants medical needs
- Staff are aware that they should assess specific risks when planning a route or activity
- Staff are aware that they are responsible for assessing risks to themselves before undertaking an activity
- Staff will be familiar with procedures for dealing with emergencies, all instructors carry an [Emergency Action Plan](#), see appendix 3.1

Additionally, in the event of a critical incident the priorities of those in charge of the expedition/activity will be to :

- Save life
- Ensure the safety of all the participants and staff
- Minimise personal injury
- Safeguard the interests of all participants and staff
- Minimise loss and return to normal working as quickly as possible

At Sam Sykes Ltd we will follow any direction given by the Senior Level Team or Local Authority of a school involved as well as advice given by Emergency Services. If after discussion and agreement with the Sam Sykes Ltd senior management team the school or emergency services decide to take the lead in managing the situation we will follow their direction. This handover of management will be documented.

Our reaction to the incident can be divided into the following categories

- Immediate action
- Short term action
- Medium action

- Longer term action

Immediate Action-when a critical incident occurs.

Staff member to inform the expedition manager as soon as possible, however we recognise it may be more important to call the emergency services first in some cases.

- Ensure that participants/staff receive any medical support or first aid required and that they are safe from further harm
- Obtain accurate information relating to the incident and relay this to the school supporting staff and/or the Sam Sykes Ltd senior management team
- Alert the appropriate Emergency Services
- Start documentation of events, delegate this if required to another staff member
- Where the activity/expedition has been provided for a school the Principle of the school will follow their Critical incident procedure. It is the schools responsibility to inform the parents of the children involved
- Where the expedition /activity is independent of a school the Sam Sykes Ltd senior management team will contact the emergency contact person of the parties involved and brief them of the situation
- Make a decision about whether to curtail activities for those not directly involved
- Establish location of all other groups on the expedition and inform the instructor that an incident has occurred and how they are to proceed
- Senior staff working on expeditions/activities nearby will be informed, it may be necessary for them to be deputised in order to be available to assist with a developing/on-going incident
- Participants and staff not directly involved in the incident should be moved to a place of safety if appropriate. It may be necessary to cease activities in order to free up instructors to assist with the incident. A register of all to be taken to ensure all participants and staff are accounted for

Short term action-for expeditions or activities provided for a school the school will be responsible for providing follow - up services to their students /staff as per their Critical incident policy.

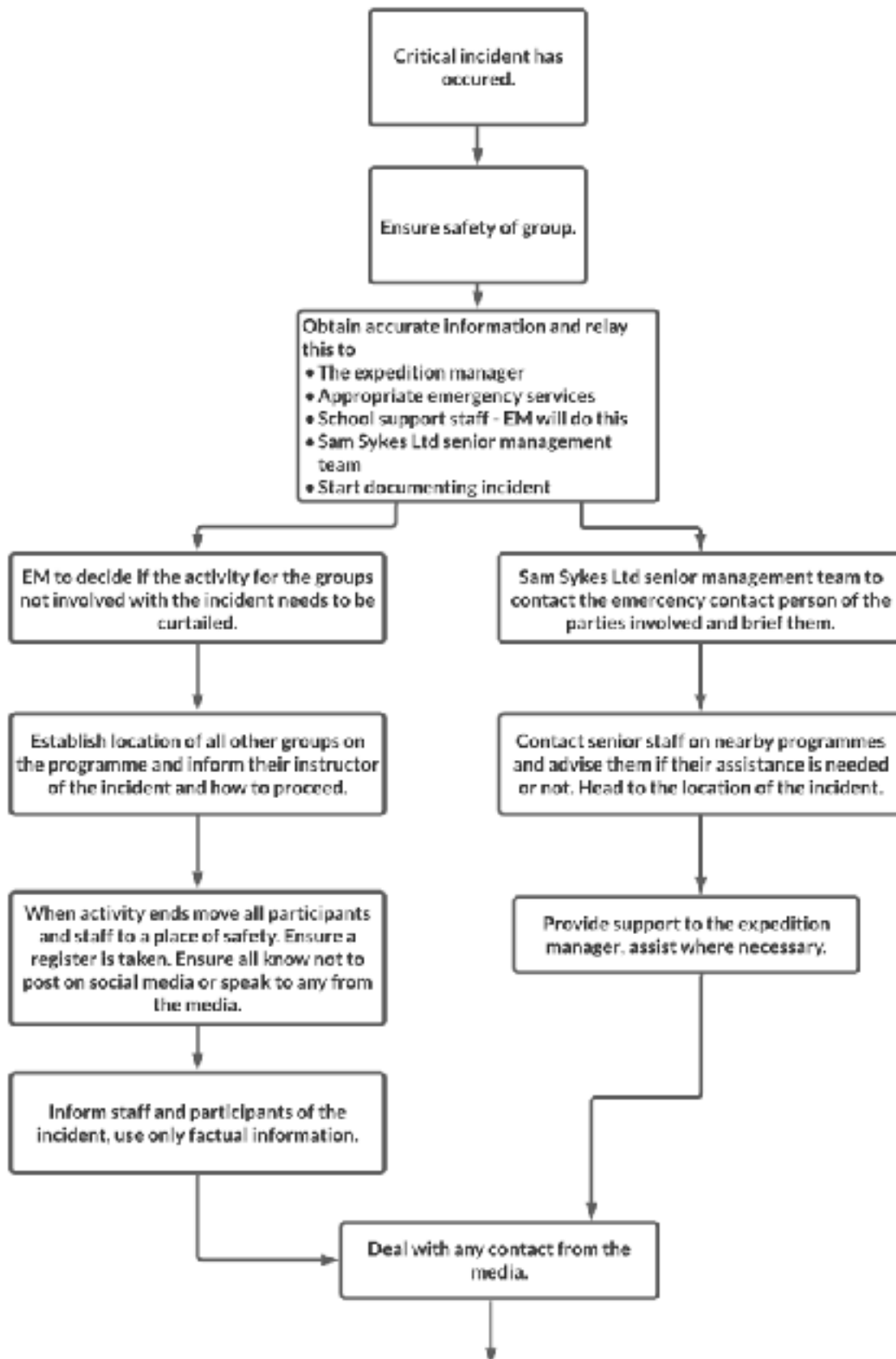
- Where a school is involved the school will be responsible for contacting a press officer at their Local Authority for guidance. This guidance will be followed
- Where there is no school involved the senior member of staff on site will contact the Sam Sykes Ltd team for guidance about interactions with the media. In addition all participants and staff will be requested to not talk to media or share details on social media in the best interests of all parties involved. All enquiries from media will be directed to the Sam Sykes Ltd senior management team
- Participants will be informed of what has happened in a factual but sensitive way to avoid misunderstanding. Facts will only be shared, and staff will not share speculation or personal comments
- Ensure the welfare of participants and staff prior to departure from the expedition/activity
- Ensure participants are reunited with their family, or are safely on the school transport
- Ensure all staff have an opportunity to express their emotional reactions to the incident
- Debrief staff
- Organise support for any member of staff who requires professional help
- The CEO will contact the families of staff that have been hurt or bereaved to express sympathy and give support, along with all staff on the programme involved
- Clearly document all actions including times and names. Ensure this is factual

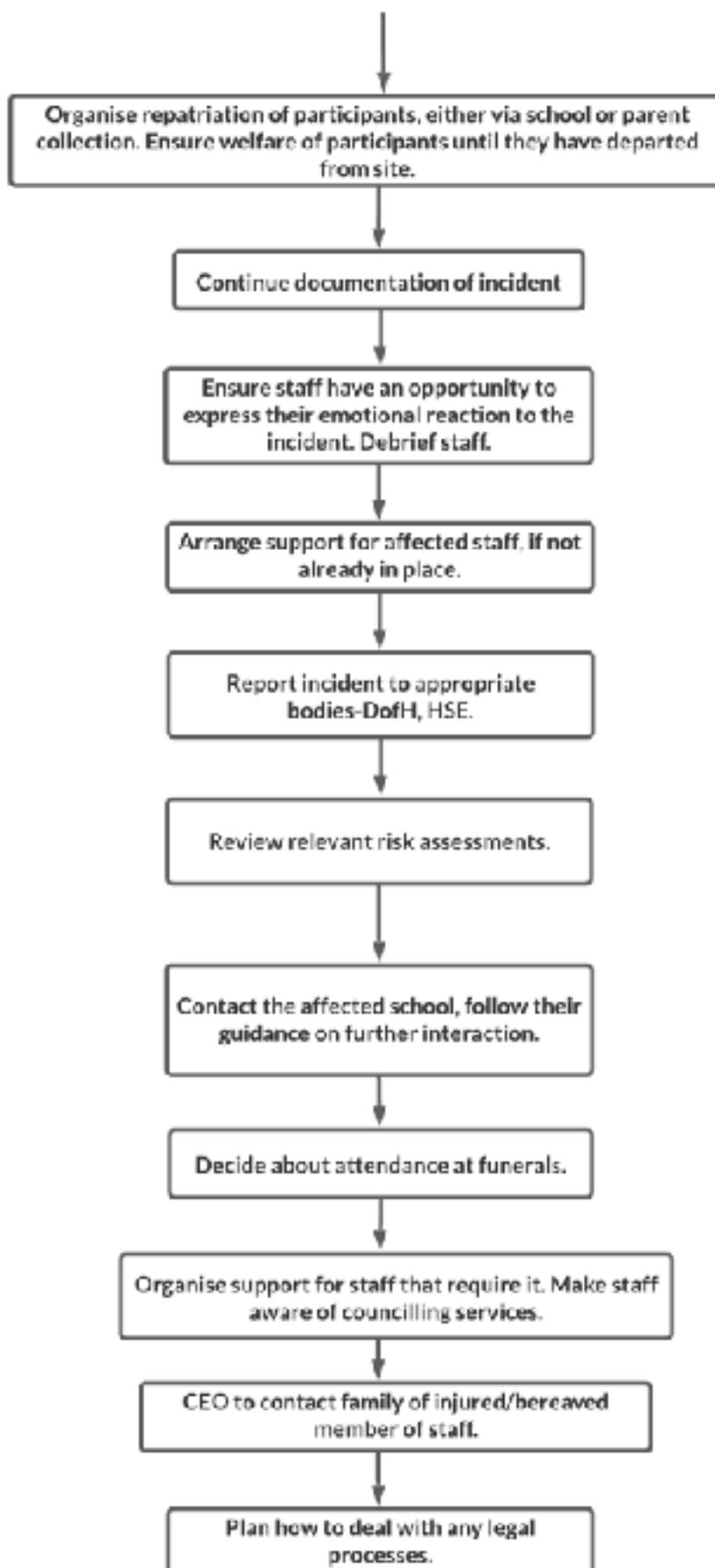
Medium term action.

- Arrange support for affected staff, if not already in place
- Liaise with the affected school, follow their guidance on further interaction
- Decide about attendance at funerals
- Report incident to appropriate bodies -DofE, HSE
- Review incident and relevant risk assessments

Longer term action

- Plan how to deal with any legal processes





Equipment

Groups

Fully managed DofE expeditions groups will be issued with and made accountable for the following (numbers assuming a group size of 7), this will normally be issued in a sealed plastic barrel with identification on the lid and a contents/sign out list on the inside.

7x rucksacks

7x roll mats

3x 3 man tents

3x gas stoves and pan sets including gas cylinders

7x rucksack liners

1x compass

1x map

1x first aid kit

Stationary and cleaning products as required

In addition if it is deemed appropriate groups and instructors may be issued with mobile phones or VHF radios as aids to group management.

DofE Lite expeditions groups are issued with a group first aid kit, map and compass only unless the school have requested full kit to be supplied. If the school is providing their own kit Sam Sykes Ltd will refer customers to the kit list and if there are doubts about suitability they are to contact us prior to the expedition taking place.

On an Instructor Only course no kit is provided to the participants. A map of the area and a first aid kit is provided to the member of staff.

For courses and events outside the remit of DofE courses specific kit will be issued suitable to the course.

Instructors

Instructors are expected to provide personal equipment and food for the duration of the expedition. Sam Sykes Ltd will provide each instructor with the required map, staff uniform as appropriate and teaching aids. Other equipment may be issued pertinent to the work being undertaken.

Expedition Managers

Expedition managers will be provided with suitable staff uniform/PPE to be returned at the end of each season, cessation of work for Sam Sykes Ltd or on request. Staff uniform remains the property of the company and must be kept clean and suitable to represent the company.

