

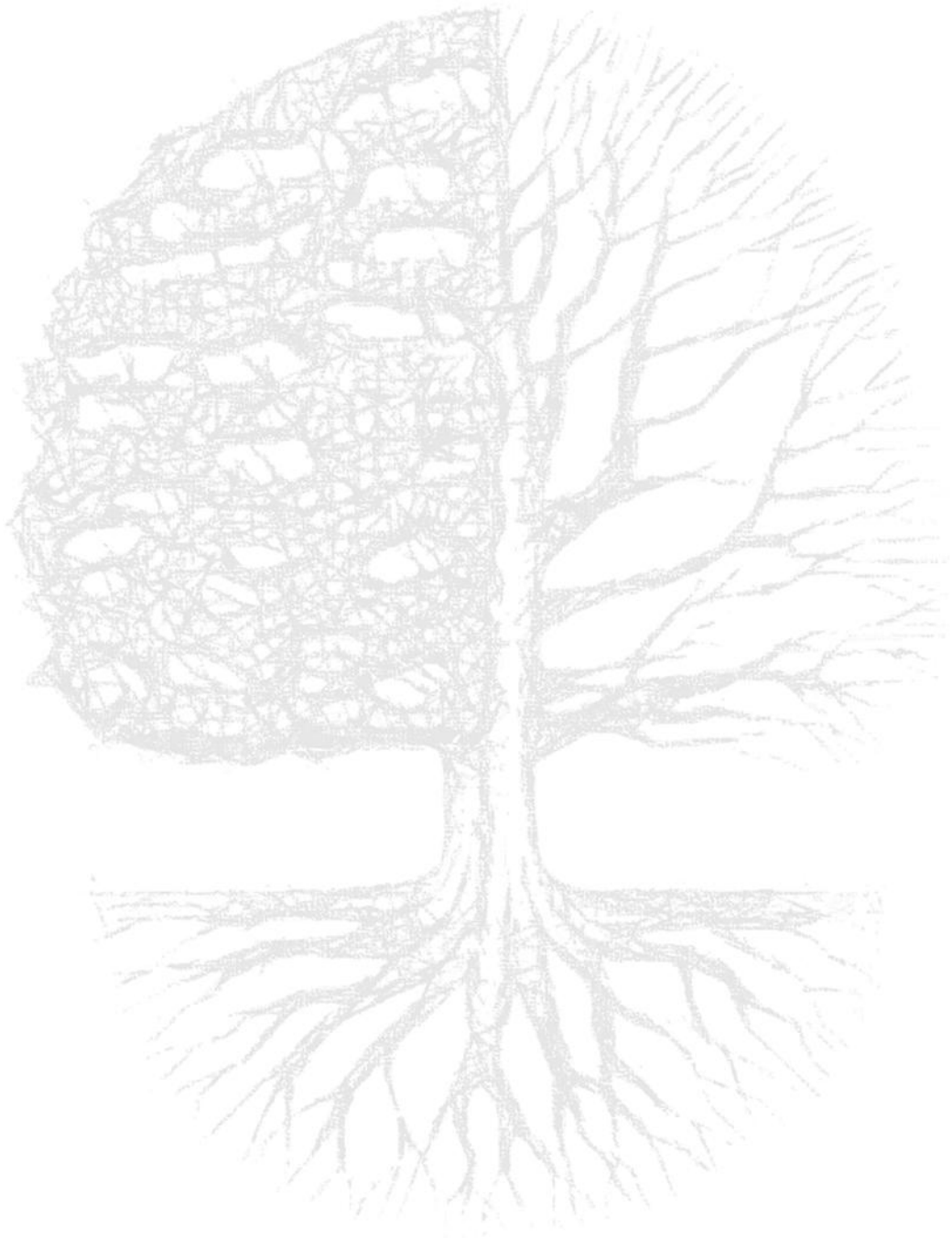


**Scottish Outdoor
Education Centres**

Activity Risk Assessments & Standard Operating Procedures

Updated 9th January 2026

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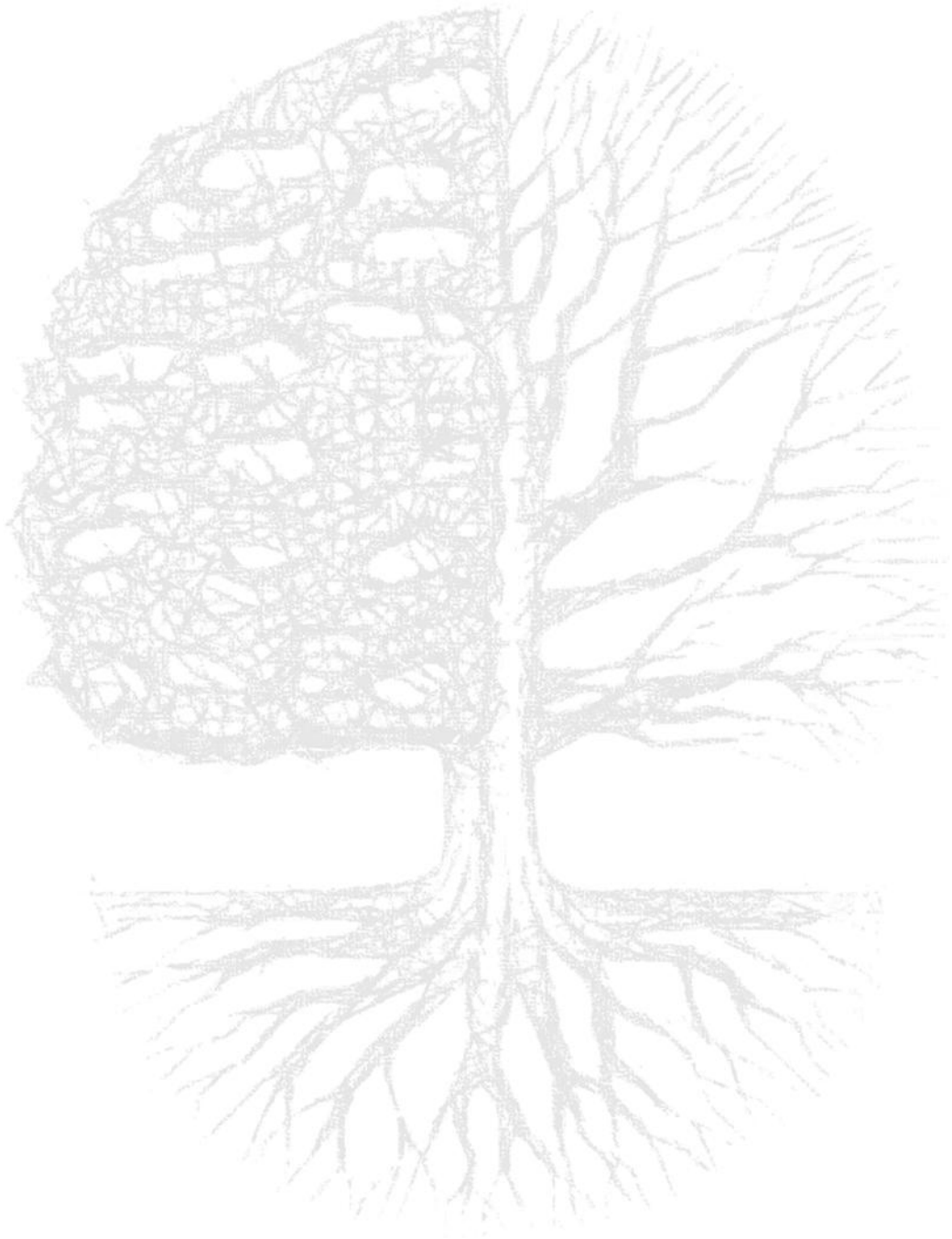
Introduction

These Risk Assessments and Standard Operating Procedures the operational guidelines to ensure safe practice for all Scottish Outdoor Education Centres (SOEC) activity provision. They have been compiled by the Senior Management Team in collaboration with the Technical Advisors for climbing and water sports.

Glossary of Terms and Abbreviations

Term/Acronym	Definition/Explanation
BA	Buoyancy Aid
CE	Chief Executive
CM	Centre Manager
DM	Duty Manager – Senior staff member onsite assigned to deputise for the Centre Manager
DT	Duty Tutor
HO	Head Office
LT	Lead Tutor
Competence Matrix	A spreadsheet kept on the cloud that records the activity validations and national governing body awards held by all tutors
NGBs	National Governing Body Awards
Off-Site Activities Register	A board mounted on the wall in the operations room for recording all the details of groups that are venturing off site on that day.
Operations Room	The administration centre for all operational activities and tutors
PPE	Personal Protective Equipment – E.g. Harness, helmet, buoyancy aid.
QA	Quality Assurance
RA	Risk Assessment
SOEC	Scottish Outdoor Education Centres
SOPs	Standard Operating Procedures
ST	Senior Tutor
TA	Technical Advisor
Technical Bin	Storage for retired equipment needing checked
VP	Validation Process

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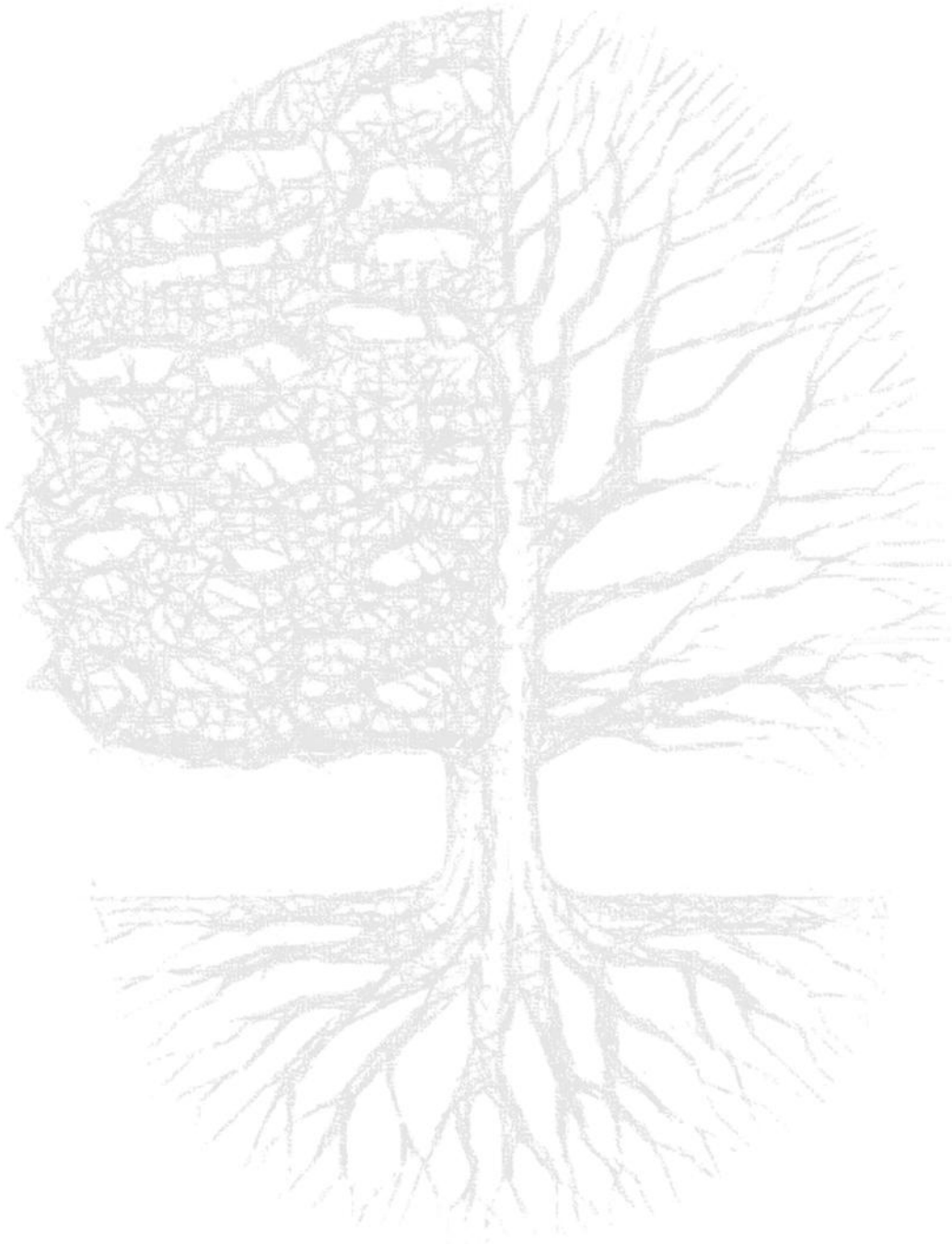


**Scottish Outdoor
Education Centres**

SECTION ONE

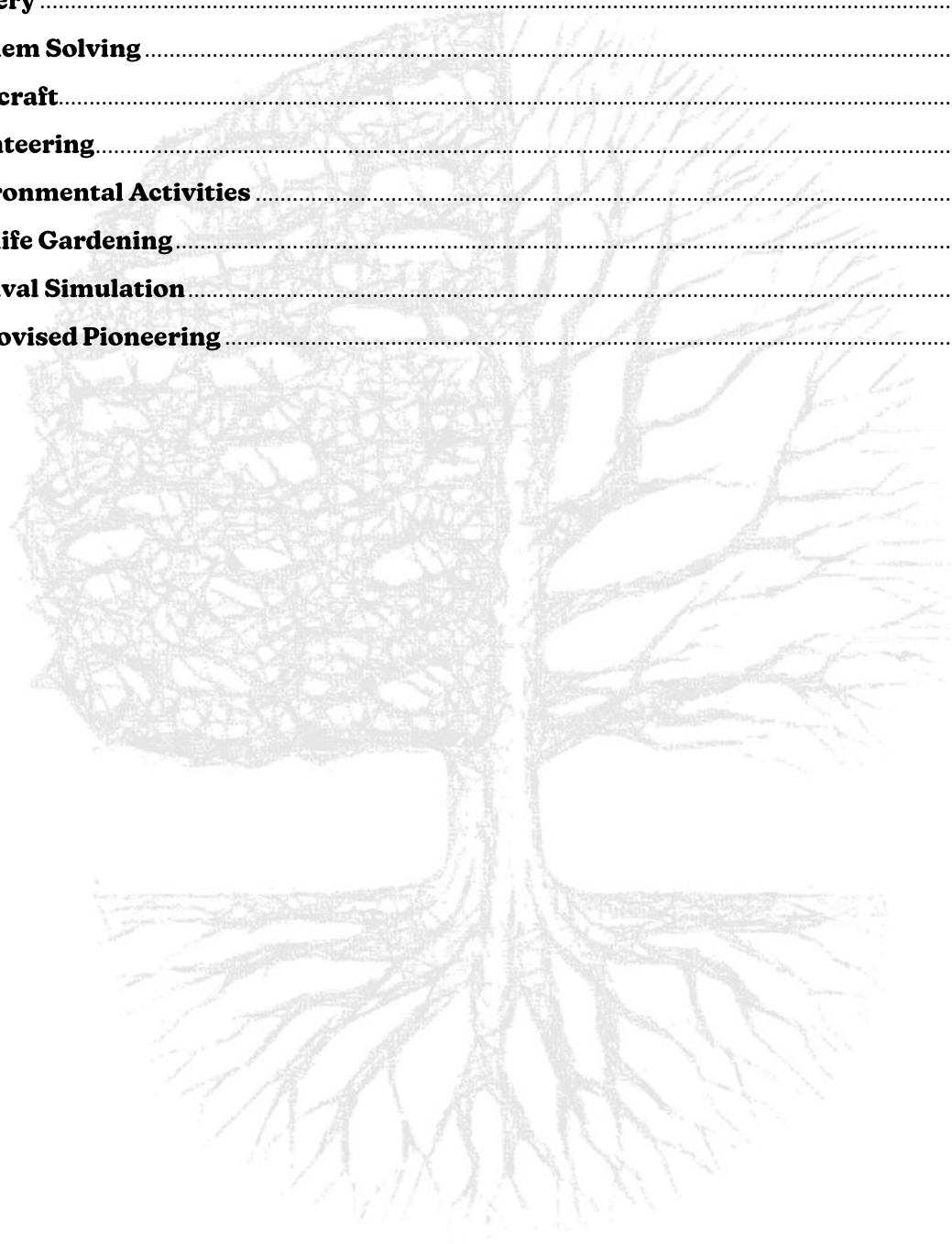
General Activity Risk Assessments & Standard Operating Procedures

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Generic RA and SOPs: Other Activities				
Risk Assessment				
Signed: 			Date: 9 th January 2026	
Print: Jamie Miller				
Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Hypothermia or heat disorders	X	X		- Weather forecasts consulted and Tutors briefed about possible adverse weather. - Tutors' management of group to minimise risk. - Continuous monitoring of group members by Tutor.
Slips, trips & muscular/skeletal injuries	X	X		- Appropriate footwear to be always worn. - Appropriate safety briefing and group management by Tutor. - Possible pre-session warm-up activity depending on participants' ability.
Failure/misuse of equipment	X	X		- Tutors trained in the appropriate use of equipment. - Adequate briefing and demonstration of equipment's use. - Periodic inspection procedures in place.

Generic RA and SOPs: Other Activities		
Standard Operating Procedures		
Ratio	Qualification	
1:12		
Tutor equipment		Participant equipment
First Aid Kit		- Clothing appropriate to the forecast and prevailing weather conditions - Appropriate footwear.
Set up		
The tutor should check the weather forecast prior to the session and prepare their group accordingly.		
Equipment, fitting, and briefing		
Participants should be briefed on the boundaries of the activity.		
Procedure		
The tutor should monitor the group for their physical and mental wellbeing and curtail the session if their safety is at risk.		
End of the session		
- If equipment is being left at the end of the session for others to use it should be left in a tidy fashion. - At the end of the last session of the day all equipment should be returned to its original location (stores, office etc.). - Any problems or defects should be reported to the LT/ST/CM		
Centre Specific SOPs		
Belmont	Broomlee	Dounans

Low Ropes				
Risk Assessment				
Signed: 			Date: 9 th January 2026	
Print: Jamie Miller				
Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Head injuries	X	X		- Tutor trained in the appropriate fitting of PPE. - Participants equipped with appropriate PPE.
Slips, trips & muscular/skeletal injuries	X	X		- Tutor trained and monitored in safe group management and briefing. - Group to wear appropriate footwear.
Injury from loose clothing and jewellery becoming trapped	X	X		- Tutors encourage participants to remove jewellery, wear appropriate clothing and manage long hair. - Tutors remain vigilant and prevent developing hazards.
Injury from apparatus	X	X		- Tutor trained to deliver briefing and demonstration of apparatus use. - Tutor familiarised with key areas of increased risk on the course. - Group advised on appropriate footwear.

Low Ropes		
Standard Operating Procedures		
Ratio	Qualification	
1:12	In house training/familiarisation and validation process.	
Tutor equipment		Participant equipment
- Tutor must wear an appropriate helmet. - Tutor must carry a First Aid kit.		- Participants must wear a correctly fitted helmet. - Appropriate footwear.
Set up		
- All participants should be wearing appropriate footwear. - Tutor must visually check all equipment at the start of session and carry out visual checks of the activity and the area, reporting any issues to LT/ST/CM. - Tutor must actively assess the risks in their surroundings throughout the session and respond appropriately. - If the activity is being left unattended all equipment should be left neatly.		
Equipment, fitting, and briefing		
- All participants should be made aware of the following safety points: - Feet should be across the wire, so the wire is in the arch of the foot. - They should shuffle or sidestep and not cross their feet to allow them to step off. - They should not put their fingers in any moving parts to prevent crushing. - If they are going to fall, they should try to let go of any ropes and step off. - Tutor should give a clear explanation and demonstration of spotting. - Tutor must visually check all equipment at the start of session and carry out visual checks of the activity and the area, reporting any issues to LT/ST/CM. - Tutor must actively assess the risks in their surroundings throughout the session and respond appropriately. - If the activity is being left unattended all equipment should be left neatly.		
Procedure		
- Tutor should manage the number of participants on platforms to prevent overcrowding. - Tutor should employ an appropriate number of spotters depending on individual element and/or group ability. - Tutor should assist the group with spotting where necessary.		
End of the session		
Centre Specific SOPs		
Belmont	Broomlee	Dounans
Boundaries briefing to include the limitation of the Centre workshop	All participants should be made aware of the risk involved in using the spacers as footholds when moving from one element to another.	All participants should be made aware that ropes are used to aid them across the element and not to be swung on.

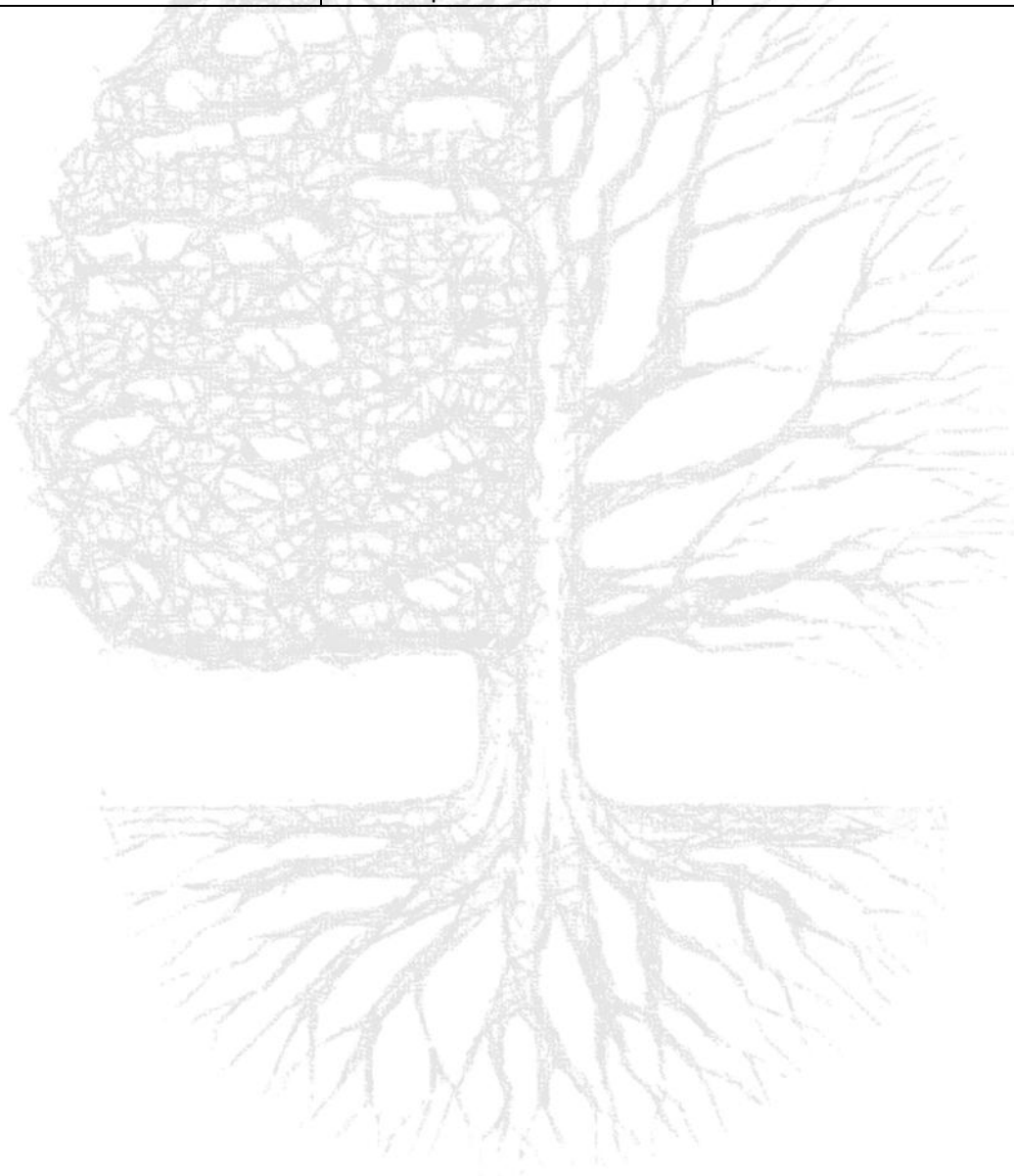
Nightline				
Risk Assessment				
Signed: 			Date: 9 th January 2026	
Print: Jamie Miller				
Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Collisions due to being blindfolded	X	X		• Appropriate PPE correctly fitted. • Tutor trained and validated.
Slips, trips & muscular/skeletal injuries	X	X		• Tutor trained in the appropriate fitting of PPE. • Participants equipped with appropriate PPE.
Injury from loose clothing and jewellery becoming trapped	X	X		• Tutors encourage participants to remove jewellery, wear appropriate clothing and manage long hair. • Tutors remain vigilant and prevent developing hazards.

