

Ingleborough Hall

Land based activity – Operating Guidelines

8 Low Level Activity Guidelines for Visiting Staff / Leaders

8.10 On-site Activities including Orienteering / Problem Solving / Adventure Playground / Free time

Hazards

In addition to the hazards that you identify at the time, please note the following

Perimeter: pupils wandering off-site can easily get lost or encounter nearby hazards (road traffic, agricultural vehicles and machinery, strangers, deep and/or moving water, ravine and waterfalls, sudden drops, farm animals etc). A clear briefing should be given at the start of your visit stressing the need to stay on-site and not to climb fences or walls, or to go out through the gateways unless as part of a structured session. A preliminary map walk as part of orienteering can identify the boundary and reinforce the briefing already given.

Safeguarding students' security: strangers can sometimes wander into the grounds, and visitors arrive at the main door. Be prepared to politely challenge their reason for being there. Visitors should NOT be allowed into the building or grounds without first checking with Centre staff. Strangers should be escorted off the site and details noted *unless* you are satisfied with their reason for being there, and/or you have checked with Centre staff.

Fenced –off areas exist around the pond, potting sheds, ice house, ruined stables and other 'dangers'. Pupils should be briefed to keep out of these areas and respect any warning or keep-out signs.

Vehicles travel up and down the main drive throughout the day and evening, and manoeuvre in and out of parking spaces or reverse up to the main building. Encourage pupils to be alert to this 'tarmac danger'.

Adventure Playground is an attraction to youngsters. Slips and falls can occur. Use by Primary School pupils must be directly supervised. A 'buddy' system with one child on the ground to support their partner can increase success; an anti-clockwise direction is recommended. Older pupils can be allowed to use the equipment with less supervision but you may wish to consider insisting on no solo use. The equipment can become slippery in wet / muddy conditions.

Swings and Climbing Frame are popular with all age groups during free time. Falls are possible from the frame, and collisions can occur with the swings. A degree of supervision appropriate to the age group can reduce the risk.

The tunnel is a straight walk without obstacles, and air vents allow daylight to give some dim illumination. However unsupervised exploration by pupils is discouraged due to potential rowdiness and hysteria.

Ingleborough Hall

Land based activity – Operating Guidelines

Climbing Trees / SRT Training facilities often have equipment, ropes, ladders left in place during breaks in the activity. Pupils should be briefed to leave such equipment alone and not attempt to climb or swing on it.

Problem Solving Exercises can involve jumps, height, balancing, and the lifting or repositioning of planks. Inattention or carelessness can result in injury to participants. Ensure that briefings are clear and be prepared to step in or support pupils to prevent accidents. Pupils' feet should never be more than 1.5m off the ground. If you are unsure of your ability to 'spot' individuals when necessary you should abandon the exercise.

Organised Games that involve running and/or contact should be restricted to pupils only; the weight and size of any participating adults will cause (potentially serious) injury to youngsters in the event of any collision. Parachute games require close supervision and effective control.

Operating guidelines

Whether you are familiar with the grounds or not it is worth your while exploring to (re)acquaint yourself with the current nature of the site, including the woodland areas, old quarry and ruined stables, garden sheds and pond, greenhouse, ice house, sluice room and tunnel, adventure playground etc. Some of these areas are out of bounds to you and your pupils and are fenced off.

The degree of supervision and briefing required will vary according to the planned activity, pupils ages, whether the session is structured or 'free'. If older pupils are allowed into the village unaccompanied you should consider a 'sign out' system to keep track on who is off-site, and limit the numbers at any one time to avoid potential problems in the shops and cafes.

Carry out occasional checks to ensure that everyone is accounted for; consider the use of 'pairs' when orienteering with young pupils, and on the adventure playground.

Staff

Leaders should have prior knowledge of any planned activities, and familiarity with the grounds or adventure playground as appropriate. They should be confident in their ability to manage and supervise their pupils safely throughout the session.

For structure sessions a staff student ratio of 1: 10 is recommended, although improved ratios (1:5) are preferred for problem solving exercises. For general free time supervision you will need to take into account your pupil numbers, ages, the amount of freedom you have given them and your ability to deal with incidents and first aid.

Ingleborough Hall
Land based activity – Operating Guidelines

8.11 Campfire and BBQ (on-site)

Guidelines for On-site Activities continue to apply as appropriate (see above), plus specifically:

Hazards

In addition to the hazards that you identify at the time, please note the following:

Barbeques:

Use of flammable liquids to light the charcoal is prohibited. Use solid fire lighter blocks or quick lighting charcoal.

Hot surfaces, flames, burning charcoal, and spitting fat can easily cause burns to pupils (and staff) if they get too close. Create a safety exclusion zone around the BBQ when lighting it and cooking the food. Consider having a bucket of cold water handy to treat any burns. Serve food in an orderly manner, closely supervising pupils to avoid pushing and crowding.

Charcoal can retain heat even when grey and apparently out; it may also be covered in / hidden by, ash. Pour water onto the BBQ to ensure it is all out after use.

Barbeques must only be used outside; apart from the obvious fire risk, burning / warm embers can produce lethal levels of carbon monoxide if in an enclosed space.

Campfires:

Campfires should only be lit within the designated Campfire Circle, by the far end of the outside classroom block. Firewood is usually available, stacked nearby. If in doubt please consult our Gardener. Under no circumstances should branches or twigs be snapped off trees or shrubs. There is a small flood light at the end of the large outside classroom to give illumination, the switch is located inside the door. Please switch off after use.

Open fires can easily cause burns to pupils (and staff) if they get too close. Consider having a bucket of cold water handy to treat any burns; there is also cold running water within the outside classroom block. Only staff should light the fire, and the adding of additional firewood should be closely controlled and supervised. Be aware of the potential for strong winds to blow sparks into faces / eyes. Baking potatoes or cooking other food requires careful supervision.

Dancing, or Games requiring running or jumping, etc should be avoided near the campfire. This also applies when the fire appears to be out. Under no circumstances should pupils be allowed to jump over a recently lit fire; embers can retain their heat for many hours and can still be hot enough to cause burns the following morning.

Dowse the fire with water at the end of the session; please do not leave a burning fire unattended. Wind can blow sparks onto nearby buildings and shrubs.

Operating guidelines

The degree of supervision and control required will vary according to pupil age and size of party etc. Accidents have occurred with barbeques and campfires when pupils have been left unsupervised, or the hazards of hot embers not recognised.

Ingleborough Hall

Land based activity – Operating Guidelines

Carry out occasional checks to ensure that everyone is accounted for. There is a small floodlight located at the end of the outside classroom overlooking the fire pit, A torch should also be available, along with ready access to cold water.

Firefighting equipment is located inside the large outside classroom next to entrance door for use in emergencies. There is also a bucket for general use.

Staff

Leaders should be confident in their ability to manage and supervise their pupils safely. For younger pupils a staff student ratio of 1: 10 is recommended; for older pupils ratios should take into account your ability to deal with incidents and first aid.