Each expedition going out will have a [copy of documents](#) to support the running of the expedition. See appendix 5.0

All non DofE courses will be supplied with the relevant equipment required for the planned activities. Due to the varied nature of these courses a list is not provided, but the equipment may consist of, but not be limited to, climbing harnesses, helmets, ropes, tents, stoves, pans, maps, compasses, first aid kits, group shelters, clothing both warm and waterproof, boots.

First Aid

Groups

All groups will be provided first aid training appropriate to their activity, this does not constitute a formal first aid qualification and is delivered with the intent of ensuring minor injuries (blisters, small cuts etc) can be treated or adequate first aid care can be given until a qualified first aider or medical professional can take over. Each group will be briefed on what to do in the event of an incident as per the [group action plan](#)-see appendix 3.0.

This training is provided by the instructor allocated to the group.

Each group will be issued with a basic first aid kit including and [group action plan](#) card- see appendix 3.0.

Instructors

All instructors will hold as a minimum a current 16hr outdoor first aid qualification.

Each instructor will be issued with a first aid kit suited to the location and time of year, this will include an [action plan](#) card-see appendix 3.1.

Instructors will be familiar with the contents of the group first aid kit and the actions to take in the event of an incident. Instructors will set boundaries for what the group can and cannot deal with without intervention from staff or professional help.

In some circumstances instructors may be asked to carry group shelters although generally this is superseded by groups carrying tents.

All expedition managers have a current 16 hour outdoor first aid qualification as a minimum.

Insurance

Public Liability Insurance

Sam Sykes Ltd carries public liability insurance for all activities undertaken, the link below takes you to the relevant page of the Sam Sykes Ltd website, further details of this are available on request from HQ.

<https://samsykesltd.co.uk/insurance-and-licences>

Vehicle Insurance

All vehicles owned, leased or hired by Sam Sykes Ltd are insured for the purpose of conducting company operations for drivers holding an appropriate license and 21years or over. Insurance certificates are carried in all vehicles and further details are available on request from HQ.

All participants and client organisations should consider their own insurance to cover bookings, travel and the activity in question.

Vehicles

Sam Sykes Ltd will ensure that any vehicle is serviced and legal prior to being issued. This will be done through the use of the drivers log and checklist and kept on record with the vehicle while in use by Sam Sykes Ltd.

Vehicles may only be used with permission.

Who can drive

Any contracted or freelance staff member of 21 years or over holding a suitable license may drive a vehicle owned, leased or rented by Sam Sykes Ltd. The company reserves the right to withdraw this privilege in case of complaints or endorsements to a driving license.

Drivers are responsible for checking the roadworthiness of a vehicle before setting out on a journey and recording any defects noted at the start or finish of the period of use. Vehicles may only be used to transport participants in case of injuries or times when specific approval is given by the Operations or Staffing Manager. Breakdown cover is included in the lease agreement. Details of this if required are kept in the vehicle folder.

[Vehicle check lists](#) and driver logs are kept with each vehicle and can be found in the Appendix 8.0.

Checks include but are not restricted to

- Tyres
- Windscreen and windows
- Lights and indicators
- Seatbelts
- Fluids
- General condition and bodywork.

Types of vehicles

The company uses a variety of vehicle types, predominantly 6 seater crew vans, this may vary to suit program needs.

Trailers

It is very seldom that trailers are used by Sam Sykes Ltd but when they are they must be checked by the driver for general suitability and roadworthiness as well as load security particularly in regards to boat trailers. Any trailer left at a venue unsupervised must be immobilised and the load locked securely.

Environmental Awareness

Vehicle usage

All vehicles will be kept in good running order and use will be kept to a minimum to reduce environmental impact. Staff will be encouraged to consider minimising the impact of long journeys to work through vehicle sharing or use of public transport. Where practicable staff will be encouraged to travel in Sam Sykes Ltd Vehicles.

Rubbish and waste

We encourage participants to use reusable water bottles on expeditions and courses. Recycling is encouraged at all campsites where possible.

All Staff and participants will be encouraged to minimise waste and any rubbish will be disposed of in appropriate recycling.

Recycling of products occurs at HQ, namely paper, plastic and metals.

The Company aims to minimise the impact of its activities on the environment and use resources in a sustainable way. The key points of our strategy to achieve this are:

- comply with all the environmental legislation that relates to the Company's activities
- minimise waste and ensure the safe disposal or destruction of waste where re-use or recycling is not viable
- prevention of pollution and adverse impacts on the environment

- minimise vehicle toxic emissions through the selection and use of fuel efficient and low CO2 vehicles
- only make necessary journeys
- actively promote recycling both internally and amongst our customers and suppliers
- constantly seek to improve its environmental performance and will look to spread the message of sustainable living and environmentally friendly behaviour to all its customers
- minimise our consumption of resources and encourage our customers to do the same
- look for our suppliers to minimise their environmental impacts and will seek to do business with companies that meet our environmental criteria
- support the local economy through purchasing goods locally where possible
- regularly monitor the energy consumed and the wastes it produces and ensure that progress is made towards achieving environmental performance improvement

Wild Camps

The company recognises the legal status of wild camping in the different nations of the UK and in accordance with accepted practice will only wild camp in discrete and secure areas causing minimum impact. All wild camps will operate a Leave No Trace policy. Local initiatives to minimise impact (eg the “poo pot” scheme in use on Cairngorm) will be followed.

Complaints Procedure

If a member of staff either freelance or contracted has a complaint this should be raised with either the other party involved or the expedition manager on an informal basis initially. If the matter cannot be resolved informally or the complainant feels it is not appropriate to raise it with the expedition manager they can speak to either the staffing manager or operations manager. If required the grievance procedure in the employees handbook will be followed.

In the event of a schools visiting staff having cause to complain it should be discussed with the expedition manager at the first instance. The expedition manager will then take steps to rectify the situation, speaking to the staff members involved. All complaints from school visiting staff should be reported to the Sam Sykes Ltd senior management team.

All complaints should be dealt with in a sensitive manner promptly and to the satisfaction of all parties involved.

The expedition manager should document any complaint if appropriate on an incident form. A record of this may be attached to the employees record. In this case the employee will be informed.

The [expedition manager checklist](#) can be used to record minor issues and highlight where larger issues have occurred, for example a school may have noted that the area used was not challenging enough. See appendix 5.0.

Privacy & GDPR

Sam Sykes Ltd takes your privacy seriously. Due to the nature of our business we need to collect personal information from staff and clients. Details of what we collect and how this is stored can be found on our website.

<https://samsykesltd.co.uk/privacy>

Appendix



1.0 Instructor Crib Card

INSTRUCTOR CRIB CARDS

NAVIGATION

General	Keep it simple for Bronze. Silver and Gold, do a quick check of the basics. We do get direct entrants.	<input type="checkbox"/>
	When doing route planning all start times are 10.00am unless told otherwise. Timings are based on 3km/h.	<input type="checkbox"/>
	Discuss road safety.	<input type="checkbox"/>
	Discuss The Countryside Code. Especially noise, litter and gates with group. All gates need to be closed unless obvious they are meant to be open.	<input type="checkbox"/>
	Look at a map, ask them to show you different features, i.e. roads, motorways, rivers, footpaths...	<input type="checkbox"/>
	Check they know a grid square is 1km across.	<input type="checkbox"/>
	Teach 6 figure grid references.	<input type="checkbox"/>
	Check they know which way north is on a map.	<input type="checkbox"/>
	Explain the basic features of a compass.	<input type="checkbox"/>
	Discuss the care of compass. Not swinging it, mobile phones etc.	<input type="checkbox"/>
	Teach how to orientate a map using features on the ground and with a compass. Get them to orientate the map each time they look at it.	<input type="checkbox"/>
	Teach detail, distance, direction, and duration. At Bronze this may be as simple as turn left on path, follow path downhill through wood for 200m to field. All timings are worked out at 3km/h.	<input type="checkbox"/>
	Set short legs, get the students to work in pairs and get them to explain the D's of that leg.	<input type="checkbox"/>
	Get them to locate features marked on the map in the countryside.	<input type="checkbox"/>
	Discuss strategies for if they get misplaced.	<input type="checkbox"/>
Bronze	Focus on details and orientating map. Teach how looking at the detail can help you find where you are if misplaced/unsure.	<input type="checkbox"/>
Bronze and Silver	Need a basic understanding of contours, i.e. steepness of hill, going up/down hill.	<input type="checkbox"/>
Gold	Need to understand contours and recognise large features, i.e. valleys, hills, ridges.	<input type="checkbox"/>
Silver and Gold	Teach how to take a bearing and walk on a bearing, allowing for magnetic variation as appropriate.	<input type="checkbox"/>
Silver and Gold	Look at hand railing walls and strategies if there is no path on the ground.	<input type="checkbox"/>
Gold	Take them off path and do some micro navigation and easy relocation.	<input type="checkbox"/>

PERSONAL HYGIENE

PERSONAL HYGIENE ON EXPEDITION

Try to ensure you have been to the toilet before you set off for the day.	<input type="checkbox"/>
Make sure you have a small dog poo bag, hand sanitiser and toilet paper. All toilet tissue and sanitary products must be bagged and removed.	<input type="checkbox"/>
Do not dehydrate yourself to avoid a wilder pee. If you are concerned about being spotted take a friend to act as lookout.	<input type="checkbox"/>
Choose a place that is well away from the path and gives you some privacy.	<input type="checkbox"/>
Never pee or poo directly into streams, rivers, ponds. You need to be approx 100m away from water.	<input type="checkbox"/>
If squatting for a pee find a soft spot of earth that absorbs quickly (pine needles are good) so you won't get splashed. A wide stance helps you stay balanced. Make sure your pants, boot laces, straps, etc. are well out of the way and pay attention to which way the ground slopes and make sure you're uphill so any stream runs away from you. Also bear in mind the wind if it is windy.	<input type="checkbox"/>
Poos on expedition. Ideally go before you leave camp. If you must do a poo then the above applies, but you need to dig a hole to do the poo in. Either use the heel of your boot, a stick, rock or a trowel to dig the hole. The hole needs to be approx 10 cm deep and filled in afterwards.	<input type="checkbox"/>
Wash hands with soap and water or use hand sanitiser after toileting, blowing your nose or before handling food.	<input type="checkbox"/>

PERIODS ON EXPEDITION

You may just want to give this sheet to the girls to read for themselves.	<input type="checkbox"/>
If you are due to have your period on expedition make sure you have enough of your preferred sanitary product with you. If you start unexpectedly ask your instructor, or a female member of staff, we have some emergency supplies on each expedition.	<input type="checkbox"/>
All sanitary products must be either disposed of in the hygiene bin in the campsite toilet or bagged up and carried out if changed during the day or on a wild camp. They must never be buried as animals will dig them up.	<input type="checkbox"/>
Bring a small supply of dog poo bags, or ask us for some. Use hand sanitiser/wipes to clean your hands afterwards. Wipes also need to be bagged up and packed out.	<input type="checkbox"/>
If you get cramps make sure you take pain-relief, bring your own paracetamol/ibuprofen.	<input type="checkbox"/>
Bring a small hot water bottle to ease cramps. You may be able to improvise a hot water bottle, if you have a Nalgene style water bottle this may be able to take hot water. Check with your instructor first.	<input type="checkbox"/>
If you are struggling speak to your supervisor, even if they are male, if they don't know you need help they can't provide it and they will have come across this before! There are always female instructors around if you really can't speak to yours.	<input type="checkbox"/>

FIRST AID

Summoning help-can't carry on due to incident	Phone your supervisor. If no answer phone the EM. 999 in life threatening situation.	Work out location (GR) Note down what and when and any actions taken. Keep warm and safe.	Show students the laminated card in the first aid kit.
Self help-can carry on after treatment.	Phone supervisor to let them know about incident	Carry on to checkpoint once first aid has been completed. Make a note of what you did.	
Action in an Emergency	Airway, Breathing, Circulation	Danger! Responsive? Airway? Breathing? CPR 30/2 Recovery/safe position Insulate and put tent up	Put phone to speaker so emergency services can talk you through what to do.
Wounds and bleeding	Is there anything in it?	Sit, elevate, examine, pressure, clean it. Don't remove embedded object.	
Dehydration	Faint, dizzy, headache		
Heat exhaustion	Sweating, thirsty, grumpy, headache		
Heat Stroke	Flushed, stopped Sweating		
Hypothermia	Shiver, Fumble, Stumble, Mumble		
Recognise more serious injuries	Head injury	bang to head, are they behaving normally?	
	Breaks/dislocations/sprains/strains	Obvious deformity, swelling, pain, can't walk. If upper limb support it, walk out.	
Minor Wounds	Headaches	Dehydrated?	
	Insect bites/ticks	Localised swelling, redness, tick visible	
	Splinters		
	Blisters chaffing	Hot spot, large blister	
	Cuts/abrasions	Dirt embedded? Barbed wire?	
	minor burns/scalds	Redness, blistering	
	Sunburn	Redness, sore. Prevention key	
	Nettle stings	Localised rash, sore	

