



The Highland Council and High Life Highland Adventure Activity Safety Guidance

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Intended for use by	All staff facilitating and delivering adventure activities within HLH and THC

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1. Introduction

These guidelines support the '**Highland - Excursions Policy & Guidance**' which is contained in EVOLVE along with other guidance and on the HLH web pages [here](#). Further guidance is provided by the Scottish Government online resource '[Going Out There](#)' (GOT). This guidance provides operational flexibility to staff and volunteers within The Highland Council (THC) and High Life Highland (HLH). They do not stipulate content for Outdoor Education including adventure activities, but they do allow competent persons to make appropriate judgements in order to develop SEAL:

- Safety
- Enjoyment
- Adventure
- Learning

2. Using this guidance

All staff with responsibilities for the management of or the delivery of adventure activities within THC and HLH are to read this document and the relevant adventure activity specific guidance.

For the purpose of this document 'adventure activity' is taken in the broader context than as defined by the Adventure Activity Licensing Regulations 2004 definitions summarised in section 5 below and detailed in [L77 Guidance from the Licensing Authority on the Adventure Activities Licensing Regulations 2004](#).

When planning an excursion containing an adventure activity (whether staff led or provider led), staff must ensure that the associated EVOLVE Visit Plan is clear and details staff / provider that are responsible and associated evidence of competence. Visit Plans without this will be returned. Where an activity is planned and contained in the Annexes as 'Activity Specific Guidance', staff are strongly advised to refer to this and to the HLH and HC Generic Adventure Activity Risk Assessments contained in EVOLVE and on the HLH web pages [here](#).

3. Activities considered to be Adventurous Activities within EVOLVE

Providers of the activities listed below are required to complete a HLH Adventure Activity Provider Assurance form, which is found on [this page](#). Activities listed in section 3.1 are detailed in the Annexes as 'Activity Specific Guidance'. Activities in section 3.2 are not contained in the Annexes as the activity is included in another Annex or is exclusively delivered by external providers (who would be required to complete an HLH Adventure Activity Provider Assurance form).

- 3.1
- Hill / mountain walking
 - Orienteering *
 - Camping or bothying
 - Bushcraft *
 - Rock climbing and abseiling (including indoors)
 - Scrambling
 - Caving *
 - Weaselling *
 - Off road and trail cycling
 - Snowsports (on piste)
 - Skiing (Alpine and Nordic)
 - Snowboarding

- Combined rock / water activities *
 - Coasteering
 - Gorge walking
 - Canyoning
- Paddlesport *
 - Canoeing
 - Kayaking (including indoor sessions)
 - Stand up paddle boarding
- Sailing
- Swimming (in natural waters)
- Surfing *
- Coastal Rowing *
- Sculling and rowing (canals and lochs)
- Open water snorkelling
- Diving
- Archery *

- 3.2
- Ice climbing
 - Horse riding
 - Hill running
 - Shooting (air rifle, small bore, shot gun)
 - Ropes courses
 - Fishing
 - Any visit where pupils will be undertaking other forms of 'adventure activities'

This list is not exhaustive and may be added to as required.

* Site specific endorsement is available via the EVOLVE Leader Approval Award (LAR) module (see section 13) and approved by the Head of Establishment and Outdoor Education / Technical Advisor. All of the site specific endorsements will follow a checklist of skills and possess an assessment criteria. Site specific endorsement checklists are available from Outdoor Education.

4. Activities not covered by this guidance

While this document covers the range of most common activities it is recognised that from time to time establishments will wish to organise and take part in other activities that may be considered 'adventurous' due to their nature or the perception of hazard.

Where there is no reference to a particular activity in this document, planning staff should seek advice from their EVC who can if required, seek advice from;

outdoor.education@highlifehighland.com

5. Adventure Activity Safety Management

Within THC and HLH adventure activities are governed either directly, as activities are within scope of the [Adventure Activities Licensing Regulations 2004](#) (AALR) or indirectly where the principles are expected to be applied. Adventure activities that are defined as within scope of the AALR are:

- **Caving** - underground exploration in natural caves and mines including potholing, cave diving and mine exploration



- **Climbing** - climbing, traversing, abseiling and scrambling activities except on purpose-designed climbing walls or abseiling towers
- **Trekking** - walking, running, pony trekking, mountain biking, off-piste ski-ing and related activities when done in moor or mountain country which is remote i.e., over 30 minutes travelling time from the nearest road or refuge
- **Watersports** - canoeing, rafting, sailing and related activities when done on the sea, tidal waters or larger non-placid inland waters.

The key elements of adventure activity safety management are:

- Well defined desired outcomes
- Activities designed to meet outcomes
- Risk assessment (People, Environment, Activity - PEA)
- Adequate supervision (ratios and competent staff)
- Effective communication – with and from all
- Good planning, preparation, activity management and adequate contingencies
- Appropriate level of activities to the participants (consider inclusion)
- Evaluation

6. Risk Assessment

Risk management is the responsibility of all; however, risk assessments must be completed by those that are competent. THC and HLH can provide risk assessment training. Generic risk assessments can be found on EVOLVE and on the [HLH Outdoor Activities website](#).

7. Responsibilities

It is essential that all those involved in the management, supervision and delivery of outdoor activities understand their responsibilities and that governance and communication channels are clear. All parties must be clear on their level of 'duty of care' and what reasonable expectations of them are.

The head of establishment has responsibility for ensuring safe practice in outdoor education / off site excursions (which may include adventure activities). Leaders of groups are responsible for the safe conduct of activities. THC and HLH are vicariously liable for employees acting in the course of their duties. Therefore, leaders must take care to avoid **reasonably foreseeable** hazards (something that has the potential to cause harm) based on their knowledge and having due regard to age, experience, health and physical ability of staff and participants.

Care should be taken to ensure that the key elements below are considered for each planned event. Education Visit Coordinator Training (EVC) and Visit Leader Training (VLT) must be undertaken by appropriate staff within THC and HLH. This training includes responsibilities, planning, risk assessing and EVOLVE.

The following responsibilities are relevant to adventure activities:

- Participants
 - Carry out instructions and follow guidance
 - Aware of and empowered to undertake 'challenges by choice'
 - Raise any concerns about self or others
- Group leaders / instructors
 - Competent in the proposed activities, understand procedures and supplied with / create risk assessments (evidence uploaded to EVOLVE)

- Adequate knowledge of and information provided to staff and participants
- Competent in relevant THC/HLH policy and procedures
- Deploying staff (if different from group leader)
 - Ensure instructors are competent and fully informed of policy and procedures
 - Ensure participants are managed and supervised appropriately
- Heads of Establishment and EVC
 - Oversight of all off site excursions
 - Ensure staff are competent and plans are robust
 - Ensure governance and responsibilities are understood by staff
 - Ensure EVOLVE submitted to appropriate time scales
 - Routinely monitor activities and test support systems (evidence monitoring)
- Higher management (THC EQIM / HLH Principal Manager)
 - Overall supervision of and application of policies
 - Management of policy non-compliance
- Outdoor Education Officer
 - Provide advice, support and guidance relating to adventure activity safety and good practice
 - Oversight of EVOLVE visit plans (adventurous and overseas)
 - Routinely monitor activities and test support systems (evidence monitoring)

8. Staff

Staff may be employees of THC or HLH, volunteers or freelance staff. All must be aware of their responsibilities and the expectations of them in the event of an incident. Events may well take place out of normal office hours. Planned contact arrangements must take account of this.

The proper training of staff forms one of the key elements essential for achieving consistent safe practice in outdoor education.

UK Health and Safety legislation requires an employer to provide the necessary training for staff to undertake their duties.

