

Lupine Adventure Co-operative Procedures, Risk Assessments and Forms

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1 When to use this document

All procedures and risk assessments must be followed whenever work is:

- i) Undertaken in a remote setting. A remote setting can be described as over 30 minutes walk from a road. If your days activity is likely to end up with your group over 30 minutes from a road at any point then you must follow the following procedures or
- ii) Involves rock climbing or abseiling not on an artificial wall.

When working in non-remote locations or on artificial climbing walls the following parts of the procedures may be passed over at the discretion of the Job Organiser as follows:

- Reporting Procedure,
- In the case of walking and camping standard working ratios may be increased with the agreement of one two members of MC. This must be recorded in writing and stored in the relevant job folder. Standard ratios must remain when working on climbing walls.

However, all other procedures, for example the completion of Consent & Medical Information forms and accident reporting must still be carried out.

1.1 Further Exceptions

1.1.1 Lupine Adventure are not the primary provider of the activity

When Lupine Adventure Co-op are supplying staff to another company and that company is the primary provider of the activity you should work to the procedures of that company. For example, if you are deployed by Lupine to work for CGO you work to CGO procedures. Primary providers may include other outdoor education and recreation companies, sole traders, schools and local authorities. All these groups must have written procedures that cover the activities being undertaken.

1.1.2 Parental Consent & Medical Information forms

We prefer that our forms are used but understand that sometimes schools and youth groups may wish to use their own forms for an activity. Rather than insisting the parents fill in two forms, one for the school and one for Lupine Adventure, the following is acceptable instead of using our forms:

- Schools/youth group forms. Care should be taken that the school/youth group form is adequate, covers the activities that we are providing and provides the information we need. We must receive and save copies of these as we do for Lupine forms.
- A register and an up-to-date medical written summary from the school/youth group coupled with a written assurance that informed consent has been given.

1.1.3 Reporting Procedure

All activities must have a procedure for reporting that participants and Lupine staff are safe for each day of an activity programme. This can be done in the following ways:

- Staff message the Duty Manager at an agreed time every day.
- Where there are three or more staff working in the same general location, and travelling in 2 or more vehicles on an activity programme, the following reporting system may be used. Lupine staff should report to their Course Director at an agreed time every day. Staff teams must notify the Duty Manager if they suspect that their Course Director is unresponsive to communications, and they suspect that they may not be safe.

1.1.4 Ratios and working norms and procedures

If you are planning a programme and wish to extend the ratios stated below in this document, or work outside Lupine's norms and procedures for hill walking work then this must be approved in advance by a two members of Management Committee. This request must be submitted in writing (email is fine) outlining the reasons why ratios can be extended for the specific job without safety being unduly compromised. The authorisation can be received by return email. This email should be saved as a PDF into the relevant job folder.

If you are working on a job and wish to extend ratios, or work outside Lupine's norms and procedures you must contact the Duty Manager to seek approval. The Duty Manager should inform the Management Committee in writing promptly.

2 Hill Walking

2.1 Standard working ratios

The standard hill walking ratio is 11:1.

If there is an unqualified but competent assistant the maximum ratio is 16:1:1.

With two competent assistants the maximum ratio is to 21:2:1.

The ability to use competent assistants only applies to remote supervision if trainees are working in the immediate area of the qualified staff to enable effective communication and coordination between them at times throughout the day.

Competent assistants are usually defined as people who have,

- a) Completed the training course for working in the environment or,
- b) Qualified at the next level of qualification down from the environment working in or are,
- c) Signed off as a competent assistant by a Technical Advisor.

For example, when working in Mountain Leader terrain a competent assistant would typically be a qualified Hill and Moorland Leader or someone who has completed the Mountain Leader training. When working in the Dark Peak a competent assistant would be a qualified Lowland Leader or BEL holder or someone who had completed Mountain Leader or Hill and Moorland Leader training.

2.2 When working alone with an individual or group

To mitigate problems that may occur if you, the leader, are incapacitated in a remote location the following should be considered in addition to the normal Reporting procedures.

When accompanying a group many of the tools at your disposal could be considered best practice as they are all part of involving your clients in the mountain experience. You may wish to consider:

- Offering some participants a map and showing them how to use it.
- Educating in phone based mapping and location tools and demonstrating their use
- Pointing out ways down that could be taken as a short cut to the route as you pass them. For instance, mentioning things like 'The village of Seathwaite is just at the end of that valley'.
- Briefing the group on what emergency kit you are carrying and what they could do in the event of you becoming incapacitated.
- Sending messages at pre-arranged points to the Duty Manager throughout the day to show that specific points have been passed or by utilising the share my location feature in WhatsApp.

- Leaders could carry
 - an emergency procedures and contacts card,
 - a GPS,
 - a Personal Locator Beacon, or tracker and tell clients where they are and how to use them.

When conducting remote supervision consider informing the Duty Manager of your supervision plan for the day and updating them on group progress.

If working outside of the UK all leaders must carry a SPOT or a PLB.

2.3 Losing a group on remote supervision

More information on procedures around losing a group on remote supervision can be found in our booklet on the subject.