COOKING

All students must be supervised the first time they use the stoves. At Bronze continue to do so. Silver and Gold use discretion.	<input type="checkbox"/>
Ideally cook with your group. If you need to leave your group when cooking make sure you ask another supervisor to watch them and the group knows who is looking after them.	<input type="checkbox"/>
Never cook inside the porch of the tent - carbon monoxide.	<input type="checkbox"/>
Never cook close to the tent - fire risk.	<input type="checkbox"/>
Find a relatively flat spot, preferably not in long grass.	<input type="checkbox"/>
Boots must always be worn when cooking. If boiling water is spilt on a foot that is the end of the expedition for that person.	<input type="checkbox"/>
Long hair must be tied up. Loose clothing kept out of way i.e. scarves.	<input type="checkbox"/>
All burners need to be placed close together with the gas away from other burners.	<input type="checkbox"/>
No-one is to step over the stoves at any point.	<input type="checkbox"/>
Have a pan of water near the cooking area BEFORE they light a stove in case they need to extinguish any flames.	<input type="checkbox"/>
The burner needs to have its legs moved out away from the body and the extensions folded out.	<input type="checkbox"/>
Explain how to safely attach the burner to the gas. Do not turn the gas upside down to screw the burner on as this lets liquid gas pour down the pipe and can flash when lit. Make sure the burner is securely screwed on, some students stop when it hisses, if lit the flames will burn from the stove top.	<input type="checkbox"/>
Teach them how to use the pan handle, practice before the stove is lit. Make sure this is not left on the pan or put on the lid as it will get hot.	<input type="checkbox"/>
Demonstrate lighting the stove.	<input type="checkbox"/>
Check the students know how to use the lighter or can strike matches before the gas is turned on. Get 2 students to work together, one to turn the flames on, the other to strike the matches close to the stove.	<input type="checkbox"/>
Make sure they know how to safely drain water out of the pan.	<input type="checkbox"/>
Make sure they know how to adjust the flame size.	<input type="checkbox"/>
Make sure they know to stir the food as it will burn and they use the handle when stirring food.	<input type="checkbox"/>
Make sure they do not lend them to another group and that they pack them away after a meal as they will be invoiced for missing sets/handles. The cooking area needs to be cleaned when they finish.	<input type="checkbox"/>
All pans need to be cleaned thoroughly, there is a washing up kit in each van if they don't have washing up stuff.	<input type="checkbox"/>
Inspect the pans on the last morning or when putting them back into the barrel. There should be 2 pans, 1 handle, 1 lid and 1 burner all in a bag. Incomplete sets or dirty pans will be invoiced for. If it is dirty get them to clean it again before packing.	<input type="checkbox"/>

TENTS

ALL OUR TENTS ARE THE SAME AND ARE TUNNEL TENTS

Unless it is windy DO NOT peg out the guy lines, the students trip over these and damage the tents.	<input type="checkbox"/>
All poles are same length and go in any sleeve-make sure they are pushed in half way so the bend is in the middle of the sleeve before they put the ends in the eyelets.	<input type="checkbox"/>
When pegging make sure the pegs are put through the correct place on the webbing strap, this is NOT the loop at the end of the strap, but is the adjustable loop closer to the flysheet.	<input type="checkbox"/>
The tent outer can be pegged out with 4 pegs initially. Start at 1 end, peg out the 2 corners, walk tent forward, make sure it is in a straight line and pulled out far enough. Peg the other 2 corners making sure you have tension between them.	<input type="checkbox"/>
The rest of the tent can now be pegged out.	<input type="checkbox"/>
Put the tension bands away, the students use them as towel rails and damage the tents. These are not needed unless very windy.	<input type="checkbox"/>
Explain on the outside of the tent how to put the inner in, send 2 students in to do this. Be aware of your position if going into a tent to assist with this, make sure both doors are open and you are not on your own in the tent with a student.	<input type="checkbox"/>
The best way to put the inner in is to clip the back 2 clips, then move to the middle clips and toggles, finishing with the front clips and toggles. This way the inner can be folded up and pulled out as it is clipped rather than being stood on to do this, as this results in toggles being pulled off and the inner getting muddy.	<input type="checkbox"/>
Put all pole and peg bags inside the tent bag, put this in the porch or it WILL get lost.	<input type="checkbox"/>

POINTS TO MENTION TO THE STUDENTS

Do not wear shoes in the inner.	<input type="checkbox"/>
All rubbish must be removed from the tent before packing.	<input type="checkbox"/>
Open the zip on the outer tent from the bottom only.	<input type="checkbox"/>
The only exit point is through the open door, no crawling under the side of the tent.	<input type="checkbox"/>
All pockets must be checked before packing.	<input type="checkbox"/>
Make sure all doors are zipped up before packing it away.	<input type="checkbox"/>

EXPEDITION PLANNING NOTES

Walking at 3km per hour means...

- 1km takes 20 minutes
- 500 meters takes 10 minutes
- 100 meters takes 2 minutes
- 50 meters takes 1 minute

Height gain

- 100 meters of uphill travel will take you an extra 10 minutes
- 10 meters of uphill travel will take you an extra minute

Grid references

With six figure grid references go across the bottom of the map before the side.

Setting the map

The top of a map is north - Always set the map to the land, and look around you for clues to where you are

Compass directions

Never Eat Shredded Wheat - North East South West

The red needle points north

The white needle points south

There are 360 degrees in a circle and on a compass

As you journey

When you see the landscape change, make sure it does on the map too

If it doesn't seem right, check the map

Tick off landmarks and features as you go along

Taking breaks

Take breaks in places that are interesting and sheltered if the weather is bad.

10 minutes break for every hour of walking works best

Aims for expeditions...

Each expedition will start with an aim. Discuss what you want to do with your group and your instructors, then decide on something that excites you all.

Well done for getting this far, many haven't. Be proud of yourself and keep going - The Sam Sykes team is 100% behind you, but it is your journey to complete!

You will be required to do a presentation at the end of your expedition on your aim to your assessor. The more engaging, interesting, well put together and funny it can be, the better your chances of success. Each member of your team must have a part to play throughout the expedition and in the presentation.

Here's a few ideas to get you going...

- Observations of the landscape
- Observations of other visitors to the area you are in
- Physical effects of expeditions
- Art and or sculpture creation
- Video diary
- Wildlife
- Plants
- Psychological effects of expeditions
- Astronomy
- Effects of weather
- Journey sticks
- Poetry
- Photography
- Expedition food
- Access and land use
- Agriculture
- Industrial and commercial usage of the land
- Pollution and litter
- Geology and or geography

Final note...

The main thing is to have a good time. Throughout the expedition process you will learn many things, and there will be ups and downs (literally!). Always remember that you can do it, and it's up to you whether the experience is positive or negative.

2.0 Assessor report guidance

We currently pay £10 per group report providing they are of the required standard. Please make sure they are spelt correctly and use the correct grammar.

Construction of the report.

Each report needs to start with your name and assessor number. Include the school name, level, date of expedition, group letter and the names of the participants, correctly spelt.

The opening paragraph is generic,

- how long did the expedition take
- What level
- What was the weather like
- Where did it take place

The next paragraph should be specific to the team.

- How did the group perform, general comments on navigation, camp craft, problem solving, awareness of each other etc.

Individual comments then follow. These are specific to the individual, address them in the first person.

- How did the individual perform?
- Personal strengths, skills, attitude
- Any memorable moments?

The presentation needs to be mentioned. This is specific to the group.

- What was the aim
- How did they prepare and present it
- Was it interesting, insightful, well organised?
- Any interesting observations or conclusions

Finally the closing comment. Confirm that the 20 conditions were met by this expedition. Congratulations and suggest moving on to the next level of the award, or at Gold maybe mentoring bronze students or continuing to use their skills in future.

Please note that reports need to be positive on the whole. Specific comments need to be different for each report you write.

Ideas that may help you.

Report styles can be different at Bronze, Silver, Gold. We expect more detail the higher the level.

Bronze-attitude, enthusiasm, interest, initial ability with expedition skills, camp craft, communication, team work, personal organisation. First experience of being outdoors, independent and self-reliant. First experience of camping.

Silver-organisation, maturity dealing with challenges, camp craft, communication. Attitude to others and ability to look after themselves and others in more challenging terrain. Wider awareness of the environment. Did they excel at anything. Seeing the funny side of adversity. Acceptance of disagreement and ability to work to the common goal.

Gold-Organisation, resilience, teamwork, evidence of leadership, personal highs and individual struggles. Dealing with more mountainous terrain and the extra challenges this brings. Change in outlook through the expedition. Self discipline/ group discipline. Did they learn anything from the expedition? What was their biggest achievement?

Much of this information will be collected at the debrief and by direct observation on the expedition. While your priority is to the group you are supervising you should arrange time to meet the group you are assessing. This can be done in camp in the evening, or if routes allow you may get the opportunity to observe them during the day. Discuss them with their supervisor. Once you have collated your report this should be submitted to us in the body of an email or as a word document. Please use the name of the school, level and dates in the subject bar. Please send all reports to info@samsykesltd.co.uk.

We understand it can sometimes be hard to know what to write in a report, particularly when you are new to assessing. Hopefully the examples below will give you some inspiration. Whilst we appreciate some reports may be similar, for example if you are assessing 2 groups on the same expedition over the same route, we don't want to see duplicated reports. Below are some examples.

A Gold example.

Ponteland Gold 24-27th August 2019 Group A
Assessor name-XXXX
Assessor Number NW****A

Alexandra X, Amy X, Eloise X, Emily X, Krishnanjali X, Ruth X, Sophie X

This group successfully completed a 4 day and 3 night qualifying expedition. The route they planned was in the Northern Lake District. They began at Pooley Bridge, walked into Glenridding, summited Helvellyn, walked into the Haweswater Reservoir valley and finished at Wet Sleddale Reservoir. Their journey included two nights in campsites and one night wild camping.

The group brought all the right equipment and demonstrated they knew how to use it. They had clearly prepared well for the expedition. The group had a good supply of food for the expedition and were able to manage their own water requirements; they were entirely self sufficient for the whole expedition. The weather was challenging. In particular the group dealt with the heat admirably by staying hydrated, protecting skin and staying positive throughout. The group were a very well bonded and seemed to enjoy each other's company, they giggled almost constantly it seemed and remained in good spirits. This was apparent at the beginning but even more so at the end after the shared experiences of the expedition. The group showed really excellent team spirit caring for each other and staying together throughout. Their technical skills were good; good navigation and map reading skills were displayed and they also showed great problem solving skills in difficult terrain. The group found the challenge physically demanding but they did seem to thoroughly enjoy it and I was very impressed with their determination and positivity.

Eloise – Your constant cheerfulness is a real credit to you; even when times were tough you showed great positivity. The group really enjoyed your bubblyness and your cheeky jokes. You were a lot of fun to be around. I was very impressed with your ability to manage your health whilst on expedition; a factor that no other participant had to deal with in the same way. Don't underestimate how much discipline and determination you showed in being able to do this.

Ruth – You showed great leadership on this expedition and you were good at keeping the group engaged with important tasks when they were starting to switch off. You seemed decisive and quick thinking which the group valued and it helped you slip into leader shoes when necessary. I was impressed with your motivation and how well you rose to the challenge of the expedition. You seemed to have never-ending laughter which was a lot of fun for the group to be around!

Amy – You were great at looking out for your team mates and helping out people when they were struggling; this is a really important part of working in a team so well done. You were also good at lightening the mood when things were getting tough which the group valued. You showed a lot of grit and determination, particularly when the going got tough with the heat and the sun at the end. I hope this experience has helped you realise you are capable of a lot and your determination will serve you well. Navigation was a strong skill for you and I hope you continue learning about navigation and enjoying the mountains.