- THC and HLH must provide adequate training for staff. This is achieved through the in-service training programmes operated and NGB qualifications
- Heads of establishments must only allow staff to undertake programmes of work for which the required competencies have been acquired.
- Recognition of competence is based on relevant experience, recognised training, and Council Accreditation or National Governing Body Awards. Staff should not be permitted to undertake tasks for which they are not accredited or qualified
- EVC and VLT training courses must be undertaken by appropriate staff within THC and HLH. These courses clearly explain the roles and responsibilities of those leading and supervising visits. They also include risk assessment training and an introduction to the EVOLVE system.

9. Staff Ratios and Party Size

Staff ratios for supervision of a group are the outcome of the excursion specific risk assessment that follows the 'PEA' principle (People, Environment and Activity). In many situations it is desirable for there to be more than one member of staff present. Supervision must be such that it is adequate throughout the activity and allows for contingencies. Suggested maximum ratios are in the Annexes below.

Staffing ratios assume all staff are competent. Many factors will affect the ratios, in general PEA – as mentioned above.



Staff may at times be 'lone working' e.g. DofE supervision, leading walking / biking / basic watersports activities. Risk assessments should take this into account and control measures must consider actions to be taken by the group if the lone working staff member is incapacitated.

10. Participants

Due consideration should be given to the recruitment, selection and participation of participants. Exclusion as well as inclusion must be considered given 'reasonable adjustments'. Factors that should be considered are:

- Relevance of the activity to the participant/s
- Existing health / ASN / behavioural conditions / factors
- Fitness required to safely participate
- Welfare of participants and potential reaction to adventure induced stress
- Clothing and equipment

11. National Governing Body (NGB) Awards

The NGB / governing body of each outdoor sport / activity administer schemes of training for coaches, instructors, and leaders. Most such qualifications require a valid (16 hour) outdoor emergency first aid qualification (valid for 3 years). Some qualifications also require mandatory CPD for a qualification to remain valid. In most cases these schemes provide the preferred form of training for staff undertaking adventure activities.

12. Local Accreditation Schemes

HLH Outdoor Education manage three local accreditation schemes and valid with a first aid qualification and renewed every 3 years:

- Walking and Camping Local Accreditation
- Site specific training for HLH managed climbing walls
- Water Margin Safety course

13. Leader Approval Request (LAR)

This can be applied for via EVOLVE. Staff with sufficient experience but insufficient / no relevant qualification may apply for a LAR. Staff awarded a LAR will be able to operate under supervision. The LAR is a useful way for staff aiming to gain a local accreditation award or an NGB qualification to gain experience.

14. Use of External Providers of Adventure Activities (including freelance staff and volunteers)

External / third party providers are used in many off site excursions. THC and / or HLH staff retain a duty of care within their own level of competence. Therefore where an activity is being 'provided' and THC and / or HLH staff have a concern about the health, safety or welfare of an individual they should raise that concern with the provider and their line management / 24/7 contacts as necessary.

Heads of establishment may only authorise the planning of programmes using an external provider of adventure activities when:

- for groups under 18 years of age - the provider holds a Licence from the [Adventure Activities Licensing Authority](#) allowing them to undertake the provision of adventure activities specified in the schedule to their licence



- All providers of adventure activities to THC and HLH establishments, regardless of whether they have an AALA licence or not are required to complete the HLH '**Adventure Activity Provider Assurance**' form – available via the HLH website [here](#) or the EVOLVE home page.
- All adventure activity instructors (THC and HLH staff, freelance staff and volunteer staff) must complete the '**Adventure Activity Instructor Induction and Registration**' form – available via the HLH website [here](#) or the EVOLVE home page.

15. Travel, Accommodation, Equipment and Third Party Providers

Associated with most activities involving adventure activities are arrangements for travel, accommodation, equipment and third party providers. Staff planning and approving activities should follow appropriate and relevant HLH / THC / national guidance. Staff must be assured that travel, accommodation, equipment and third party providers are of an acceptable standard. There are many quality assurance mechanisms; at HLH / THC level, national and international standards. Other sources of guidance referred to in Section 2 should be used to develop a complete safety management picture. Planning staff should seek guidance from their EVC who if necessary can contact outdoor.education@highlifehighland.com for guidance.

16. Adventure Activity Venues

Adventure activity venues in Highland for the multitude of potential activities vary enormously in factors such as scale, severity, accessibility, ability to summon help etc. Staff must therefore take into account the People, Environment and Activity (PEA) in appropriate measures and ensure that all are an appropriate match. This means for example, novices will not be undertaking or committing to remote activities without the appropriate control measures. A key question for staff organising adventure activities is 'will the activity and environment match the needs of all of the participants'?

Staff assessing a venue must be competent to do so. In most cases, the expectation would be that they were qualified in the activity to be undertaken there. The level of qualification (in accordance with NGB guidance and remit) should reflect the level of the planned adventure activity. Exceptions to this should gain 'sign off' from a Technical Advisor. Staff should seek guidance from qualified colleagues or external technical advice (and record this advice) if necessary. If in doubt, contact outdoor.education@highlifehighland.com for guidance.

Staff assessing a venue either for the first time or when it is new to them, must complete a venue specific risk assessment. Where a venue is to be used regularly, staff are recommended to create a venue document that summarises some or all of the following information:

- Area
- Detailed location
- Parking and access
- Map / plan
- Location detail
- Activity detail
- Guide books / www
- Access / egress
- Leader competence
- Equipment considerations
- Other user issues
- Land access issues / contacts
- Natural history
- Local history
- Toilet options
- Weather considerations
- In Case of Emergency (ICE) – recommended actions
- Mobile signal
- Emergency shelter options
- Significant site related hazards



17. Contingency Planning and Incident Management

Each establishment must have an Emergency Action Plan (EAP) that must cover late back, incident management and emergency procedures that relate to off-site excursions. Staff should be briefed to the appropriate level. It is recommended that staff carry an Incident Card – providing basic guidance and contact details. A template is contained in Excursions Incident Guidance, found on HLH web page [here](#).

ACTIVITY SPECIFIC GUIDANCE

Annex A – Hill / Mountain Walking

<p>Appropriate Qualifications</p> <ul style="list-style-type: none"> • Walking & Camping - HLH Local Accreditation • Lowland Leader • Hill and Moorland Leader • Mountain Leader (Summer / Winter) • Contact outdoor.education@highlifehighland.com for further guidance
<p>Appropriate Ratios</p> <p>1:4-12 depending on risk assessment. See 'Guidance on Activity Ratios' for more guidance</p>
<p>Planning Considerations</p> <ul style="list-style-type: none"> • Ratios should reflect the People, Environment and Activity (PEA). See HLH website for further guidance. • All aspects of the planned walk should be appropriate to the needs and abilities of the participants, i.e., terrain, season, weather • A detailed weather forecast for the area should be obtained prior to the event. • Details of the planned route, including call out cut off time, must be left with 24/7 emergency contacts. • Contingencies should include, alternative / escape routes and discussed by all leaders in advance. • DofE groups should be supervised by: <ul style="list-style-type: none"> ○ Bronze and Silver – HLH Walking & Camping / Mountain Leader (S) ○ Gold - Mountain Leader (S) • DofE Assessors should possess a relevant NGB, or may provide evidence of experience if not qualified • WINTER / winter conditions - group leaders must be Winter ML qualified
<p>Leader Essential Equipment</p> <ul style="list-style-type: none"> • Mobile communications • Compass, map, whistle • Full details on all party members • First aid kit (appropriate for the nature of activity) • Paper and Pencil • Group shelter • Appropriate spare clothing within the group • Appropriate spare food and drink within the group • Individual bivi bags for higher or remote walks • Torch and spare batteries • Rope if ground dictates (used within level of remit and competence)
<p>Quality Indicators</p> <ul style="list-style-type: none"> • A plan, including contingencies (adequately detailed and communicated to the group) • Plan 'B' - alternatives • Leader/s possess appropriate activity qualification i.e. HLH Accreditation / NGB and can demonstrate currency • All participants competent and capable of completing the activity • Appropriate equipment worn / carried by all • Where remotely supervising a group a remote supervision plan exists and is communicated to all