Nightline		
Standard Operating Procedures		
Ratio	Qualification	
1:12	In house training/familiarisation and validation process.	
Tutor equipment		Participant equipment
- Tutor must wear an appropriate helmet. - Tutor must carry a First Aid Kit.		- Participants must wear a correctly fitted helmet and hard goggles/blindfold. - Appropriate clothing and Centre waterproofs available if required.
Set up		
- All participants must wear clothing they are content getting wet and muddy. Centre waterproofs should be provided if necessary. - Tutor must visually check all equipment at the start of session and carry out visual checks of the activity and the area, reporting any issues to LT/ST/CM. - Tutor must actively assess the risks in their surroundings throughout the session and respond appropriately. - If the activity is being left unattended all equipment should be left neatly.		
Equipment, fitting, and briefing		
- All participants must wear either hard blindfolds (blackened out goggles) or hard goggles over any soft blindfolds. - Participants briefed to follow the rope and ask for help if they get lost or lose the rope. - Tutor must visually check all equipment at the start of session and carry out visual checks of the activity and the area, reporting any issues to LT/ST/CM. - Tutor must actively assess the risks in their surroundings throughout the session and respond appropriately. - If the activity is being left unattended all equipment should be left neatly.		
Procedure		
- Tutor must maintain full awareness of group whilst they are blindfolded and keep participants close together if required. - Tutor must closely supervise or spot participants on elements/obstacles where participants are struggling or face hazards (e.g., steep slides, step ups or high step overs).		
Rescue Procedure		
Any participant who becomes stuck or panicked should be instructed to first remove their blindfold.		
End of the session		
- If the activity is being left set-up it should be left as mentioned in the 'Set Up' procedure above. - When the activity is finished with: - clean equipment should be returned and hung up in stores. - Any wet or dirty PPE should be cleaned and hung in a well-ventilated area to ensure proper air circulation. Turn items inside out if necessary, avoiding direct heat or sunlight.		
Centre Specific SOPs		
Belmont	Broomlee	Dounans

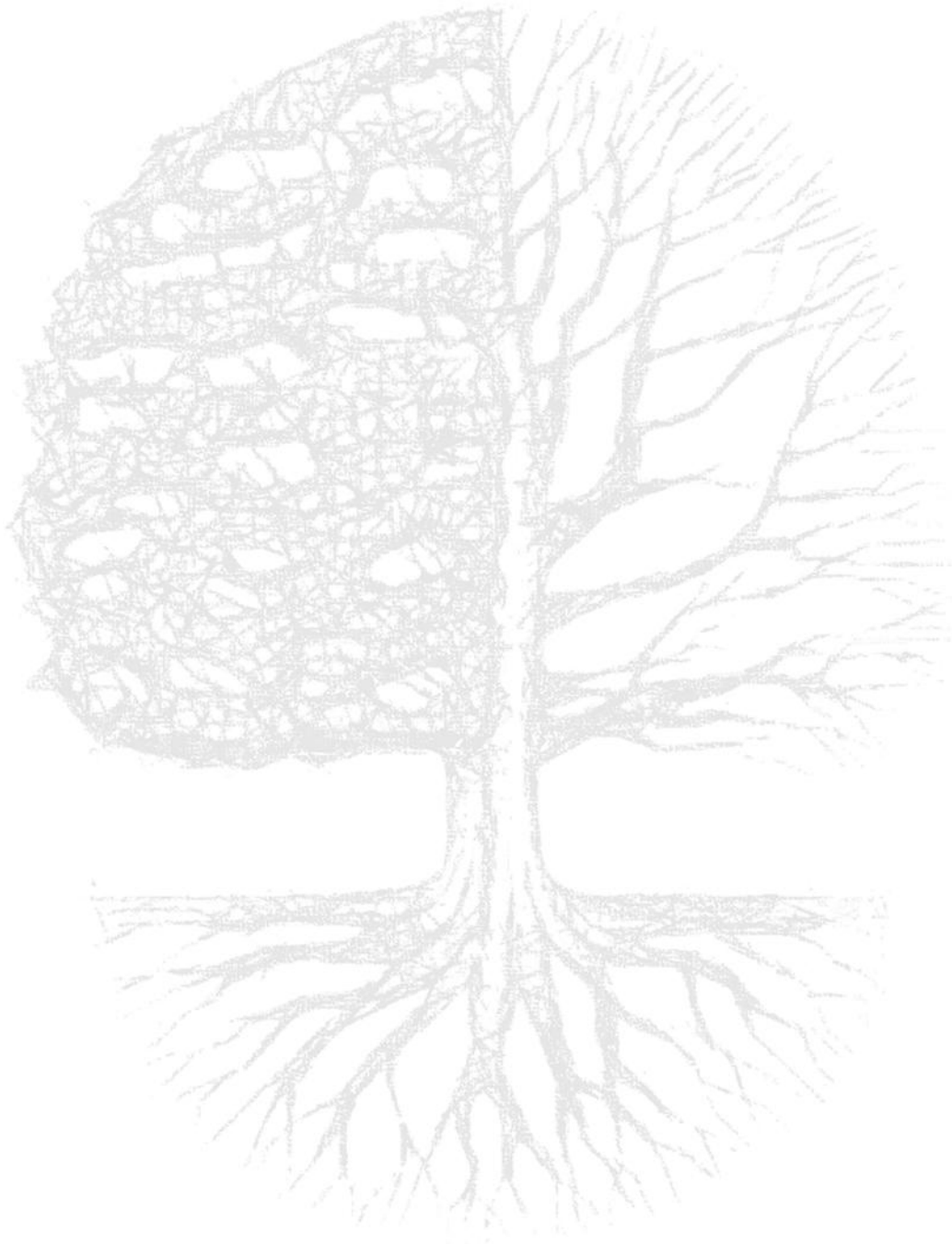
Archery				
Risk Assessment				
Signed: 			Date: 9 th January 2026	
Print: Jamie Miller				
Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Injury/fatality from being shot	X	X	X	- Activity is run by a validated tutor. - Activity is run in area of required size and has appropriate signage. - Bows and arrows are stored in separate locations.
Injury from string contacting arm	X			- Tutor is appropriately trained, including an appropriate demonstration and group management. - Appropriate safety equipment or clothing made available.
Injury whilst retrieving arrows	X	X		Tutor is suitably trained in group management and appropriate retrieval demonstration.
Injury from target falling over.	X	X		- Targets are appropriately secured. - Tutor trained to demonstrate safe techniques for extracting arrows from targets.

Archery		
Standard Operating Procedures		
Ratio	Qualification	
1:12	• Current Archery GB Instructor Award or SOEC internal validation.	
1:4 bows		
Tutor equipment		Participant equipment
• First Aid Kit		• Bows, arrows, and target faces. • Participants should wear long sleeved clothing. • Arm guards must be available. • Arrows and bows appropriate to the group's age/size
Set up		
• All targets must be stable. • The designated archery area must be clearly marked with shooting line and a waiting line. • There must be warning signs. • Permanent warning signs must be at obvious access points and checked before the session. • Non-permanent signs should be put out before the session (see site specific SOPs). • Tutor must ensure arrows are suitable for the draw length of the bow.		
Equipment, fitting, and briefing		
• Tutors should introduce the equipment, safety points and good practice as highlighted below: ○ The rules that everyone should remain in the safe zone unless shooting, no one is to go past the shooting line unless instructed by the Tutor. ○ Picking arrows up by the shaft and not the fletches. ○ Always pointing bows to the ground or the target. ○ Recommend the use of arm guards for all participants. • Tutors must perform a demonstration of safe and correct shooting of an arrow. The Tutor must then ensure that all participants follow this.		
Procedure		
• Tutor must remain vigilant throughout the session of all the group's whereabouts and behaviour. • Tutor must end the session should they feel the group's behaviour is a hazard. • If the Tutor leaves the shooting line to go down range, they should take all arrows with them. • Tutor should ensure that participants are using appropriately sized arrows and monitor for overdrawing. ○ Participants who are hitting their arms with string should be given arm guards and extra coaching to improve technique.		
End of the session		
• No bows or arrows should be left unattended. They should be either handed to the next group's Tutor, left in the office, or returned to stores. • All arrows must be counted back in, and lost arrows found before the end of the session/day. If arrows are not found tutor must inform the CM,ST or LT • All bows must be stored unstrung. • Any broken arrows should be put aside to be fixed at the end of the day.		

Centre Specific SOPs		
Belmont	Broomlee	Dounans
• Signage should be checked in line of trees. • Extra vigilance for public walking around the edge of the Centre and end of the range.	• Two ranges, one permanent one temporary. Signs at the permanent range should be checked. • Signs at the temporary range should be placed at Ashram, campfire, and footpath to river.	• Permanent signs in place should be checked. • Tutors should be aware of the track beyond the range and groups should NOT use the amphitheatre while archery is in use.



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Problem Solving				
Risk Assessment				
Signed: 			Date: 9 th January 2026	
Print: Jamie Miller				
Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Muscular/skeletal injuries	X	X		• Appropriate briefing and supervision on manual handling and spotting techniques. • Tutors should exercise their judgement regarding the height to which participants are lifted.
Head injuries	X	X		• Any participant leaving the ground should be wearing a correctly fitted helmet. • Participants should not be lifted above shoulder height.
Falling from elevated apparatus	X	X		• Tutor to deliver appropriate briefing and maintain good group control. • Participants and Tutor exercise spotting techniques when appropriate. • Tutor to remain attentive. • Any participant leaving the ground should be wearing a correctly fitted helmet.

Problem Solving		
Standard Operating Procedures		
Ratio	Qualification	
1:12	• SOEC internal validation	
Tutor equipment		Participant equipment
Where participants are being lifted off the ground, the tutor should be wearing a correctly fitted helmet.		• Where participants are being lifted off the ground, all participants involved should be wearing correctly fitted helmets.
Set up		
Equipment, fitting, and briefing		
• Where appropriate helmets should be worn and correctly fitted. • Any activity that involves participants being lifted should be thoroughly briefed of how to safely lift and how to protect the participants being lifted.		
Procedure		
• Tutors must exercise their judgement regarding the consequences of a failure of an improvised structure and intervene where necessary. • Tutor must be vigilant during blindfolded exercises to prevent collisions. • If a participant is to be lifted the Tutor must stand in the best position to protect the participant being lifted.		
End of the session		
Centre Specific SOPs		
Belmont	Broomlee	Dounans

Bushcraft				
Risk Assessment				
Signed: 			Date: 9 th January 2026	
Print: Jamie Miller				
Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Burns/Scalds	X	X		- Tutor trained in safe methods of building and managing fires and stoves. - Tutors have immediate access to water. - Fire lighting areas have clear fire pit areas and sitting are for groups. - Tutors trained to have good group control and stop activity if this becomes hazardous. - Only safe and appropriate lighting and fuel sources used.
Muscular/skeletal injury	X	X		- Tutor gives demonstration and briefing of appropriate lifting and carrying techniques. - Tutors remain present and aware of the group's behaviour.
Head injury from falling dead wood	X	X	X	- Tutors check the area for hanging dead wood before commencing with the session. - Regular clearance of dead wood in common sites.
Spread of fire/Wildfire	X	X	X	- Tutor to be aware if there is a wildfire warning issued by Scottish Fire and Rescue Service for the area. - Appropriate method of extinguishing the fire quickly should it start to spread

Bushcraft		
Standard Operating Procedures		
Ratio	Qualification	
1:12	SOEC internal validation	
Tutor equipment		Participant equipment
- First Aid Kit - Emergency water for extinguishing fire and immediate treatment of burns		- Stoves must be returned to stores with no left-over fuel. - Fire building sites should be left tidy. - Open fire fuel should be collected from dead sources.
Set up		
- Water for consumption should be from mains/bottled source or treated appropriately. - During long spells of warm dry weather tutor should check Scottish Fire and Rescue Service for wildfire risk for the area.		
Equipment, fitting, and briefing		
- Tutors should brief participants on the appropriate shelter structures and manual handling techniques. - Additional boundaries should include safe distance from open fires and safe conduct around the fire. - Appropriate safety equipment should be carried including additional water when using stoves or open fires.		
Procedure		
- Tutor must ensure that shelter structures are stable throughout their construction. - Tutor should closely supervise all fire-based activities, ensuring that appropriate fuel is used, and care is taken when adding to the fire. - Stoves: - fuel should not be added to stoves whilst the burner is lit. - should be used on level ground and if possible, placed against a non-flammable barrier to stop participants stepping over them. - Safety equipment must be readily available for the control of fires and to extinguish it at the end of the activity.		
End of the session		
Centre Specific SOPs		
Belmont	Broomlee	Dounans

Orienteering				
Risk Assessment				
Signed: 			Date: 9 th January 2026	
Print: Jamie Miller				
Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Injury from natural obstacles	X			Tutors trained to give appropriate briefing and boundaries at the start of the activity.
Groups going into out of bounds areas	X			- Tutors trained to set boundaries at the start of the session. - All Orienteering maps have fixed out of bounds areas marked on them.
Slips & trips	X			- Briefing given to the group to be careful. - Participants work in minimum of pairs to help each other.
Participants getting lost	X			- Tutors trained to give introductory activities and build on the orienteering skills, increasing challenge with skill acquisition. - Tutors give appropriate briefing at the start and remain vigilant of group's whereabouts.

Orienteering		
Standard Operating Procedures		
Ratio	Qualification	
1:12		
Tutor equipment		Participant equipment
There are a range of different orienteering courses at each Centre, each course will have a pack containing; maps, score cards, pencils, and other specific resources.		
Set up		
Orienteering course markers area already set up around the Centres.		
Equipment, fitting, and briefing		
- Tutors must spend time working through navigation skills with their group before sending their group away on their own. - Tutors briefing should include: - The boundaries of the activity and out of bounds areas within - That the participants should remain together and what to do in case of one member being injured - A clear return signal or time.		
Procedure		
- It is accepted that the participants are being sent off unsupervised and an element of uncertainty and trust are part of the activity. - The Tutor should maintain awareness of group dynamics and any lengthy absence. - If the Tutor feels that some of the groups cannot be trusted, an adult must accompany those participants.		
Rescue Procedure		
If a person is missing refer the Missing Persons Procedure in the General SOPs		
End of the session		
Centre Specific SOPs		
Belmont	Broomlee	Dounans
	Broomlee has 2 fixed courses: - Star Course - Red Course	Dounans has four fixed courses: - Star Course - Off-site course - Clipper course - onsite red course (OS symbols)

Environmental Activities				
Minibeast Hunt, River Dipping				
Risk Assessment				
Signed: 			Date: 9 th January 2026	
Print: Jamie Miller				
Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Muscular/skeletal injury	X	X		- Tutors give demonstration and briefing of appropriate lifting and carrying techniques. - Tutors remain present and aware of the group's behaviour.
Head injury from falling dead wood	X	X	X	- Tutors check the area for hanging dead wood before commencing with the session. - Regular clearance of dead wood in common sites.
Drowning	X	X		- Tutors ensure river-based activities take place in water no deeper than smallest participant's knee height and with no considerable flow. - Tutor remains vigilant of group and water level.

Environmental Activities		
Minibeast Hunt, River Dipping		
Standard Operating Procedures		
Ratio	Qualification	
1:12		
Tutor equipment		Participant equipment
		All group members must be dressed appropriately for the planned activity (e.g., wellies for river detectives, clothes suitable for the weather)
Set up		
The Tutor should consult the forecast and immediate conditions; with particular attention to rain levels if river-based activities are planned.		
Equipment, fitting, and briefing		
- Participants should be briefed on safe working areas and the Tutor should set clear boundaries. - Tutor should brief the participants on the 'leave no trace' principle and that all animals collected will be returned.		
Procedure		
- Participants must not go in water that is judged to be fast flowing, or that is deeper than knee-height. - The Tutor must be certain there is no danger of anyone being swept away or falling into deep water. - The Tutor must remain aware of the surrounding conditions (rising river levels etc.) - All animals caught for investigation should be returned to the habitat in which it was found. - Participants should wash their hands at the end of the session. - Tutors should be aware of members of the public and not obstruct public rights of way.		
End of the session		
Centre Specific SOPs		
Belmont	Broomlee	Dounans
	Participants may only enter the water from beach areas	

Wildlife Gardening				
Risk Assessment				
Signed: 			Date: 9 th January 2026	
Print: Jamie Miller				
Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Cuts and scrapes	X	X	X	- Tutor gives demonstration and briefing of appropriate use of saws and loppers. - Tutors trained to have good group control and stop activity if this becomes hazardous. - Tutors remain present and aware of the group's behaviour. - Participants must use gloves. - Tutors and participants should be mindful of members of the public who may be accessing the centre grounds, such as the riverside path at Broomlee. Care should be taken to keep tools, debris and people clear of known access paths when work is taking place.
Muscular/skeletal injury	X	X		- Tutor gives demonstration and briefing of appropriate lifting and carrying techniques. - Tutors remain present and aware of the group's behaviour. - Tutors remain aware of participants positioning and safe distance from one another.

Wildlife Gardening		
Standard Operating Procedures		
Ratio	Qualification	
1:12		
Tutor equipment		Participant equipment
• Small hand saws • Loppers and shears • Gardening gloves • Fire starting kit • Water for extinguishing the fire		
Set up		
• Saws and loppers should be collected with the group directly from the environmental stores. • Gloves should be collected with the group directly from the environmental stores. • Fires should only be lit at approved sites.		
Equipment, fitting, and briefing		
• Tutors should demonstrate and brief participants on the appropriate way to use saws and loppers. • Tutors to indicate which plants to cut, and how much of them to cut. • Tutors should brief participants on appropriate manual handling techniques. • Additional boundaries should include safe distance from open fires and safe conduct around the fire.		
Procedure		
• Participants should be spread out from one another and work independently. • Tutor should position themselves in such a way that they can see all participants using tools. • Participants shouldn't process or handle section of plant taller than them without assistance. • Tutor should closely supervise all fire-based activities, ensuring that appropriate fuel is used, and care is taken when adding to the fire. • Safety equipment must be readily available for the control of fires and to extinguish it at the end of the activity.		
Rescue Procedure		
• The tutor should ensure they have access to clean cool water and treat any burns as First Aid training dictates. • The tutor should ensure they have access to a first aid kit and treat any cuts as First Aid training dictates.		
End of the session		
Centre Specific SOPs		
Belmont	Broomlee	Dounans

Survival Simulation				
Risk Assessment				
Signed: 			Date: 9 th January 2026	
Print: Jamie Miller				
Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Hypothermia or heat disorders	X	X		- Weather forecasts consulted and Tutors briefed about possible adverse weather. - Tutors' management of group to minimise risk. - Continuous monitoring of group members by Tutor.
Slips, trips & muscular/skeletal injuries	X	X	X	- Appropriate footwear to be always worn. - Appropriate safety briefing and group management by Tutor. - Possible pre-session warm-up activity depending on participants' ability. - Appropriate briefing and supervision on manual handling.
Failure/misuse of equipment	X	X	X	- Tutors trained in the appropriate use of equipment. - Adequate briefing and demonstration of equipment's use. - Periodic inspection procedures in place.
Burns	X	X	X	- Tutor trained in safe methods of building and managing fires and stoves. - Tutors have immediate access to water. - Fire lighting areas have clear fire pit areas and sitting are for groups. - Tutors trained to have good group control and stop activity if this becomes hazardous. - Only safe and appropriate lighting and fuel sources used.

Survival Simulation		
Standard Operating Procedures		
Ratio	Qualification	
1:12		
Tutor equipment		Participant equipment
• First Aid kit • Survival Simulation activity sheets • Survival Simulation activity crates • Mountain rescue stretcher + dummy • CPR practice dummy • Practice AED		
Set up		
• The tutor should check the weather forecast prior to the session and prepare their group accordingly. • Fires should only be lit at approved sites. • Shelter should be set up in the centre of the designated activity area. • Set up all the activity crates on or around a table at the edge of the shelter.		
Equipment, fitting, and briefing		
• Clothing appropriate to the forecast and prevailing weather conditions. • Close toed shoes.		
Procedure		
Rescue Procedure		
• The tutor should ensure they have access to clean cool water and treat any burns as First Aid training dictates. • The tutor should ensure they have access to a first aid kit and treat any cuts as First Aid training dictates.		
End of the session		
• Make sure all items have been tidied away and returned to their designated activity crate. • If equipment is being left at the end of the session for others to use it should be left in a tidy fashion. • At the end of the last session of the day all equipment should be returned to its original location (stores, office etc.).		
Centre Specific SOPs		
Belmont	Broomlee	Dounans

Risk Assessment	Improvised Pioneering			
Signed:			Date: 9 th January 2026	
Print: Jamie Miller				
Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Injury from manual handling accidents	X	X		- Group briefed on safe manual handling techniques - Wooden spars must be carried by a minimum of two individuals - Tutor sets clear boundaries where projects should be built, with sufficient distance between groups - Participants to wear well-fitting closed-toe footwear
Slip, trip, or fall	X	X	X	- Appropriate safety brief. - Projects to be built an appropriate distance from hazards and not to obstruct public right of way.
Falling from height	X	X		- Appropriate safety brief. - Tutor to limit the height from the ground of participants. - Spotting techniques used as appropriate. - Participants and tutor to wear helmets.
Injury from collapsing project	X	X	X	- Appropriate safety brief. - Tutor to monitor the structural integrity of projects. - Tutor sets clear boundaries where projects should be built, with sufficient distance between groups - Tutor to assess if helmets are required.

