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**POLICY TITLE:** **Adventure Activities, Educational and Other Visits**

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**Applies to:** All Aspris Services

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**Outcome:** This policy:

- Aims to ensure that adventure activities, educational visits and leisure activities made available to young persons within the care of Aspris are carefully planned and carried out in a safe and structured manner to reduce the risk of injury or incident.
- Provides guidance notes for specific activities.
- Provides a list of national groups/contacts.

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**Cross Reference:** AH&S35 Risk Assessment (incl. Safe Systems of Work)  
AOP04 Incident Management, Reporting, and Investigation  
AOP50 Driving at Work  
ACS40 Leisure activities, Holidays and Educational Visits

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**EQUALITY AND DIVERSITY STATEMENT**

Aspris is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

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In order to ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, email [AsprisGovernanceHelpdesk@Aspris.com](mailto:AsprisGovernanceHelpdesk@Aspris.com).

# ADVENTURE ACTIVITIES AND EDUCATIONAL/OTHER VISITS

## 1 KEY POINTS CHECKLIST

- 1.1 Offsite visits and more adventurous activities are an integral part of the education and personal growth of the children and young people within Aspris. It is therefore essential that robust systems are in place to prevent incident or injury to both colleagues and children and young people when carrying out these activities.
- 1.2 Any colleagues responsible for providing these visits or activities should have the appropriate training in undertaking risk assessments and the guidelines contained within this policy.
- 1.3 Adventure activities must be carried out at appropriately licensed adventure activity centres. Where these activities are carried out elsewhere team-leaders must have the appropriate level of training and qualifications to undertake these activities.
- 1.4 The activities undertaken must be suitable for the group involved and not beyond their scope of physical or mental ability.
- 1.5 Information regarding any hazards presented by the activity and how they are managed must be obtained from the activity centre or other venue and utilised in carrying out thorough risk assessments prior to entering into any activities. Where the activity is school or service led, the team leader must identify all the hazards and evaluate the risks prior to entering into the activity.
- 1.6 The Head Teacher or Registered Manager has final say as to whether an educational visit or adventure activity can be undertaken and must scrutinise the risk assessments and plans thoroughly before giving final permission for the activity to take place.
- 1.7 Effective communication is paramount to ensure that all persons involved in the activity fully understand their role and responsibilities. Team meetings before, during and after will assist in carrying out the activity safely and any lessons learned can aid the next time the activity is carried out.

## 2 INTRODUCTION

- 2.1 Offsite visits and more adventurous activities are an integral part of the provision of Aspris, both as a place of learning and as a children's home.
- 2.2 All activities undertaken are intended to give our children and young people an enjoyable, exciting, challenging, varied and safe experience in a variety of environments. Any colleagues responsible for providing these visits or activities must do so in a safe, caring, and supportive way.
- 2.3 Colleagues should be conversant with the Aspris policies and procedures as well as any local procedures. Those colleagues engaging in the more adventurous activities should be aware of the more detailed risk assessments for the activity, comply with all relevant legislation and should, where appropriate, be familiar with the guidelines of the appropriate National Governing Body and the requirements of the Adventure Activities Licensing Authority (AALA).
- 2.4 This policy outlines the context of these activities and provides information and guidelines for the safe delivery of these activities and visits, thus supporting the colleagues that will be undertaking these activities.
- 2.5 Each service will manage the safe delivery of visits and offsite activities by a number of strategies. These are:
  - (a) General Operating Procedures that identify the roles of those undertaking the activity and their responsibilities

- (b) An assessment of the general level of risk involved in the activity or visit
- (c) A portfolio of "Site Specific" risk assessments
- (d) Individual risk assessments of the children and young people prior to their undertaking of any activity.

### **3 ROLES AND RESPONSIBILITIES**

3.1 The overall and final responsibility for the health, safety and welfare of everyone partaking in any adventure activity or offsite visit is that of the Head Teacher or Registered Manager. It is therefore important that they have a full and clear understanding of the activity being undertaken and how any hazards are to be managed.