Annex B – Orienteering

<p>Appropriate Qualifications</p> <ul style="list-style-type: none"> • Site specific accreditation • Walking accreditation and or NGB walking qualification • British Orienteering: <ul style="list-style-type: none"> ○ Teaching Orienteering (Part 1, Part 2) ○ Assistant Coach UKCC Level 1 ○ Coach UKCC Level 2 or 3 • Contact outdoor.education@highlifehighland.com for further guidance
<p>Appropriate Ratios</p> <p>1:4-12 depending on risk assessment. See 'Guidance on Activity Ratios' for more guidance</p>
<p>Planning Considerations</p> <ul style="list-style-type: none"> • Ratios should reflect the People, Environment and Activity (PEA). See HLH website for further guidance. • All aspects of the planned walk should be appropriate to the needs and abilities of the participants, i.e., terrain, season, weather, catching features • A detailed weather forecast for the area should be obtained prior to the event. • Details of the planned route, including call out cut off time, must be left with 24/7 emergency contacts. • Contingencies could include <ul style="list-style-type: none"> ○ Lost participants (should they operate in pairs / groups) ○ Issue a whistle to each group ○ Are there natural catching features such as roads, tracks, fences etc to identify limits of activity area) • Minimum of two staff at any activity
<p>Leader Essential Equipment</p> <ul style="list-style-type: none"> • Mobile communications • Compass, map, whistle • Full details on all party members • First aid kit (appropriate for the nature of activity) • Paper and Pencil • Group shelter • Appropriate spare clothing within the group • Appropriate spare food and drink within the group • Torch and spare batteries
<p>Quality Indicators</p> <ul style="list-style-type: none"> • A plan, including contingencies (adequately detailed and communicated to the group) • Leader/s possess appropriate activity qualification i.e. HLH Accreditation / NGB and can demonstrate currency • All participants competent and capable of undertaking the activity • Appropriate equipment worn / carried by all • Where remotely supervising a plan exists and is communicated to all – who know what to do in an emergency



Annex C – Camping or Bothying

<p>Appropriate Qualifications</p> <ul style="list-style-type: none"> • Walking & Camping - HLH Local Accreditation or experience depending on location • Lowland Leader • Hill and Moorland Leader • Mountain Leader • Contact outdoor.education@highlifehighland.com for further guidance
<p>Appropriate Ratios</p> <p>1:2-10 depending on risk assessment. See 'Guidance on Activity Ratios' for more guidance</p>
<p>Planning Considerations</p> <ul style="list-style-type: none"> • Ratios should reflect the People, Environment and Activity (PEA). See HLH website for further guidance. • All aspects of the planned walk should be appropriate to the needs and abilities of the participants, i.e., terrain, season, weather • A detailed weather forecast for the area should be obtained prior to the event. • Details of the planned route, including call out cut off time, must be left with 24/7 emergency contacts. • Contingencies should include, alternative / escape routes and discussed by all leaders in advance. • Camping sites should be appropriate to the group and should be chosen taking the Access Legislation into account. Sites should be booked if appropriate. • Sites should be left in a good condition when leaving. • Hygiene arrangements should include appropriate toileting and washing facilities • Camping equipment (tents, stoves etc) should be in good working order, training should be given in the use of stoves particularly re-fuelling.
<p>Leader Essential Equipment</p> <ul style="list-style-type: none"> • Mobile communications • Compass, map, whistle • Full details on all party members • First aid kit (appropriate for the nature of activity) including paper and pencil • Appropriate spare clothing within the group • Appropriate spare food and drink within the group • Torch and spare batteries
<p>Quality Indicators</p> <ul style="list-style-type: none"> • A plan, including contingencies (adequately detailed and communicated to the group) • Plan 'B' - alternatives • Leader/s possess appropriate activity qualification i.e. HLH Accreditation / NGB and can demonstrate currency • All participants competent and capable of completing the activity • Appropriate equipment worn / carried by all • Where remotely supervising a group a remote supervision plan exists and is communicated to all

Annex D – Bushcraft

<p>Appropriate Qualifications</p> <ul style="list-style-type: none"> • Leave no Trace (LNT) Trainer • Level 3 Forest School Leader • IOL Bushcraft Competency Certificate • Bushcraft certificate / training • Site specific accreditation • Contact outdoor.education@highlifehighland.com for further guidance
<p>Appropriate Ratios</p> <p>1:2-16 depending on risk assessment. See 'Guidance on Activity Ratios' for more guidance</p>
<p>Planning Considerations</p> <ul style="list-style-type: none"> • Ratios should reflect the People, Environment and Activity (PEA). See HLH website for further guidance. • All aspects of the activity should be appropriate to the needs and abilities of the participants, i.e., terrain, season, weather • A detailed weather forecast for the area should be obtained prior to the event. • Details of the planned activity area/s, including call out cut off time, must be left with 24/7 emergency contacts. • Permission to use land / light fires may be required • Sites should be left in a good condition when leaving • Hygiene arrangements should be considered when selecting foods and ability to sanitise • Equipment (sharps and fire lighting etc) should be in good working order, training should be given in the use of all equipment
<p>Leader Essential Equipment</p> <ul style="list-style-type: none"> • Mobile communications • Full details on all party members • First aid kit (appropriate for the nature of activity) including paper and pencil • Fire blanket and water supply • Appropriate spare clothing within the group • Appropriate spare food and drink within the group
<p>Quality Indicators</p> <ul style="list-style-type: none"> • A plan, including contingencies (adequately detailed and communicated to the group) • Plan 'B' - alternatives • Leader/s possess appropriate activity qualification i.e. qualification / accreditation and can demonstrate currency • All participants competent and capable of completing the planned activity • Appropriate equipment worn / carried by all

Annex E – Rock Climbing & Abseiling (rock, indoor/outdoor, single/multi-pitch)

<p>Appropriate Qualifications – depending on level / nature of activity and within remit of qualification (visit http://www.mountain-training.org for details)</p> <ul style="list-style-type: none"> • Climbing Wall Instructor • Climbing Wall Development Instructor • Single Pitch Award • Rock Climbing Instructor • Mountaineering Instructor (Award/Certificate) • British Mountain Guide • Contact outdoor.education@highlifehighland.com for further guidance
<p>Appropriate Ratios</p> <p>1:1-12 depending on risk assessment. See 'Guidance on Activity Ratios' for more guidance</p>
<p>Planning Considerations</p> <ul style="list-style-type: none"> • Ratios should reflect the People, Environment and Activity (PEA). See HLH website for further guidance. • All aspects of the planned activity should be appropriate to the needs and abilities of the participants, i.e., terrain (including access and egress), season, weather • A detailed weather forecast (and tide if coastal) for outside activities should be obtained prior to the event. • Details of the activity, including call out cut off time, must be left with 24/7 emergency contacts. • For more remote areas where mobile coverage is limited a plan must exist for gaining help.
<p>Leader Essential Equipment</p> <ul style="list-style-type: none"> • Mobile communications • Full details on all party members • First aid kit (appropriate for the nature of activity) • Paper and Pencil • Group shelter, map, compass etc (as required based on venue) • Appropriate spare clothing within the group • Appropriate spare food and drink within the group • Torch and spare batteries
<p>Quality Indicators</p> <ul style="list-style-type: none"> • A plan, including contingencies (adequately detailed and communicated to the group) • Leader/s possess appropriate activity qualification i.e. HLH Accreditation / NGB and can demonstrate currency • All staff and participants competent and capable of completing the activity – climbs are of an appropriate grade to include all participants • All participants clear on wearing of helmets, safe areas, equipment storage areas • All participants demonstrating best practice safety checks and belaying • All equipment fitted and worn correctly