Standard Operating Procedures	Improvised Pioneering	
Ratio	Qualification	
1:12	Activity familiarisation training by competent individual.	
Tutor equipment		Participant equipment
Tutor must have access to a first aid kit and mobile phone		- All participants must wear well-fitting closed-toe footwear - All participants must wear appropriate clothing for the weather
Set up		
- Tutor should check the chosen activity area for any abnormalities or potential hazards. - Tutor should check the condition of spars, including structural integrity and sharp edges.		
Equipment, fitting, and briefing		
- Appropriate briefing should be delivered before commencing building. This should include safe lifting techniques. - If the tutor deems helmets are required, correct helmet fitting should be demonstrated. Tutor should check each helmet is correctly fitted to the participant before they engage in the activity. - Helmets must be worn by participants leaving the ground.		
Procedure		
- Pioneering projects should only be constructed with ropes, poles and barrels. - Participants must be carefully supervised to ensure that they do not hit each other while carrying materials. - The Tutor should supervise an appropriate number of participants to lift/move pioneering projects. - Tutor should proactively intervene where hazards develop. - Tutor should monitor and set height boundaries for participants leaving the ground.		
End of the session		
- At the end of each session, hang PPE in a well-ventilated area to ensure proper air circulation. - Pioneering equipment to be left neatly for the next tutor. If projects are to be left constructed over lunch, tutor to leave the project site safe.		
Centre Specific SOPs		
Belmont	Broomlee	Dounans

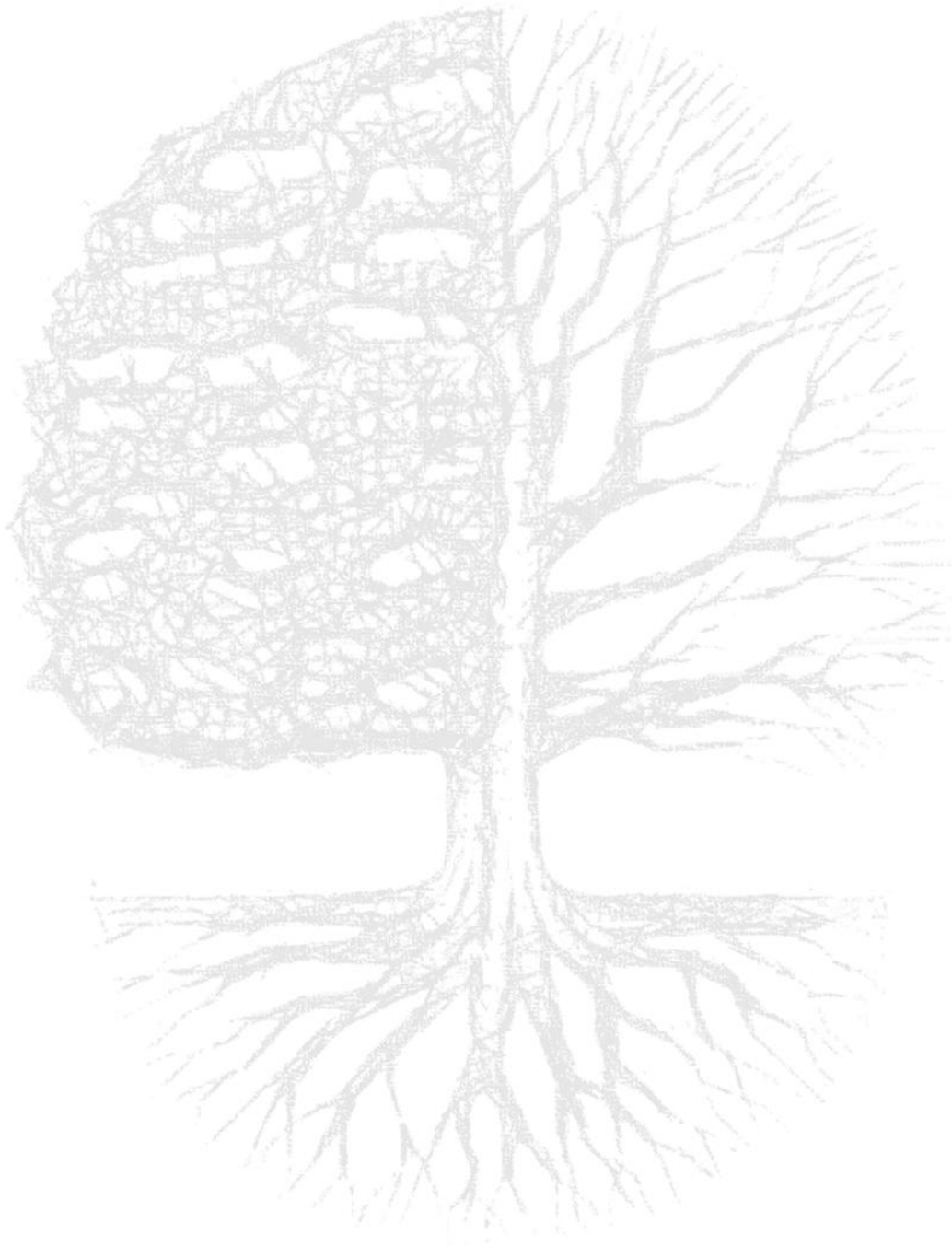


Scottish Outdoor
Education Centres

SECTION TWO

High Activity Risk Assessments & Standard Operating Procedures

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Contents

Generic: All Onsite High Ropes Activities 3

Tree Climb 7

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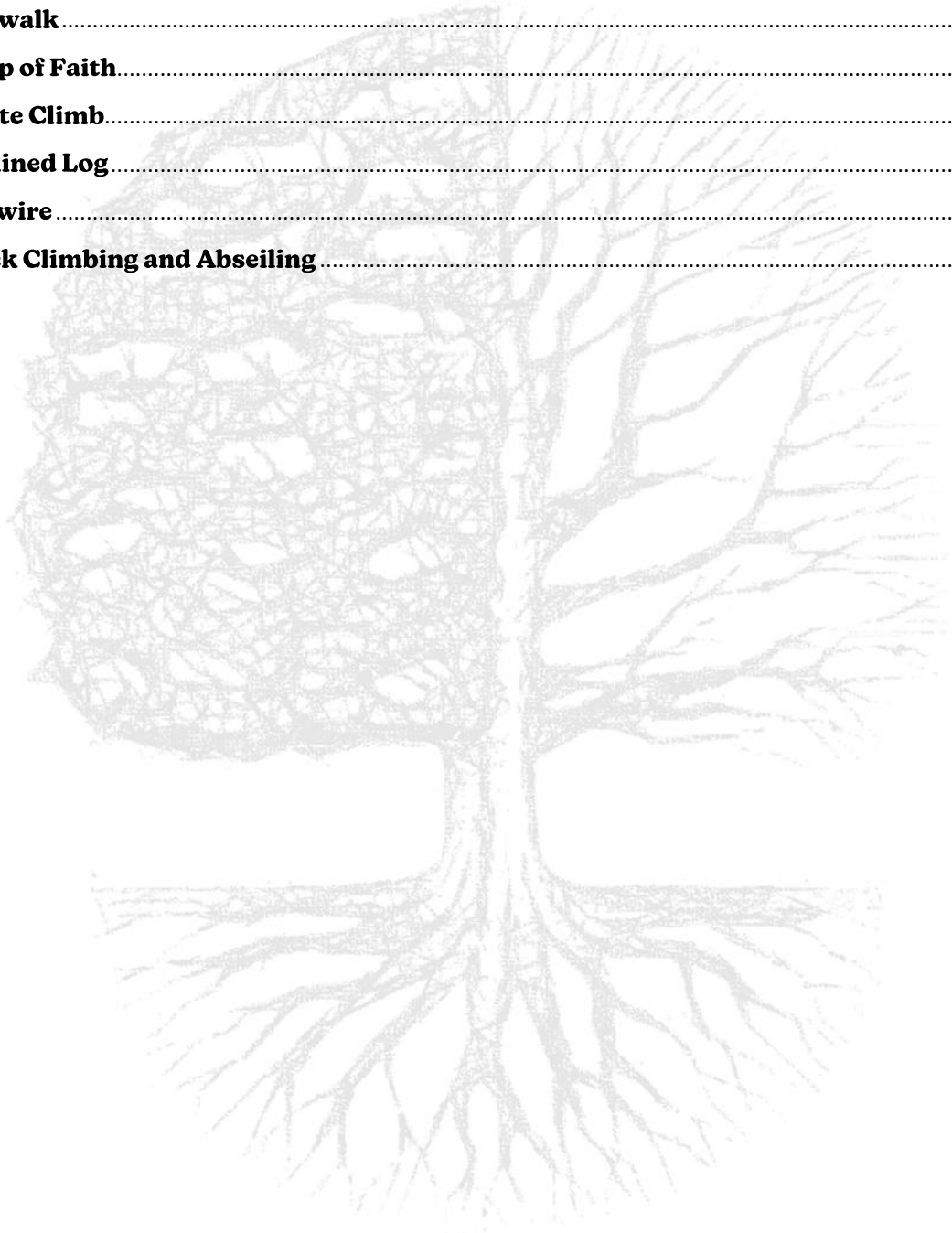
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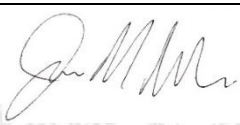
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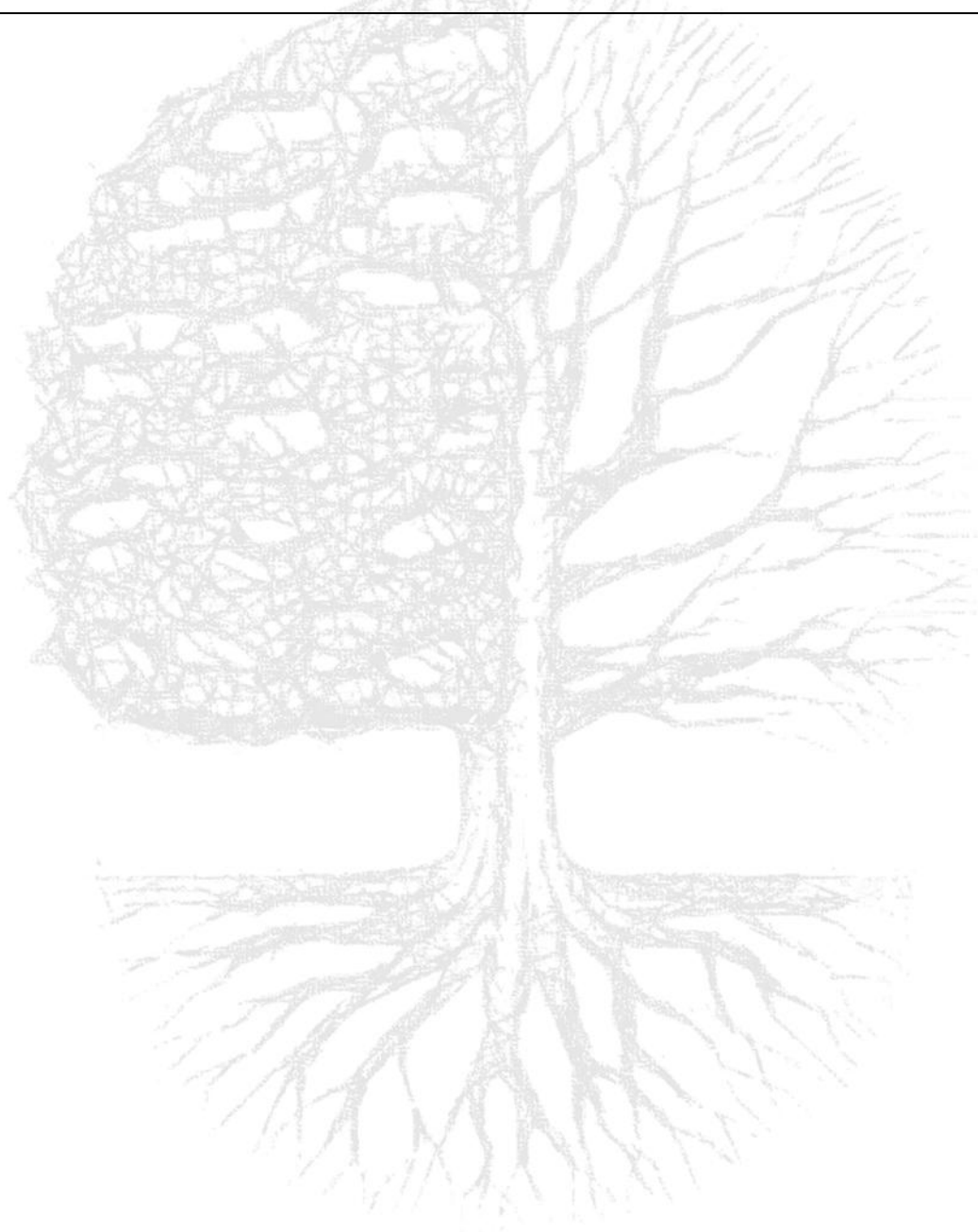


Generic: All Onsite High Ropes Activities				
Tree Climb, Leap of Faith, Catwalk, Crate Climb, Inclined Log, Zipwire				
Risk Assessment				
Signed: 				Date: 9 th January 2026
Print: Jamie Miller				
Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Falling from height	X	X		Tutors trained, validated, and monitored on belay techniques and the appropriate use of equipment, apparatus, and PPE, including the correct use of harnesses with thread back buckles.
Falling debris or objects	X	X		- Tutors suitably trained in good group management, including client personal belongings. - Correctly fitted PPE. - Periodic checks of trees and apparatus.
Equipment/apparatus failure or misuse	X	X		- Tutors trained and assessed in the correct use and fitting of equipment. - Adequate briefing and demonstration of equipment use. - Periodic inspection procedures of both equipment and apparatus in place.
Hypothermia & heat disorders	X	X		- Weather forecasts consulted and tutors briefed about possible adverse weather. - Tutors' management of group to minimise risk. - Continuous monitoring of group members by Tutor.
Injury from loose clothing, hair or jewellery getting trapped.	X	X		- Tutors aware of 'snag' hazards whilst on High Ropes activities. - Tutors encourage participants to remove jewellery, wear appropriate clothing and manage long hair.
Rope burns and Injury	X	X		- Tutor trained, validated, and monitored in belaying safely and managing Peer Belaying. - Appropriate group control and briefing.

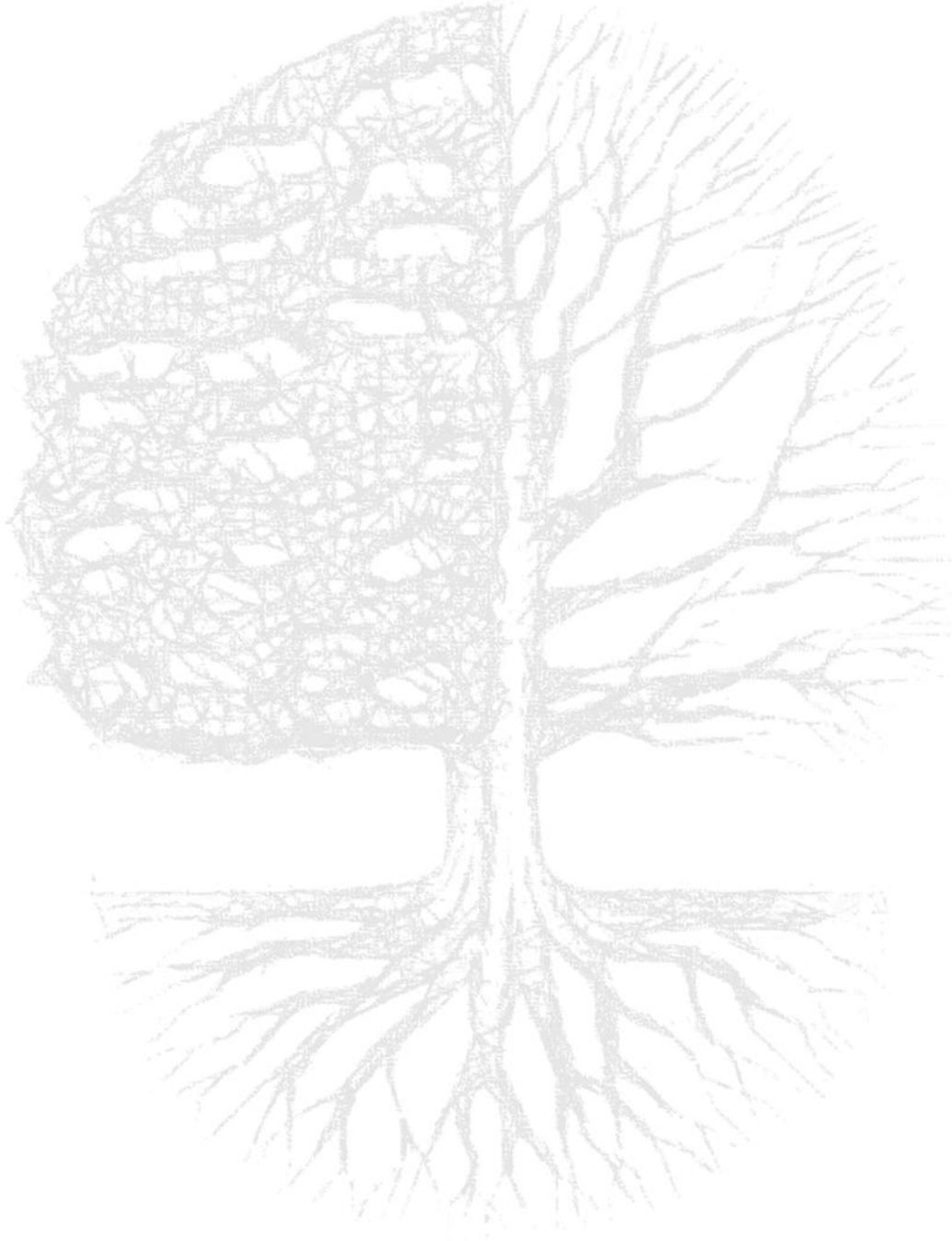
Generic: All Onsite High Ropes Activities (Excluding Zipwire)	
Standard Operating Procedures	
Tutor equipment	Participant equipment
- Tutor must wear an appropriate harness and helmet. - Tutor must carry a First Aid kit.	Participants must wear a correctly fitted harness and helmet.
Set up	
- Tutor must visually check all equipment at the start of session and carry out visual checks of the activity and the area, reporting any issues to LT/ST/CM. - Tutor must actively assess the risks in their surroundings throughout the session and respond appropriately. - If the activity is being left unattended: - All equipment should be left neatly. - Belay karabiner should be securely attached to prevent it being pulled out of reach. - Safety rope should be taken in tight and appropriately tied off at belay. - Temporary footholds to be removed and placed near the anchor tree during lunch and between activities.	
Equipment, fitting, and briefing	
- Tutor must ensure all PPE is correctly sized and fitted to each participant. - Before taking part, the Tutor must ensure all participants have: - emptied their pockets of belongings. - Remove jewellery that could become hazardous. - Outer clothing to be zipped up or removed to prevent entrapment, hoods and drawcords to be tucked in as appropriate. - Long hair should be tied back and tucked away as appropriate. - Tutor should introduce the equipment as appropriate for the group (including an explanation and demonstration) - When helping participants with fitting PPE, Tutors must remain aware of Child Protection guidelines and ensure nothing can be misinterpreted. - Tutor must brief group on the activity, its boundaries and safe areas ensuring it is understood by the entire group.	
Procedure	
- Tutors should perform a final check of each group members PPE before they participate. - When using sit harnesses, safety ropes should be attached to the belay loop using a belay master and a figure-of-8 knot tied off with half a double fisherman's (barrel knot) as a stopper knot. - When using a chest harness in conjunction with a sit harness the sternum loops and sit harness belay loop should be connected one of the following 3 ways - - a bridge sling and two karabiners, - A bridge sling one karabiner and a rethreaded fig 8 knot - A rethreaded fig 8 that encompasses the belay loop and two loops of the chest harness. - A direct belay to be used prescribed by the Technical Advisor. - Direct belay can be used for group peer belaying if the Tutor remains in ultimate control of the safety rope and an appropriate briefing and demonstration is delivered.	

End of the session

- If the activity is being left set-up it should be left as mentioned in the 'Set Up' procedure above.
- When the activity is finished with:
 - Clean equipment should be returned and hung up in stores.
 - Wet or dirty equipment should be cleaned and hung in the drying room or in stores.
 - Any problems or defects should be reported to the LT/ST/CM



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Tree Climb				
Risk Assessment				
Signed:			Date: 9 th January 2026	
Print: Jamie			Miller	
Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Impact with the tree whilst descending	X			- Tutor trained and validated in safe belaying and lowering techniques as well as group and climber management. - Periodic monitoring, quality assurance and refresher training.

Tree Climb		
Standard Operating Procedures		
Ratio	Qualification	
1:12	• No relevant NGB award: Initial validation by Technical Advisor & Annual Refresher by CM or ST. • CWI Award or above: In-house familiarisation training & Annual Refresher by CM or ST.	
Tutor equipment		Participant equipment
• Tutor must wear an appropriate harness and helmet. • Tutor must carry a First Aid kit.		• Participants must wear a correctly fitted harness and helmet.
Set up		
Equipment, fitting, and briefing		
Procedure		
During descent participants should be instructed to fend off from the tree as necessary.		
End of the session		
Centre Specific SOPs		
Belmont	Broomlee	Dounans
	• Tutors to ensure people only pass between activities when it is safe to do so. In most cases this being when the participant has reached the ground.	• Briefing to include boundaries of the river. • Tree Climb 1 is furthest away.

Catwalk				
Risk Assessment				
Signed: 			Date: 9 th January 2026	
Print: Jamie Miller				
Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Injury from dismounting log	X			• Appropriate briefing, demonstration, and explanation of dismount technique.
Tripping on ground anchor	X	X	X	• Participants alerted to the hazard. • Sign to alert members of the public.
Collisions with trees	X			• Tutor trained and validated in the use of activity, particularly the possibility of participant swing.

Catwalk		
Standard Operating Procedures		
Ratio	Qualification	
1:12	• No relevant NGB award: Initial validation by Technical Advisor & Annual Refresher by CM or ST. • CWI award or above: In-house familiarisation training & Annual Refresher by CM or ST.	
Tutor equipment		Participant equipment
• Tutor must wear an appropriate harness and helmet. • Tutor must carry a First Aid kit.		• Participants must wear a correctly fitted harness and helmet.
Set up		
• Should the safety rope go over the far side of the beam, tutors should use the in-situ rope to correct it. • Sign in place to warn members of the public of the trip hazard presented by the ground anchor.		
Equipment, fitting, and briefing		
• The group must be made aware of the trip hazard the ground anchor wire poses. • The briefing should include the correct method for dismounting the beam, which is stepping off, or sitting back into the harness without any slack in the system. No other methods for dismounting from the beam should be used.		
Procedure		
• From the ground anchor, participants climb the right-hand tree. • Tutor must ensure the belay point is moved in line with the participant as they move along the element. • Tutor must instruct the chosen correct method of dismount, ensuring the participant does not get tangled in the safety rope, does not collide with the apparatus once dismounted and that it is done as close to the centre of the beam as possible. • Participants should not hold the belay rope for balance to reduce the chance of friction burns to the hands when dismounting or in the event of a fall. • If the participant has not reached the beam, the tutor must be vigilant for: ○ Participants swinging into either tree. ○ Participants landing on the ground due to the stretch in the system. Participants must down climb should the tutor deem it necessary.		
End of the session		
Centre Specific SOPs		
Belmont	Broomlee	Dounans

Leap of Faith

Risk Assessment

Signed:



Date: 9th January 2026

Print: Jamie

Miller

Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Impact with pole	X			Appropriate briefing and monitoring on the use of the 'haul line'.
Rope burn	X	X		In addition to Generic Onsite High Ropes RA – HR1 Rope Burn and Injury.