Alex – You showed strong leadership on this expedition; keep nurturing this ability and it will serve you well in life generally. You had good navigation skills which helped the group immensely. You were also very good at being proactive and getting things done quickly and efficiently, even in tough parts of the expedition. I was impressed with your ability to listen and take in information, especially when you were hot and tired and didn't really feel like it! Well done because this shows good self-discipline and commitment. It was also really good to hear you had been a voice of positivity when the group were lost as this helped them stay optimistic and get into problem solving mode easier.

Anjali – You showed an admirable ability to just get on with the expedition, even at points where you maybe didn't want to! This is really good determination and self-discipline, well done. I hope this has helped you realise you are a person who perseveres and has a lot of grit. The group really enjoyed your friendly nature. Your willingness to selflessly do everyone's hair braids for them showed your kindness and was a really key part to team morale.

Emily – You showed great determination on this expedition and ability to just get on with it even when at times you had painful knees or felt unwell; well done. You were very positive throughout the whole expedition, even in the heat and the sun on the extra tough last day. You were very good at navigation and really helped the team find their way around the mountains. I was impressed with your ability to get stuck in and help out on all the group tasks as well as help drive others on.

Sophie – I was impressed with your ability to get things done and your attention to detail. You showed good positivity by staying light-hearted throughout the expedition; this was good for yourself and it really helped the team feel good as well. You seemed to have a natural interest in the landscape which I hope you continue to enjoy! You also showed a good ability to support the team by helping others out when they were struggling. You did really well, working hard in what was a demanding expedition; you showed determination and grit and kept smiling and laughing the whole way.

The aim of the expedition was to analyse different types of geological formations they found along the journey. They identified around 20 different geological features and made a slideshow with pictures they had taken and explained about how each was formed and some of the key features.

The whole team participated in the presentation which they had a lot of fun doing; they had clearly put a lot of effort in and worked on it as a team.

The group fulfilled the 20 conditions of the expedition.

Very well done to everyone in the team and congratulations on your achievement! It was a pleasure to share some time in the mountains with each of you. I hope you continue to enjoy walking in the mountains in the future.

A Silver report example.

Ponteland Silver 19th -21st June. Group B

Assessor XXXX

Assessor number HO****A

Participant names: - Erin X, Grace X, Leah X, Pasha X, Rachael X

The group completed a 3 day 2 night expedition for their Silver assessment. The groups journey was based in the Dark Peak area of the Peak District. The weather was incredibly mixed seeing days 1 and 3 with sunshine and day 2 with heavy rain and strong winds.

The group performed exceptionally overall. They were competent at navigation including in poor visibility, teamwork, a good understanding of environmental awareness and ensured they followed the countryside code respecting their surroundings and other visitors to the area. The pace of the team was steady throughout and their determination despite carrying some injuries was incredible with some long days on days 1 & 2 for the team. Navigation was constantly shared within the team and decisions were always made as a team.

The teams aim was The Do's and Don'ts of DofE. This was done in a video which the group made on their phones and added effects using I Movie. This included things like do squash air out of your dry bag, do walk on the right side of the road facing traffic and my favourite don't fall off the footbridge. This also had a comedy value, seeing Grace being the don't villain and constantly being picked up for not behaving herself. This was delivered by the team as a whole and upon questioning had a really good understanding of why the do's and don'ts are so important.

Erin, you're always smiling and never complained once despite the poor weather on day 2. Constantly a positive team member and strong navigator supplying chocolate to the team in times of need and compassion when people weren't feeling their best. Alongside your amazing Angry Bird hat for team morale it was noted you could sleep anywhere!

Grace, despite being constantly misbehaving in your video you've cracked on and never complained despite being in discomfort. It was also noted that you're a great cook for your team and despite being nervous about using the stoves again you've conquered your fear. You are always an enthusiastic team member and a great morale boost when required.

Leah, your determination has shone through on this expedition including your fear of walking on larger hills and steep terrain. It has taken you a-lot of courage to overcome your fear and I think you have done amazing to challenge yourself with the support of your team. Constantly positive and looking out for the team including carrying more than your fair share of

group equipment. My favourite from you was that you enjoyed so much the midnight trips to the loo as it was so quiet and peaceful.

Pasha, you have been the matriarch of the team looking after them with both practical support and compassion in equal measures. A strong navigator seeing you grow from strength to strength but never afraid to seek advice from your team mates.

Rachael, you've proven so much to yourself and pushed yourself further than you thought possible for which I am incredibly proud of you. You are also a strong team member showing compassion and support for your team and a strong communicator and navigator.

Overall your expedition met the 20 conditions and I would like to congratulate you all on a successful expedition. You should consider going on to Gold, you certainly have the ability to succeed.

Well done.

A Bronze example.

Assessor Report for Ponteland – Bronze Assessment – Group D

Assessor name:XXXX

Assessor number: NOE****A

Participant names:

Alex X, Elijah X, Francis X, Max X, Paolo X, Roan X, Sonny X

On the 12th& 13th of May, the group took part in their DofE Bronze Assessed Expedition just outside Chorley in Lancashire. The route started at the South end of the Rivington Reservoir, heading north to a campsite at Chorley Equestrian Centre. Day 2 took them over Great Hill ending at the Roddlesworth Information Centre Car Park.

The weekend was blessed with good weather and plenty of sunshine with higher than average temperatures over the 2 days. The weather did have an impact on water consumption and on the first day the group recognised the need to conserve water when they started to run low, they learnt from this and carried plenty to see them through the second, more strenuous day.

Overall the group were lively and in good spirits and specifically considered themselves to be motivated and knew they would never give up. I observed this and was pleased to see the group taking a good hold of the spirit of adventure.

The groups aim was to record the human impact on the environment and I was incredibly impressed with their genuine concern, with one participant saying “it’s not until you look that you realise just how bad it really is”.

Sonny – You felt that you learnt something both on your practice and assessed expeditions specifically mentioning the importance of orientating the map and relocating yourself in relation to your surroundings. You appeared to enjoy the whole experience and felt the group as a whole worked well together. Congratulations on a job well-done and I hope you do find a suitable place to go on to do your Silver.

Roan - You felt that you learnt something both on your practice and assessed expeditions specifically mentioning the importance of orientating the map and understood that there could sometimes be a need to back track to the last place you knew where you were, in order to be sure of your location. You as well as your team demonstrated a real commitment to completing the expedition and I'd like to say well done and good luck if you choose to go on to do Silver.

Elijah – You felt that you had definitely benefited from the practice expedition and were very well prepared to carry your rucksack having understood the need to pack correctly and not bring too much to carry. You as well as your team demonstrated a real commitment to completing the expedition and I'd like to say well done and good luck if you choose to go on to do Silver.

Max – You are a confident and outgoing young man and you appeared to embrace the whole experience. I was impressed that you noted just how much litter there is in the outdoors and you also mentioned that a good view had almost been spoilt

on the summit of Great Hill, as you noticed just how much pollution you could see. I recommend you find a way to do you Silver DofE as your strong character and determination will benefit from a slightly tougher challenge. Good luck.

Francis – You correctly noted the importance of identifying features around you to help you identify your location and to prevent you from making navigational errors. I also noted that you as well as the rest of your group felt comfortable being outdoors and genuinely enjoyed the experience and being part of a team, well done and good luck if you go on to do Silver.

Paulo – Your expedition supervisor noted that you were both keen and a confident navigator in addition, you felt that you had learnt how to correctly put up a tent having struggled somewhat in training. This is an important part of arriving in camp, especially if you need urgent shelter, doing this well makes you an asset in any team you join should you go on to do your Silver.

Alex – You identified that you can choose an alternative route to get back on the right track, rather than retrace your steps which is an advanced navigational aid and so well done if you managed to pull this off successfully over the course of your expedition. You as well as your team demonstrated a real commitment to completing the expedition and I'd like to say well done and good luck if you choose to go on to do Silver.

The group were very outgoing but not so much that they lost focus on what they needed to do. They worked well together and successfully completed the expedition within the 20 conditions with no behavioural issues whilst out in the country side along with the general public. They left with a real ambition to collectively complete Silver and importantly, a real understanding of the impact of human intervention on the environment.

Well done everyone. I confirm that this expedition met the criteria for the 20 conditions, and would encourage them to all consider completing their Silver.

3.0 Group action plan

TAKE A BREATH – STAY CALM

- Check safety
- Make safe, shelter and insulate
- Give emergency aid
- Gather information
 - Casualty name
 - What happened (include injury)
 - Location (6 figure OS grid reference)
 - How many in group (and how many with casualty)
 - Weather at casualty location
- Communicate
 - Instructor
 - Expedition manager
 - 999
- If you have no phone signal
 - Split group, one half to always stay with casualty
 - Attract attention, use whistles
 - Half the group try to find signal, go high
 - If no signal, go for help, take equipment

FIRST AID QUICK REFERENCE GUIDE

<i>If the casualty is.....</i>	<i>Do this.....</i>
Not breathing	Push (do CPR)
Unresponsive	Tip and roll (recovery position)
Bleeding	Apply pressure
Broken, has a fracture, sprain or strain	Support it
Having a heart attack	Sit up and call 999
Having a stroke	Sit up and call 999
Diabetic and behaving oddly	Feed them
Epileptic and having a seizure	Leave them alone
Hot	Cool them
Cold	Warm them up
Choking	Hit them on the back
Burnt	Cool it

3.1 Instructor action plan

TAKE A BREATH – STAY CALM

Casualty name	
What happened	
Injuries	
Location (OS 6 figure grid reference)	
How many in group	
How many with casualty	
Weather at casualty location	
Caller location	

Communicate

- Expedition Manager
- 999 if life threatening (do not assume it has been done). Kit list.

4.0 Kit list

Please remember that you get a 10% or more discount with your Dofe Card at Go Outdoors, Blacks, Millets, Ultimate Outdoors and Tiso.

Please check the weather forecast for your expedition.

Parents please remember that your child will be carrying everything, make sure they pack all they need, but they won't need lots of extra "just in case" clothes, beach towels, hair straighteners or make-up.

There are no quantities on this list. Please take into consideration the number of days the expedition is for, ie a 2 day Bronze expedition will require 2 t-shirts, one being worn for the start and a spare in the rucksack. A 5 day Gold will require 5 t-shirts potentially, 1 being worn and 4 in the rucksack.

Clothing	
Item	Recommendations
Hiking boots	These need to be waterproof and protect the ankle. Wellies, trainers, shoes are not acceptable for hiking.
Walking socks	Use a hiking sock. Trainer socks, ankle socks and everyday socks are not absorbent enough or will slide down increasing the likelihood of blisters. Pack 1 clean pair for each days, if socks are wet/sweaty blisters are more likely.
Waterproof sock liners (optional)	If boots are not very waterproof these can be useful. Look for brands such as Sealskins.
Waterproof coat and trousers	These are essential regardless of the forecast. Please ensure the coat is a proper waterproof, not your child's usual showerproof insulated fashion coat.
Warm jacket	Separate to the waterproof coat. This could be a fleece, soft-shell, down coat, something light and warm.
Jumper/hoody	A lightweight warm layer, ideally not a big heavy cotton hoody, such as a leavers hoody as these are very heavy. Fleece fabric dries quickly and is warmer and lighter than cotton jersey.
T-shirts	Have a clean one for each day. Look for t-shirts with wicking properties purpose made for sporting activities. Ensure the shoulders are covered up to reduce rubbing of rucksack straps. Vest tops and sports bra's don't provide enough protection from sunburn or rucksack strap rub.
Trousers	Jeans are NOT suitable. Leggings, walking trousers preferable to cotton jersey joggers. Cotton jersey joggers are likely to chafe and are poor at coping with sweat, dry slowly and are heavy.
Shorts	Weather dependant. Please ensure they are of a suitable length, to mid thigh at shortest. This is because short running style shorts cause chafing.
Underwear	Sports bra's will be more comfortable than fashion bra's, but need to be covered with a t-shirt to ensure protection from sunburn and rucksack strap rub. Pack a clean set of underwear per day.
Nightwear	Maybe pack pyjamas. Consider wearing clean leggings/shorts and clean t-shirt to save weight.
Warm hat/sun hat	Both often needed. Warm hat often very useful in camp at night.
Scarf/buff	Optional but useful.

Clothing	
Item	Recommendations
Gloves	Often needed even in mid summer, especially in camp at night.
Sliders/flipflops	Optional for use in camp. Students are not allowed to walk around barefoot or in socks.