Annex F – Scrambling

<p>Appropriate Qualifications – depending on level / nature of activity and within remit of qualification (visit http://www.mountain-training.org for details)</p> <ul style="list-style-type: none"> • MIA (Mountain Instructor Award) • MIC (Mountain Instructor Certificate) • BMG (British Mountain Guide) • Contact outdoor.education@highlifehighland.com for further guidance
<p>Appropriate Ratios</p> <p>1:2-6 depending on risk assessment. See 'Guidance on Activity Ratios' for more guidance</p>
<p>Planning Considerations</p> <ul style="list-style-type: none"> • Ratios should reflect the People, Environment and Activity (PEA). See HLH website for further guidance. • All aspects of the activity should be appropriate to the needs and abilities of the participants, i.e., terrain, season, weather • A detailed weather forecast for the area should be obtained prior to the event (where relevant). • Details of the planned activity, including call out cut off time, must be left with 24/7 emergency contacts.
<p>Leader Essential Equipment</p> <ul style="list-style-type: none"> • Mobile communications • Full details on all party members • First aid kit (appropriate for the nature of activity) • Paper and Pencil • Technical climbing equipment as required • Group shelter, map, compass etc (as required based on venue) • Appropriate spare clothing within the group • Appropriate spare food and drink within the group • Torch and spare batteries
<p>Quality Indicators</p> <ul style="list-style-type: none"> • A plan, including contingencies (adequately detailed and communicated to the group) • Plan 'B' - alternatives • Leader/s possess appropriate NGB and can demonstrate currency • All participants competent and capable of completing the activity • All participants appropriately equipped and fitted for the activity • All staff and participants demonstrating best practice safety checks and movement

Annex G – Caving

<p>Appropriate Qualifications – venue and activity depending</p> <ul style="list-style-type: none"> • Site specific accreditation • Local Cave and Mine Leader L1 / L2 (including named on site familiarisation) • Cave Instructor Certificate • Please contact outdoor.education@highlifehighland.com for further guidance if you have any queries on appropriate qualification for venue or activity.
<p>Appropriate Ratios</p> <p>1:4-12 depending on risk assessment, venue and activity. See 'Guidance on Activity Ratios' for more guidance.</p>
<p>Planning Considerations</p> <ul style="list-style-type: none"> • Ratios should reflect the People, Environment and Activity (PEA). See HLH website for further guidance. • All aspects of the planned route should be appropriate to the needs and abilities of the participants, i.e., venue, season, weather, daylight hours, tides. • A detailed weather forecast for the area should be obtained prior to the event • Details of safe water level markers • Details of the planned route, including call out cut off time, must be left with 24/7 emergency contacts. • Prior knowledge of the route is essential • Communication e.g. mobile coverage in area
<p>Leader Essential Equipment</p> <ul style="list-style-type: none"> • Mobile communications • Map of the area, compass, whistle • Full details on all party members • First aid kit (appropriate for the nature of activity) including paper and pencil • Safety and spare kit (in dry bag) to include: spare light, spare batteries, group shelter and survival bag • Rigging kit as necessary • Emergency food
<p>Quality Indicators</p> <ul style="list-style-type: none"> • A plan, including contingencies (adequately detailed and communicated to the group) • Plan 'B' – alternatives for poor weather or high water days, these need to have been communicated to 24/7 contacts prior to the day • Escape routes • Leader/s possess appropriate activity qualification i.e. HLH Accreditation / NGB and can demonstrate currency • All participants competent and capable of completing the activity • Appropriate and warm equipment worn / carried by all • Effective communication plan
<p>Individual Equipment required</p> <ul style="list-style-type: none"> • Helmets must be worn for all activities • Appropriate waterproof head light • Appropriate clothing for the activity and weather • Appropriate footwear • PPE should be in good working order and appropriate for the nature of the activity e.g. caving belt and helmet

Annex H – Weaselling

<p>Appropriate Qualifications – venue and activity depending</p> <ul style="list-style-type: none"> • Site specific accreditation (including named on site familiarisation) – no planned use of rope • Local Cave and Mine Leader L1 / L2 (including named on site familiarisation) • Cave Instructor Certificate • Please contact outdoor.education@highlifehighland.com for further guidance if you have any queries on appropriate qualification for venue or activity.
<p>Appropriate Ratios</p> <p>1:2-8 depending on risk assessment, venue and activity. See 'Guidance on Activity Ratios' for more guidance.</p>
<p>Planning Considerations</p> <ul style="list-style-type: none"> • Ratios should reflect the People, Environment and Activity (PEA). See HLH website for further guidance. • All aspects of the planned route should be appropriate to the needs and abilities of the participants, i.e., venue, season, weather, daylight hours • A detailed weather forecast for the area should be obtained prior to the activity • Details of the planned route, including call out cut off time, must be left with 24/7 emergency contacts. • Prior knowledge of the route is essential • Prior knowledge of group (medical or physical issues) • Communication plan needed; mobile coverage in the area etc.
<p>Leader Essential Equipment</p> <ul style="list-style-type: none"> • Map of the area, compass, whistle • Full details on all party members • First aid kit (appropriate for the nature of activity) including paper and pencil • Safety and spare kit (in dry bag) to include: spare light, group shelter and survival bag • Rigging kit (16' sling) as necessary • Torch and spare batteries
<p>Quality Indicators</p> <ul style="list-style-type: none"> • A plan, including contingencies (adequately detailed and communicated to the group) • Plan 'B' – alternatives for poor weather etc to have been communicated to 24/7 contacts prior to the activity • Escape routes, lost person procedure, meeting places • Leader/s possess appropriate activity qualification HLH Accreditation / NGB and can demonstrate currency • All participants competent and capable of completing the activity • Appropriate warm equipment worn / carried by all • Effective communication plan
<p>Individual Equipment required</p> <ul style="list-style-type: none"> • Helmets must be worn for all activities • Appropriate clothing and footwear for the activity and weather • PPE should be in good working order and appropriate for the nature of the activity



Annex I – Off Road and Trail Cycling

Appropriate Qualifications – route depending
<ul style="list-style-type: none"> • SMBLA TCL or MBL • British Cycling Level 2 or 3 • Contact outdoor.education@highlifehighland.com for further guidance
Appropriate Ratios
1:2 - 10 depending on risk assessment. See ' Guidance on Activity Ratios ' for more guidance
Planning Considerations
<ul style="list-style-type: none"> • Ratios should reflect the People, Environment and Activity (PEA). See HLH website for further guidance. • All aspects of the planned ride should be appropriate to the needs and abilities of the participants, i.e., terrain, season, weather • A detailed weather forecast for the area should be obtained prior to the event. • Details of the planned route, including call out cut off time, must be left with 24/7 emergency contacts. • Contingencies should include, alternative / escape routes and discussed by all leaders in advance. • Routes should be appropriate to the group and should be chosen taking access legislation into account. • Cycling Equipment should be in good working order, training should be given in the use of bikes prior to leaving the meeting point. • Helmets and gloves or mitts must be worn at all times. Waterproofs if wet.
Leader Essential Equipment
<ul style="list-style-type: none"> • Mobile communications • Compass, map, whistle • Full details on all party members • First aid kit (appropriate for the nature of activity) including paper and pencil • Appropriate spare clothing within the group • Appropriate spare food and drink within the group • Torch and spare batteries • Spare inner tubes, bike repair kit, pump
Quality Indicators
<ul style="list-style-type: none"> • A plan, including contingencies (adequately detailed and communicated to the group) • All bikes 'M' checked before heading off • Plan 'B' - alternatives • Leader/s possess appropriate NGB and can demonstrate currency • Planned route and nature of trail appropriate for the whole group • All participants competent and capable of completing the activity – leader to assess competence of all riders before leaving trail head • Appropriate equipment worn / carried by all • Where remotely supervising a group a remote supervision plan exists and is communicated to all