Leap of Faith		
Standard Operating Procedures		
Ratio	Qualification	
1:12	• No relevant NGB award: Initial validation by Technical Advisor & Annual Refresher by CM or ST. • CWI award or above: In-house familiarisation training & Annual Refresher by CM or ST.	
Tutor equipment		Participant equipment
• Tutor must wear a correctly fitted helmet and harness. • Tutor must carry a First Aid kit.		• Participants must wear a correctly fitted helmet and harness whilst climbing. • All participants and observers must wear a correctly fitted helmet when outside the "safe area".
Set up		
Equipment, fitting, and briefing		
• The haul line should be attached to the figure of eight loop on the safety rope, using a screw-gate karabiner.		
Procedure		
• Tutor should position themselves in such a way that they can control both the belay and those managing the haul rope. • Tutor should make sure the haul rope is not taut while the climber is climbing. • Once the climber is at the top, the Tutor must take in as much slack as possible and then orientate the Italian Hitch into the lowering position before the climber jumps. • Care should be taken to ensure the climber does not hold the safety rope whilst jumping to reduce the chance of friction burns to the hands. • Tutor should monitor the climbers decent and ensure those controlling the haul line do not allow the climber to collide with the pole or pull them further from the pole than necessary. • If the participant has not reached the top the tutor must be vigilant for: ○ Participants swinging into the pole. ○ Participants landing on the ground due to the stretch in the system. Participants must down climb should the tutor deem it necessary		
End of the session		
Centre Specific SOPs		
Belmont	Broomlee	Dounans

Crate Climb				
Risk Assessment				
Signed: 			Date: 9 th January 2026	
Print: Jamie Miller				
Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Injury from crates	X	X	X	Participants assisting with the construction of the tower must wear helmets.
Impact with ground	X			Tutor remains extra vigilant during the construction of first 5 crates.
Injury or entanglement in haul rope	X			Climbers briefed not to hold onto haul rope.

Crate Climb		
Standard Operating Procedures		
Ratio	Qualification	
1:12	No relevant NGB award: Initial validation by Technical Advisor & Annual Refresher by CM or ST. CWI award or above: In-house familiarisation training & Annual Refresher by CM or ST.	
Tutor equipment		Participant equipment
- Tutor must wear an appropriate harness and helmet. - Tutor must carry a First Aid kit.		- Participants must wear a correctly fitted harness and helmet. - All participants and observers must wear a correctly fitted helmet when outside the "safe area".
Set up		
- Crate tower must be constructed on slab area. - Tutors must remain vigilant and ensure no slack in the belay rope at any time to mitigate the risk of impact with the crates or ground in the event of a fall.		
Equipment, fitting, and briefing		
- All group members assisting the participant with crates must wear a helmet. - Briefing should include instruction on the use of the crane system. - All group members should be briefed about the hazard of the crate stack falling and additional boundaries set for those not wearing a helmet.		
Procedure		
- Crates can be passed up by hand. - Once the stack gets too high, crates must not be thrown up but passed using the crane system. - Once the crate has been taken off the hook on the crane, the hook must be lowered immediately to prevent harm to the climber if they should fall. - Climber must not use the belay rope as an aid to climb. - Once the stack has fallen, climber should be lowered appropriately to the ground, being careful of crates still standing or on the ground. - Tutor to appropriately brief and manage the participants building the crate stack to minimise the risk of them being hit by falling crates. - Tutor to limit the height of the crate stack where necessary.		
End of the session		
Centre Specific SOPs		
Belmont	Broomlee	Dounans

Inclined Log

Risk Assessment

Signed:

Date: 9th January 2026

Print: Jamie



Miller

Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Injury from dismounting log	X			Appropriate briefing, demonstration, and explanation of dismount technique.
Tripping on ground anchor	X	X	X	- Participants alerted to the hazard. - Sign to alert members of the public.
Falling onto log from the first three steps	X			- Spotters to be used for the first three steps - Activity to be used for Primary School age students or younger only.
Falling into log from any point because of weight, rope stretch, and swing.	X			Only participants of primary school age or under should take part in this activity.

Inclined Log		
Standard Operating Procedures		
Ratio	Qualification	
1:12	• No relevant NGB award: Initial validation by Technical Advisor & Annual Refresher by CM or ST. • CWI award or above: In-house familiarisation training & Annual Refresher by CM or ST.	
Tutor equipment		Participant equipment
• Tutor must wear an appropriate harness and helmet. • Tutor must carry a First Aid kit.		• Participants must wear a correctly fitted harness and helmet. • All participants and observers must wear a correctly fitted helmet when outside the "safe area".
Set up		
• Sign in place to warn members of the public of the trip hazard presented by the ground anchor. • Only participants of primary school age or under should take part in this activity.		
Equipment, fitting, and briefing		
• Spotters should wear a helmet.		
Procedure		
• Tutor must ensure the belay point is moved in line with the participant as they move along the element. • Spotter should be used for the start of the element.		
End of the session		
Centre Specific SOPs		
Belmont	Broomlee	Dounans
No Inclined Log at Centre	Participants to be made aware of the nearby road.	No Inclined Log at Centre

Zipwire

Risk Assessment

Signed:



Date: 9th January 2026

Print: Jamie Miller

Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Fall from height – unauthorised use	X	X	X	Anti-Climb Panel to be replaced when activity is not in use.
Fall from height – access and egress	X	X	X	- Tutor and participant must use the fall arrest device when ascending and descending ladder to platform. - Tutor to watch participants exit from ladder and ensure platform lanyard is attached before removing ALF fall arrest device. - Tutor and participant must remain clipped to top safety anchor by platform lanyard whilst on platform. - Tutor must brief participants on the steep sides of the landing ramp. - Participants to dismount on the right-hand side. - No more than 2 helpers in dismount area.
Impact with platform	X			- Tutor to control safe launch from platform. - Tutor must ensure that the strop length is set correctly for the participant and no slack rope is present. - Tutor and participant safety strops correctly sized.
Impact with finish ramp/ground	X			- The ramp to be checked prior to session for wood chippings coverage and foreign objects. - Participant briefed as per SOP for landing. - Tutor ensures that the trolley adjustable lanyard length is set correctly for the participant. - Weight limits for activity observed.
Participant colliding with another person	X		X	- Area under lower half of Zipwire permanently marked and fenced to prevent access. - Tutor must perform a visual check that the landing area is clear before releasing participant. - Waiting/safe area marked. - Group briefed and managed on staying within safe area when not participating.

				• Out of Bounds areas briefed to all guests on arrival at centre to include area under Zipwire.
Entanglement/ entrapment	X			• Tutor must ensure that all loose items (jewellery or clothing) must be removed, and long hair must be tied back. • Participants briefed where to hold the strop (to prevent trolley running over hand).
Equipment failure – incorrect use of equipment	X	X		• Tutor must supervise and check fit of all harnesses and helmets before ascending to the platform. • Tutor familiarised with use of trolley and lanyards. Photographic reminders provided.
Equipment failure – misuse of equipment	X	X		• Tutors to be familiarised with SOP and correct equipment. • Tutor to brief participants on care of equipment. Activity stopped if any misuse occurs. • The hardware intended for use on the Zipwire should not be used for any other purpose.

Zipwire	
Standard Operating Procedures	
Ratio	Qualification
1:12	Validated Tutor
Tutor equipment	Participant equipment
- Tutor must wear an appropriate harness and helmet. - Tutor must carry a First Aid kit.	Participants must wear a correctly fitted harness and helmet.
Set up	
- Ensure landing area and flight path is cordoned off. - Check fall arrest device on the ladder locks under load. - Tutor attaches platform lanyards. - If activity is being left unattended, the anti-climb panel should be locked in place. - Ensure all participants are within a weight limit of 120kg.	
Equipment, fitting, and briefing	
- Tutor must give a clear explanation and demonstration of how to: - Fit harnesses and helmets to participants (completed prior to Tutor ascending the take-off platform). - Attach the ALF fall arrest device to the sit harness for ascending the ladder to platform. - A Tutor demonstration must be provided for end ramp landing, forwards, backwards and sideways. - Dismount from the wire. - Carry the trolley back up to the platform. - Any long hair must be tied back.	
Take-off Procedure	
- Tutor and participants must use the preplaced ALF fall arrest device to ascend, and descend, to/from the take-off platform. - The Tutor must ensure the participant is attached to a platform lanyard before removing them from the ALF fall arrest device. - The trolley is placed on the wire ensuring the brake is to the rear. - Tutor attaches trolley adjustable lanyard to trolley and participant. - Trolley adjustable lanyard is continually adjusted until participant reaches the start of the take-off ramp (ensuring there is no slack between participant and trolley). - Tutor must check landing zone and flight path is clear before removing the platform lanyard. - Participant places hands on tape sling handles. - Participant moves forward down the take-off ramp and leaves in a sitting position.	
Dismount Procedure	
- Once the participant has come to a stop, they should make their way up to the top of the landing ramp. - Participant removes the trolley from the wire and leaves the landing area.	

- Trolley, adjustable lanyard, and karabiners will then be given to the next participant to take back to the take-off platform.
- If a participant is struggling to remove the trolley from the cable, other group members may assist.

Rescue Procedure

- If a participant refuses to zip, reattach to the platform lanyard, and reattach to the ALF fall arrest device, then descend the ladder to ground.

End of the session

Centre Specific SOPs		
Belmont	Broomlee	Dounans
	No Zipwire at Centre	No Zipwire at Centre

Rock Climbing and Abseiling				
(off-site)				
Risk Assessment				
Signed: 				Date: 9 th January 2026
Print: Jamie Miller				
Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Falling from height	X	X		- Tutors suitably trained and validated/qualified on belay techniques and the appropriate use of equipment, apparatus, and PPE. - Only NGB qualified tutors to be involved in set-ups/ rigging of anchor systems. "Buddy" system to be used by tutors to cross-check set-ups/ rigging. - Safe zones to be explicitly designated (and monitored) for anyone operating or waiting at the crag environment.
Falling debris or objects	X	X		- Tutors suitably trained in good group management, including client personal belongings. - Ample correctly fitted PPE available. - Appropriate Group Management and briefings at the bottom and (where appropriate) the top of crag venues. - Tutors to ensure a tidy working environment at crag sites. - Pre-use visual inspection for loose rock and in reach branches.
Equipment/apparatus failure or misuse	X	X		- Tutors trained and assessed in the correct use and fitting of equipment. - Adequate briefing and demonstration of equipment use. - Periodic inspection procedures of both equipment and apparatus in place.
Hypothermia & heat disorders	X	X		- Weather forecasts consulted and tutors briefed about possible adverse weather. - Tutors' management of group to minimise risk. - Continuous monitoring of group members by Tutor.
Injury from loose clothing, hair or jewellery getting trapped.	X	X		Tutors aware of 'snag' hazards whilst on climbing/ abseil activities.

				Tutors encourage participants to remove jewellery, wear appropriate clothing and manage long hair.
Rope burn and Injury	X	X		- Tutor trained, validated, and monitored in belaying safely and managing Peer Belaying. - Appropriate group control and briefing.
Scrapes, cuts, puncture wounds, and potential infection due to hazardous litter (broken glass, needles, sharp objects).	X	X	X	- Pre-activity site inspection by the activity leader to identify hazardous litter. - Do not touch drug paraphernalia or needles—mark and avoid the area. - Remove safe-to-handle debris (e.g., broken glass) using gloves or a litter picker, never bare hands. - Relocate the session if hazardous items cannot be removed safely or if the area is contaminated. - Brief participants to avoid touching any unknown objects on the ground.

Rock Climbing and Abseiling (off-site)	
Standard Operating Procedures	
Ratio	Qualification
2:12	Remit to be conversant with those outlined by Mountain Training. Specifically, on Single Pitch crags a minimum of Rock-Climbing Instructor to be held by the supervising tutors within the outlined ratio.
Tutor equipment	Participant equipment
- Tutor must always wear an appropriate harness and helmet. - First Aid Kit - A mobile 'phone - Map/crag topo (where appropriate) - Emergency/spare food (where appropriate) - Emergency clothing (where appropriate) - PPE for rigging (Lanyard, Prusiks and Carabiners)	- Participants must wear a correctly fitted harness and helmet. Any personal medication - Food and drink appropriate to duration - Waterproofs and/or spare clothes - Appropriate footwear
Set up	
- Tutor should take a mobile telephone and have immediate access to it, ensuring they write the number on the sign out board. - Tutor must visually check all equipment at the start of session and carry out visual checks of the activity and the area, reporting any issues to LT/ST/CM. - Rigging set-ups should be cross checked by "buddy" with special attention to ropes, knots, Karabiner gates and the integrity of anchors - Tutors to ensure they are appropriately tethered during set-ups - Techniques used should be appropriate to qualification level and common practice - Tutor must actively assess the risks in their surroundings throughout the session and respond appropriately. - If the activity is being left unattended: - All equipment should be left neatly and out of sight if possible. - Attachment Karabiner (or maillon) should be attached to an appropriate anchor if possible. - Safety rope should be taken in tight and appropriately tied off at belay or neatly stacked/coiled as appropriate.	
Equipment, fitting, and briefing	
- Tutor must ensure all PPE is correctly sized and fitted to each participant. - Before taking part, the Tutor must ensure all participants have: - emptied their pockets of belongings - removed clothing or jewellery that could become hazardous - tied back any long hair - Tutor should introduce the equipment as appropriate for the group (including an explanation and demonstration) - When helping participants with fitting PPE, Tutors must remain aware of Child Protection guidelines and ensure nothing can be misinterpreted.	

- Tutor must brief group on the activity, its boundaries and safe areas ensuring it is understood by the entire group.

Procedure

- Tutors should perform a final check of each group members PPE before they participate.
- If using Bouldering as a pre-cursor activity – the use of “spotters” should be employed.
- When using sit harnesses, safety ropes should be attached to the belay loop using a belay master and a recognised termination knot (or tied directly onto the harness using a recognised termination knot)
- When using a chest harness in conjunction with a sit harness the sternum loops and sit harness belay loop should be connected one of the following 3 ways -
 1. A bridge sling and two karabiners,
 2. A bridge sling one karabiner and a rethreaded fig 8 knot
 3. A rethreaded fig 8 that encompasses the belay loop and two loops of the chest harness.
- Common belay techniques can be used for group peer belaying so long as the Tutor remains in ultimate control of the safety rope, and an appropriate briefing and demonstration is delivered.
- Safe zones should be understood by all participants, with consideration given to moving in and out of these zones. Safe zones should be monitored throughout the session, this is **particularly important in areas of elevation**.
- The Tutor must perform regular group number checks to ensure everyone is present.
- The tutor should try and remain to the timings they had stated on the sign-out board, if there is going to be a major change in timings, Tutors should attempt to contact the centre.
-

Rescue Procedure

- If the weather deteriorates and the well-being of the group is of concern the Tutor should lead the group down the nearest escape route and then return to the Centre.
- Should a participant become crag-fast; encouragement and lower-off should be the primary response, ensuring a tight line is given to ease the lowering transition. Only well practiced and common techniques should be used to affect a rescue.
- If a group member becomes injured, immediate contact should be made with the CM/ST/LT or Centre. If further assistance is necessary, or injury/ illness dictates then other agencies (e.g., mountain rescue) should be called.

End of the session

- If the activity is being left set-up it should be left as mentioned in the ‘Set Up’ procedure above.
- When the activity is finished with:
 - Clean equipment should be returned and hung up in stores.
 - Wet or dirty equipment should be cleaned and hung in the drying room or in stores with a heater.
- Any problems or defects should be reported to the LT/ST/CM
- Tutors should clear their entry on the sign-out board/ sign back in.

Centre Specific SOPs

Belmont	Broomlee	Dounans

Templates

Risk Assessment	Blank			
Signed:			Date:	
Print: Jamie Miller				
Hazard	Who is at risk			Control Measures
	Client	Staff	Public	

Standard Operating Procedures	Blank		
Ratio	Qualification		
Tutor equipment		Participant equipment	
Set up			
Equipment, fitting, and briefing			
Procedure			
End of the session			
Centre Specific SOPs			
Belmont	Broomlee	Dounans	

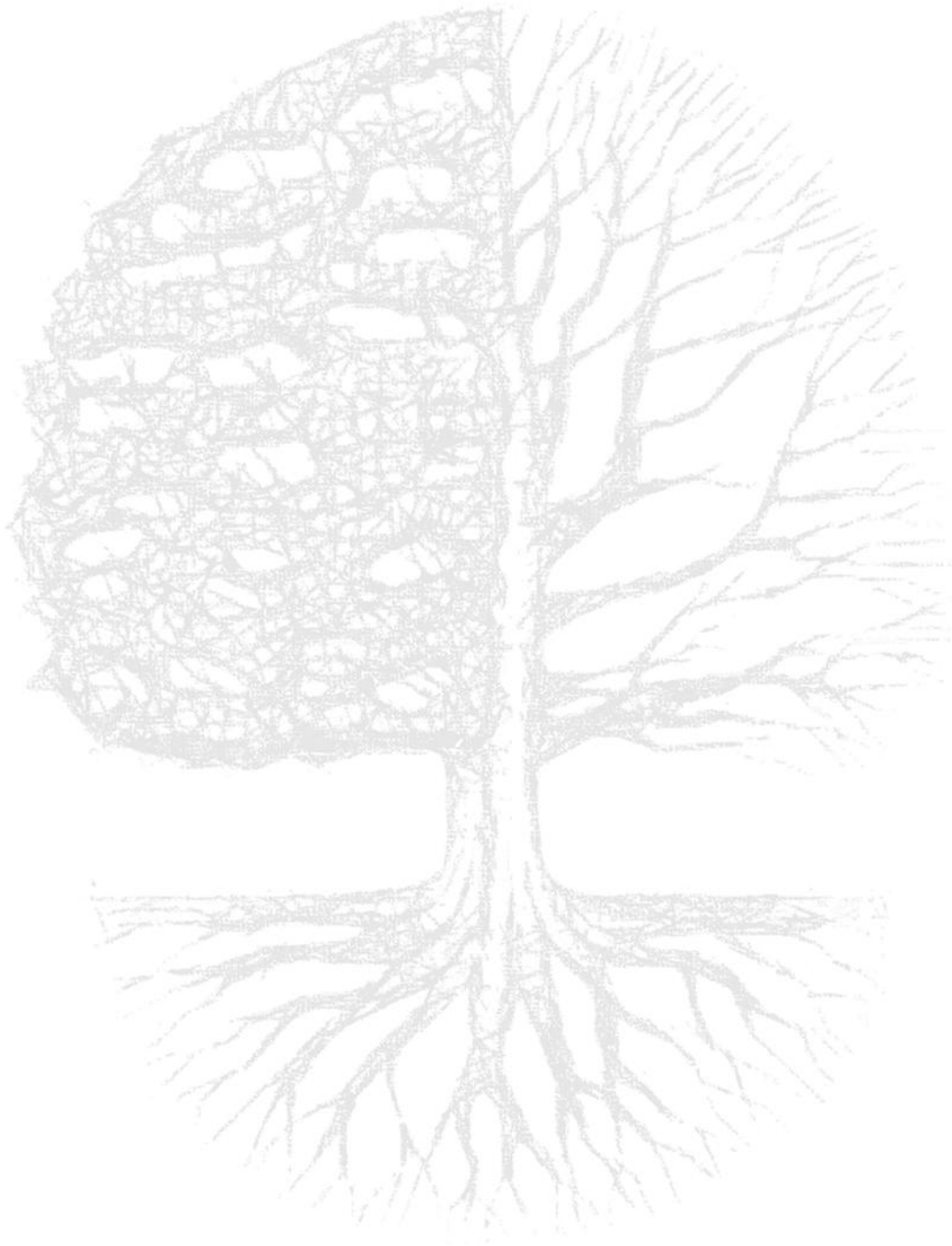


**Scottish Outdoor
Education Centres**

SECTION THREE

Water Activity Risk Assessments & Standard Operating Procedures

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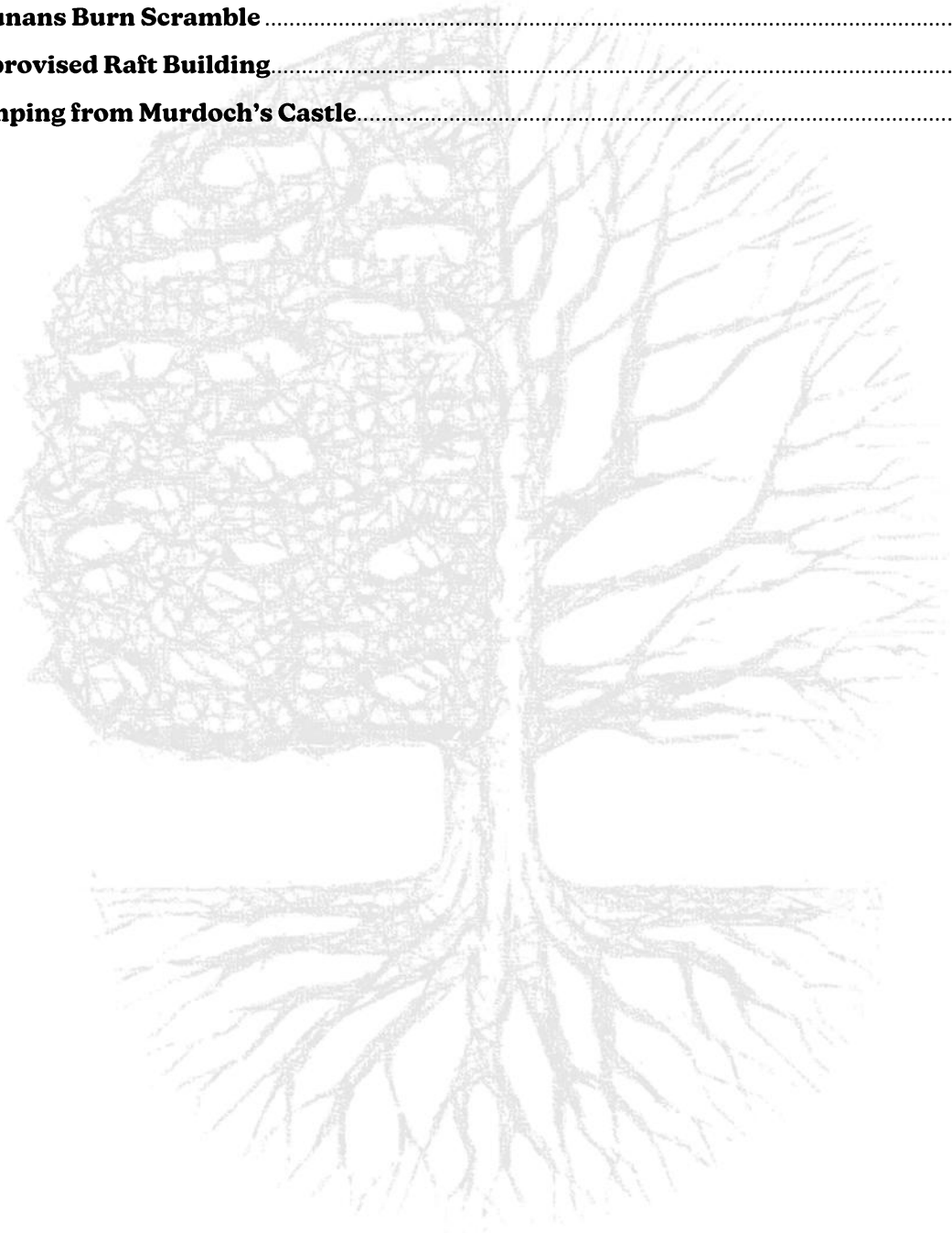
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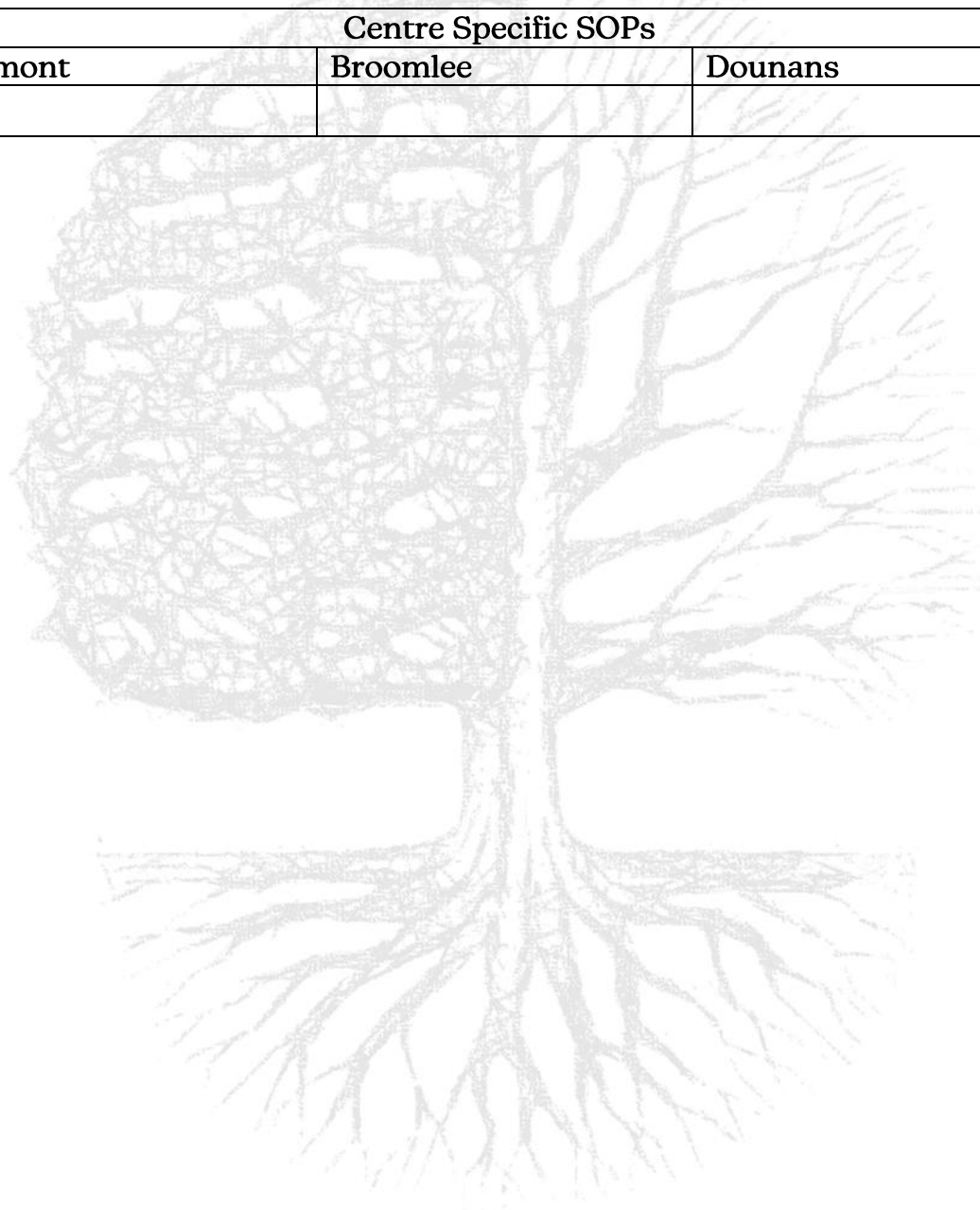
Generic: Water Activities				
Improvised Raft Build, Burn Scramble, Canoeing, Kayaking				
Risk Assessment				
Signed:			Date: 9 th January 2025	
Print: Jamie Miller				
Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Drowning	X	X		• Use of correctly fitted Buoyancy Aids (BAs). • Tutor appropriately trained and experienced in safety and rescue techniques.
Hypothermia	X	X		• Use of appropriate clothing for forecast and prevailing conditions. • Consideration of risk and duration of immersion, water temperature and access to re-warming facilities.
Hyperthermia and sunburn	X	X		• Use appropriate clothing. • Tutor group management to reduce risk.
Muscular-skeletal injuries	X	X		• Correct manual handling procedures and techniques when moving equipment. • Appropriate warm up activities before physical activities.
Injury from jumping into water	X	X		• Landing area checked for water depth and hazards by Tutor safely. • Participants briefed on appropriate safe jumping technique. • Appropriately sized PPE fitted.
Failure/misuse of Equipment	X	X		• Tutors trained in the appropriate use and fitting of equipment. • Adequate briefing and demonstration of equipment's use. • Periodic inspection procedures in place.
Infection/disease	X	X		• Attend to minor injuries on skin to reduce risk of infection. • Participants briefed not to consume stagnant water. • Consideration of waterborne hazards associated with toxic algae and Leptospirosis and appropriate action taken.
Head injuries	X	X		• Use of helmet when Tutor deems appropriate • Supervision and group management by Tutor.