Personal kit	
Item	Recommendation
Rucksack	If using your own ensure this is robust and large enough to get everything in with an adjustable frame. We use 60L Vango Sherpa.
Rucksack liner if using own rucksack.	Dry bag to put everything you want to stay dry in, ie sleeping bag and clothes. This can be a big bin bag or a purpose made dry bag.
Sleeping bag	Ensure this is warm, look for a comfort rating of around zero. If the comfort rating is around 10 degree C this is intended for indoor use and your child will be very cold at night. Even in summer we get night temperatures as low as 1 or 2 degree C.
Sleeping bag liner	Optional, but will increase warmth by around 5C
Sleeping mat	Thin foam yoga style mat or lightweight inflatable mat. We can loan you a foam mat.
Inflatable pillow	Optional. Do not bring a standard pillow as these are too large to go in a rucksack.
Torch	Head torch or handheld, spare batteries.
Personal medication/first aid supplies	Remember your own prescription medication. Painkillers if the school policy allows students to have their own. Blister plasters if you know you are prone to blisters.
Waterbottle	Reusable bottle of 2L size or a hydration pack of 2L.
Cutlery	Most meals can be eaten with a spoon. Knife and fork optional. Consider a spork.
Plate/bowl/mug	Bowl and mug more useful. Everything you can eat on a plate can be on a bowl, less likely to spill. Make sure these are non breakable.
Matches	Matches/cigarette lighter. Gas stove lighter. Store in ziplock bag, 1 per group to light your stove.
Wash kit/personal hygiene	Keep to a minimum, many sites we use don't have showers. Use small travel sized items. Make-up is not required. Remember hand sanitiser.
Sunblock	Use a high SPF, small travel sized bottle lighter.
Towel	Optional, can you manage without a shower for 1 night? If bringing use a lightweight travel towel, these are quick to dry and much smaller than a standard towel.
Notebook/pencil	Useful depending on your project. May only need 1 per group
Washing up kit	1 per group needed, small bottle of washing up liquid and sponge, you need to clean your plates and pans.

Personal kit	
Item	Recommendation
Plastic bags	Great for all sorts of reasons, rubbish bags, storing wet dirty clothes, extra protection for sleeping bag. They weigh nothing and are versatile.
Playing cards/small ball	Optional, but worth bringing something to entertain yourself with in the evening. It needs to be light, small and not noisy-no music speakers.
Insect repellent	Often needed in the Lakes, Wales and Scotland. Useful elsewhere.
Sunglasses	Optional

5.0 Expedition Manager Checklist



EXPEDITION MANAGERS CHECKLIST

Customer and Course Details		
School Name	Dates (From and to)	Level (Bronze, silver or gold)
Expedition Location	Expedition Manager	Meeting point with customer and time
All Staff Confirmed	Meeting onsite	Meeting onsite
Vehicle Allocation	HQ	J19
Vehicle Allocation	HQ	J19
Additional information		



EXPEDITION MANAGERS CHECKLIST

Expedition Start Checklist		All Complete	Signed
Tasks	Complete	Signed	
Expedition manager check in with camp site			
All staff on site			
Groups allocated and consents checked - medical requirements recorded			
Overview of customer, requirements of course, dangers, weather and AOB complete			
Equipment allocated to instructors including phones			
Phone numbers recorded on first aid cards & recorded on expedition overview			
All staff have expedition managers number, manager has all staff numbers			
Assessors allocated and recorded (page 3)			
Staff briefing complete			
Participant transfers complete			
All participants on site and checked against master list			
Groups allocated to instructors (any changes and amendments made and recorded)			
Expedition manager check in with school visiting staff (required details exchanged)			
Notes on expedition start-new staff etc			



EXPEDITION MANAGERS CHECKLIST

Assessor Allocation			All Complete	Signed
Group designation	Assessor Name	Group Aim	Complete	Signed
A				
B				
C				
D				
E				
F				
G				
H				
I				
J				
K				
L				
M				
N				
O				
P				
Q				
R				
S				
T				
U				
V				
W				
X				
Y				
Z				



EXPEDITION MANAGERS CHECKLIST

Participant non complete			All Complete	Signed
Participant name	Group designation	Reason	School and parents informed	Time and date left course

Notes on participant non completion if required



EXPEDITION MANAGERS CHECKLIST

Campsites				All Complete	Signed
Campsite name	Date/s used	Amount Paid	Method of payment	Complete	Signed

Notes on campsites - issues/dangers/changes



EXPEDITION MANAGERS CHECKLIST

Expedition Close Checklist		All Complete	Signed
Tasks	Complete	Signed	
Accident/Incident forms completed			
Equipment checked and returned			
School staff de-briefed and feedback completed			
Consent forms returned			
Route cards returned			
Assessor presentations completed			
Supervisor to participant de brief completed			
Maps cleaned			
Equipment damage/losses recorded with expedition manager			
Equipment packed into vans			
Participants de brief from expedition manager			
Participants and school staff accounted for and departed			
Instructor de-brief			
Clean up of area			
Notes on close of expedition			



EXPEDITION MANAGERS CHECKLIST

Return to HQ Checklist	All Complete	Signed
Tasks	Complete	Signed
Vans cleaned, fuelled & locked up at HQ		
Admin box upstairs		
All paperwork into office and checklist on desk		
All vehicle keys in key box		
Staff gone home		
HQ locked up and secure		
Text to Duty Manager with all complete		

Notes for office



EXPEDITION MANAGERS CHECKLIST

Customer feedback

Subject	Poor	OK	Good	Outstanding
Pre course information & communication				
Sam Sykes group instructors				
Sam Sykes expedition manager				
Sam Sykes office staff				
Equipment				
Location general				
Campsites				

Notes on customer feedback

6.0 Expedition Overview



EXPEDITION LOGISTIC OVERVIEW AND ACTION REQUIRED

SCHOOL / LEVEL: test school - level

NO OF PARTICIPANTS: in 0 Groups

PAYMENT MILESTONES:

No	Date	Sent	SubTotal	Total inc Vat	Due	INV_Paid

Please note any changes in numbers between payment of the deposit and payment of the balance must be agreed with Sam Sykes Ltd. Minimum group numbers apply.

LOGISTICS OVERVIEW

QUALIFYING EXPEDITION

LOCATION: Waddecar

DROP OFF:

16/11/20 10.00

Waddecar scout Activity Centre, Preston, Snape Rake Ln, Preston PR3 2EU

PICK UP:

17/11/20

Waddecar scout Activity Centre, Preston, Snape Rake Ln, Preston PR3 2EU

CAMPS:

If travelling by train please use

Please note you will receive an expedition overview 2 weeks before your expedition start. This will include details of your Sam Sykes Ltd duty manager, their contact telephone number and your Sam Sykes Ltd staff team, their CRB numbers and first aid expiry dates.



CHECK LIST

WHAT DO I NEED TO BRING? CHECK LIST

- 2 X WALKING TROUSERS (NO JEANS! MAN MADE MATERIAL IDEAL)
- SHORTS IF WEATHER PERMITS
- 2 X FLEECE JUMPERS/JACKETS - NO COTTON
- 3 X TOPS (LONG SLEEVE T-SHIRT/BASE LAYER IDEAL) - FOOTBALL SHIRT MATERIAL
- UNDERWEAR FOR DURATION OF EXPEDITION
- 1 X WALKING BOOTS (THAT YOU ARE USED TO WEARING)
- 6 X WALKING SOCKS
- WARM HAT
- 1 X PAIR GLOVES (THIN GLOVES, NOT SKI GLOVES)
- WATERPROOF TROUSERS (BREATHABLE MATERIAL E.G GORE TEX)
- WATERPROOF JACKET (BREATHABLE MATERIAL E.G. GORE TEX)
- GAITORS

- SLEEPING BAG (WARM ENOUGH FOR VENUE/TIME OF YEAR)
- WATERPROOF BAG FOR SLEEPING BAG (DRY BAG OR PLASTIC)

- SUN CREAM
- INSECT REPELLENT

- SMALL QUANTITY OF MONEY FOR A PAYPHONE (2 X £1 AND 2 X 50P)
- PENCIL AND NOTEBOOK
- CAMERA (OPTIONAL)
- WATCH (WATERPROOF)
- WHISTLE (FOR EMERGENCY SITUATIONS)
- HEAD TORCH (E.G PETZL TIKKA)
- SPARE BATTERIES FOR HEAD TORCH
- PERSONAL FIRST AID KIT (COMPEED OR SIMILAR FOR BLISTERS, SMALL CUTS ETC)
- 2 X HIGH ENERGY FOOD BARS FOR EMERGENCY SITUATIONS

- WATER BOTTLE 1 - 2 LITRES (E.G NALGENE)
- KNIFE, FORK, SPOON (OR JUST A SPORK!)
- SMALL POCKET KNIFE (E.G SWISS ARMY KNIFE)
- PLATE/BOWL
- MUG
- BOX OF MATCHES IN WATERPROOF CONTAINER
- 2 X LIGHTERS IF MATCHES GET WET!
- WASH KIT (TOOTHPASTE, TOOTHBRUSH, SOAP)
- SMALL TOWEL (QUICK DRYING TOWEL IDEAL)
- SCOURERS FOR STOVE (PLASTIC NOT METAL!)
- TOILET PAPER IN WATERPROOF CONTAINER
- FOOD FOR EXPEDITION (KEEP IT LIGHT - NO TINS)
- PLASTIC BAGS FOR RUBBISH



EQUIPMENT

WHAT EQUIPMENT DOES SAM SYKES PROVIDE?

RUCKSACK
 RUCKSACK LINER
 TENT
 ROLL MATT
 STOVE + POTS + PANS
 FUEL FOR STOVE
 MAPS
 COMPASSES
 GROUP FIRST AID KIT

(If you have your own versions of the provided equipment please feel free to use it)

WHAT WILL I EAT?

You are responsible for bringing enough food for the duration of the programme on both the training and practice and assessed expeditions. Please remember that throughout the expeditions you will require a lot of energy. Your instructor will of course go through everything at the beginning of your training and practice expedition, but here are some hints and tips when choosing what to bring:

- ✓ Choose food you know you like!
- ✓ The stove you will be using means that the food you bring must be able to be cooked and prepared in a pan.
- ✓ Boil in the bag meals at camping shops are a fantastic option and significantly reduce the amount of time washing up you have to do!
- Try to avoid tins, they are just heavy and cumbersome.
- Make sure that lunches do not have to be cooked with the stove as that will slow you down on the expedition.

Food is of course down to personal taste, but here are some suggestions.

Breakfast	Porridge, cereal bars, flapjacks, hot chocolate, granola.
Lunch	Pitta breads or wraps, primula cheese, sardines, salami, fruit (apples), mars bars, chocolate, nuts and sweets.
Dinner	Pasta, soups, stews, noodles, custard and biscuits.
Snacks	Any of the above. Chocolate is always a good start but fruit is even better.

Don't worry if it isn't perfect, it is all part of the experience

7.0 Standard consent form



Please complete the following form using block capitals and return it to a Sam Sykes Ltd member of staff or your link teacher. This personal information and consent form will be kept securely on file and represents your permission for us to work with the below named individual for the foreseeable future.
Please return the completed form within 7 days of receipt.



Personal information & Consent form

Participant's expedition dates:

From	To	Year

School/Unit Name:

.....

Participant Personal Details

First names: Family name:

Date of birth: Age: Male Female

Address: Postcode:

Mobile number: Home number:

Next of Kin Details

Name of next of kin and relationship to you:

Next of kin contact numbers:

Next of kin address: Postcode

Medical Information

The information provided in this section will be treated as confidential and will help ensure that you get the most out of the programme. If you have any doubt what so ever about completing this part of the form, please consult your doctor.

Does the participant have any of the following conditions?

	Yes	No		Yes	No
Back problems			High blood pressure		
Knee or ankle problems			Heart conditions		
Asthma			Diabetes		
Prone to Fainting			Physical Disabilities		
Prone to dizzy spells			Mental Illness		
Epilepsy			Infectious Disease		
Allergies			Other		
Coeliac Disease			Have you had a Tetanus vaccination in the last 10 years?		

If you have answered yes to any of the above, please provide more information:

.....

Please provide any information regarding any medication or medical treatment that you may or will need to take during the activity:

.....

Please give details of any other recent medical conditions, medical issues or disabilities that Sam Sykes Ltd should be aware of:

.....