3.2 **Head Teacher/Registered Manager:**

- (a) Oversees the pre-planning of visits and activities concerned within the 'school day' and/or other 'educational' activities or visits
- (b) Monitor all offsite visits and activities, including the monitoring of colleague competencies and ensuring that colleagues involved with the care of children at the school/college/care home are appropriately trained for the competent and safe delivery of any planned visits or activities.
- (c) Co-ordinate transport, resources, and support
- (d) Monitor the return from off site visits and activities, including the reporting and investigation of accidents and/or 'near-miss' incidents
- (e) Are available or delegate responsibility for putting into action any 'Emergency Procedure' required.

3.3 **Teaching/Care Colleagues:**

- (a) Delivery of safe visits and activities
- (b) Delivery of quality care
- (c) Ensure that individuals work within their own competencies
- (d) Ensure that they are conversant with any guidelines, operating procedures, risk assessments for visits and activities.

3.4 **All Colleagues and Contractors** - Have responsibility, regardless of role, to co-operate with Aspris management to ensure health and safety standards are met and to take reasonable care of themselves, co-workers, children and young people and others involved.

3.5 **Parents and Guardians** - Parents or guardians must be informed of any potentially hazardous activities that are to be undertaken by the young persons in the care of the Aspris and permission must be sought before permitting a child or young person to undertake that activity. Parents and guardians have the right to view any risk assessment pertaining to the hazardous activity.

### **4 GENERAL OPERATING PROCEDURES**

4.1 This section outlines the generic responsibilities at various levels of management and delivery within Aspris.

4.2 **Head Teacher/Registered Manager will:**

- (a) Take responsibility for approving a visit or activity and ensure that the planned journey or activity is appropriate for the children and young people involved
- (b) Delegate the task of establishing and maintaining safe practise for the delivery of activities and visits
- (c) Ensure that arrangements, including pre-visit/activity and post visit/activity documentation are known to all relevant persons
- (d) Ensure that colleagues are suitably competent and qualified for any visits or activities
- (e) Ensure suitable training is provided for all colleagues involved in school trips and outdoor activities
- (f) Ensure sufficient resources are available for the safe provision of visits and activities

- (g) Ensure that pre-visit/activity, generic and site-specific risk assessments are undertaken, recorded and are available to staff colleagues prior to the visit
- (h) Ensure that a current First Aider is accompanying the visit or activity
- (i) Ensure that emergency procedures are in place and that they are understood by all colleagues and young persons
- (j) Ensure the arrangements for the reporting and recording of accidents, incidents and near miss situations (see AOP04 Incident Management, Reporting and Investigation) are followed
- (k) Ensure that evaluation and near miss reports are used to inform the operation of future activities and visits
- (l) Ensure that safety measures and risk assessments are reviewed and updated as required and on a regular basis.
- (m) Monitor the estimated times of arrival of groups and instigate 'late/emergency' procedures if necessary.

#### 4.4 **Education Colleagues, Care Colleagues and Activity Providers**

- (a) Sessions should have a development/educational element in their planning and implementation, but must also ultimately be SAFE and enjoyable
- (b) Responsibility for immediate safety lies with the colleague in charge of running the particular activity or visit. This will extend to behavioural control to ensure the safety of any persons who may be affected by the activity or young persons involved
- (c) Appropriate colleagues have the authority to alter the location or duration of the activity if, in their judgement, it becomes necessary to do so
- (d) Any change of location or activity must remain within the remit of the staff qualification and competence. Any such change should be reported to the service's senior manager as soon as is practically possible
- (e) At any activity/visit location where other members of the public may be present, consideration must be given to their right to continue with their activity without hindrance
- (f) Colleagues should ensure that all participants in an activity/visit are made aware of the environment they are in and are actively encouraged to assist in conserving that environment
- (g) Colleagues should only use appropriate equipment for activities, this should be CE marked where applicable. This would also apply to colleagues' personal protective equipment
- (h) Equipment should be checked before use. Any equipment damage or lost must be reported using the current local system procedures
- (i) When colleagues or young persons are faced with lifting or moving large, heavy or awkward items, such as canoes, then all practical safety measures should be taken
- (j) Frequently the service may use an external company for the provision of an activity, such as pony trekking, climbing etc. It is important that these companies operate at an appropriate standard. In the case of Adventure Activities, the company should have an Adventure Activity Licensing Authority Licence.