Generic: Water Activities		
Standard Operating Procedures		
Ratio	Qualification	
1:12		
Tutor equipment		Participant equipment
- Tutors must wear correctly fitted Buoyancy Aids (BAs) - Tutor must be equipped with the appropriate safety and rescue equipment.		- Use of correctly fitted Buoyancy Aids (BAs) - All participants must have appropriate clothing and footwear (no wellies).
Set up		
- All equipment must be set up in a way to minimise entrapment hazards. - Tutor must be ready to get into the water if necessary. - The Tutor should check the weather forecast before the activity and address concerns to the CM/ST/LT.		
Equipment, fitting, and briefing		
- All BAs must be appropriately sized and fitted to all group members before they participate. - The Tutor should deliver a briefing that includes the boundaries of the activity. - The briefing should include the use of any equipment and the rescue procedure they will most likely use.		
Procedure		
- The Tutor must continuously monitor the group for their physical and mental wellbeing and curtail the activity if they feel continuing would be unsafe. - The Tutor should continuously monitor the weather conditions, particularly the temperature and wind speed/direction. - The Tutor should remain aware of all participants' positions and actions. - The Tutor should take into consideration the air temperature and length of time remaining at the activity before encouraging participants to become fully saturated.		
End of the session		
- All wet equipment should be returned to the drying room unless a different location is agreed with the Tutor who is running the following session. - All other equipment should be returned to its original position and left in a tidy fashion. - Any problems or defects should be reported to the LT/ST/CM		
Centre Specific SOPs		
Belmont	Broomlee	Dounans

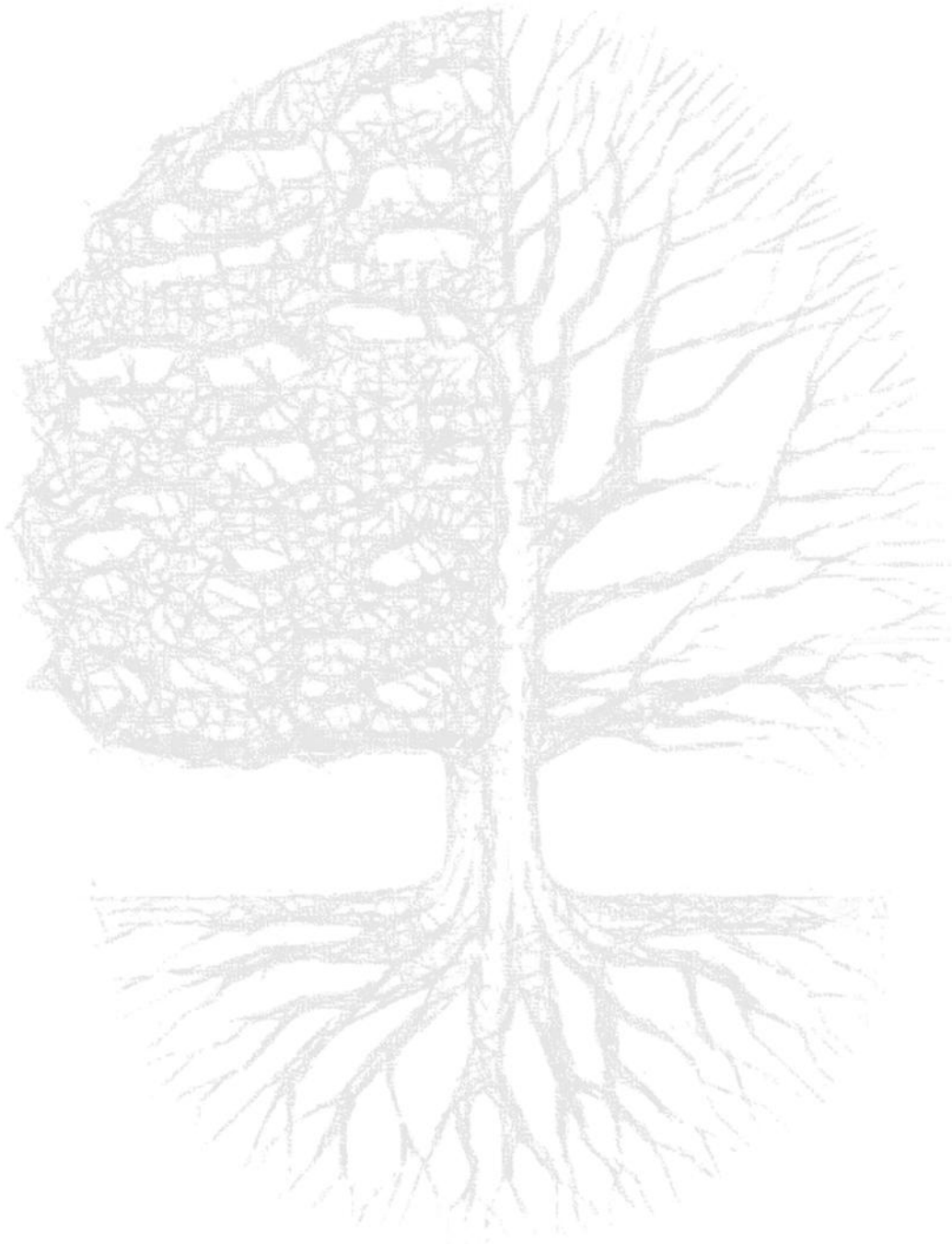
Offsite - Canoeing				
Risk Assessment				
Signed: 			Date: 9 th January 2025	
Print: Jamie Miller				
Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Entrapment	X	X		- Tutors suitably trained in safety and rescue techniques - Tutors appropriately equipped with safety equipment and trained in its use. - Equipment set up to minimise risk. - Appropriate footwear and clothing by group.
Man over board/capsize	X	X		- Tutors suitably trained in group management and safety and rescue techniques. - Appropriate briefing delivered to group. - In the event of immersion, appropriate after-care of the individual(s)
Separation of group or deviation from planned route or timing	X	X		- Tutors suitably trained in group management. - Appropriate route/venue choice for weather conditions and group ability.
Minor injuries	X	X	X	- Appropriate briefing delivered to group. - Tutor to remain vigilant regarding group management. - Equipment set up to minimise risk.
Weather	X	X	X	- Tutor to obtain (and understand) current weather forecast & be aware of previous weather conditions (antecedents to current weather) - Specific attention should be paid to the effects of weather in relation to spate levels and/ or wind effects - Tutor to consider venue and weather mitigations as appropriate
Environmental Conditions (inc Heat, Cold and Wet)	X	X	X	- Tutor to obtain (and understand) current weather forecast &, be aware of previous weather conditions (antecedents to current weather) - Tutor and Participants should have sufficient clothing that meets the requirements of the prevailing conditions (heat/ cold/ wet) including protective head and hand coverings. - Tutor should ensure "spare" clothing/ sunblock is carried as appropriate
Foot injuries	X	X		Appropriate footwear worn for planned activity.

Offsite - Canoeing	
Standard Operating Procedures	
Ratio	Qualification
1:6 Boats	<i>Refer to Paddle UK Environmental Definitions</i>
Tutor equipment	Participant equipment
• Correctly fitted Buoyancy Aid (BA) • Throw Bag • Knife • First Aid kit • Group Shelter • Spare clothing • Mobile phone	• Correctly fitted Buoyancy Aids (BAs) • Suitable clothing for the weather conditions • Spare clothing if necessary
Set up	
• Tutor should consult the weather forecast for the requirement of participants clothing and whether to bringing spare clothing. • Transport arrangements and timings should be agreed with the driver prior to departure and made apparent to the CM/ST/LT.	
Equipment, fitting, and briefing	
• Group tutor should ensure that all participants have the appropriately sized PPE before departing for the venue. • All PPE should be sized and fitted before entering the water. • Tutors should deliver a briefing to the group including: ○ the boundaries ○ what to do in the event of a capsize or person overboard • The Tutor should brief and monitor the group for safe manual handling techniques when moving the equipment. • If canoes are rafted together, they should be done so in a way that restricts 'clam-shelling' (use of a pole or staggered formation)	
Procedure	
• The Tutor should employ the principle of C.L.A.P. (Communication, Line of site, Avoidance is better than cure and Positioning) throughout the activity ensuring all participants are within line of site and the Tutor can get to them quickly should they capsize. • Tutor should continuously monitor the group for their physical and mental wellbeing. • If the Tutor is not going to arrive at the agreed pick-up location at the agreed time, contact should be made with the Centre. • The tutor should employ various group management and paddling techniques to ensure the group remains together, such as swapping group members, utilizing a box tow, and applying other towing methods as needed. • If participants are to jump in the water. Tutor should check the depth is appropriate for the participants' sizes.	
Rescue Procedure	
• Tutors should use a rescue that is appropriate for the situation, and they are trained and confident in from their Paddle UK training.	

End of the session		
• At the end of each session, hang PPE in a well-ventilated area to ensure proper air circulation. Turn items inside out if necessary, avoiding direct heat or sunlight. • At the end of the day, ensure the minibus and trailer are fully emptied of all PPE. Items should be taken to the drying room to be properly dried and stored to maintain their condition and readiness for future use. • Once dry, ensure all PPE is returned to the kit store at the end of the programme.		
Centre Specific SOPs		
Belmont	Broomlee	Dounans



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Dounans Burn Scramble

The Burn scramble begins in the burn running behind the Centre, starting behind the Environmental Stores, and heading up stream. The water gauge is positioned on the far side of the burn near the corner of Menteith accommodation building.

Risk Assessment

Signed:



Date: 9th January 2025

Print: Jamie

Miller

Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Falling rocks/debris	X	X		- Periodic inspection of the burn to identify changes. - Tutor to remain vigilant of conditions within the gorge and exercise good group management.
Head injuries	X	X		- Participants equipped with appropriate PPE. - Supervision, briefing and group management by Tutor
Entrapment	X	X		- Appropriate footwear and clothing. - Tutors are equipped, trained, and experienced in the use of safety equipment.
Collision with hazards	X	X		- Tutors suitably trained and validated. - Continuous monitoring of forecast and water level. - Participants briefed about conditions within the burn and techniques for managing this.
Slips, trips & muscular/skeletal injuries	X	X		- Appropriate footwear to be always worn. - Appropriate safety briefing and group management by Tutor. - Appropriate safety briefing to visiting leader and participant going up the path at the side of the burn

Dounans Burn Scramble	
Standard Operating Procedures	
Ratio	Qualification
1:12	Minimum: Activity/site specific familiarisation training and assessment (A follow up QA is done after the initial assessment to ensure best practice is being followed).
Tutor equipment	Participant equipment
• Correctly fitted BA and Helmet • Immediate access to: ○ Knife ○ Reaching pole ○ Reaching rope ○ First aid kit ○ Group shelter ○ Spare clothing ○ Waterproof bag ○ Mobile phone	• Correctly fitted BA and Helmet • Appropriate footwear (boots or trainers which lace or Velcro up)
Set up	
• Before the session, the Tutor should check the water level in relation to the gauge: ○ If the level is near the red marker a decision should be made with the CM/ST/LT as to whether the session goes ahead. Note: specific consideration is needed for effect of rain before (even overnight), and during, the activity and the how this will impact the water levels. ○ If the water level is at or above the red mark the activity should not proceed. • The Tutor should be aware of the previous, current, and immediate weather conditions. • If a visiting group leader/teacher wishes to accompany the group, they can either go in the burn or on the path that runs alongside from the high ropes area. • If a participant does not wish to go in the burn, they can go up the path alongside if accompanied by a visiting leader/teacher.	
Equipment, fitting, and briefing	
• The Tutor must check that all participants have appropriate footwear (boots or trainers that lace or Velcro up) • The Tutor should brief the group on methods to move carefully through the burn and that they should only jump into areas the tutor has checked. • The tutor must brief the group leader/teacher and any participants who do not wish to enter the burn before proceeding up the side of the burn. They should ensure that individuals maintain a safe distance from the edge and do not enter the water without the required PPE. Suitable footwear must be worn, as the path is poorly defined, muddy, and uneven.	
Procedure	
• The Tutor should monitor the water level and condition throughout the session. • The Tutor should ensure the group stays together and be aware of the position and actions of all group members. • The Tutor should monitor the group for their physical and mental wellbeing and curtail the session if they feel the group cannot continue with the session safely. • The Tutor should go no further than the bottom of the waterfall. • At the end of the session the Tutor should return via the burn scramble path or the forest track.	

Rescue Procedure

- If a group member refuses to continue, they can walk along the burn scramble path ensuring to stay within sight of the Tutor.
- If the Tutor feels it is necessary to end the session, they should take the group back down the burn scramble path.

End of the session

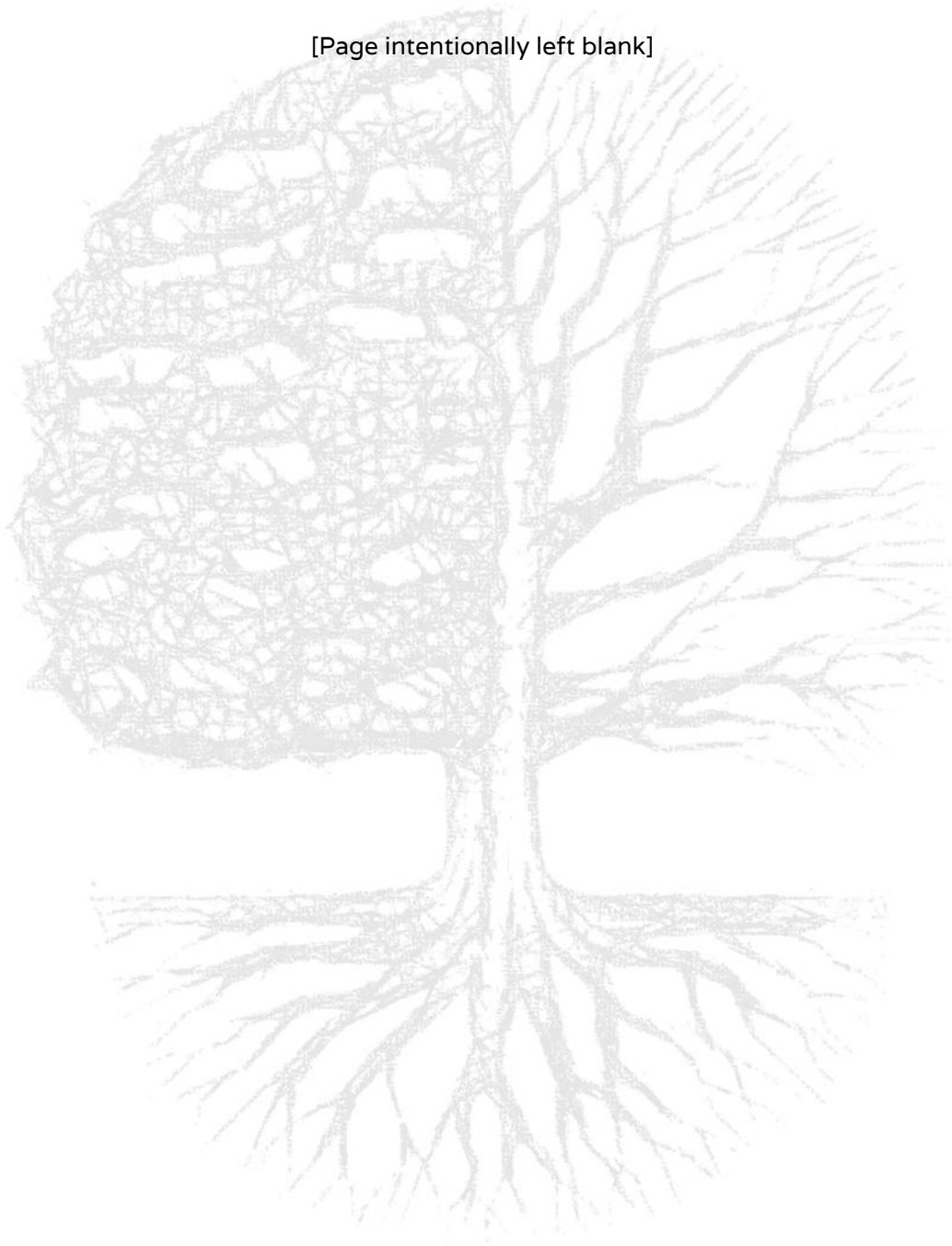
- At the end of each session, hang PPE in a well-ventilated area to ensure proper air circulation. Turn items inside out if necessary, avoiding direct heat or sunlight.
- At the end of the day, items should be taken to the drying room to be properly dried and stored to maintain their condition and readiness for future use.
- Once dry, ensure all PPE is returned to the kit store at the end of the programme.

Belmont

Broomlee

Dounans

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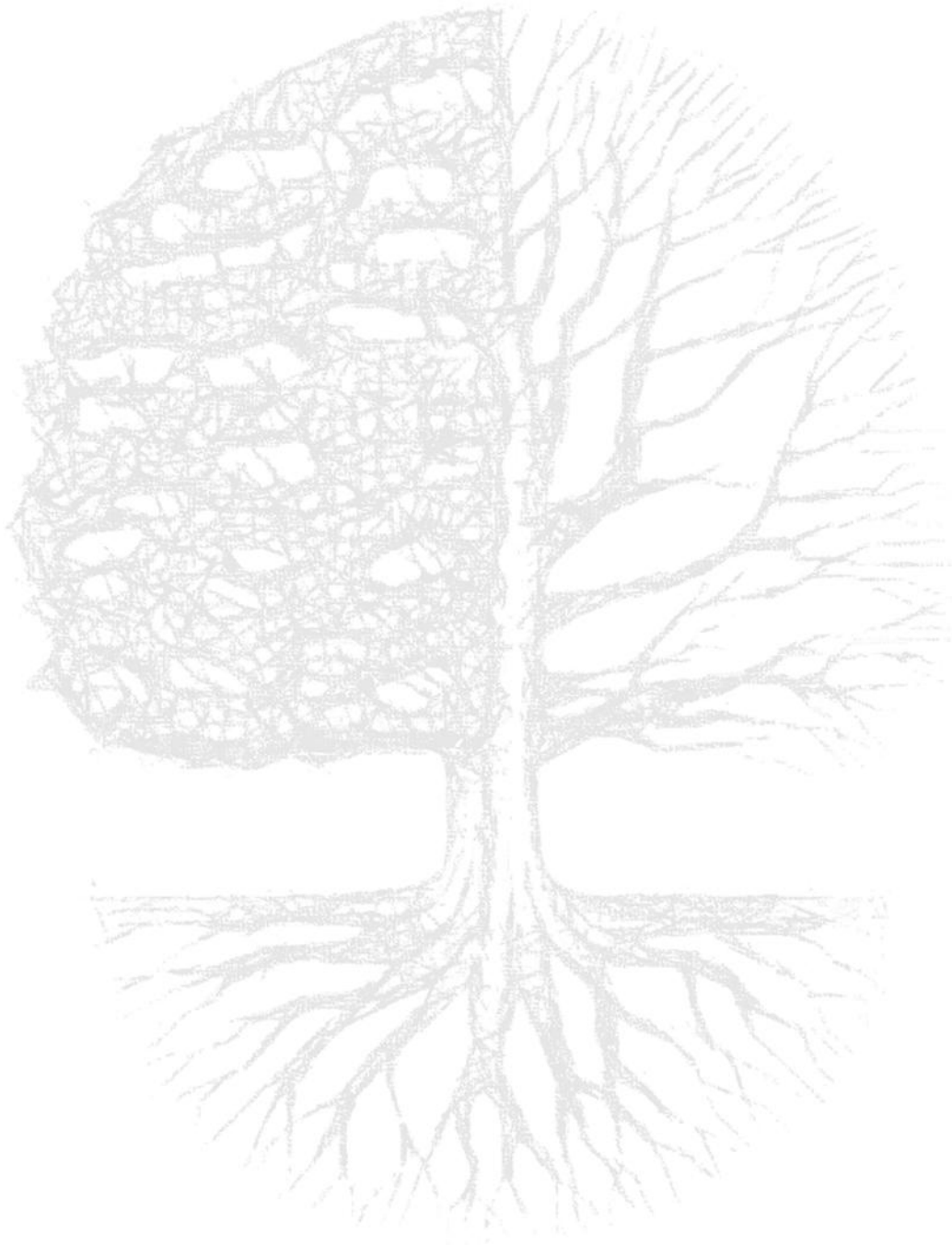


Improvised Raft Building <i>Location: Dounans – Pond; Broomlee – Lyne Water Pool</i>				
Risk Assessment				
Signed: 			Date: 9 th January 2025	
Print: Jamie Miller				
Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Entrapment (from raft materials and/or overhanging branches and roots)	X	X		• Appropriate safety brief, including: • How to sit on the raft. • No feet or hands between ropes and spars or barrel. • Raft design/construction assessed by Tutor. • Group management & Tutor vigilance whilst participants are on water. • Tutor equipped with a river knife.
Injury from manual handling accidents	X	X		• Group briefed on safe manual handling techniques • Wooden spars must be carried by a minimum of two individuals • Tutor sets clear boundaries where Rafts should be built, with sufficient distance between groups • Participants to wear well-fitting closed-toe footwear
Slip, trip, or fall from bank	X	X	X	• Appropriate safety brief. • Raft to be built an appropriate distance from edge of bank/ pontoon and not to obstruct public right of way.
Injury whilst on/in the water. (e.g. hit by raft or paddle)	X	X		• Participants wearing correctly fitted BAs. • Group management & tutor vigilance. • Participants to wear well-fitting water sports helmet.