Do you have any specific dietary needs (Vegetarian, Vegan, Nut Allergies):

.....

Family Doctor Information

Doctor's name: Doctor's contact number:

Doctor's address:

..... Postcode:

Emergency Contact

Name: Contact number:

Address:

..... Postcode

How do you know this person?:

Consent to be completed by the parent / guardian / other responsible adult

In signing for a participant who is under 18 years of age, I acknowledge the following;

I have read the supporting information and confirm it is correct and agree to (insert name of participant)

..... taking part in the Sam Sykes Ltd expedition programme.

- I agree to the above named participant receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.
- I understand that the Sam Sykes Ltd staff will be acting in loco parentis during the programme and that during activities this will be delegated to the instructor or programme director of that activity.
- I agree to the organisers of the programme making contact by letter/ phone/email with further details of the programme and for monitoring/future offers of further development opportunities.
- I understand that any costs for damage caused by the above named participant will normally be passed onto their parent/guardian.
- I understand that if the above named participant is sent home it is my responsibility to collect them and/or make suitable arrangements at my own cost.
- I consent to photos and video footage of the above named participant being taken during the programme. I give permission for images and video to be used by Sam Sykes Ltd in any publications, including their website. Any images recorded can be copied and given to participants as a memento of their contribution.
- To opt out of the named participant appearing on Sam Sykes Ltd publications please tick here:

Statement of Risk

The Sam Sykes Ltd team places safety as a top priority. Adventurous activities involve some risks for the people taking part, and we aim to keep these risks as low as possible. The chances of serious injury are extremely low, but the chance of minor injuries (bruises, bumps and - less likely - minor fractures) are a possible result of taking part in Adventurous activities. The Sam Sykes Ltd team will minimise the actual dangers by:

- Carrying out a careful assessment of all risks before commencing the activity.
- Only using experienced instructors with the appropriate qualifications for the activity.
- Ensuring equipment and clothing is well-maintained and suitable for the activity and environment.
- Ensuring activities are within the capabilities of the participants.
- Giving clear safety instructions to everyone participating.
- Asking participants to supply any medical conditions or information.
- Ensuring good hygiene standards are kept.

We expect participants to co-operate with the Sam Sykes Ltd team to ensure the safety of all participants, by following instructions and answering questions honestly about any medical conditions or other information relating to health and safety.

Protective Equipment

For some outdoor activities you may need to wear personal protective equipment such as climbing helmet, full body harness or life jacket. Please state below any reason why you may not be able to wear such equipment. If you are unsure about this question please discuss it with Sam Sykes Ltd staff.

I confirm I have read and understood the above and I, or the person named below, will be available during the dates shown if you need to contact me/us.

Parent/Guardian Name (Capital letters please):

Signature: Date:

Contact name:

Address:

Telephone number (if different from above):

Please ensure this form is signed above. Return to: Sam Sykes Ltd, Mintsfeet Road, Mintsfeet Industrial Estate, Kendal, LA9 6LU

7.1 Zoo keeper residential consent and information form



Zoo Keeper's Residential Information Pack

Joining Letter

Dear Participant,

You are confirmed on the Sam Sykes and Blackpool Zoo, Zoo Keeper's Residential Programme.

Please find attached to this letter more detailed information regarding the following -

- Accommodation, timings, transfers and food
- What to bring?
- What to expect on my residential?

In addition, we require some information from you in advance of the programme. **We must receive this information 4 weeks before your residential start date.** Please have your order number to hand.

- **Personal information and consent and medical form**

This form (pages 6 - 9 inclusive) need to be returned by post to Sam Sykes Limited, Mintsfeet Industrial Estate, Mintsfeet Road, Kendal, Cumbria, LA9 6LU. Please note you must return this information to be allowed to attend the programme.

I hope you find the information useful. If you do have any questions or require further information, please visit the Sam Sykes website, <http://www.samsykesltd.co.uk>, or call the office on 015394 43157.

We hope that you enjoy your residential experience. This experience will be extremely rewarding, fulfilling and is something that will stay with you forever and that you can be extremely proud of.

Kind regards

The Sam Sykes Team



Residential overview - Accommodation, timings, transfers and food

Accommodation

Fylde Scout HQ Address
Heyhouses Lane
St Annes
Lancashire
FY8 3RN

Please click [here](#) to see the location of the Fylde Scout HQ.

You will be staying at Fylde Scout Headquarters from Sunday - Friday (5 nights in total). Two Sam Sykes supervisor staff will be onsite with you.

You will be provided with a pillow and a single duvet, but you need to bring your own linen.

For more information on the accommodation, please visit <http://www.fyldescouts.org.uk/activitycentre/indoor-accommodation/>

Please note although comfortable, it is basic dormitory style accommodation. The rooms do not all have plugs for mobile phones, so you may have to share or leave phones and/or cameras charging in the halls.

Timings

The programme will start at 17.30 on Sunday at the Fylde Scout HQ and will finish at 15.45 on Friday at Blackpool Zoo.

Blackpool Zoo
East Park Drive
Blackpool Zoo
Lancashire
FY3 8PP

Please click [here](#) to see the location of the Blackpool Zoo or for information on how to find Blackpool Zoo, please visit <https://www.blackpoolzoo.org.uk/plan-your-visit/how-to-find-us>



Transport - by car?

Travelling by car or being dropped off -

Sunday - Please be at Fylde Scout HQ at 17.30. There is plenty of parking on site.

Friday - Please arrange to be collected from Blackpool Zoo main entrance at 15.45.

There is plenty of parking on site for your own car.

Transport and transfers - by train?

Please use Blackpool North train station. Please click [here](#) to see Blackpool North train station location.

Sunday - A Sam Sykes member of staff will greet you and a coach transfer will take you and your luggage to the Scout HQ at 17.00.

Friday - There will be a return transfer on Friday to catch connecting trains from 16.30 onwards

If you miss your transfer you can get a taxi from outside the train station, which you will have to pay the driver directly for. Here are some numbers should you need to call a cab. Transfers can cost up to £15.

Whiteside taxis - 01253 711611

C Cabs - 01253 292929

Blacktax - 01253 596596

Daily transfers

We will arrange all daily transfers to and from the zoo on your behalf.

Food

All food and refreshments will be provided as part of the programme. A 2 course dinner and breakfast will be served at the Scout HQ each day (including Sunday night) and lunch and refreshments will be provided by the canteen at Blackpool Zoo.



Residential overview - Packing

What to bring?

You will need to bring a range of clothing and footwear with you. Bring clothes that you can work hard in, get muddy, dirty and don't mind getting torn or damaged. You will be working outside at the zoo no matter what the weather, so waterproof jackets and trousers are essential. Robust walking boots or shoes are necessary for the practical zoo work, trainers or canvas pumps will not be acceptable. In the evening you will need comfortable clothes you can relax in and indoor shoes.

A Suggestion Of What To Bring -

GENERAL

- BED LINEN (PILLOW CASE, SINGLE DUVET COVER AND SINGLE BOTTOM SHEET)
- TOWEL
- PERSONAL WASH KIT
- PJs
- SOCKS AND UNDERWEAR FOR DURATION OF PROGRAMME
- HAIR DRYER
- PENS/PENCILS
- CAMERA (OPTIONAL)
- WATCH (WATERPROOF)
- WATER BOTTLE

AT THE ZOO

- 2 X WORKING TROUSERS AND/OR SHORTS IF WEATHER PERMITS (no short shorts!)
- 2 X FLEECE JUMPERS/JACKETS
- 3 X TOPS
- 1 X WALKING BOOTS AND SOCKS
- WELLIES (OPTIONAL)
- WARM HAT
- 1 X PAIR GLOVES (THIN GLOVES, NOT SKI GLOVES)
- WATERPROOF TROUSERS (BREATHABLE MATERIAL E.G GORE TEX)
- WATERPROOF JACKET (BREATHABLE MATERIAL E.G. GORE TEX)
- SUN CREAM

AT SCOUT HQ/IN THE EVENINGS

- TRAINERS FOR CLIMBING SESSION
- LEGGINGS/TRACKSUIT FOR ACTIVITY SESSIONS
- CHANGE OF CLOTHES FOR CINEMA OR RELAXING AT THE CENTRE



Residential overview - What to expect?

Residential components -

- The work and role of a modern zoo
- The importance of record keeping
- Zoo legislation
- Enclosure design
- Research projects
- Animal husbandry, food preparation and animal feeding
- Species specific theory sessions
- Mock interviews
- Presentation skills
- Team building and group work

Outline general Itinerary - you will be required to leave 30 minutes earlier on one/ two mornings

08.00 - Breakfast
 09.00 - Transfer to Zoo
 09.30 - Morning session
 12.30 - Lunch
 13.15 - Afternoon session
 16.30 - Return to Scout HQ
 18.00 - Dinner
 19.30 - Evening activity, independent time or project work
 22.00 - Own rooms, lights out

Evening activities

The main purpose of the residential is for you to meet new people and make new friends. With this in mind we have made sure you have plenty of time to chat, relax and share experiences in the evenings. There is no TV at the centre, but you are welcome to bring music players, books etc to keep you entertained. In addition, we have put a few evening activities on to help you get to know each other and to perhaps try something new.

Sunday - Settling in and ice breakers
 Monday - Climbing session (optional)
 Tuesday - Cinema
 Wednesday - Own time
 Thursday - Work on presentations



Zoo Keeper's Residential - Personal Information

TO PRINT, COMPLETE AND RETURN - Please complete the following form using block capitals and return it to Sam Sykes Ltd by post. This personal information and consent form will be kept securely on file and represents your permission for us to work with the below named individual for the foreseeable future.

Please complete all fields.

Please return the completed form within 7 days of receipt.

Residential Dates and Booking Details -

From - Until -

Order Number -

Do you require a transfer from Blackpool North to Fylde HQ on Sunday at 17.00 -

Do you require a transfer from Blackpool Zoo to Blackpool North to on Friday at 15.45 -

What is your T- Shirt Size -

Participant Personal Details -

First names: Family name:

Date of birth: Age: Male Female

Address:

Postcode:

Mobile number: Home number:

Personal Aims/Objectives -

Please list you 3 key reasons for attending this residential -

1 -

2 -

3 -

Emergency Contact

Name: Contact number:

Address:

Postcode:

How do you know this person?:



Zoo Keeper’s Residential - Medical Information

TO PRINT, COMPLETE AND RETURN - Medical Information

The information provided in this section will be treated as confidential and will help ensure that you get the most out of the programme. If you have any doubt what so ever about completing this part of the form, please consult your doctor.

Does the participant have any of the following conditions?

	Yes	No		Yes	No
Back problems			High blood pressure		
Knee or ankle problems			Heart conditions		
Asthma			Diabetes		
Prone to fainting			Physical disabilities		
Prone to dizzy spells			Mental illness		
Epilepsy			Infectious disease		
Allergies			Other		
Coeliac Disease			Have you had a Tetanus vaccination in the last 10 years?		

If you have answered yes to any of the above, please provide more information:

.....
Please provide any information regarding any medication or medical treatment that you may or will need to take during the activity:

.....
Please give details of any other recent medical conditions, medical issues or disabilities that Sam Sykes Ltd should be aware of:

.....
Do you have any specific dietary needs (Vegetarian, Vegan, Nut Allergies):

Family Doctor Information

Doctor’s name: Doctor’s contact number:

Doctor’s address:

..... Postcode:

Next of Kin Details

Name of next of kin and relationship to you:

Next of kin contact numbers:

Next of kin address:

..... Postcode

Protective Equipment

For some outdoor activities you may need to wear personal protective equipment such as climbing helmet, full body harness or life jacket. Please state below any reason why you may not be able to wear such equipment. If you are unsure about this question please discuss it with Sam Sykes Ltd staff.



Zoo Keeper's Residential - Statement of Risk

TO PRINT, COMPLETE AND RETURN - Consent to be completed by the parent / guardian / other responsible adult/participant

In signing for a participant who is under 18 years of age, or signing for myself if aged 18 or over, I acknowledge the following; I have read the supporting information and confirm it is correct and agree to (insert name of participant).....

..... taking part in the Sam Sykes Ltd expedition programme.