Annex J – Snow Sports – on Piste

Appropriate Qualifications – route depending
<ul style="list-style-type: none"> • BASI L2, L3, AST (Alpine, Board, Nordic, Telemark – whichever applicable) • SSS ASL / Snowboard Leader • SSS Instructor (3 levels available) • Contact outdoor.education@highlifehighland.com for further guidance
Appropriate Ratios
1:6-12 depending on risk assessment. See ' Guidance on Activity Ratios ' for more guidance
Planning Considerations
<ul style="list-style-type: none"> • Ratios should reflect the People, Environment and Activity (PEA). See HLH website for further guidance. • All aspects of the planned activity should be appropriate to the needs and abilities of the participants, i.e., slope nature, snow conditions, weather • A detailed weather and snow condition forecast for the area should be obtained prior to the event. • Details of the planned route, including call out cut off time, must be left with 24/7 emergency contacts. • Snowsport equipment should be in good working order.
Leader Essential Equipment
<ul style="list-style-type: none"> • Mobile communications • Piste map, whistle, or map of the area (Nordic) • Full details on all party members • Sun cream (high factor) • First aid kit (appropriate for the nature of activity) including paper and pencil • Group shelter (for Nordic) • Appropriate spare hats, gloves, goggles for the group • Ski helmets worn by all participants and staff downhill skiing or snowboarding • Repair kit
Quality Indicators
<ul style="list-style-type: none"> • A plan, including contingencies (adequately detailed and communicated to the group) • Plan 'B' - alternatives • Leader/s possess appropriate NGB and can demonstrate currency • All participants competent and capable of undertaking the activity • Appropriate warm equipment worn / carried by all • Where remotely supervising a group a remote supervision plan exists and is communicated to and understood by all
Supervising Out of Lessons for International Trips
<ul style="list-style-type: none"> • Staff should have significant snowsports experience and should complete a LAR form and a VLT training course. • Indirect supervision (where pupils are looping on a run with a teacher at a known point on / adjacent to the run) can happen, however the following needs to be addressed <ul style="list-style-type: none"> ○ Student ability needs to be of appropriate standard to the run proposed ○ The run needs to be in an easy access to the main area of the resort ○ The run needs to be familiar to the staff and students ○ Students need to be briefed on what to do if the group becomes separated ○ Group size should be between 3 – 6 and they must remain together throughout the free-skiing time. ○ There needs to be a reporting back (timings etc) procedure that staff and pupils know about

Annex K – Combined rock/water activities (coasteering, gorge walking, canyoning)

<p>Appropriate Qualifications – venue and activity depending (combination of rock and water qualifications required)</p> <ul style="list-style-type: none"> • Paddlesport Instructor, Coach or Performance Coach, Paddlesport Leader Award • BCU UKCC L2, L3, L4 • BCU L2, L3, L4, L5 • BCU Instructor, or Senior Instructor • RYA Assistant Instructor, Dinghy Instructor, Keelboat Instructor, Multihull Instructor, Senior Instructor, Yachtmaster, • Cave Leader L1/2/3 / SPA / MLS / MIA / MIC / BMG • Tech Canyon , Canyon Leader • Site specific accreditation • Please contact outdoor.education@highlifehighland.com for further guidance if you have any queries on appropriate qualification for venue or activity.
<p>Appropriate Ratios</p> <p>1:2-8 depending on risk assessment, venue and activity. See 'Guidance on Activity Ratios' for more guidance.</p>
<p>Planning Considerations</p> <ul style="list-style-type: none"> • Ratios should reflect the People, Environment and Activity (PEA). See HLH website for further guidance. • All aspects of the planned route should be appropriate to the needs and abilities of the participants, i.e., venue, season, weather, daylight hours, tides. • A detailed weather forecast for the area should be obtained prior to the event. • Details of the tide state and currents should be obtained prior to the event. • Details of the planned route, including call out cut off time, must be left with 24/7 emergency contacts. • Paddlesport PPE equipment should be in good working order and appropriate for the activity. • Prior knowledge of the venue / route (tides, currents, escape routes and specific hazard) is essential. • Prior knowledge of group (swimming ability, medical or physical issues) • Communication e.g. VHF radio, mobile coverage in area etc.
<p>Leader Essential Equipment</p> <ul style="list-style-type: none"> • Mobile communications, VHF and flares if assessed as necessary • Map of the area, compass, whistle • Full details on all party members • Sun cream (high factor) • First aid kit (appropriate for the nature of activity) including paper and pencil • Group shelter and survival / bivi bag • Repair kit • Safety kit for water rescues (knife, saw, karabiners, pulleys, slings, prussic as appropriate) • Emergency food and a hot drink • Throw line and knowledge on how to use it (regular practise) • Waterproof torch with flashing mode (more than one in the group)
<p>Quality Indicators</p>

- A plan, including contingencies (adequately detailed and communicated to the group)
- Plan 'B' – alternatives for poor weather or high water days, these need to have been communicated to 24/7 contacts prior to the day
- Escape routes and decision points
- Leader/s possess appropriate activity NGB and can demonstrate currency
- All leaders aware of their roles (including last person and lost person)
- All participants competent and capable of completing the activity
- Appropriate warm equipment worn / carried by all
- Effective communication plan for whole group (when spread out)
- Consideration given to changing area

Group Equipment required

- Water confidence whilst wearing a buoyancy aid should be assessed prior to commitment to a journey; ideally they should be able to swim 50m
- All group members must wear an approved buoyancy aid unless considered by the leader to not be appropriate
- Helmets must be worn for all activities
- Appropriate clothing for the activity and weather, this may be wetsuit, warm clothing, dry cag etc
- Appropriate footwear; trainers / wet boots etc

Annex L – Paddlesport (canoeing, kayaking and stand up paddle boarding)

Appropriate Qualifications – venue and route depending, all can be sea kayak, inland kayak, canoe (open water or white water), surf, SUP, competition, freestyle, polo, slalom (qualifications range from most recent first)

- Paddlesport Instructor, Coach or Performance Coach, Paddlesport Leader Award
- SCA SUP module
- BCU UKCC L1, L2, L2 with Mod or Adv water endorsement, L3, L4
- BCU L2, L3, L4, L5
- Instructor, or Senior Instructor
- Site specific accreditation
- As there are so many permutations please contact outdoor.education@highlifehighland.com for further guidance if you have any queries on appropriate qualification for venue or activity.

Appropriate Ratios

1:2-12 depending on risk assessment, venue and activity. See '[Guidance on Activity Ratios](#)' for more guidance.

There should always be at least 2 craft on the water.