Improvised Raft Building	
Standard Operating Procedures	
Ratio	Qualification
1:12	Dounans Pond & Lyne water. Site specific sign offs at each location by named competent individual.
Tutor equipment	Participant equipment
- Tutor must wear a BA - Tutor must have immediate access to a helmet, throw line and river knife - Tutor must have access to a first aid kit and mobile phone	- All participants must wear a helmet whilst on the water - All participants going on the Raft or assisting with its launch must wear a BA. - All participants must wear well-fitting closed-toe footwear - All participants must wear appropriate clothing for the weather
Set up	
- Tutors should check the body of water for any abnormalities and inform the LT/ST/CM of any concerns they have regarding the condition of the water. - The Tutor should check that everyone can swim or is confident in deep water. If a group member is not, their participation is at the Tutor's discretion.	
Equipment, fitting, and briefing	
- Appropriate briefing should be delivered before commencing with building the raft. - Appropriate briefing regarding safety on the water should be clearly delivered prior to launching the rafts. This should include participants not putting limbs through loops of rope. - Tutor should make a final check of all participants' PPE before they go on the raft.	
Procedure	
- Rafts should be only constructed with ropes, poles and barrels provided. - Participants must be carefully supervised to ensure that they do not hit each other while carrying raft materials. - Rafts should be constructed as to minimise entrapment hazards (e.g. small gaps, no looped ropes). - The Tutor should supervise an appropriate number of participants to lift rafts to the water. - Participants should be constantly supervised while they are on the water and the Tutor should proactively intervene where hazards develop.	
Rescue Procedure	
- Tutor should be prepared to wade into the water should a participant become trapped. - Initial rescue procedure should be to verbally encourage participants to swim to the side. - Should a participant be struggling to swim, deploying the throw line is advisable.	
End of the session	
- At the end of each session, hang PPE in a well-ventilated area to ensure proper air circulation. Turn items inside out if necessary, avoiding direct heat or sunlight. - At the end of the day all PPE items should be taken to the drying room to be properly dried and stored to maintain their condition and readiness for future use. - Once dry, ensure all PPE is returned to the kit store at the end of the programme.	

Centre Specific SOPs		
Belmont	Broomlee	Dounans
N/A	• Only enter the water from beach area. No jumping or climbing down from the bank. • Water levels to be checked before session. If the water level is at or above the high-water marker at any time during the session, the session should be cancelled and LT/ST/CM informed. • If the tutor feels that there is too high a risk of equipment or participants being washed out of the pool the session should be suspended and the LT/ST/ CM informed. • Tutor to be aware of other users and avoid raft construction on path. • Clear boundaries set. • Named competent individual for site specific sign off is Richard Gerrish.	• Participants must not jump in from the side or pontoon. • Named competent individual for site specific sign off is Harry Souch or Andy Wolfendale.

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Jumping from Murdoch's Castle (Loch Ard)				
Risk Assessment				
Signed:			Date: 9 th January 2025	
Print: Jamie Miller				
Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Muscular/skeletal injuries	X	X		- Tutors familiarised with area and where to get groups to jump from. - Tutors trained on safe ways for participants to jump. - Participants wear correctly fitted PPE.
Collisions with others and obstacles	X	X		- Tutor to exercise strict group control. - Tutors trained in how groups should jump from the rock. - Participants wear correctly fitted helmets.

Jumping from Murdoch's Castle (Loch Ard)		
Standard Operating Procedures		
Ratio	Qualification	
1:12	<i>See Qualifications for Operating on Loch Ard</i> Site specific sign off by named competent individual. Site specific training to be documented	
Tutor equipment		Participant equipment
- Correctly fitted helmet and Buoyancy Aid. - Appropriate footwear		- Correctly fitted helmet and Buoyancy Aid. - Appropriate footwear
Set up		
Tutor should check the area for obstructions in the water.		
Equipment, fitting, and briefing		
- Participant should be instructed to fold their arms across their chest and hold onto the shoulder straps of the buoyancy aid. Participants may want to hold their nose with the hand of the arm closest to their own chest. - Participants should be instructed to enter the water feet first, keeping their legs together, their knees and hips straight, and with their head up, looking straight out and not down at the water. - Tutor should perform a dry demonstration of the required jumping technique. - Tutor should check with participants for those that are confident in water		
Procedure		
- Tutor should remain at the top and call one participant over at a time to jump. - Participants should jump in feet first with either arms crossed or by their sides. - Tutor should ensure the previous jumper is clear before sending the next.		
Rescue Procedure		
- Tutor should have immediate access to a throwline and knife. - Tutor should be prepared to get on or in the water should the participant require assistance.		
End of the session		
Centre Specific SOPs		
Belmont	Broomlee	Dounans

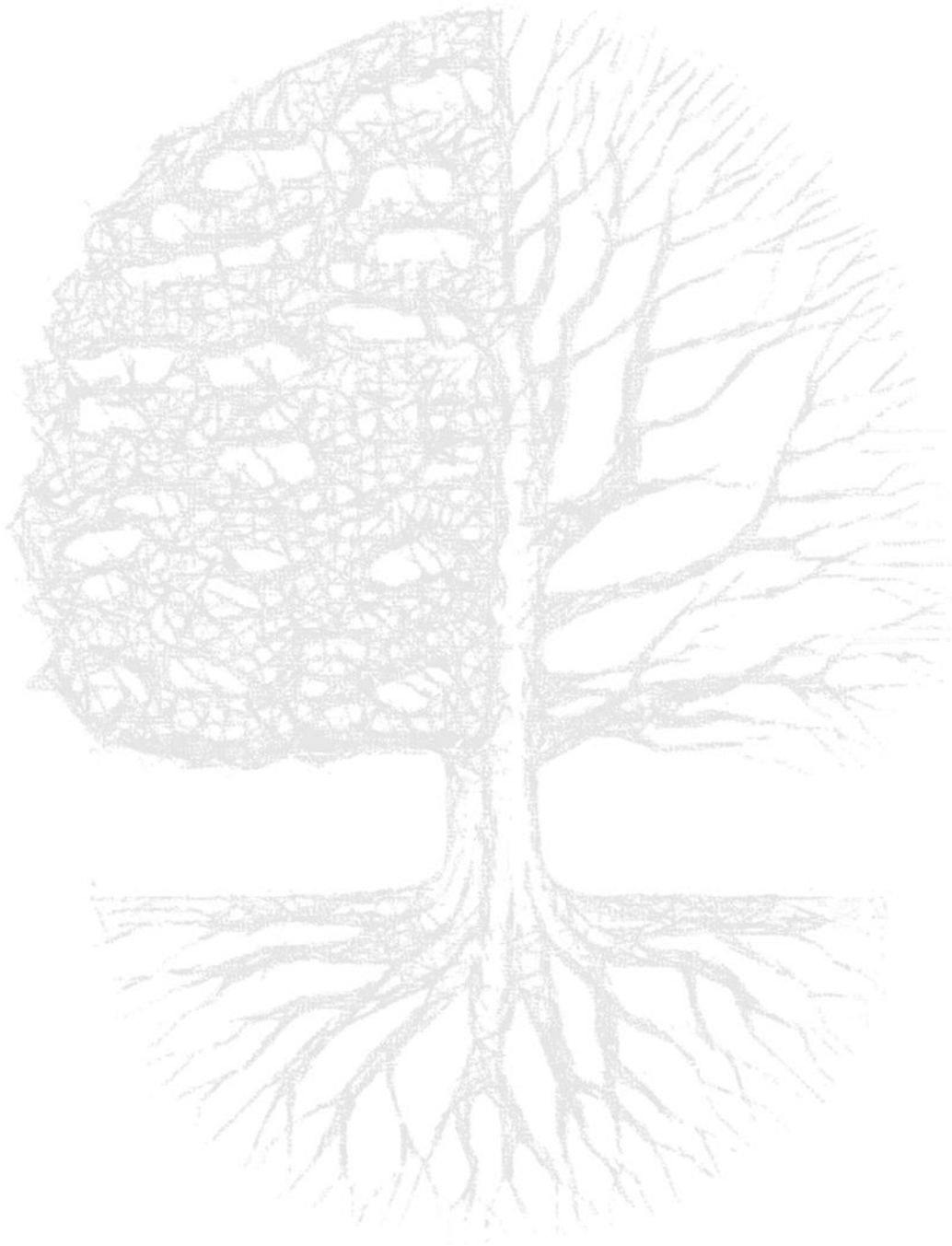


**Scottish Outdoor
Education Centres**

SECTION FOUR

Hill Walking Risk Assessments & Standard Operating Procedures

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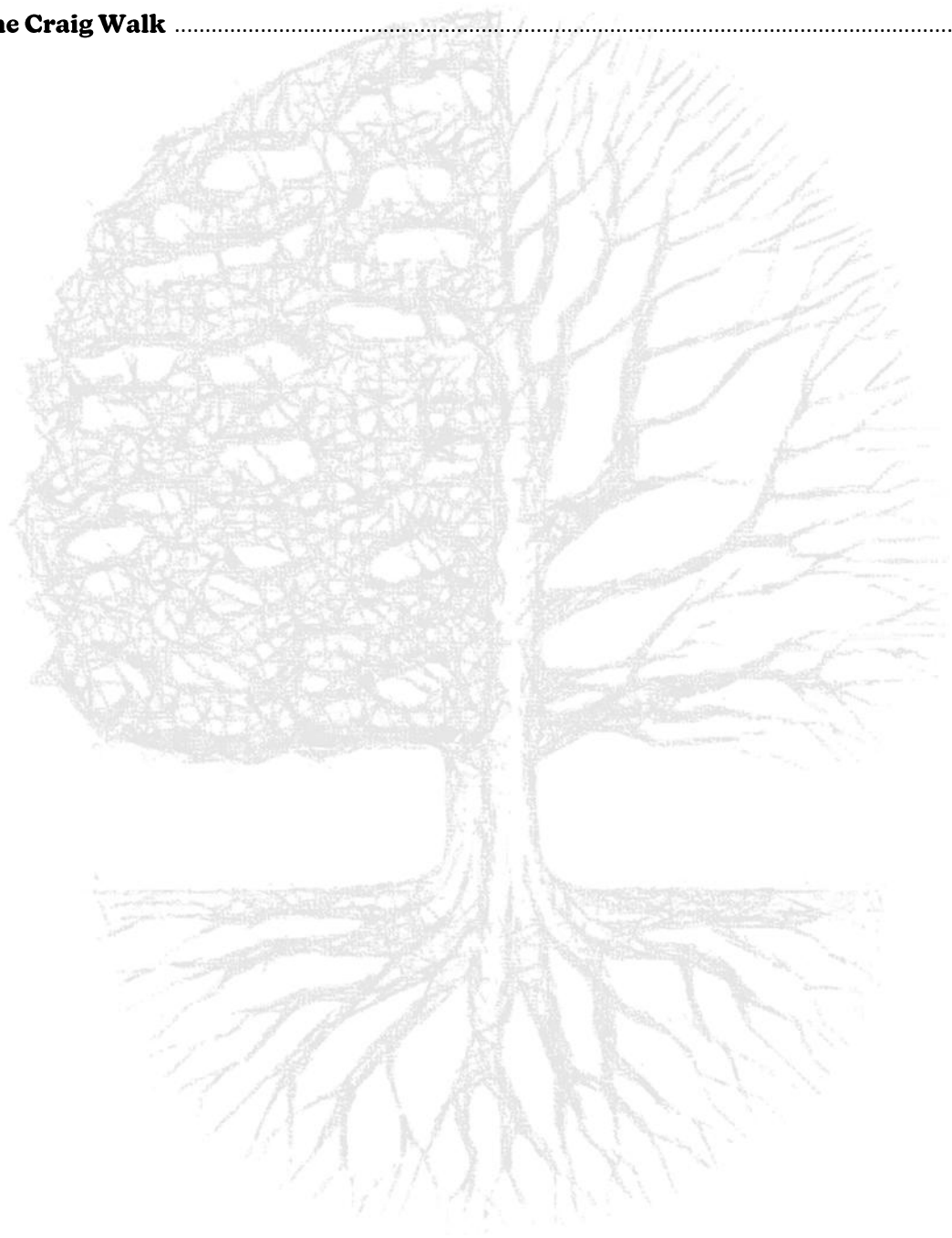


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Lime Craig Walk 13



Generic: Hill Walking

Risk Assessment

Signed:



Date: 9th January 2025

Print: Jamie Miller

Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Separation from group	X	X		- Tutor and group members to be aware of each other. - Appropriate briefing from Tutor. - Tutor to perform regular Participant 'Sound off' or 'Head Count'. - Clear boundaries at stops.
Falling from height	X	X		- Tutor's route choice minimises risk of exposed locations. - Any areas which pose a risk of a fall from height should be clearly identified by the tutor and communicated to the group.
Drowning	X	X		- Tutor to take weather forecast into consideration when planning a route. - Chosen route should not involve a necessary river crossing. - Awareness of spate conditions. - All water activity to be supervised by Tutor and not in any water higher than the knee height of the smallest group member.
Exhaustion & dehydration	X	X		- Tutor to monitor individual group members. - Adequate water supply. - Adequate and appropriate food supply. - Consider changing route/activity.
Weather	X	X	X	- Tutor to obtain (and understand) current weather forecast &, be aware of previous weather conditions (antecedents to current weather) - Choose a route that accounts for weather and groups' abilities. - Tutor to consider route choice and "escape routes" as appropriate

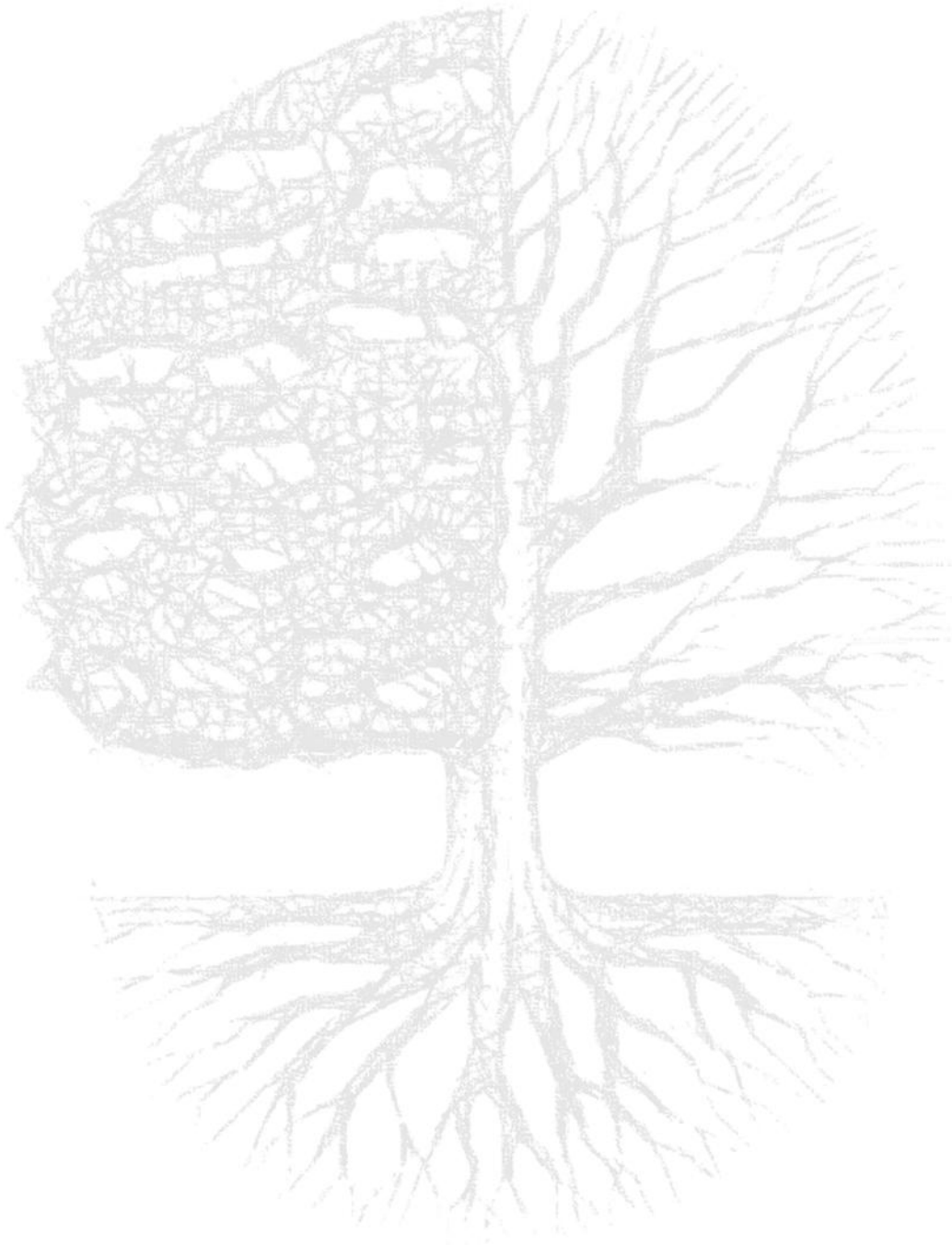
Environmental Conditions (including Heat, Cold and Wet)	X	X	X	• Tutor to obtain (and understand) current weather forecast & be aware of previous weather conditions (antecedents to current weather) • Tutor and Participants should have sufficient clothing that meets the requirements of the prevailing conditions (heat/ cold/ wet) including protective head and hand coverings. • Tutor should ensure “spare” clothing and sunblock is carried as appropriate
Road Traffic Accident	X	X	X	• Tutor to exercise caution and increased group management whilst in the vicinity of roads. • When walking alongside roads with no footpath the group should walk in single file, against the verge and facing oncoming traffic, except where the site-specific situation dictates otherwise. The tutor should position themselves within the group according to the site-specific situation. • The group should carry and use a minimum of three hi-vis jackets or vests (one for the tutor, and one each for the front and rear members of the group.) anytime they are in the vicinity of a road.

Generic: Hill Walking	
Standard Operating Procedures	
Ratio	Qualification
1:12	• Appropriate Mountain Training qualification for the intended route. - or • In-house validation and site-specific sign off.
Tutor equipment	Participant equipment
• First Aid Kit • A mobile phone • Group shelter • Off-site Emergency Procedure Aide Memoir • Hi-vis jacket or vest for use when in the vicinity of a road • Food and drink appropriate to conditions and duration • Map (where appropriate) • Emergency/spare food (where appropriate) • Emergency clothing (where appropriate)	• Any personal medication • Food and drink appropriate to conditions and duration • Waterproofs and/or spare clothes • Appropriate footwear • Two Hi-vis jackets or vests for use when in the vicinity of a road – one each for the front and rear members of the group
Set up	
When choosing the route, the Tutor must take into consideration: • That it is in the approved route in accordance with a site-specific risk assessment and standard operating procedure, or that the route is within the scope of an appropriate Mountain Training award that the tutor holds. • The forecast and prevailing weather conditions • Escape routes should it need to be cut short. • The level of navigation required: Tutors should not sacrifice group supervision for demanding navigation. • The ability of all participants • The purpose and aims of the walk • Any site-specific hazards along the route such as roads, animals, bodies of water, proximity to steep slopes/drops • Escape routes should an accident occur, or the weather deteriorate.	
Equipment, fitting, and briefing	
• If participants do not have suitable footwear, boots should be provided from stores. • Tutor should take a mobile telephone and have immediate access to it, ensuring they write the number on the sign out board. • The tutor should brief the group about staying together and what to do should they become separated. • The tutor should brief participants on the location in their bag or on their person of the following: ○ Mobile phone ○ First Aid Kit ○ Group shelter ○ Off-site Emergency Procedure Aide Memoir	

Procedure		
• Tutor should continuously monitor the group for their well-being. • The tutor should try and remain to the route they had stated on the sign-out board, if there is going to be a major change in route or timings, Tutors should attempt to contact the centre. • The tutor should keep the group together using regular stops and not let the group spread out through fast or slow walkers. • The Tutor must perform regular group number checks to ensure everyone is there.		
Rescue Procedure		
• If the weather deteriorates and the well-being of the group is of concern the Tutor should lead the group down the nearest escape route to the Centre. • If a group member becomes injured, immediate contact should be made with the CM/ST/LT or Centre.		
End of the session		
Centre Specific SOPs		
Belmont	Broomlee	Dounans

SOEC Off-Site Emergency Procedure Aide Memoir	Contacts List	
All tutors leading off-site activities should carry: • Mobile phone • Copy of the Off-Site Emergency Procedure Aide Memoir • First Aid Kit • Group Shelter. The group should be briefed on where to find these items, in case it is the Tutor or Leader who suffers injury whilst off-site. What to do in the event on an accident/incident. 1. Check for any immediate danger to yourself and others 2. Ensure group is safe and supervised 3. Assess incident and apply initial First Aid as appropriate. Ensure the casualty is sheltered from the environment. 4. Have the following information to hand: a. Details of people involved (Medical and personal) b. Location (Grid Reference if applicable) c. Your contact information 5. If the incident is life-threatening contact Emergency Services 999 or 112. If there is no cell phone reception send a suitable delegate to the nearest telephone to raise help. If a delegate is not suitable/appropriate, then ensure the group remain supervised in their location, and go in person. 6. Call, or send a suitable delegate to contact the CM/DM for assistance. If a delegate is not suitable/appropriate, then ensure the group remain supervised in their location, and go in person. 7. In consultation with the CM/DM a decision should be made on whether evacuation to professional medical care is required, and what form of transport is appropriate. 8. CM/DM should inform HO of the incident if appropriate. 9. CM/DM may send additional staff to support. 10. Continue to monitor and care for affected people as appropriate. 11. Accident or incident report form should be completed.	Emergency Services	999 or 112
	Belmont Centre	01828 640 275
	Belmont Manager	07971 331 391
	Belmont Senior Tutor	07973 213 979
	Belmont Duty Tutor	NA
	Broomlee Centre	01968 660 259
	Broomlee Manager	07718 579 978
	Broomlee Senior Tutor	07970 907 151
	Broomlee Duty Tutor	07718 579 976
	Dounans Centre	01877 382 291
	Dounans Centre Manager	07711 498 276
	Dounans Senior Tutor	07774 662 004
	Dounans Duty Tutor	07970 906 572
	Head Office	01899 221115
	Chief Executive	07718 579 977