- I agree to the above named participant receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.
- I understand that the Sam Sykes Ltd staff will be acting in loco parentis during the programme and that during activities this will be delegated to the instructor or programme director of that activity.
- I agree to the organisers of the programme making contact by letter/phone/email with further details of the programme and for monitoring/future offers of further development opportunities.
- I understand that any costs for damage caused by the above named participant will normally be passed onto their parent/guardian.
- I understand that if the above named participant is sent home it is my responsibility to collect them and/or make suitable arrangements at my own cost.
- I consent to photos and video footage of the above named participant being taken during the programme. I give permission for images and video to be used by Sam Sykes Ltd in any publications, including their website. Any images recorded can be copied and given to participants as a memento of their contribution.

Statement of Risk

The Sam Sykes Ltd team places safety as a top priority. Adventurous activities involve some risks for the people taking part, and we aim to keep these risks as low as possible. The chances of serious injury are extremely low, but the chance of minor injuries (bruises, bumps and - less likely - minor fractures) are a possible result of taking part in Adventurous activities. The Sam Sykes Ltd team will minimise the actual dangers by:

- Carrying out a careful assessment of all risks before commencing the activity.
- Only using experienced instructors with the appropriate qualifications for the activity.
- Ensuring equipment and clothing is well-maintained and suitable for the activity and environment.
- Ensuring activities are within the capabilities of the participants.
- Giving clear safety instructions to everyone participating.
- Asking participants to supply any medical conditions or information.

We expect participants to co-operate with the Sam Sykes Ltd team to ensure the safety of all participants, by following instructions and answering questions honestly about any medical conditions or other information relating to health and safety.

Statement of Risk - Blackpool Zoo

All animals naturally carry a range of diseases, some of which can also affect humans. These diseases are known as zoonoses and during work with animals, human's health may be at risk from them. Some of these diseases are not common in Great Britain and good hygiene practices will protect against them. It is essential that all cuts and grazes are covered, and that hands/arms are thoroughly washed before eating or drinking after being in contact with animals or their enclosures. All protective gloves provided must be used and all instructions given by staff must be followed at all times. All of our animals are regularly examined and screened by our vets.

DISCLAIMER: I give permission for the group to take part in the Blackpool Zoo Learning Programme and I understand that the course involves working with animals and animal contact, and in giving my consent I agree to all of the requirements stated previously, and that in the event he/she contravenes the conditions and safe working practices in place that Blackpool Zoo, its owners, employees or agents, will not be held responsible for any loss or injury sustained. **DECLARATION:** I authorise Blackpool Zoo staff to administer or approve any medical treatment of first aid deemed necessary. I agree that Blackpool Zoo has the right to remove any disruptive children from our learning programme courses. Blackpool Zoo will not accept responsibility for loss or damages whether to personal acts or property. Please be assured your personal details will be protected under the 1998 Data Protection Act.



Zoo Keeper's Residential - Consent and Signature

TO PRINT, COMPLETE AND RETURN -

I confirm I have read and understood the above and I, or the person named below, will be available during the dates shown if you need to contact me/us.

Parent/Guardian Name/Participant if 18 or over (Capital letters please):

Signature: Date:

Contact name:

Address:

7.2 Horse riding consent and information form



Gold Horse Riding Expedition Information

Joining Letter

Dear participant,

You are confirmed on a 10 day gold horse riding expedition. This programme includes a 5 day, 4 night training and practice expedition programme and 5 day 4 night qualifying expedition.

In this pack you will find more detailed information regarding the following -

- Location, timings and transport
- General information - expedition aims and what to expect
- What to bring?
- What does Sam Sykes Ltd Provide?

In addition, we require some information from you in advance of the programme. **We must receive this information 8 weeks before your expedition start date.** Please have your order number to hand (this can be found on your email confirmation)

- Personal Information, riders registration questionnaire and consent and medical information.

This form (pages 8 - 11 inclusive) need to be returned by post to Sam Sykes Limited, Mintsfeet Industrial Estate, Mintsfeet Road, Kendal, Cumbria, LA9 6LU. Please note you must return this information to be allowed to attend the programme.

I hope you find the information useful. If you do have any questions or require further information, please visit the Sam Sykes website, <http://www.samsykesltd.co.uk>, or call the office on 015394 43157.

We hope that you enjoy your expedition package . This experience will be extremely rewarding, fulfilling and is something that will stay with you forever and that you can be extremely proud of.

Kind regards,

The Sam Sykes Team



Location, timings and transport

Location and timings

The programme will start at 10.30 and finish at 16.30 at Bigland Hall.

Bigland Hall, Backbarrow, Cumbria LA12 8PB.

Please click [here](#) for information on how to find Bigland Hall.

Transport - by car?

Travelling by car or being dropped off -

Please be at Bigland Hall by 10.15.

Please arrange to be collected from Bigland Hall at 15.30.

There is plenty of parking on site for your own car or if you are being dropped off.

Transport and transfers - by train?

Please use Grange-Over-Sands train station. Please click [here](#) for more information about Grange-Over-Sands train station.

You will need to arrange a taxi transfer from Grange-Over-Sands to get to Bigland Hall. This should cost no more than £18 - £20.

A Star Taxis - 015395 35355



Information, aims and what to expect

General Information -

Choosing to complete a Duke of Edinburgh's (DofE) Gold Award on horseback presents participants with a unique set of challenges, but it also provides a tremendous sense of adventure and achievement. Travel by horse requires careful planning to ensure success and to overcome the challenges that participants will encounter.

Expedition aims -

DofE Gold Horseback expeditions require participants to successfully ride and care for a horse or pony on a four-day mounted qualifying expedition with 3 overnight camps, without direct adult supervision or intervention. You will be expected to plan your own route, making your way, each day, to pre-designated camping locations. Riders will be expected to carry with them emergency equipment and items associated with the well-being of the horse. Due to the restriction of the weight which can be carried on horseback, certain items of equipment will be pre-positioned at the campsites.

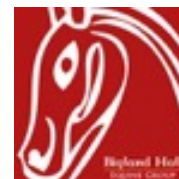
What to expect - the training and practice programme -

Sam Sykes Ltd and Bigland Hall Equine Group will provide training and practice to ensure participants are well prepared and possess the necessary skills to successfully complete the qualifying expedition phase. During the training and practice week and alongside the expedition skills set out in the DofE expedition training framework, you will learn how to:

- Prepare your horse for an expedition with the correct tack and equipment.
- Care for your horse during an expedition.
- Ride safely in a group in open countryside.
- Plan and navigate a safe route.
- Ride safely on a public road.
- Know what to do in the event of an emergency.
- Load and unload a horse from a trailer.

Part of your training and practice week will be spent at the centre and part will be spent on a three day practice expedition with overnight camps.

Participants will be expected to plan a route between each camping location, maximising use of open country, bridleways and tracks. Travelling time on horseback each day will take approximately 4 to 6



Information, aims and what to expect

hours. The route will be ridden generally at a steady pace. Overnight grazing for the horses will be pre-arranged at a location close to each campsite.

What to expect - the horses

Horse back expeditions require horses that have been specifically trained and prepared for the challenge of riding in open, remote countryside. Bigland Hall Equine group will provide your horses for the training and practice and qualifying expedition. These top quality horses have many years of experience taking part multi-day riding expeditions and are proven in some of the most remote and exposed terrain England. The horses are forward thinking, sure footed and offer a fantastic ride. Bigland Hall Equine Group will provide all tack and specific expedition kit for the horses. Throughout the expedition, the support vehicle and Sam Sykes Ltd staff will be following the route by road transporting feed and supplies required each night for the horses.

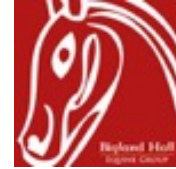
What expect - supervision

Sam Sykes Ltd and Bigland Hall Equine Group will be responsible for the safety, care and welfare of the horses and participants during the expedition. Horseback expeditions are supervised and assessed in the same way as all other land based DoFE expeditions. In addition to normal remote supervision methods, riders will also be more closely supervised by a qualified member of staff for parts of the journey where there are specific hazards, such as water crossings or road crossings. In addition, the support vehicle will be positioned at strategic locations to provide assistance if necessary.

What to expect - Bigland Hall Equine Group

Bigland Hall Equine Group offers premier horse riding in Cumbria and the Lake District. A family run business offering over 35 years experience Bigland Hall Equine Group are passionate about their horses and the wide range of opportunities they can offer. They hold a range of qualifications including BHS UKCC L2 coaching, BET Ride Leaders and Mike Myers once represented England in the BHS Le TREC competitions. Bigland Hall is a stunning venue with panoramic views of the Lakeland hills that simply take your breath away. Your expedition will take you straight out into the hills and will offer a real sense of true adventure.

To read more about Bigland Hall Equine Group, please visit their website <http://biglandhall.com>.



What does Sam Sykes Ltd and Bigland Hall Equine Group Provide?

Group Equipment

RUCKSACK
RUCKSACK LINER
TENT
ROLL MATT
STOVE + POTS + PANS
FUEL FOR STOVE
MAPS
COMPASSES
GROUP FIRST AID KIT SADDLE BAGS
MAP HOLDERS
HI-VIS VESTS
SPECIALIST HORSE-CARE KIT



What to bring - clothes and personal kit

Checklist

- JODPHURS
- RIDING HAT (BHS APPROVED STANDARD)
- MOUNTAIN RIDER SHORT BOOTS (ORDINARY RIDING BOOTS ARE NOT ACCEPTABLE)
- RIDING GLOVES
- 2 X WALKING TROUSERS (NO JEANS! MAN MADE MATERIAL IDEAL)
- 2 X FLEECE JUMPERS/JACKETS - NO COTTON
- 3 X TOPS (LONG SLEEVE T-SHIRT/BASE LAYER IDEAL) - FOOTBALL SHIRT MATERIAL
- UNDERWEAR FOR DURATION OF EXPEDITION
- 1 X WALKING BOOTS (THAT YOU ARE USED TO WEARING)
- 6 X WALKING SOCKS
- WARM HAT
- WATERPROOF TROUSERS (BREATHABLE MATERIAL E.G GORE TEX)
- WATERPROOF JACKET (BREATHABLE MATERIAL E.G. GORE TEX)
- CHAPS
- SLEEPING BAG (WARM ENOUGH FOR VENUE/TIME OF YEAR)
- WATERPROOF BAG FOR SLEEPING BAG (DRY BAG OR PLASTIC)
- SUN CREAM AND INSECT REPELLENT
- SMALL QUANTITY OF MONEY FOR A PAYPHONE (2 X £1 AND 2 X 50P)
- PENCIL AND NOTE BOOK
- CAMERA(OPTIONAL)
- WATCH (WATERPROOF)
- WHISTLE (FOR EMERGENCY SITUATIONS)
- HEAD TORCH (E.G PETZL TIKKA)
- SPARE BATTERIES FOR HEAD TORCH
- PERSONAL FIRST AID KIT (COMPEED OR SIMILAR FOR BLISTERS, SMALL CUTS ETC) 2 X HIGH
- ENERGY FOOD BARS FOR EMERGENCY SITUATIONS
- WATER BOTTLE 1 - 2 LITRES (E.G NALGENE)
- KNIFE, FORK, SPOON (OR JUST A SPORK!)
- SMALL POCKET KNIFE (E.G SWISS ARMY KNIFE)
- PLATE/BOWL/MUG
- BOX OF MATCHES IN WATERPROOF CONTAINER AND LIGHTER IF MATCHES GET WET
- WASH KIT (TOOTHPASTE, TOOTHBRUSH, SOAP)
- SMALL TOWEL (QUICK DRYING TOWEL IDEAL)
- SCOURERS FOR STOVE (PLASTIC NOT METAL!)
- TOILET PAPER IN WATERPROOF CONTAINER AND PLASTIC BAGS FOR RUBBISH
- FOOD FOR EXPEDITION (KEEP IT LIGHT - NO TINS)



What to bring - food

What will I eat?

You are responsible for bringing enough food for the duration of the programme on both the training and practice and qualifying expeditions. Please remember that throughout the expeditions you will require a lot of energy. Here are some hints and tips when choosing what to bring:

Do -

Choose food you know you like!

Bring food that can be cooked and prepared in a pan.

Consider boil in the bag meals available from camping shops. They are a fantastic option and significantly reduce the amount of time washing up you have to do!

Don't -

Bring tins, they are heavy and cumbersome

Plan meals to be cooked on a stove at lunch, it will slow you down on expedition.

For more information and ideas please see our video - <https://samsykesltd.co.uk/what-food-to-bring-on-a-dofe-expedition/>



Gold Horse Riding Expedition - Personal Information

TO PRINT, COMPLETE AND RETURN - Please complete the following form using block capitals and return it to Sam Sykes Ltd by post. This personal information and consent form will be kept securely on file and represents your permission for us to work with the below named individual for the foreseeable future.