Planning Considerations

- Ratios should reflect the People, Environment and Activity (PEA). See [HLH website](#) for further guidance.
- All aspects of the planned route should be appropriate to the needs and abilities of the participants, i.e., venue, season, weather, daylight hours, tides.
- A detailed weather forecast for the area should be obtained prior to the event.
- Details of the planned route, including call out cut off time, must be left with 24/7 emergency contacts.
- Paddlesport equipment should be in good working order. All craft should have appropriate buoyancy air bags to allow the boat to float in the event of capsize.
- Prior knowledge of the venue or route is important. Especially where working around tidal areas where rip currents and flows may change. River levels should be checked prior to going onto the river.
- Have prior knowledge of your group, especially if there are any medical or physical issues.
- Communication e.g. VHF radio (where appropriate), mobile coverage in area etc.
- Surfing groups should always have one person on shore to observe where everybody is and the instructor should ensure that the conditions do not go above their own levels of experience.

Leader Essential Equipment

- Mobile communications, VHF if on the sea, flares if on the sea
- Map of the area, compass, whistle
- Full details on all party members
- Sun cream (high factor)
- First aid kit (appropriate for the nature of activity) including paper and pencil
- Group shelter and survival / bivi bag
- Appropriate spare hats, gloves and clothing for the group
- Repair kit
- Safety kit for river rescues (knife, saw, karabiners, pulleys, slings, prussic as appropriate)
- Food and a hot drinks as required
- Tow line or means of towing.
- Throw line and knowledge on how to use it (regular practise)
- Waterproofed torch

Quality Indicators

- A plan, including contingencies (adequately detailed and communicated to the group)
- Plan 'B' – alternatives for poor weather or high water days, these need to have been communicated to 24/7 contacts prior to the day
- Leader/s possess appropriate NGB and can demonstrate currency
- All participants competent and capable of completing the activity
- Appropriate warm equipment worn / carried by all
- Where remotely supervising a group a remote supervision plan exists and is communicated to all
- Consideration given to changing area

Group Equipment required

- Water confidence whilst wearing a buoyancy aid, ideally they should be able to swim 50m.
- All group members must wear an approved buoyancy aid or life jacket.
- All canoes and kayaks must have end grab loops, bow and stern, so as not to trap a hand, but just big enough that a karabiner can easily be attached.
- Kayak footrests must be in place, with a bulkhead footrest for white water environments.
- Spray decks should be worn in appropriate environments
- Helmets should be worn for all white water kayaking, and appropriately for other activities. (where capsize is likely in shallow water)
- Each canoe should have a painter or a swim line and a bailer
- Spare paddles should be carried where appropriate
- Appropriate clothing for the activity and weather, this may be waterproofs, wetsuit, warm clothing, wind proof clothing, dry suit etc
- Appropriate footwear, trainers, wellies, sandals, wet boots etc with warm socks if required.

Annex M – Sailing

Appropriate Qualifications
<ul style="list-style-type: none"> • RYA Assistant Instructor, Dinghy Instructor, Keelboat Instructor, Multihull Instructor, Senior Instructor, Yacht master, • RYA Level 2 powerboat as a minimum for rescue boat cover • Please contact outdoor.education@highlifehighland.com for further guidance if you have any queries on appropriate qualification for venue or activity.
Appropriate Ratios
<p>1:2-12 depending on risk assessment, venue and activity. See 'Guidance on Activity Ratios' for more guidance.</p> <p>There should always be at least 2 craft on the water, a rescue boat that can assist a craft or multiple capsizes should be available.</p>
Planning Considerations
<ul style="list-style-type: none"> • Ratios should reflect the People, Environment and Activity (PEA). See HLH website for further guidance. • All aspects of the planned route should be appropriate to the needs and abilities of the participants, i.e., venue, season, weather, daylight hours, tides. • A detailed weather forecast and tide states for the area should be obtained prior to the event. • Details of the planned route, including call out cut off time, must be left with 24/7 emergency contacts. • Sailing equipment should be in good working order. All craft should have appropriate buoyancy air bags / intact compartments to allow the boat to float in the event of capsize • Prior knowledge of the venue or route is important. Especially where working around tidal areas where rip currents and flows may change. Have prior knowledge of group, especially if there are any medical or physical issues. • Communication e.g. VHF radio, mobile coverage in area etc. • Capsize drill should be well practised in appropriate craft. • All craft should be able to be reefed afloat (with the exception of single handers) • In tidal areas all craft that can carry an anchor easily should do so. • If dinghy cruising then consider all options carefully.
Leader Essential Equipment
<ul style="list-style-type: none"> • Mobile communications, VHF and flares if on the open sea • Map / chart of the area, compass, whistle • Full details on all party members (inc knowledge of swimming ability) • Sun cream (high factor) • First aid kit (appropriate for the nature of activity) including paper and pencil • Group shelter and survival bag • Appropriate spare hats, gloves and clothing for the group • Repair kit • Food and a hot drink where appropriate • Tow line or means of towing. • Throw line and knowledge on how to use it (regular practise) • Engine tools and spares (where required), oars for back up • Anchor where appropriate • Waterproofed torch with flash mode



Quality Indicators
<ul style="list-style-type: none">• A plan, including contingencies (adequately detailed and communicated to the group)• Plan 'B' – alternatives for poor weather or unsuitable tide days, these need to have been communicated to 24/7 contacts prior to the day• Leader/s possess appropriate NGB and can demonstrate currency• All participants competent and capable of completing the activity• Appropriate warm equipment worn / carried by all
Group Equipment Required
<ul style="list-style-type: none">• All group members must wear an approved buoyancy aid or life jacket.• Each craft should have a painter and a bailer• Spare paddles should be carried unless a removable dagger board is in the boat.• Appropriate clothing for the activity and weather, this may be waterproofs, wetsuit, warm clothing, wind proof clothing, dry suit etc• Appropriate footwear, trainers, wellies, sandals, wet boots etc with warm socks if required.• Helmets should be worn with beginner groups

Annex N – Swimming in Natural Waters

<p>Appropriate Qualifications</p> <ul style="list-style-type: none"> • Scottish Swimming – Open Water • British Open Water Swimming • Triathlon coaching award L2 or L3 • RLSS National Vocational Open Water Lifeguard • RLSS National Water Safety Margin Management Programme Levels 3 • HLH Water Safety Margin Training • Please contact outdoor.education@highlifehighland.com for further guidance if you have any queries on appropriate qualification for venue or activity.
<p>Appropriate Ratios</p> <p>1:10 max with a second competent pair of eyes on shore. Ratio depending on risk assessment, venue and activity. See 'Guidance on Activity Ratios' for more guidance.</p>
<p>Planning Considerations</p> <ul style="list-style-type: none"> • Ratios should reflect the People, Environment and Activity (PEA). See HLH website for further guidance. • All aspects of the planned venue should be appropriate to the needs and abilities of the participants, i.e., venue, season, weather, daylight hours, tides. • A detailed weather forecast, tide state (where tidal) and water temperature for the area should be obtained prior to the event. • Details of the planned venue, including call out cut off time, must be left with 24/7 emergency contacts. • Prior knowledge of the venue is essential. Especially where operating around tidal areas where rip currents and flows may change. • Prior knowledge of the group is essential (swimming ability, medical or physical issues) • A communication plan needs to be in place (for emergencies) • Any areas of pollution or restrictions from obstacles, access or landowners. • Access / egress areas should be checked by competent person before group enters • Thorough briefing of area for swimming should be given prior to getting in the water • All should be able to swim a minimum of 50m • All staff should be aware of cold immersion shock and what to do
<p>Leader Essential Equipment</p> <ul style="list-style-type: none"> • Tow bag / donut (towed by each individual) • Mobile communications (in leader tow bag) • Map / plan of the area, whistle (in leader tow bag) • Full details on all party members • Sun cream (high factor) • First aid kit (appropriate for the nature of activity) including paper and pencil • Group shelter and survival bag (on shore) • Spare goggles, hats, gloves as necessary (in leader tow bag) • Emergency food and a hot drink (on shore) • Waterproofed torch with flash mode