## 5 **ACTIVITY GUIDANCE NOTES**

### 5.1 **Pre-Activity Check List:**

- (a) Obtain current weather report/forecast
- (b) Review risk assessments, noting potential hazards and control measures
- (c) Review suitability/current issues concerning young persons on planned activity (including any 'bus bans' or other disciplines)
- (d) Check transport and lunch arrangements
- (e) Establish and review aims of activity/visit with the appropriate colleagues.
- (f) Complete Activity/Visits Assessment Form **AH&S Form: 56** Children or Young People Activity Risk Assessment and **AH&S Form: 56A** Offsite Activity Group List and Seating Plan or **AH&S Form 75** School Visit Adventure Activities and Authorisation Proposal Form
- (g) Brief any support colleagues accompanying the activity/visit on roles responsibilities, ensure they are familiar with local and Aspris operating procedures and risk assessments as appropriate

- (h) Brief activity/visit group including young persons, covering activity plans, potential hazards, clothing and any other safety issues (use photographs of particular hazards where appropriate)
- (i) Ensure that group has minimum emergency equipment appropriate for the activity. Always carry an approved first aid kit, PPE and any medication
- (j) Check group for any illness or medication requirements
- (k) Check and issue group and activity equipment
- (l) Agree an estimated return times and ensure contact information is up to date.

5.2 **Activity checklist**

- (a) Ensure risk assessment control measures are in place
- (b) If no pro-forma risk assessments for this activity/visit, an activity risk assessment must be completed
- (c) Brief group on safety rules to be followed
- (d) Introduce equipment to be used, including a demonstration if appropriate
- (e) Ensure that safe activity instruction is provided
- (f) Check group understand instructions given
- (g) Monitor, advise group and any support colleagues
- (h) Ensure that activity is safely run and supported whilst promoting enjoyment and development.

5.3 **Post Activity Check List**

- (a) Ensure that no equipment left at activity site. Leave all sites clean and tidy
- (b) Report safe return to senior colleagues in the service and ensure incidents/near misses are reported
- (c) Return all equipment, reporting any damage or loss. If possible, undertake any 'simple' repairs
- (d) Arrange for any dirty equipment (e.g., bikes) to be cleaned and stored correctly
- (e) Complete any 'equipment logs' if appropriate
- (f) Leave vehicles clean and tidy.

**6 SPECIFIC ACTIVITY GUIDANCE NOTES**

- 6.1 These give general, and in some cases more detailed, guidelines for running a safe activity session. They should be read along with the relevant Risk Assessment for that activity/visit and/or the site to be used.
- 6.2 These notes do not set out to restrict colleagues to any one "best" approach to providing activities or visits but it sets out to establish a clear policy that ensures safe practice is achieved. This then should give support and scope for colleagues in the delivery of activities and visits.
- 6.3 In addition to these notes all colleagues should refer to the Activity Risk Assessments and any Site-Specific Risk Assessments.
- 6.4 Activities such as simple walks on forest trails, or that any reasonable parent might undertake are not listed in this section.
- 6.5 **ACTIVITY SPECIFIC GUIDANCE NOTES** cover the following activities:
  - (a) Abseiling
  - (b) Cycling (Including mountain biking)
  - (c) Caving
  - (d) Climbing
  - (e) Hill walking
  - (f) Mountaineering
  - (g) SailingOther activities may be added and these subsequent notes should be made available in service.

