

PRO-ACTIVE ADVENTURE

HEALTH AND SAFETY PROCEDURE

Activity: Team Building Activities

Minimum Instructor Competence:
In House Team Development Course

Date Reviewed: 1/03/18
Next Review Date: 1/03/19
Completed by: C. Richley
Competence:
Is the activity acceptably safe if managed as below? YES
Signature: C. Richley

Main Risks (numbered) People at risk: Participating staff and clients

- 1) Entrapment of fingers
- 2) Impact of objects to head/head onto objects or equipment
- 3) Abrasion injuries
- 4) Entrapment in equipment
- 5) Hypothermia (cold) from weather related factors
- 6) Heat stroke
- 7) Sunburn
- 8) Twisting/back injuries during construction/moving equipment

How to manage/control/reduce these risks safely (corresponding numbers):

Staff operate within company guidelines and hold a First Aid certificate

- 1) Comprehensive safety brief
- 2) Use a correctly fitted helmet on designated activities
- 3) The group leader identifies and highlights potential hazards
- 4) Comprehensive safety brief
- 5) Advise to wear fibre pile clothing underneath cagoule
- 6) Advise to loosen or shed layers in hot conditions
- 7) Provision and application of water-resistant sun block
- 8) Exercises are planned within the capability of the staff and clients

Activity Instructors must ensure that full emergency escape details and a full route plan is completed before the activity is undertaken and put in the Adventurous Activity File in the unit office.

Summoning Help: A call-out person is appointed before the activity takes place. This person is contacted on completion of the activity. If not contacted, they will take appropriate action.

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Activity: Team Building Activities.

Minimum Equipment To Be Carried.

Participants:

1. Individually fitted helmet as appropriate.
2. Use of gloves on designated activities.
3. Change of robust outdoor clothing.
4. Food and drink.
5. Footwear suitable for use (not sandals).
6. Extra clothing to suit the expected conditions.

Participants are to report all defects or damage of equipment to the activity instructor immediately.

Instructor:

1. Company first aid kit.
2. Extra clothing, fleece in a dry bag.

Note: The instructor must remove any defective equipment from service and clearly label the item with what is wrong and notify the stores person.