Quality Indicators
<ul style="list-style-type: none">• A plan, including contingencies (adequately detailed and communicated to the group)• Plan 'B' – alternatives for poor weather or high water days, these need to have been communicated to 24/7 contacts prior to the day• Leader/s possess appropriate activity competence / qualification and can demonstrate currency• Support by water craft (kayak / motorised craft) where assessed as necessary• All participants competent and capable of completing the activity• Appropriate warm equipment worn by all• Consideration given to changing area
Individual Equipment Required
<ul style="list-style-type: none">• Appropriate clothing for the activity and weather (and post activity), this may be wetsuit, warm clothing, waterproof cags, dry suit etc• Appropriate footwear, trainers, sandals, wet boots etc with warm socks if required (consider walking to / from water's edge)• All staff and participants equipped with tow bag (small inflated dry bag if necessary)

Annex O – Surfing (stand and body boards)

<p>Appropriate Qualifications</p> <ul style="list-style-type: none"> • Site specific accreditation • ISA / Level 1 or 2 Surf Instructor • Surf Safety * Rescue (valid for two years then update every year) • Please contact outdoor.education@highlifehighland.com for further guidance if you have any queries on appropriate qualification for venue or activity.
<p>Appropriate Ratios</p> <p>1:10 max with a second competent pair of eyes on shore. Ratio depending on risk assessment, venue and activity. See 'Guidance on Activity Ratios' for more guidance.</p>
<p>Planning Considerations</p> <ul style="list-style-type: none"> • Ratios should reflect the People, Environment and Activity (PEA). See HLH website for further guidance • All aspects of the planned venue should be appropriate to the needs and abilities of the participants, i.e., venue, season, weather, daylight hours, tides • A detailed weather and tide forecast for the area should be obtained prior to the event. • Water temperature must be known • Details of the planned venue, including call out cut off time, must be left with 24/7 emergency contacts. • Prior knowledge of the venue is essential. Especially where operating around tidal areas where rip currents and flows may change and rock features, reefs etc exist • Prior knowledge of the group is essential (swimming ability, medical or physical issues) • A communication plan needs to be in place (for emergencies) • Any areas of pollution or restrictions from obstacles, access or landowners. • Access / egress areas should be checked by competent person before group enters • Thorough briefing on surfing area (what if's etc) should be given prior to getting in the water • All should be able to swim a minimum of 50m
<p>Leader Essential Equipment</p> <ul style="list-style-type: none"> • Mobile communications • Full details on all party members • Sun cream (high factor) • First aid kit (appropriate for the nature of activity) including paper and pencil • Group shelter and survival bag • Spare clothing, hats, gloves as necessary • Emergency food and a hot drink
<p>Quality Indicators</p> <ul style="list-style-type: none"> • A plan, including contingencies (adequately detailed and communicated to the group) • Plan 'B' – alternatives for poor weather or high water days, these need to have been communicated to 24/7 contacts prior to the day • Leader/s possess appropriate activity competence / qualification and can demonstrate currency and knowledge of the venue • All participants competent and capable of completing the activity • Appropriate warm equipment worn by all • Consideration given to changing area



Individual Equipment Required

- Appropriate clothing for the activity and weather (and post activity), this will be wetsuit and warm post surf clothing
- Appropriate footwear, trainers, sandals, wet boots etc for moving about beach
- All boards to be fitted with leash

Annex P – Coastal Rowing (Skiff)

<p>Appropriate Qualifications</p> <ul style="list-style-type: none"> • British Rowing - Fixed Seat Rowing Coach or Skiff Cox • Coastal sailing or sea kayaking qualification (in order to demonstrate tidal and weather influences) • Site specific accreditation • Please contact outdoor.education@highlifehighland.com for further guidance if you have any queries on appropriate qualification for venue or activity.
<p>Appropriate Ratios</p> <p>1:8 max with a second craft (rowing or safety boat). Ratio depending on risk assessment, venue and activity. See British Rowing 'RowSafe' for more guidance.</p>
<p>Planning Considerations</p> <ul style="list-style-type: none"> • Ratios should reflect the People, Environment and Activity (PEA). See HLH website for further guidance • All aspects of the planned venue should be appropriate to the needs and abilities of the participants, i.e., venue, season, weather, daylight hours, tides • A detailed weather and tide forecast for the area should be obtained prior to the event. • Details of the planned venue, including call out cut off time, must be left with 24/7 emergency contacts. • Prior knowledge of the area is essential. Especially where operating around tidal and areas affected by winds and currents, rock features, reefs etc Knowledge of any ferries / shipping lanes may be appropriate • Prior knowledge of the group is essential (swimming ability, medical or physical issues) • A communication plan needs to be in place (for emergencies) • Safe manual handling should be practiced with sufficient hands before access to water
<p>Leader Essential Equipment</p> <ul style="list-style-type: none"> • Mobile communications (VHF radio will be required for coastal rowing) • Flares when coastal rowing • Full details on all party members • Sun cream (high factor) • First aid kit (appropriate for the nature of activity) including paper and pencil • Group shelter and survival bag • Spare clothing, hats, gloves as necessary • Emergency food and a hot drink • Waterproofed torch with flash mode
<p>Quality Indicators</p> <ul style="list-style-type: none"> • A plan, including contingencies (adequately detailed and communicated to the group) • Ability to gain assistance from motorised rescue craft (own or inshore rescue) or second rowing boat • Plan 'B' – alternatives for poor weather prior to or during activities, these need to have been communicated to 24/7 contacts prior to the day • Leader/s possess appropriate activity competence / qualification (knowledge of winds, tides, currents, emergencies, communication with other craft etc) and can demonstrate currency • Skiff / boat fitted with appropriate safety equipment (anchor, bailer, flares, shelter, VHF, warm drinks etc) • All participants competent and capable of completing the activity • Appropriate PPE is worn and fitted correctly, warm equipment worn by all as required

Annex Q – Sculling and Rowing (canals and lochs)

<p>Appropriate Qualifications</p> <ul style="list-style-type: none"> • British Rowing – Coach UKCC Level 2 or above • Please contact outdoor.education@highlifehighland.com for further guidance if you have any queries on appropriate qualification for venue or activity. Consult 'Row Safe' for further information on managing novices
<p>Appropriate Ratios</p> <p>1:1 coaching by qualified coach with complete beginners. As (junior) rowers progress, they can be safely supervised by an adult volunteer (often a parent or adult club member) on a bike on the towpath. This person would be a lookout for steering issues and oncoming traffic, as well as carrying a throw-rope in case of a capsized</p>
<p>Planning Considerations</p> <ul style="list-style-type: none"> • Nature of supervision should be dictated by the People, Environment and Activity (PEA). See HLH website for further guidance • All aspects of the planned venue and activity level should be appropriate to the needs and abilities of the participants, i.e., venue, season, weather, daylight hours • A detailed weather forecast for the area should be obtained prior to the event. • Prior knowledge of the area is essential. Especially where operating around features such as other craft, moored craft, jetties and submerged objects • Prior knowledge of the group is essential (swimming ability, medical or physical issues) • A communication plan needs to be in place (for emergencies) • Safe manual handling should be practiced with sufficient hands before access to water • Appropriate launch and landing site • Arrangements for those not on the water
<p>Leader Essential Equipment</p> <ul style="list-style-type: none"> • Mobile communications • Full details on all party members • Sun cream (high factor) • First aid kit (appropriate for the nature of activity) including paper and pencil • Group shelter and survival bag • Spare clothing, hats, gloves as necessary • Food and drinks as required • Waterproofed torch with flash mode
<p>Quality Indicators</p> <ul style="list-style-type: none"> • A plan, including contingencies (adequately detailed and communicated to the group) • Novices complete an induction process and provided extra guidance and support • Ability to gain assistance • Leader/s possess appropriate activity competence / qualification (knowledge of local practice, waterway, emergencies, etc) and can demonstrate currency • Staff equipped with appropriate safety equipment e.g. throw bag, warm drinks etc • All participants competent and capable of completing the activity • Appropriate clothing and equipment worn by all as required