Please complete all fields.

Expedition Dates and Booking Details -

Training and Practice - From - Until -
 Qualifying - From - Until -
 Order Number -

Participant Personal Details -

First names: Family name:
 Date of birth: Age: Male : Female:
 Address:
 Postcode:
 Mobile number: Home number:

Emergency Contact

Name: Contact number:
 Address:
 Postcode
 How do you know this person?:

Next of Kin Details

Name of next of kin and relationship to you:
 Next of kin contact numbers:
 Next of kin address:
 Postcode



Gold Horse Riding Expedition - Medical Information

The information provided in this section will be treated as confidential and will help ensure that you get the most out of the programme. If you have any doubt what so ever about completing this part of the form, please consult your doctor.

Does the participant have any of the following conditions?

	Yes	No		Yes	No
Back problems			High blood pressure		
Knee or ankle problems			Heart conditions		
Asthma			Diabetes		
Prone to fainting			Physical disabilities		
Prone to dizzy spells			Mental illness		
Epilepsy			Infectious disease		
Allergies			Other		
Coeliac Disease			Have you had a Tetanus vaccination in the last 10 years?		

If you have answered yes to any of the above, please provide more information:

.....

.....

.....

Please provide any information regarding any medication or medical treatment that you may or will need to take during the activity:

.....

.....

.....

Please give details of any other recent medical conditions, medical issues or disabilities that Sam Sykes Ltd should be aware of:

.....

.....

.....

.....

Do you have any specific dietary needs (Vegetarian, Vegan, Nut Allergies):

.....

.....

Family Doctor Information

Doctor's name: Doctor's contact number:

Doctor's address:

..... Postcode:



Gold Horse Riding Expedition - Statement of Risk and Consent

TO PRINT, COMPLETE AND RETURN - Consent to be completed by the parent / guardian / other responsible adult/participant

In signing for a participant who is under 18 years of age, or signing for myself if aged 18 or over, I acknowledge the following; I have read the supporting information and confirm it is correct and agree to (insert name of participant) taking part in the Sam Sykes Ltd expedition programme.

- I agree to the above named participant receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.
- I understand that the Sam Sykes Ltd staff will be acting in loco parentis during the programme and that during activities this will be delegated to the instructor or programme director of that activity.
- I agree to the organisers of the programme making contact by letter/phone/email with further details of the programme and for monitoring/future offers of further development opportunities.
- I understand that any costs for damage caused by the above named participant will normally be passed onto their parent/guardian.
- I understand that if the above named participant is sent home it is my responsibility to collect them and/or make suitable arrangements at my own cost.
- I consent to photos and video footage of the above named participant being taken during the programme. I give permission for images and video to be used by Sam Sykes Ltd in any publications, including their website. Any images recorded can be copied and given to participants as a memento of their contribution.

Statement of Risk

The Sam Sykes Ltd team places safety as a top priority. Adventurous activities involve some risks for the people taking part, and we aim to keep these risks as low as possible. The chances of serious injury are extremely low, but the chance of minor injuries (bruises, bumps and - less likely - minor fractures) are a possible result of taking part in Adventurous activities. The Sam Sykes Ltd team will minimise the actual dangers by:

- Carrying out a careful assessment of all risks before commencing the activity.
- Only using experienced instructors with the appropriate qualifications for the activity.
- Ensuring equipment and clothing is well-maintained and suitable for the activity and environment.
- Ensuring activities are within the capabilities of the participants.
- Giving clear safety instructions to everyone participating.
- Asking participants to supply any medical conditions or information.

We expect participants to co-operate with the Sam Sykes Ltd team to ensure the safety of all participants, by following instructions and answering questions honestly about any medical conditions or other information relating to health and safety.

Protective Equipment

For some outdoor activities you may need to wear personal protective equipment such as climbing helmet, full body harness or life jacket. Please state below any reason why you may not be able to wear such equipment. If you are unsure about this question please discuss it with Sam Sykes Ltd staff.

CONSENT -

I confirm I have read and understood the above and I, or the person named below, will be available during the dates shown if you need to contact me/us.

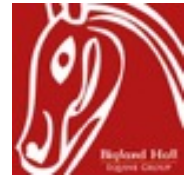
Parent/Guardian Name/Participant if 18 or over (Capital letters please):

Signature: Date:

Contact name:

Address:

Telephone number (if different from above):



Gold Horse Riding Expedition - Rider registration form

TO PRINT, COMPLETE AND RETURN - In order for us to prepare for your expedition and begin to match you with your horse, please answer the following questions in full.

Riding Capabilities and Experience - Name

How tall are you (cms): What do you weigh (kg)

What age were you when you started riding:

Have you attended riding lessons , please give details :

.....

Do you ride on a regular basis , please give details :

.....

Do you own/loan a horse , please give details :

.....

Do you have experience of riding /hacking in open countryside , please give details :

.....

Do you have experience of cantering /hacking in open countryside , please give details :

.....

Do you have experience of riding on public roads , please give details :

.....

Do you have experience of jumping , please give details :

.....

Have you taken part in any riding competitions , please give details :

.....

Please provide more details about your riding experience which you think could be useful:

.....

Please detail ANY disability or medical condition that may affect your ability to ride (if you fail to disclose any information here which later becomes known and affects the programme, you may be asked to leave)

.....

.....

8.0 Staff Appraisal Form

Table 3

Date of Expedition	Location of Expedition	Level of Expedition

Staff Monitoring -							
Task	Good	OK	Poor	Observed	Discussed	Date	Notes
Time keeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Professional appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Prepared for piece of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Knowledge of admin procedures and staff hand book	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Understanding and applying the scope of Summer ML	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Understanding and applying the remit of D of E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Understanding and applying safeguarding procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Remote supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Supervision of campsite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ability to adapt plans to circumstances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dealing with adversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Awareness of local dangers relative to level of award	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Personal skills as a Summer ML	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Interaction with visiting staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Interaction with group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Interaction with other instructors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ability to debrief group and suggest action plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Table 2

Name of Appraiser	Signature	Date
Name of Appraisee	Signature	Date
By signing this I confirm that I have been given an opportunity to review this appraisal.		

9.0 Vehicle Log Sheet

Version 2



DRIVERS LOG & CHECK LIST

Please fill in for every Journey and or driver

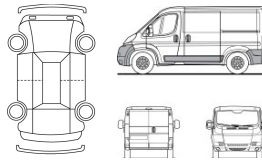
Vehicle Name/Type		Vehicle Registration	
Fuel Card No		Mileage	

Date	Time		Mileage		Journey Details	Driver		Daily Check Complete
	Start	End	Start	End		Name	Signature	

Daily Checks - All lights working; Tyres safe and legal; Windscreen undamaged and clear to drive; Bodywork and trim secure; Tail lifts, refrigeration, winches etc operate effectively.

Date of Check	Name	Fluids	1	2	3	4
1:		Engine Oil				
2:		Brake				
3:		Clutch				
4:		Power Steering				
External Condition	1	2	3	4	Auto Transmission	
Door/Wing Mirrors					Screen Wash	
Wiper Blades					Fuel (Min ¼ full)	
Screen Washers					Coolant	
Windscreen Wipers					Lights/Electric	1 2 3 4
Tyre Pressure					Indicators	
Tyre Wear					Side Lights	
Tyre Damage					Headlights	
Spare Wheel					Number Plate	
General Bodywork					Reversing	
Internal Condition	1	2	3	4	Warning Lights	
Seat Belts					Horn	
First Aid Kit					Door Locking	
General Bodywork					Battery	

Please indicate on the diagram and in the notes below any damage and note course and date if know.



Notes:

10.0 Accident/incident form



Accident/Incident Form

General Information on accident/incident	
Instructor Name	
Date	
School or Customer name	
Location of accident/incident	
Details of injured person	Group
Name	
Address	
Postcode	Telephone number/s
Area injures, arm, leg, etc	
Statement of occurrence (use reverse side if required)	
* Always check continuation on second side	
Instructor signature	Date
Expedition manager or director signature	Date



Statement of occurrence continuation page

A large, empty rectangular box with a thin black border, intended for the continuation of a statement of occurrence.

10.1 Near Miss Form



Near Miss Form The information provided is used to improve our systems.

General information on near miss	
Instructor Name	
Date	
School or Customer name	
Location of incident	
Details of near miss (fill in as much as you are able to)	
Name	
Address	
Postcode	
Telephone Number/s	
Statement of occurrence (use reverse side if required)	
<small>*Always check continuation on second side >></small>	
Instructor Signature	Date:
Expedition Manager or Director Signature	Date:

Statement of occurrence continuation page

Blank area for continuation of the statement of occurrence.

11.0 Canoe equipment checklist



Sam Sykes Ltd Canoeing Equipment checklist

The checklist below is to ensure that all equipment utilised on Sam Sykes Ltd operations is fit for purpose. This checklist is to be used by both the organisation renting the equipment to Sam Sykes Ltd and the qualified canoeing instructor in charge of the canoeing session or expedition.

Using this document as an organisation renting canoeing equipment to Sam Sykes Ltd

We ask that you ensure the equipment is checked to the standards listed in the document below, and that the nominated person in charge of renting the equipment to us, ticks all of the boxes and completes the signature at the bottom of the form. As part of our safety framework we want to ensure that checks are done on any equipment Sam Sykes Ltd uses.

Using this document as an instructor in charge of a canoeing expedition for Sam Sykes Ltd

We ask that you complete all of the checks listed in this document and keep it together with the expedition manager paperwork for the expedition or course you are operational on. If there are any issues with the equipment you are supplied with, please discuss this with your line manager ASAP. This document should be completed prior to the session, course or expedition you are active on. This checklist should also be completed for every occasion the equipment is issued to participants.

Item to Check:	Checks Done:	Notes:	Completed: Tick if acceptable
Canoe Buoyancy Blocks	<ul style="list-style-type: none"> • <u>Solid</u> buoyancy blocks are present at bow and stern. • Blocks securely installed and attached to both hull and gunwales to prevent movement. • Blocks large enough to provide adequate buoyancy to keep boat afloat. 	Blocks must not be able to be displaced when submerged.	
Seats, Thwarts and Yoke	<ul style="list-style-type: none"> • All boat fittings are present and undamaged. • All items securely bolted into gunwales. • No screws/bolts missing. 		
Boat Entrapment Hazards	<ul style="list-style-type: none"> • Screws or bolts are not protruding enough to snag the paddler's clothing. • All lines/straps are secured and away from the paddler's paddling position. 	<p>Any screws or bolts that are deemed to be too long should be cut with a small hacksaw or taped with Gaffa Tape to reduce snagging hazard.</p> <p>The ends of all ropes/lines/straps should be free of knots and not be able to encroach into the paddler's area.</p> <p>All additional equipment must be secured by short straps or by tether and lines stored securely.</p>	

Item to Check:	Checks Done:	Notes:	Completed: Tick if acceptable
Canoe End Loops	<ul style="list-style-type: none"> • End loops are present at each end of boat. • End loops are undamaged and are small enough to prevent hands to getting entrapped. 	<p>End loops ideally should be of climbing rope and be securely fitted to the bow and stern of the canoe.</p> <p>The loops should be large enough to fit a karabiner but no larger.</p>	
General Boat Condition	<ul style="list-style-type: none"> • Hull should not have any holes or significant damage that may lead to leakage. • Gunwales should be free of damage and sharp edges. 	<p>Damage or cuts to plastic gunwales can lead to serious hand/wrist cuts while paddling.</p>	
Personal Floatation Device (Buoyancy Aid or Lifejacket)	<ul style="list-style-type: none"> • All participants must wear a personal floatation device. • Any buoyancy aids used must supply at least 50N buoyancy and should be labelled - 50 EN ISO12402-5 • Any lifejackets used must supply at least 100N buoyancy and should be labelled - 100 EN ISO12402-4 • All floatation devices should be free of damage and significant wear. 		

Item to Check:	Checks Done:	Notes:	Completed: Tick if acceptable
Helmets	<ul style="list-style-type: none"> • All paddlers must wear a watersport helmet while participating in the activity. • Any helmets used must be designed specifically for watersport use. • All helmets used must be labelled EN1385 • All helmets should be free of damage and significant wear. 		
Date:	Name of session coach/leader:	Signature:	