- 6.6 **ABSEILING** - These notes concern Abseiling in a Single Pitch Award (SPA) environment. For the purposes of the SPA scheme a venue is one which:
- Is climbed without intermediate stances
  - Is described as single pitch in the guidebook
  - Allows students to be lowered to the ground at all times
  - Is non-tidal
  - Is non-serious and has little objective danger
  - Presents no difficulties on approach or return, such as route finding, scrambling or navigation.
- 6.6.1 **Qualification of Colleague/Instructor** - SPA, CWA MIA, MIC - For certain crags or artificial structures some experienced colleagues may be approved by an appropriate Technical Advisor.
- Mountain Training - Single Pitch Award (SPA) - for climbing and abseiling on natural rock
  - Mountain Training - Climbing Wall Award (CWA) - for indoor climbing
  - Mountain Training - Mountain Instructor Award (MIA) - for multi-pitch climbing
  - Mountain Training - Mountain Instructor Certificate (MIC) - for ice climbing
- 6.6.2 **Group Size** - Will be dependent on individual risk assessments and current issues concerning the young people's behaviour. Groups will normally be no more than six and in most cases there will be an additional colleague to assist.
- 6.6.3 **Safety Considerations**
- The qualified colleague or most qualified is responsible for all technical aspects of the session, coaching, construction of belays, correct use of technical equipment, correct and relevant instructions and safety
  - All abseil ropes must be 'releasable' if necessary
  - An additional safety rope must be used for all group members
  - All group members and colleagues must wear helmets when near the crag/impact area
  - All activity and any work at height must be in line with 'best practise' and guidelines of the UK Mountain Leader Training Board (MLTB) courses.
- 6.7 **CYCLING** - Cycling is a very popular but misunderstood activity in regard to delivery and safety and as such deserves a thorough approach in these guidelines. Cycling is a very worthwhile activity and much enjoyed by many of our young people. It can provide exercise, skills learning and co-operation. Cycling can be a safe, exciting activity. However, it also has the potential for serious, unnecessary accidents.
- 6.7.1 The following guidelines are to assist in the planning and execution of a positive, safe use of the cycles and to maintain these in good order so they are readily available for use.
- 6.7.2 All colleagues should be familiar with the risk assessments for the use of cycles and put into action any **CONTROL** measures deemed necessary at the time of use.
- 6.7.3 **Action Points Before Cycle Activity**
- Check individual risk assessments
  - Consider route appropriate to group and daily conditions **(ALMOST ALL CHILDREN AND YOUNG PEOPLE OVER ESTIMATE THEIR CYCLING ABILITY!)**
  - Are you approved for this route/area?
  - Fill in appropriate activity form (and route map if available)
  - Check clothing appropriate for activity
  - Allocate bikes and go through bike checks
  - Record bike allocation in record book
  - Issue and check fitting of helmets. (No riding without helmets).
- 6.7.4 **Bike Checks**
- Brakes front and back
  - Seat heights (Do not adjust heights of saddles on BMX's)

(c) Tyres (higher inflation will prevent punctures –50psi+).

6.7.5 **Riding**

- (a) Know the area to be used (take note of advice for use within the unit grounds)
- (b) Have a mobile phone/first aid kit/repair kit
- (c) Be able and prepared to fix minor running repairs/punctures
- (d) Only allow riding within capabilities of group (have plan/route B ready).

6.7.6 **Post Ride**

- (a) Clean bikes (if not possible, come back later to do so)
- (b) Use picture report forms to highlight any damage/faults
- (c) Hang report form on appropriate bike
- (d) Fill in bike use log
- (e) Park bikes in a safe area
- (f) Check and put away any other gear issued (tops, helmets)
- (g) Complete any feedback/near misses etc. on activity form.

6.8 **CAVING** - These notes refer to any cave, pothole or mine. The governing body for this activity is the British Caving Association.

6.8.1 **Qualifications of Instructor** - Local Cave Leader or above.

6.8.2 **Group Size** - Will be dependent on individual risk assessments and current issues concerning the young persons' behaviour. Greater care than usual should be taken regarding the selection of young persons to undertake this activity due to the unusual (for most) environment (underground/complete darkness). Groups will normally be no more than six and in all cases there will be an additional member of the unit staff to assist.

6.8.3 **Safety Considerations**

- (a) The cave leader/instructor will have an Adventure Activities Licencing Authority (AALA) license to provide this activity
- (b) The Head Teacher/Registered Manager must check that this is so
- (c) During the activity the cave leader/instructor will be responsible for all aspects of training, construction of belays, correct use of technical equipment and relevant instruction and safety
- (d) All caving and climbing must adhere to the safe practice of the National Governing Body (NGB) courses
- (e) All Aspris colleagues must remain alert to the psychological and behavioural condition of the young persons involved and should be prepared to cancel or curtail the activity if necessary.