Annex R – Open Water Snorkelling

<p>Appropriate Qualifications</p> <ul style="list-style-type: none"> • British Sub Aqua Club (BSAC) - Snorkel Instructor, Open Water [Dive] Instructor / Advanced Instructor • Professional Association of Diving Instructors (PADI) - Divemaster • Please contact outdoor.education@highlifehighland.com for further guidance if you have any queries on appropriate qualification for venue or activity.
<p>Appropriate Ratios</p> <p>Ratios depend on the environment type:</p> <ul style="list-style-type: none"> • Swimming pools and shallow water (ratio max 1:6) • Deep and or flowing water (water is clear) (ratio max 1:2) <p>Min of two staff. The maximum number of students in the water at one time should be based on an assessment of the water and weather conditions and the impact of these conditions on effective supervision. If there are not enough qualified staff to supervise the number of students who are to be involved in snorkelling, a plan to rotate students in and out of the water may be implemented in order to maintain safe supervisory ratios.</p>
<p>Planning Considerations</p> <ul style="list-style-type: none"> • Nature of supervision should be dictated by the People, Environment and Activity (PEA). See HLH website for further guidance • All aspects of the planned venue should be appropriate to the needs and abilities of the participants, i.e., venue, nature (type) of water, weather, temperature, daylight hours • A detailed weather forecast for the area should be obtained prior to the activity • Details of the planned venue, including call out cut off time, must be left with 24/7 emergency contacts. • Prior knowledge of the area is essential. Especially where tides, currents and sailing boats and motor craft are present • Prior knowledge of the group is essential (swimming ability, medical or physical issues) • A communication plan needs to be in place (for emergencies) • Arrangements for those not on the water • Land based support will always be required. Depending on the risk assessment a motorised support craft or immediate access to motorised rescue craft may also be required
<p>Leader Essential Equipment</p> <ul style="list-style-type: none"> • Mobile communications • Full details on all party members • Sun cream (high factor) • First aid kit (appropriate for the nature of activity) including paper and pencil • Group shelter and survival bag • Spare clothing, hats, gloves as necessary • Food and drinks as required • Waterproofed torch with flash mode • Tow bag – high visibility containing essentials (as dictated by environment)
<p>Quality Indicators</p> <ul style="list-style-type: none"> • A plan, including contingencies (adequately detailed and communicated to the group) • Ability to gain rapid motor craft assistance (depending on risk assessment) • Leader/s possess appropriate activity competence / qualification (knowledge of waterway, tides, currents, emergencies etc) and can demonstrate currency • Base / land based support equipped with appropriate safety equipment e.g. communications,



shelter, warm drinks etc

- All participants competent and capable of completing the activity
- Appropriate clothing and equipment worn by all as required

Annex S – Diving

Appropriate Qualifications
<ul style="list-style-type: none"> • British Sub Aqua Club (BSAC) - Open Water [Dive] Instructor / Advanced Instructor • Professional Association of Diving Instructors (PADI) – Dive Master • Please contact outdoor.education@highlifehighland.com for further guidance if you have any queries on appropriate qualification for venue or activity.
Appropriate Ratios
<p>Ratios depend on the environment type:</p> <ol style="list-style-type: none"> 1. Swimming pools and shallow water (ratio max 1:6) 2. Deep and or flowing water (water is clear) (ratio max 1:2) 3. Open ocean (including surf and currents), Types 1 and 2 when water not clear (ratio max 1:2) <p>Min of two staff, one must be qualified a second must be experienced and competent to manage emergencies.</p> <p>The maximum number of students in the water at one time should be based on an assessment of the water and weather conditions and the impact of these conditions on effective supervision. If there are not enough qualified staff to supervise the number of students who are to be involved in snorkelling, a plan to rotate students in and out of the water may be implemented in order to maintain safe supervisory ratios.</p>
Planning Considerations
<ul style="list-style-type: none"> • Nature of supervision should be dictated by the People, Environment and Activity (PEA). See HLH website for further guidance • All aspects of the planned venue should be appropriate to the needs and abilities of the participants, i.e., venue, nature (type) of water, weather, temperature, daylight hours • A detailed weather forecast for the area should be obtained prior to the activity • Details of the planned venue, including call out cut off time, must be left with 24/7 emergency contacts. • Prior knowledge of the area is essential. Especially where tides, currents, sailing boats and motor craft are present • Prior knowledge of the group is essential (swimming ability, medical or physical issues) • A communication plan needs to be in place (for emergencies) • Arrangements for those not on the water • Depending on the risk assessment a motorised support craft or immediate access to motorised rescue craft may be required
Leader Essential Equipment
<ul style="list-style-type: none"> • Mobile communications • Full details on all party members • Sun cream (high factor) • First aid kit (appropriate for the nature of activity) including paper and pencil • Group shelter and survival bag • Spare clothing, hats, gloves as necessary • Food and drinks as required • Waterproofed torch with flash mode • Leader emergency equipment (as dictated by best practice and risk assessment)
Quality Indicators
<ul style="list-style-type: none"> • A plan, including contingencies (adequately detailed and communicated to the group)



- Ability to gain rapid motor craft assistance (depending on risk assessment)
- Leader/s possess appropriate activity competence / qualification (knowledge of waterway, tides, currents, emergencies etc) and can demonstrate currency
- Base / land based support equipped with appropriate safety equipment e.g. shelter, warm drinks etc
- All participants competent and capable of completing the activity
- Appropriate clothing and equipment worn by all as required

Annex T – Archery

<p>Appropriate Qualifications</p> <ul style="list-style-type: none"> • GNAS or Archery GB Coach or Instructor (both valid for 3 years, renewal within 4 years otherwise invalid) • Site specific accreditation • Please contact outdoor.education@highlifehighland.com for further guidance if you have any queries on appropriate qualification for venue or activity.
<p>Appropriate Ratios</p> <p>1:12 max with a second competent member of staff. Ratio depending on risk assessment (PEA). See Archery GB website for more guidance.</p>
<p>Planning Considerations</p> <ul style="list-style-type: none"> • Nature of supervision should be dictated by the People, Environment and Activity (PEA). See HLH website for further guidance • All aspects of the planned venue should be appropriate to the needs and abilities of the participants, i.e., venue, nature of facility, weather, temperature, wind • A detailed weather forecast for the area should be obtained prior to the activity • Prior knowledge of the area is essential. Especially public and other user access. • Knowledge of establishment emergency procedures and emergency access • Prior knowledge of the group is essential (cognitive ability, medical or physical issues) • Depending on the risk assessment a motorised support craft or immediate access to motorised rescue craft may be required (see HLH generic Archery risk assessment)
<p>Leader Essential Equipment</p> <ul style="list-style-type: none"> • Mobile communications • Whistle • Full details on all party members • Sun cream (high factor) • First aid kit (appropriate for the nature of activity) including paper and pencil • A means of marking the activity area
<p>Quality Indicators</p> <ul style="list-style-type: none"> • A plan, including contingencies (adequately detailed and communicated to the group) • Leader/s possess appropriate activity competence / qualification and can demonstrate currency • All participants competent and capable of completing the activity • Appropriate clothing and equipment worn by all as required