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Mendick Hill Walk

Risk Assessment

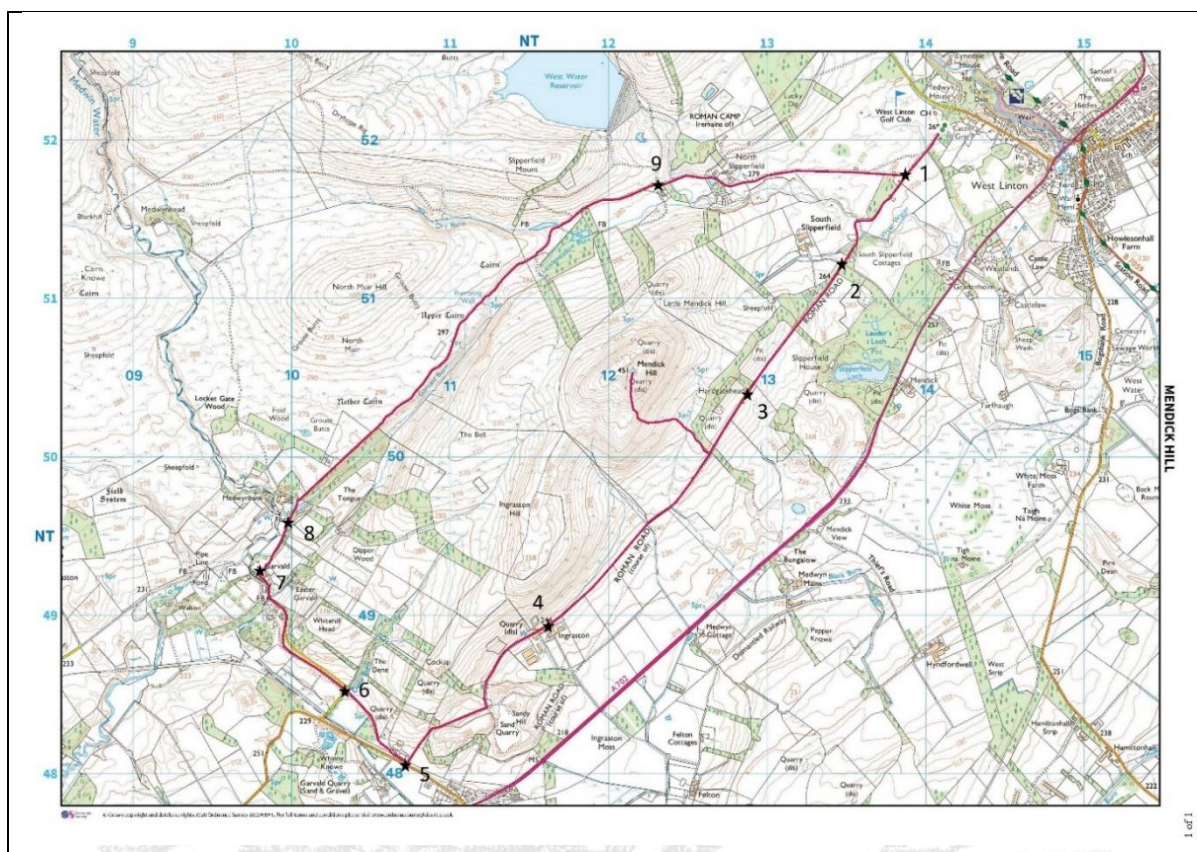
Signed:

Date: 9th January 2025

Print: Jamie Miller

Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Hit by Golf Ball	X	X		- Tutor to exercise caution and increased group management whilst crossing West Linton Golf Club Course. - Tutor and all participants to stay on the road whilst crossing West Linton Golf Course. - Tutor and participants to follow all reasonable instructions given by West Linton Golf Club staff and patrons.
Road Traffic Accident	X	X	X	- Tutor to exercise caution and increased group management whilst walking alongside the road to Garvald. - Tutor and participants to keep to the right-hand side of the road unless circumstances dictate otherwise. - Lead and rear members of the party to wear or prominently display high-vis jackets facing the direction of the hazard (E.g. the rearmost person placing it over the top of their back pack).
Farm Animals	X	X		- Tutor to exercise caution and increased group management whenever crossing fields containing farm animals. - Tutor and participants to maintain as much distance between themselves and the animals as possible. - Tutor and participants to keep noise and sudden movement to a minimum.

Mendick Hill Walk	
Standard Operating Procedures	
Ratio	Qualification
1:12	Site specific sign off – Tutor to walk the route with CM/ST/LT and be briefed on site specific hazards, navigation, escape routes and places of interest.
Tutor equipment	Participant equipment
- As per the generic hill walking SOP and... - Route map including escape routes.	As per the generic hill walking SOP
Set up	
As per the generic hill walking SOP.	
Equipment, fitting, and briefing	
As per the generic hill walking SOP.	
Procedure	
As per the generic hill walking SOP.	
Rescue Procedure	
As per the generic hill walking SOP and... Escape routes follow the shortest routes to the following locations: Nb. Certain weather conditions (e.g., snow) may prevent ambulances from reaching some of these locations. In these circumstances this route would not be appropriate. 1. West Linton Golf Club 2. South Slipperfield Cottages 3. Hardgatehead Cottages 4. Ingraston Farm 5. Karecole Farm 6. Road to Garvald 7. Garvald Farm 8. Medwynbank Farm 9. North Slipperfield	

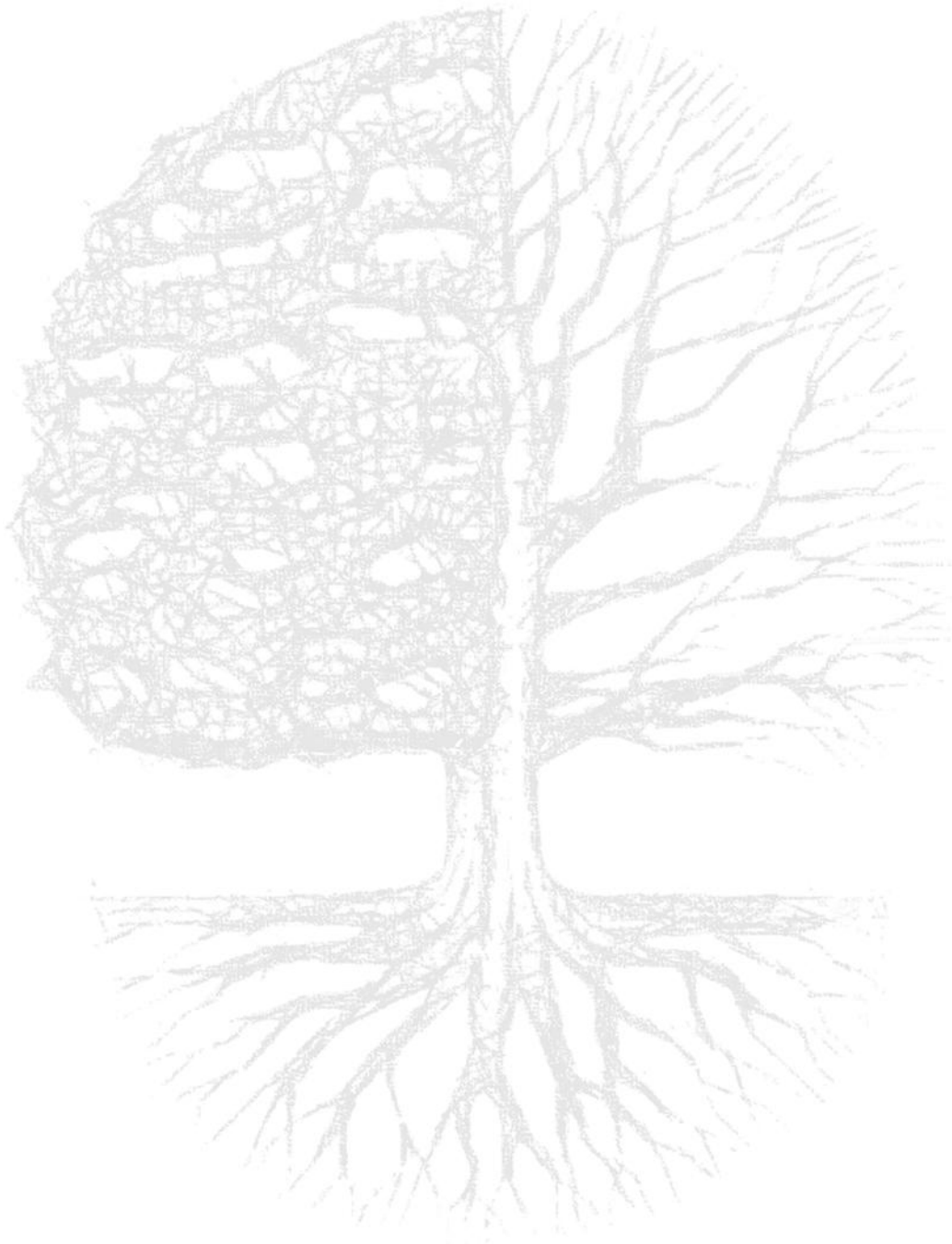


End of the session

Centre Specific SOPs		
Belmont	Broomlee	Dounans

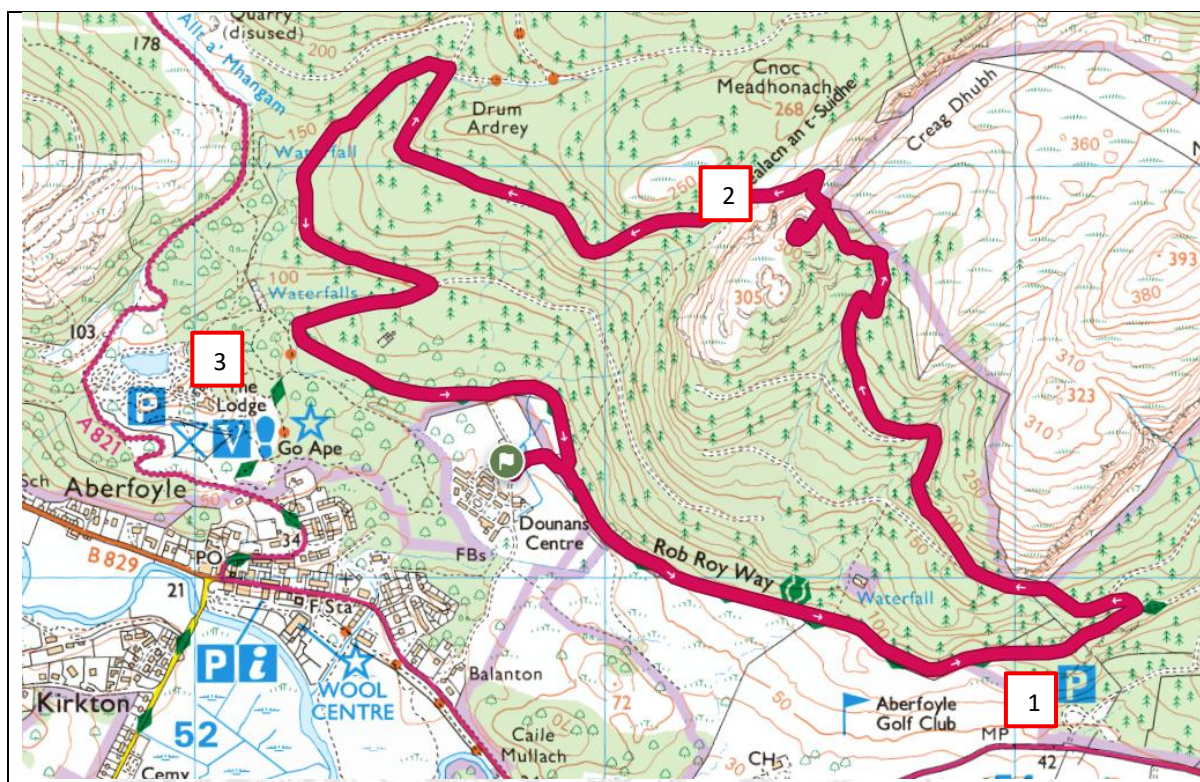
Validation Level	Tutor Minimum Qualification	Remit Descriptor
None	Un-validated	The area within the Centre boundaries as defined on the Centre's on-site map.
A	In-House Validation	- Day walks and non-remote overnights. - Should be within 30 minutes' walk of vehicular access - Navigation by basic features
B	Hill and Moorland Leader	As per the scope of the Hill and Moorland Leader Award
C	Mountain Leader (Summer)	As per the scope of the Summer mountain Leader Award

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Risk Assessment		Lime Craig Walk		
Signed: 				Date: 9 th January 2025
Print: Jamie Miller				
Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Vehicles/forestry machinery using the forestry tracks	X	X	X	- Tutor should be aware that vehicles do use the forestry tracks in which suitable brief should be given - Tutor to be notified if any known forestry work is being done on the route
Descending the steep path below summit	X	X		- Tutor to exercise caution and increased group management whilst descending - Tutor should give suitable brief before descending - Appropriate footwear
Struck by Bicycle	X	X	X	- Tutor should be aware that bicycles do use the forestry tracks in which suitable brief should be given - Tutors must not use unmarked but clearly worn downhill mountain bike trails as shortcuts, as these may be used at high speed by riders.

Standard Operating Procedures		Lime Craig Walk	
Ratio		Qualification	
1:12		Site specific sign off – Tutor to walk the route with CM/ST/LT and be briefed on site specific hazards, navigation, escape routes and places of interest.	
Tutor equipment		Participant equipment	
As per the generic hill walking SOP and... Route map including escape routes.		As per the generic hill walking SOP	
Set up			
As per the generic hill walking SOP			
Equipment, fitting, and briefing			
As per the generic hill walking SOP			
Procedure			
As per the generic hill walking SOP and...			
Escape routes follow the shortest routes to the following locations:			
Nb. Because most of the route follows large forestry tracks, it is generally accessible by ambulance. However, in adverse weather conditions such as snow, ambulances may be unable to reach some sections. In these situations, the route would not be suitable.			
1. Braeval FLS car park (minibus pick up) 2. Turning circle at the bottom of the steep track from summit 3. The lodge/go ape carpark (minibus pickup)			



End of the session

As per the generic hill walking SOP

Centre Specific SOPs

Belmont	Broomle e	Dounans

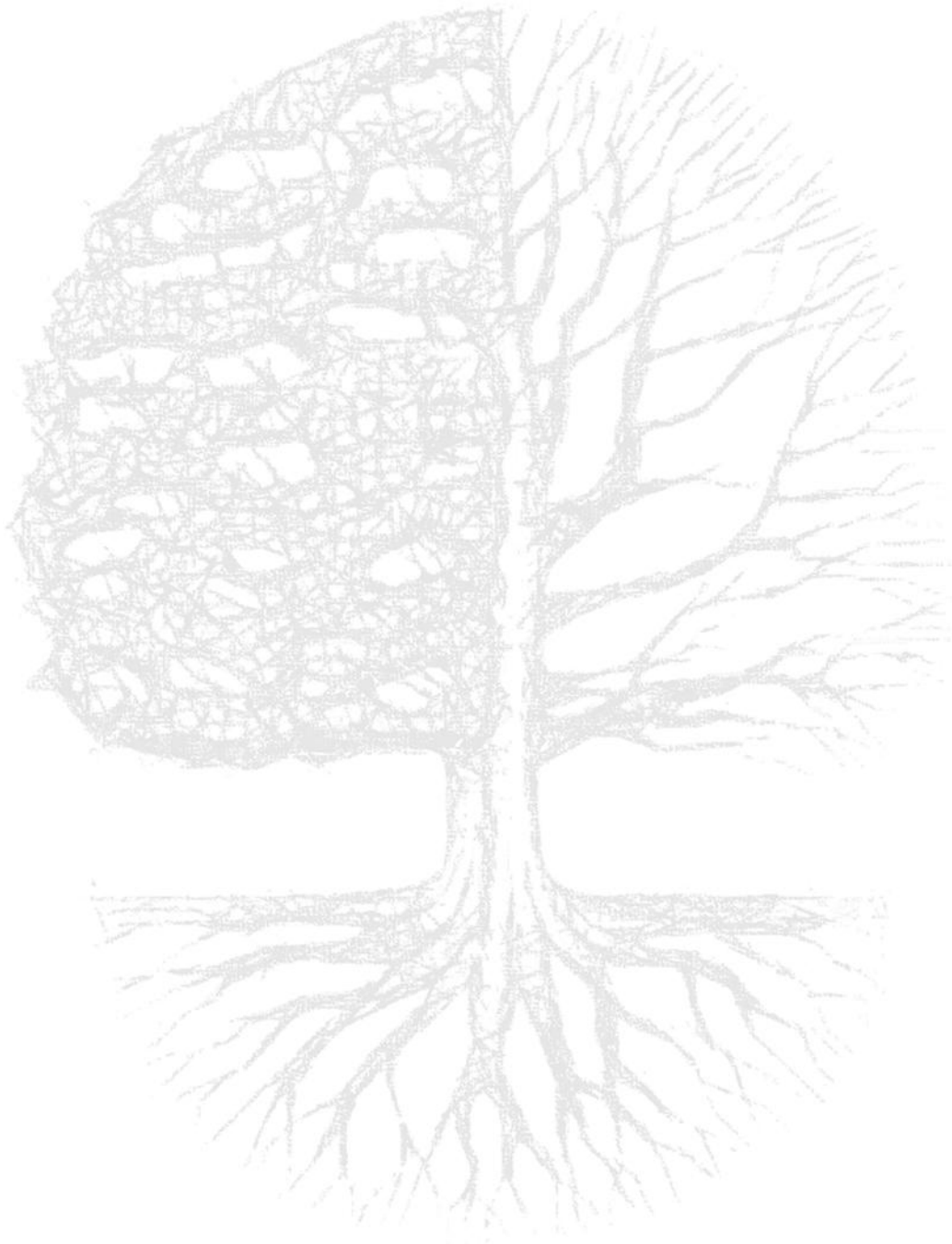


**Scottish Outdoor
Education Centres**

SECTION FIVE

Activity Equipment Risk Assessments & Standard Operating Procedures

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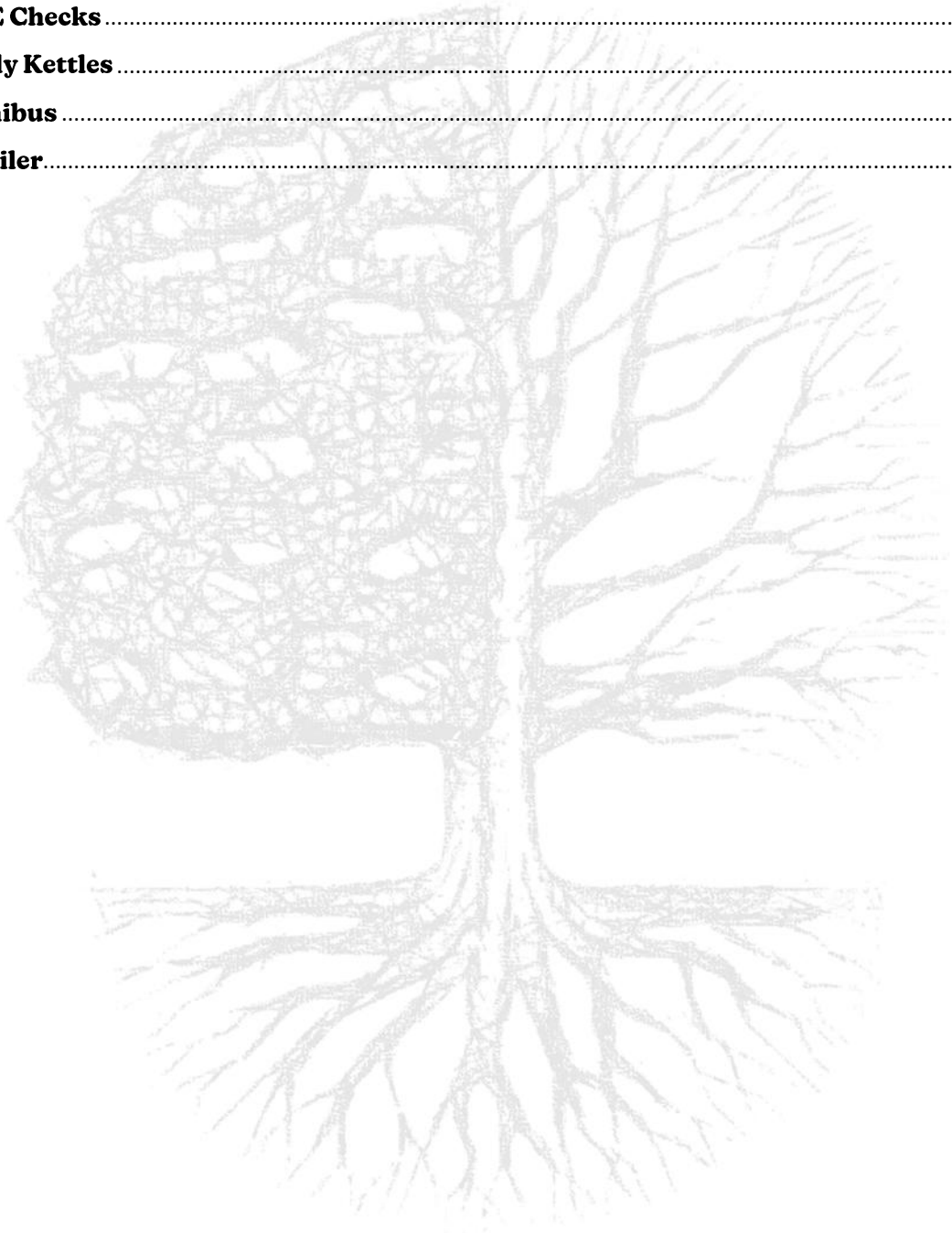
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Trangia Cooking

Risk Assessment

Signed:

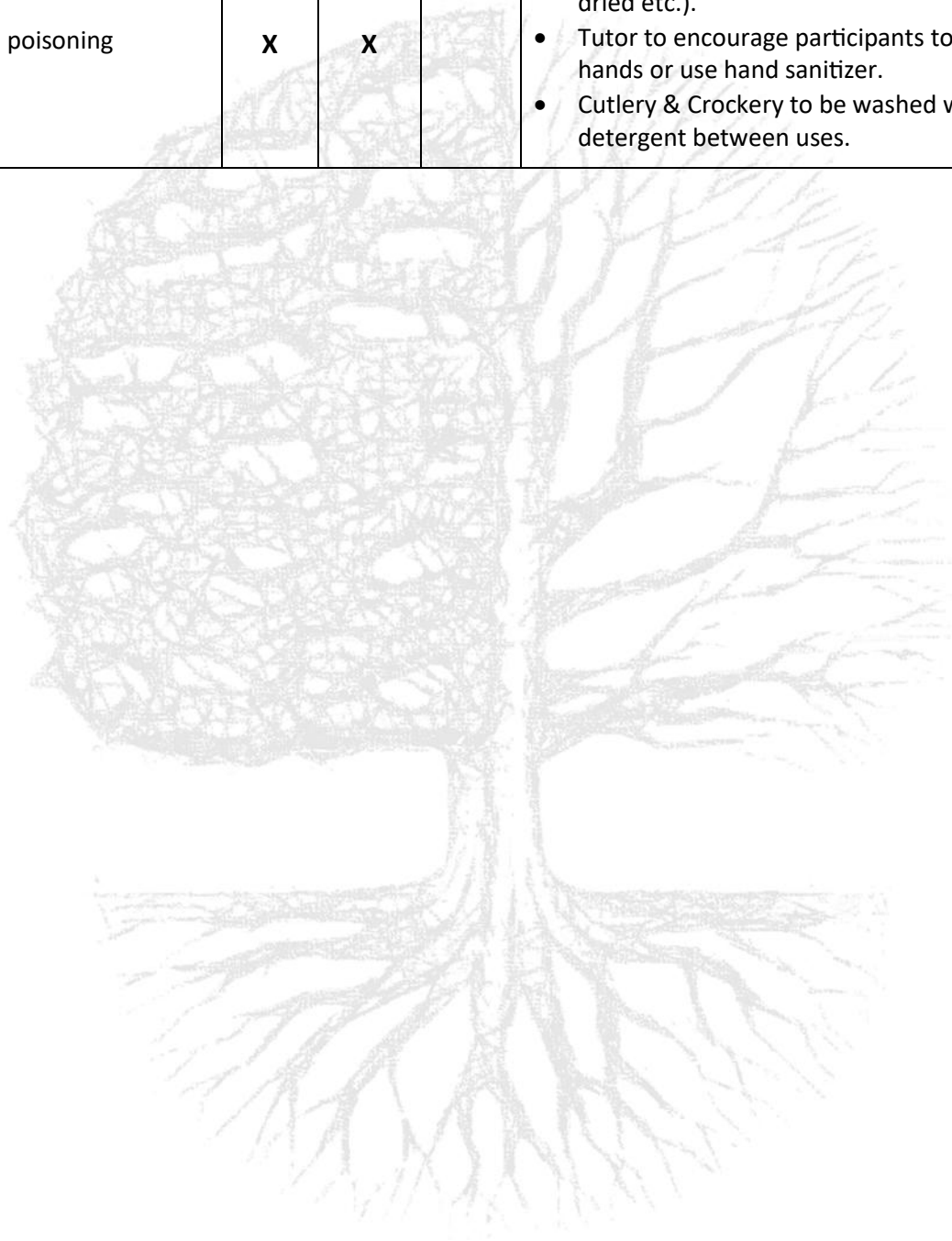


Date: 9th January 2025

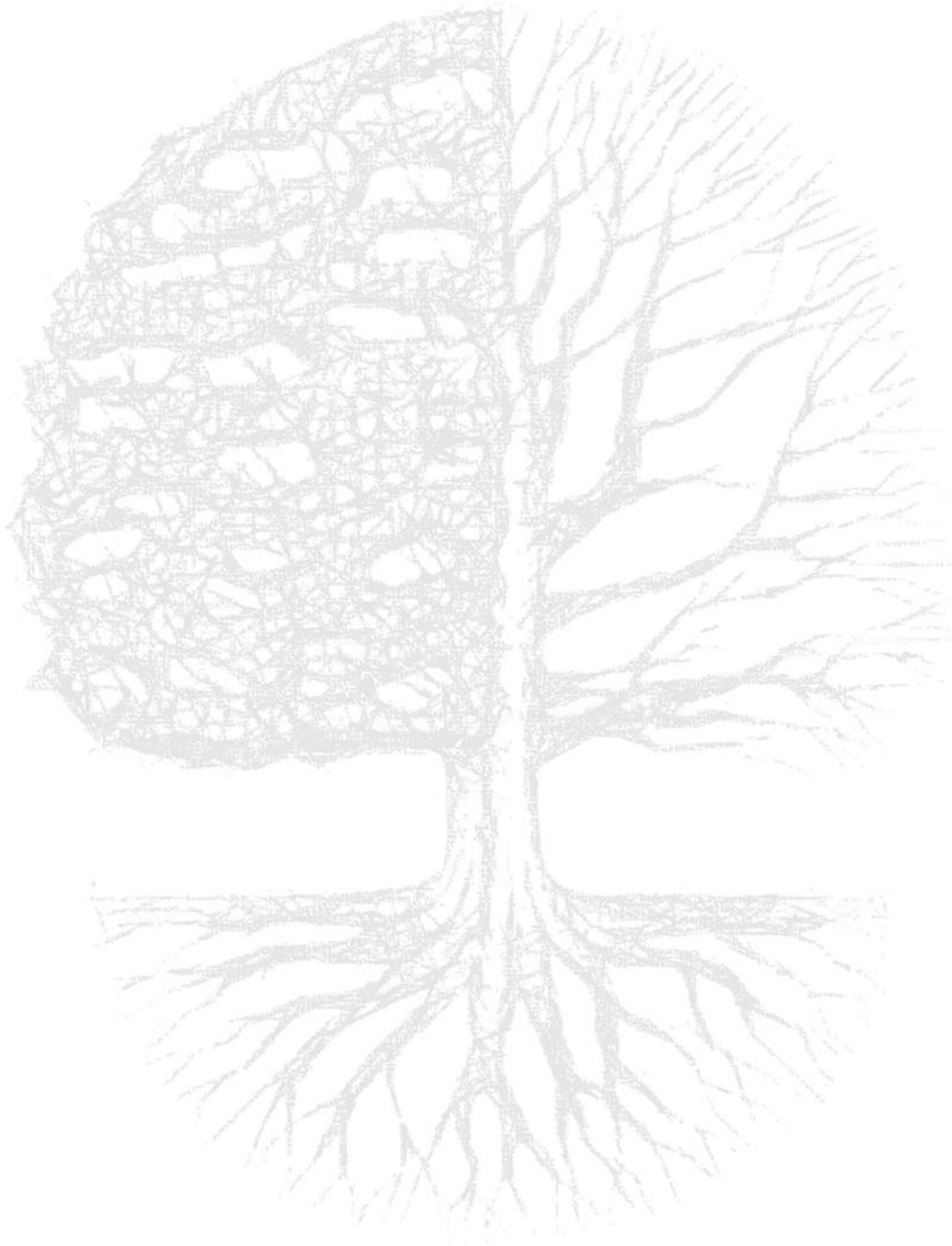
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Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Fire	X	X	X	- Stove to be sited on a level/solid surface at least 3 metres away from (and outside of) any tents/flammable objects in a clearly designated cooking area. - All fuel supplies to be stored out of direct sunlight and away from cooking area. - For burner re-filling, fuel must be dispensed from a fuel bottle (1 litre max. capacity) with a safety valve. - Ensure burner flame is extinguished using closed simmer ring and cooled before handling burner. - Flame to be extinguished and burner to have cooled before re-filling. Able to handle burner and take to the fuel for re-filling or a second 'cold' burner is available.
Inhalation of fumes	X	X		Stoves should be used in open, well-ventilated spaces.
Ingestion of fuel	X	X		Fuel to be stored in clearly marked and easily identifiable fuel bottles only.
Burns/scalds	X	X		- Tutor trained in safe methods of using stoves. - Close and careful supervision. - Tutor to teach participants on the correct and safe use of Trangia's. - Tutors have immediate access to water. - Tutors trained to have good group control and stop activity if this becomes hazardous. - Only safe and appropriate lighting and fuel sources used. - Participants to adopt a 'Dynamic stance' to achieve a stable base while working around stoves. - If pouring hot liquids out of pans, container that liquid is being poured into is on a level surface rather than being held by hand, clear of any bodies.

				• Empty pans not to be left on top of a flame. • Allow stove to cool before packing away.
Food poisoning	X	X		• Main meals used should be precooked packaged meals (boil in the bag, freeze dried etc.). • Tutor to encourage participants to wash hands or use hand sanitizer. • Cutlery & Crockery to be washed with detergent between uses.

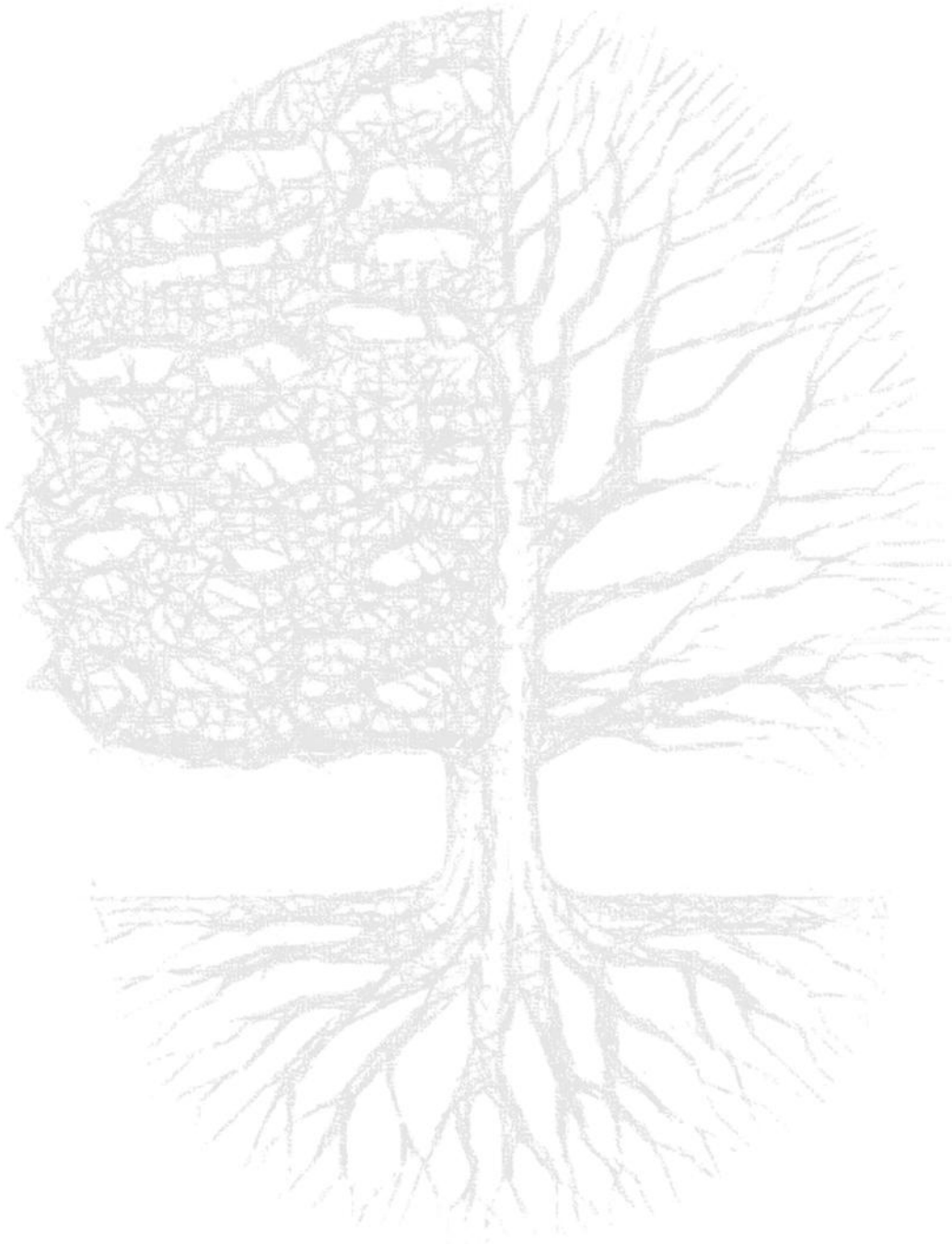


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Trangia Cooking		
Standard Operating Procedures		
Ratio	Qualification	
1:12	In-house training	
Tutor equipment		Participant equipment
https://trangia.se/en/support/guides/instructions/		• Stoves • Cutlery and Crockery for each participant • Fuel in suitable containers • Ignition source (matches, lighter etc.) • Implement for removing food from cookware or boiling water • Scissors for opening packaging
Set up		
• Tutor should define a cooking area where the stoves will be placed and inside of which nobody should sit or stand. This area must be clearly defined, e.g. by using a rope to trace perimeter. • Stoves should be set up in open well ventilated 'cooking area' away from flammable equipment (e.g. tents & sleeping bags). • Extra fuel should be kept a minimum of 3 metres away from the 'cooking area'.		
Equipment, fitting, and briefing		
The briefing should include: • The behaviour around the 'cooking area'. • That refuelling should be done away from the cooking area and when fuel burner is suitably cold. • The procedure for lighting stoves.		
Procedure		
• Fuel burners should be filled away from the cooking area. • Burners should be ignited under close Tutor supervision or by the Tutor. • If boiling water, pans should be filled whilst off the stove before being placed above the burner. • Food should be removed using an appropriate implement and not attempted by hand. • Tutors should check participant food if there is uncertainty over whether it is ready or not. • When using Methylated Spirits, Tutors and not participants should check if the fuel has run out in the burner if there is uncertainty. • Participants should eat their food with their own cutlery and crockery and not share.		
End of the session		
• Fuel burners & containers must be cool and sealed before being packed away. • In the use of Trangia meths burners, excess Methylated Spirits must be burned off before the burner is packed away. • All cutlery and utensils should be cleaned using washing detergent or stored to one side to be returned to Centre and cleaned before next use.		
Centre Specific SOPs		
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PPE Checks				
Risk Assessment				
Signed: 			Date: 9 th January 2025	
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Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Manual handling		X		Use correct lifting techniques; avoid overloading arms.
Slips, trips, and falls		X		Ensure floors are clean and dry; maintain a tidy workspace free of obstacles.
Equipment damage and malfunction	X	X		Conduct thorough inspections; remove damaged or malfunctioning PPE from circulation and log for repair or disposal.
Contamination	X	X		Clean equipment after use following manufacturer's guidelines; wear gloves during inspections if necessary.
Improper storage	X	X		Store PPE in dry, cool, and ventilated areas, away from direct sunlight or extreme temperatures.

PPE Checks		
Standard Operating Procedures		
Ratio	Qualification	
1:12	In-house assessment	
Tutor equipment		Participant equipment
		N/A
Set up		
- Ensure the inspection area is clean, dry, and well-lit. - Gather necessary tools, such as an inspection checklist, repair tags, or markers.		
Equipment, fitting, and briefing		
N/A		
Procedure		
Visual Inspection - Check all equipment for visible damage, including fraying ropes, cracked karabiners, broken buckles, or worn-out harnesses. - Inspect stitching on harnesses, ropes, and slings for fraying or damage. - Confirm that all locking mechanisms, such as karabiners and belay devices, function correctly. - Check BAs for visible damage, including tears, punctures, or worn-out straps. Functional Testing - Test any adjustable components for smooth operation (e.g., buckles, clips, or straps). - Verify rope integrity by checking for soft spots, bumps, resistance, or exposed core, indicating internal damage, wear, or weakness. - Ensure harnesses are fully adjustable and straps are securely fastened. - Check zippers, straps, and buckles to ensure they are operational and securely fastened. - Float test BAs according to the manufacturer's instructions. Cleaning - If any equipment is dirty, clean it according to manufacturer guidelines before continuing with the inspection. - Ensure that ropes are dry and free of debris. - Clean BAs according to the manufacturer's instructions, especially if they have been exposed to saltwater or dirt. Recording and Reporting - Log all inspected PPE equipment on an inspection sheet, noting the condition of each item. - If any PPE is deemed damaged or unsafe it should be removed from use. Report PPE to CM or ST to determine whether to repair, replace or dispose. Storage - Store inspected and fully functional equipment in a designated area, ensuring that it is kept dry, organised, and in good condition for future use. - Avoid storing gear in direct sunlight or in damp conditions.		
End of the session		
Centre Specific SOPs		
Belmont	Broomlee	Dounans

Kelly Kettles

Risk Assessment

Signed:



Date: 9th January 2025

Print: Jamie Miller

Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Burns from hot surfaces	X	X		- Wear heat-resistant gloves when handling; instruct users to avoid touching hot surfaces. - Ensure a first aid kit is readily available at all times.
Burns from boiling water	X	X		Pour water carefully; maintain a safe distance; ensure kettle lid is not obstructed during boiling.
Explosion risk	X	X		Do not tightly secure the lid; ensure it rests lightly to allow steam to vent.
Fire risk	X	X		Use the kettle on non-flammable surfaces, away from vegetation or flammable materials.
Smoke inhalation	X	X		Use in a well-ventilated outdoor area; position users upwind of the fire.
Fuel safety	X	X		Use only dry, safe, and approved fuels (e.g., twigs, leaves); avoid accelerants like gasoline.

Kelly Kettles		
Standard Operating Procedures		
Ratio	Qualification	
1:12	As part of Bushcraft sign off	
Tutor equipment		Participant equipment
https://www.kellykettle.com/how-to-use-the-kelly-kettle?srsId=AfmBOop6fe9mdwTaAC8y8ptLYUbdMDk0hxXS yawd1g7IGjs-bS1DEpS0		• Kelly Kettle • Heat proof gloves • Ignition source (matches, lighter etc.)
Set up		
• Tutor should define a cooking area that is safe, level surface free from flammable materials. • Ensure the kettle and base are clean and free of damage. • Stoves should be set up in open well ventilated 'cooking area' away from flammable equipment.		
Equipment, fitting, and briefing		
The briefing should include: • The behaviour around the 'Kelly kettle.' • Gather appropriate fuel, such as dry twigs, leaves, or small sticks. Avoid using accelerants.		
Procedure		
Lighting the Fire • Place fuel in the base chamber. • Ignite the fuel with a match or lighter, ensuring hands are clear of flames. • Gradually add small pieces of fuel as needed to maintain a steady flame. Boiling Water • Avoid filling water chamber to the top • Fill the kettle with water before placing it on the base (do not boil an empty kettle). • Place the filled kettle securely on the base, ensuring the spout is away from the user. • Do not secure the lid tightly; allow it to rest lightly on the spout to prevent pressure buildup. • Monitor the fire and water level, avoiding overfilling to prevent boiling over. Handling the Kettle • Once the water boils, use the handle and chain to lift the kettle carefully. • Pour water slowly and steadily, keeping hands and body parts clear of the spout and steam.		
End of the session		
Extinguishing the Fire • Allow the fire to burn out naturally or extinguish it with water if necessary. • Ensure all embers are completely extinguished before leaving the site. Cleaning and Storage • Allow the kettle to cool completely before cleaning. • Empty any residual water and ash from the kettle and base. • Store the kettle in a dry place to prevent rust or damage.		
Centre Specific SOPs		
Belmont	Broomlee	Dounans

Minibus				
Risk Assessment				
Signed: 			Date: 9 th January 2025	
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Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Driver fatigue	X	X	X	Ensure drivers are well-rested; limit driving hours to comply with legal requirements.
Passenger behavior	X	X		Brief passengers on safety rules; ensure seatbelts are worn at all times.
Vehicle condition	X	X	X	Conduct pre-use vehicle checks (brakes, lights, tires); maintain regular servicing and inspections.
Loading equipment	X	X		Secure equipment in the trailer or rear storage; use straps or barriers to prevent movement.
Emergency situations	X	X	X	Ensure first aid kit, fire extinguisher, and emergency contacts are in the vehicle.
Road conditions	X	X		Adjust driving for weather; avoid unsafe roads; monitor travel advisories.
Fuel or mechanical issues	X	X		Check fuel levels and carry a charged phone; report any faults promptly.

Minibus		
Standard Operating Procedures		
Ratio	Qualification	
1:16	D1 Licence	
Tutor equipment		Participant equipment
- Ensure the driver has the correct license and training to operate the minibus. - Driver must comply with legal driving hour limits and rest periods.		
Set up		
- Perform monthly vehicle safety check, including: - Brakes, lights, indicators, wipers, and mirrors. - Tyres for proper inflation and tread depth. - Fluid levels (oil, coolant, windshield washer, and fuel). - Ensure the first aid kit, fire extinguisher, and breakdown kit are present and functional. - Minibus log sheet to be filled out before departure		
Equipment, fitting, and briefing		
- Verify the trailer, if used, is securely attached, and all equipment is properly loaded and secured. - Brief passengers on safety rules, including wearing seatbelts at all times. - Ensure the vehicle's capacity is not exceeded. - Store personal items securely to prevent them from becoming projectiles.		
Procedure		
- Drive at appropriate speeds, considering road conditions and weather. - Avoid distractions, such as mobile phones or disruptive passengers. - Regularly check mirrors and blind spots, especially when manoeuvring. - Park in a safe, designated area. - Unload passengers and equipment safely, ensuring no items are left behind. - Conduct thorough maintenance checks monthly or as required by the manufacturer's guidelines. Emergency Procedures - In case of a breakdown, move passengers to a safe location and contact roadside assistance. - For accidents, follow emergency response protocols and report the incident to the CM		
End of the session		
- Inspect the vehicle for any damage or issues. - Report faults to CM immediately - Ensure the vehicle is refuelled if below quarter of a tank and clean for the next use.		
Centre Specific SOPs		
Belmont	Broomlee	Dounans

Trailer				
Risk Assessment				
Signed: 			Date: 9 th January 2025	
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Hazard	Who is at risk			Control Measures
	Client	Staff	Public	
Improper hitch connection	X	X	X	Ensure trailer is securely hitched to the vehicle; double-check locking mechanism and safety chains.
Overloading the trailer	X	X	X	Adhere to weight limits; distribute weight evenly; secure all equipment to prevent shifting.
Equipment movement	X	X	X	Use proper tie-downs, nets, or straps to secure equipment; conduct visual checks before departure.
Poor trailer maintenance	X	X	X	Perform regular maintenance, including tire checks, brake inspections, and light tests.
Reversing with trailer	X	X	X	If needed use a spotter when reversing; ensure adequate visibility and use mirrors effectively.
Road conditions	X	X	X	Reduce speed in adverse weather or on rough terrain; avoid sudden manoeuvres.
Unhitching the trailer	X	X	X	Apply the trailer handbrake (if available) before unhitching; chock wheels on uneven ground.

Trailer		
Standard Operating Procedures		
Ratio	Qualification	
N/A	D1+E Licence	
Tutor equipment		Participant equipment
		N/A
Set up		
Pre-Departure Checks - Inspect the trailer for visible damage or wear, including tires, lights, and hitch. - Check that the hitch mechanism is functional and secure and attach safety chains. - Test brake lights, indicators, and reflectors to ensure they are working properly. - Confirm the trailer is loaded within weight limits, with the load distributed evenly and securely tied down.		
Equipment, fitting, and briefing		
Hitching the Trailer - Align the towing vehicle with the trailer hitch. - Securely connect the trailer to the towing ball or hitch system, ensuring the locking mechanism engages. - Attach the safety chains and the electrical connection for lights. - Ensure jockey wheel is fully up and locked out		
Procedure		
During Travel - Drive at moderate speeds, adjusting for road conditions and weather. - Avoid sudden braking, sharp turns, or rapid acceleration. - Regularly check mirrors to monitor the trailer's behaviour and ensure no load shifting. Unloading and Unhitching - Park on a flat, stable surface and apply the vehicle handbrake. - Apply the trailer handbrake (if available) and use wheel chocks on uneven ground. - Unload equipment carefully to prevent items from falling or shifting. - Detach the trailer by disconnecting the electrical plug, safety chains, and hitch lock.		
End of the session		
Centre Specific SOPs		
Belmont	Broomlee	Dounans