6.9 **CLIMBING** -These notes concern Climbing in a Single Pitch Award (SPA) environment. For the purposes of the SPA scheme a venue is one which:

- (a) Is climbed without intermediate stances
- (b) Is described as single pitch in the guidebook
- (c) Allows students to be lowered to the ground at all times
- (d) Is non-tidal
- (e) Is non-serious and has little objective danger
- (f) Presents no difficulties on approach or return, such as route finding, scrambling or navigation.

6.9.1 **Qualification of Colleague/Instructor** - SPA, MIA, MIC, BMG - For certain crags or artificial structures some experienced colleagues may be approved by an appropriate Technical Advisor.

6.9.2 **Group Size** - Will be dependent on individual risk assessments and current issues concerning the young person's behaviour. Groups will normally be no more than six and in most cases there will be an additional colleague to assist.

- 6.9.3 **Safety Considerations**
- (a) The qualified colleague, or highest qualified, is responsible for all technical aspects of the session, coaching, construction of belays, correct use of technical equipment, correct and relevant instructions and safety
  - (b) All group members and colleagues must wear helmets when near the crag/impact area
  - (c) All activity and any work at height must be in line with 'best practise' and guidelines of the UKMTLB's courses.
- 6.10 **HILL/ FELL WALKING** - These notes concern hill/fell walking which would recognise the need for the leader to have knowledge of the skills required to navigate and operate safely away from parkland areas and those areas where any reasonable parent might take their own children.
- 6.10.1 **Qualification for Colleague/Instructor** - For areas which come into 'scope' as defined by AALA the appropriate qualification is **Mountain Leader Award Summer** or above. A number of walks will be mapped and recognised as low risk and as such will not come into the remit of these guidelines.
- 6.10.2 **Group Size** - Will be dependent on individual risk assessments and current issues concerning the young person's behaviour. Groups will normally be no more than six and in most cases there will be an additional colleague to assist.
- 6.10.3 **Safety Considerations**
- (a) Equipment appropriate to the level of the walk must be carried by colleagues (not spread through the group)
  - (b) A weather forecast for the area must be taken and the walking route modified if necessary due to inclement weather
  - (c) Colleagues should have a 'Plan B' in mind for all walks
  - (d) A route card or map trace with alternate routes should be left at the unit for longer or more demanding walks.
- 6.11 **MOUNTAINEERING** - Mountaineering for these notes would include extended trips in more isolated areas and any trip where the planned or likely use of a rope may be involved.
- 6.11.1 **Qualification for Colleague/Instructor** - Mountain Instructors Award; Mountain Instructor Certificate; British Mountain guide.
- 6.11.2 **Group Size** - Will be dependent on individual risk assessments and current issues concerning the young person's behaviour. Groups will normally be no more than six and in most cases, there will be an additional colleague to assist.
- 6.11.3 **Safety Considerations**
- (a) The qualified instructor is responsible for all aspects of the training for this activity, the construction of any belays required and the correct use of technical equipment
  - (b) The qualified instructor is responsible for any relevant instruction and overall safety
  - (c) All climbing must adhere to safe practice of the UKMTLB's courses, and all participants must wear helmets when climbing or above difficult ground
  - (d) A weather forecast for the area must be taken and the walking route modified if necessary due to inclement weather
  - (e) Colleagues should have a 'Plan B' in mind for all walks
  - (f) A route card or map trace with alternate routes should be left at the unit for longer or more demanding walks.
- 6.12 **SAILING** - These notes are intended to be generic sailing activities; recognising that there are many specific types of sailing activity. Sailing and instructor qualifications are governed by the Royal Yachting Association (RYA).



