

BAC HILLCRAFT INSTRUCTION - RISK ASSESSMENT

Variety of Terrain - Action - The Instructor/Supervisor must be familiar with the type of terrain and hazards being undertaken.

Conditions and Fitness - Action - The Instructor/Supervisor must ensure that the groups are equipped for the condition to be encountered and be satisfied that the groups are physically capable of the proposed journey.

Route and time to be taken - Action - An outline route card of the journey to be undertaken (with escape routes) must be left with the Centre Manager or other designated adult.

Accidents & Dangerous Occurrences - Action – Instructors/Supervisors must carry an approved first aid kit and where possible, some form of communication (radio/mobile phone). There must be an agreed procedure between the Instructor/Supervisor and either the Centre Manager, the Designated Person or Home Contact to ensure that the group are known to be off the hill at established times. In the event of a group being overdue, there must be an agreed procedure in respect of when to alert the Emergency Services. Instructors/Supervisors must keep records of accidents and dangerous occurrences, and complete the appropriate forms as soon as is practicable.

Communications - Action - Wherever possible, BAC Instructors will carry BAC VHF radio equipment and have established radio links with a Control Point. Alternatively, a mobile phone should be carried. Spare batteries must be taken. It is recommended that wherever possible, all Instructors/Supervisors have some mode of communication.

Quality of Instructors - Action - A Minimum of South West Mountain & Moorland Summer Leader is required for Exmoor and Dartmoor and the hills of South Wales (Brecon Beacons, Black Mountain and Black Mountains. A Mountain Walking Leader (Summer) Qualification is required for all other summer UK Wild Country Areas. Instructors will have been police cleared under the Criminal Records Bureau.

Use of Vehicle- Action - Where instructors/Supervisors transport groups, they must have obtained the Local Authorities Minibus Driver Assessment Qualification or equivalent. All passengers must use seat belts and gangways must not be obstructed by equipment.

Incapacity of Instructor/Supervision - Action - All BAC Instructor led groups must also be accompanied by another competent adult.

Access into Restricted Areas (eg Dartmoor/Lulworth) - Action – Instructors/Supervisors must ensure that they have checked that the area being used is not closed to the public and be aware of all restrictions in operation.

Duke of Edinburgh's Award - Local Authority Groups must comply with the Leisure Services 'Trips & Excursions' policy and also follow the recommendations of the Award Scheme. Instructors/Supervisors of groups must hold the qualifications as detailed above.

Use of Hazardous Equipment/Substances Action – Groups must be properly trained before using cooking equipment, especially Trangia Stoves, and in the storage, transport and handling of all fuels.

Group Control Action – where groups are walking unaccompanied under distant supervision, a method of location control is recommended. This can consist of letterboxes and other message indicators. The use of radio and mobile phones with such groups must only be used where other options are unavailable as they can destroy the sense of adventure and self-reliance.

The Centre Manager and the Nominated Person responsible for the above activities will consult with Instructional Staff with regard to the identified hazards and actions. There will be an annual review of this document at the end of the year with any new hazards identified for the following year.