- 6.12.1 **Qualifications for Colleague/Instructor** - An RYA award relevant to the activity group size:
- (a) Will be dependent on individual risk assessments and current issues concerning the young person's behaviour
  - (b) Groups will normally be no more than six and in most cases there will be an additional colleague to assist
  - (c) Additional colleagues, if in charge of a boat or assisting on a larger boat should have completed RYA Level 2 training.
- 6.12.2 **Safety Considerations**
- (a) Buoyancy aids are to be correctly worn at all times
  - (b) Senior instructor present retains full responsibility for the session
  - (c) Safe practice will be in accord with RYA guidelines for that activity
  - (d) Equipment, including boats, to be used in accordance with manufacturers and RYA recommendations and legislation
  - (e) Boats hired from third parties must be checked before use
  - (f) Third party providers should be RYA approved and/or AALA licensed.

## 7 LOCAL PROCEDURES (WHEN UNDERTAKING AN OFFSITE ACTIVITY)

- 7.1 Recording an OFF-SITE ACTIVITY
- (a) Any planned Off-Site Activity will be recorded on the appropriate **AH&S Form: 56, AH&S Form: 56A** and **AH&S Form: 57** and indicate the activities level of risk determined from the risk assessments prior to engaging in the activity
  - (b) Senior colleagues (Head Teacher/Registered Manager) will review and agree to the level of risk of the activity before endorsing the activity
  - (c) Senior colleagues (Head Teacher/Registered Manager) will ensure that all forms have been correctly completed and that colleagues are aware of any pertinent risk assessments and any pertinent issues regarding the individuals taking part in the activity
  - (d) Particular care must be taken by senior colleagues to ensure that the skills and abilities of the colleagues involved are appropriate for the activity and the individuals taking part.
- 7.2 During the Activity
- (a) Any significant changes of plan must be relayed to senior colleagues
  - (b) Any significant incidents or accidents must be reported to the appropriate colleagues (as per policy AOP04 Incident Management, Reporting and Investigation) as soon as is safely possible
  - (c) In the case of an incident or accident colleagues should make no comments other than required by the police. Any other enquiries should be directed to the Head Teacher/Registered Manager
  - (d) If the group are delayed or expect to be late back every effort should be made to inform the service.
- 7.3 On return from Activity
- (a) Colleagues should report their return
  - (b) Any useful comments or incidents/near misses should be added to the **AH&S Form: 56A**
  - (c) Education department/Team Leader will assess if these notes need to be passed on to senior colleagues and recorded onto the relevant incident reporting software.
- 7.4 **Failure of a group to report in from an off-site activity**
- 7.4.1 **Stage One**
- (a) If there is no contact within two hours (or within time bracket decided at start of activity) of the groups estimated time of arrival, the Head Teacher/Registered Manager should be contacted, and the situation appraised
  - (b) A check should be made of vehicles returned, the service and mobile phone numbers.
- 7.4.2 **Stage Two**

- (a) Head Teacher/Registered Manager to be informed
- (b) Consider the reporting of a 'missing' child or group to police (if it is an urban activity/visit)
- (c) Head Teacher/Registered Manager to consider a search by colleagues where possible or applicable
- (d) If activity is in an 'Outdoor Activity' environment inform police with a view to instigating a search and rescue call out.

#### 7.4.3 **Stage Three**

- (a) Inform Head Teacher/Registered Manager and appraise the situation
- (b) Inform Social Services Emergency Duty Team
- (c) Inform next of kin/guardians.

#### 7.4.4 **Stage Four**

- (a) Review the incident
- (b) Inform all persons contacted above should be advised of the conclusion to save any further anxiety
- (c) Key persons involved, leader of group, office colleagues, etc. should be sensitively interviewed by the Head Teacher/Registered Manager or other suitable senior colleagues
- (d) Key issues, lessons learnt, should be shared within the organisation
- (e) Immediate changes to practice to be implemented and all colleagues informed.

### **8 COMPETENCY TO LEAD**

- 8.1 In **Appendix 1** is a list of National Governing Bodies (NGB) and their contact details. For further guidelines on the relevant qualifications to undertake outdoor adventure activities it will be necessary to contact them from time to time.
- 8.2 Head Teacher/Registered Manager that undertake must ensure that colleagues leading activities have the appropriate qualifications and experience for the undertaking. In all cases it is Aspris policy to undertake these activities at a licensed adventure activity centre where the colleagues will have the relevant qualifications and insurance. It will still be necessary to check the risk assessments and qualifications of the activities and leaders at the centre.
- 8.3 Every service must provide suitable training for group leaders undertaking any outdoor activities, visits, and excursions.
- 8.4 This system will both support colleagues and ensure that they are working within acceptable boundaries relative to their skills, training, and experience. It is also an indicator both to colleagues and management of any personal development required by individual colleagues. As such this system should be seen as a positive approach to empowering colleagues.
- 8.5 In **Appendix 1** is a list of National Governing Bodies that can be contacted to identify the current qualifications required when undertaking Adventure Activities. These can be checked against the training of the individuals at the licensed activity centres.

### **9 REFERENCES**

- 9.1 Department for Education <https://www.gov.uk/government/organisations/department-for-education>

#### **Associated Forms:**

- AH&S Form: 56** Children or Young People Activity Risk Assessment
- AH&S Form: 56A** Off Site Activity Group List and Seating Plan
- AH&S Form: 57** School Visit Adventure Activities Proposal and Authorisation Proposal Form

## Appendix 1

### List of National Governing Bodies

#### **The Association of British Riding Schools**

Blenheim Business Centre, Smithers Hill,  
Shingley, West Sussex  
RH13 8PP

**Tel:** 01403 741188

[www.abrs-info.org](http://www.abrs-info.org)

#### **British Cycling**

National Cycling Centre  
Stuart Street  
Manchester, M11 4DQ

**Tel:** 0161 274 2000

**Fax:** 0161 274 2000 / 2001

[www.britishcycling.org.uk](http://www.britishcycling.org.uk)

#### **The British Mountaineering Council**

The Old Church  
177-179 Burton Road  
West Didsbury  
Manchester, M20 2BB

**Tel:** 0161 445 6111

**Fax:** 0161 445 4500

[www.thebmc.co.uk](http://www.thebmc.co.uk)

#### **Mountain Training**

Siabod Cottage  
Capel Curig  
Conwy  
LL24 0ES

**Tel:** 01690 720272

[www.mountain-training.org](http://www.mountain-training.org)

#### **Institute for Outdoor Learning**

Warwick Mill Business Park  
Warwick Bridge  
Carlisle, Cumbria  
CA4 8RR

**Tel:** 01228 564580

**Fax:** 01228 564581

[www.outdoor-learning.org](http://www.outdoor-learning.org)

#### **The Royal Life Saving Society UK**

Redhill House  
227 London Road  
Worcester WR5 2JG

**Tel:** 0300 323 0096

[www.rlss.org.uk](http://www.rlss.org.uk)

#### **British Canoe Union HQ**

18 Market Place  
Bingham  
Nottingham  
NG13 8AP

**Tel:** 0845 370 9500 or 0300 0119 500

**Fax:** 0845 370 9501

[www.britishcanoeunion.org.uk/](http://www.britishcanoeunion.org.uk/)

#### **The British Horse Society**

Abbey Park  
Stareton, Kenilworth  
Warwickshire, CV8 2XZ

**Tel:** 02476 840500

**Fax:** 02476 840501

[www.bhs.org.uk](http://www.bhs.org.uk)

#### **English Ski Council (Snowsport England)**

Sport Park  
Loughborough University  
3 Oakwood Drive  
Loughborough, Leicestershire, LE11 3QF

**Tel:** 01509 232323

**Fax:** 01509 220410

[www.snowsportengland.org.uk](http://www.snowsportengland.org.uk)

#### **The British Caving Association**

The Old Methodist Chapel  
Great Hucklow  
Buxton, Derbyshire  
SK17 8RG

**Tel:** 01298 873810

[www.british-caving.org.uk](http://www.british-caving.org.uk)

#### **Royal Yachting Association**

RYA House  
Ensign Way  
Hamble, Hants  
SO31 4YA

**Tel:** 023 8060 4100

**Fax:** 023 8060 4299

[www.rya.org.uk](http://www.rya.org.uk)