When the group is 3 hours late arriving at camp or their days finish point, or it has become dark, and they are unaccounted for, the emergency services must be informed. Even if you do not think you require their assistance they should be informed. It may be that the group has no normal phone reception to call you but can still dial 999. You may of course contact the emergency services earlier if you believe that it is necessary.

2.4 Working alongside school staff on remote supervision

When there are suitably qualified or trained school staff on an expedition those staff can supplement Lupine staff and work as volunteers for Lupine Adventure. We will need to take copies of their qualifications or training certificates and First Aid certificate. These school staff will be inducted in Lupine's Procedures and Risk Assessments and will have to work to them under the direction of our Course Director. If a member of school staff who is due to work for Lupine is unable to make the staff briefing they must receive a comprehensive briefing over the phone in advance of the expedition. These school staff for all intents and purposes are therefore Lupine freelancers and are covered by our employers' liability insurance. We will be responsible for the safety of the participants and the safety of our staff which will include any school staff working under our direction.

On occasion as well as trained or qualified school staff working under our direction there will also be other (un-trained or unqualified) school staff on an expedition. Lupine will not direct untrained, unqualified and un-inducted school staff to assist them in remote terrain or more than 30 minutes from a road. It is sometimes the case that these school staff have committed to provide vehicle support to Lupine staff. Under these circumstances Lupine staff are able to direct school staff to various points on the public highway and, depending on the terrain and experience of both the Lupine staff and school staff, areas within 30 minutes from a road. School staff will often be welcome to accompany Lupine staff working on the hill in which case we will take responsibility for their safety, as long as this does not impair your supervision plan.

2.5 Decision Making “on the job”

On most jobs we appoint a Course Director. They are responsible for briefing all staff on the practicalities of the event. They should also maintain oversight to ensure that Lupine's working norms and procedures are adhered to.

They should not micromanage staff but for example, they could provide instructions or guidance to staff when:

- a) co-ordination is required between staff members to locate a missing team,
- b) co-ordination is needed between staff members to supervise road crossings,
- c) co-ordination is needed to ensure appropriate remote supervision.

The only time that a member of staff should go against the instructions of the Course Director is if there is an immediate necessity to do so due to a significant safety issue. This would be viewed as an extreme situation that absolutely could not possibly go through the normal channels. In all other situations, if a member of staff is not happy with an instruction, then they should follow it nonetheless, and if necessary bring the issue up the Job Organiser or another member of the co-operative after the job. MC will then discuss the issue with the complainant with a view to resolving it or preventing the issue in future.

All staff (be they members of MC, Directors, other members, employees, Course Director, or Freelancer) should follow instructions from the event Course Director unless they are unable to do so on grounds of a significant safety issue.

Under normal circumstances, responsibility for decision making and ensuring that a programme runs to Lupine's working norms and procedures rests with the CD or lone working freelancer/employee. They are the person who is on the ground and best able to make decisions. In the course of their duties a CD, lone working freelancer/employee may seek advice from the Duty Manager by calling 0113 410 3712.

In exceptional circumstances the Duty Manager may direct a Course Director on a course of action.

2.6 Additional winter walking considerations

The standard working ratio in winter is 1:8 or 1:1:12 if working with a trainee WML.

Participants are prone to arrive on a course with inadequate boots so we must get details of everyone's boots before they arrive. It must also be made clear that the kit on the kit list is essential unless labelled optional.

Winter Mountain Leaders cannot instruct on use of the rope (building belays, or abseil techniques for example) without additional sign off by a technical advisor. Our winter skills courses focus on movement skills, route planning, navigation, weather and avalanche risk, self-belay and ice axe arrest, and emergency shelter construction.

3 Overnight supervision of camping on DofE Expeditions

On many DofE expeditions there are a mix of school staff and Lupine staff overnight. Whenever this occurs unless working under the direction of a school Lupine remain responsible for the group overnight.

If there are more than 3 groups staying on the same campsite overnight then Lupine require that a member of school staff are present in the evening **and** are camping in the field with the group overnight. Any deviation to this rule must be agreed by MC.

There is no fixed agreement with school staff as to their role but the following agreement could be considered **best practice**.

1. School staff are to be the first port of call overnight for students
2. School staff and Course Directors are to take a lead for the night time chasing into beds and enforcing agreed lights out and quiet time policies.

If possible both of these points (above) should be agreed with the school in advance by the Job Organiser.

3. The Course Director must discuss the bed time and overnight plan with the school staff present as soon as is practical.
4. Lupine staff should expect to be available for bedtime duties alongside school staff, the Course Director should co-ordinate the management of this time.
5. The Course Director should, if possible, consider and implement a plan for Lupine Staff down time during the evening.

4 Rock Climbing / Abseiling

4.1 Standard working ratios

Maximum rock climbing ratio is 8:1.

If there is an unqualified but competent assistant the maximum ratio is 12:1:1.

Remember 8:1 is a maximum. Please think about your group, is 8:1 sensible or do you think that 2 instructors should be used due to the age / maturity of the group in question.

4.2 Insurance

When a freelance MCI or above is delivering a climbing course out of RCI remit for Lupine, they must supply Lupine with proof of their insurance.

4.3 Non Lupine Equipment Use

All the equipment used is provided by the company, except in the following 2 cases.

- 1) Freelance MCIs or above leading courses may choose to provide their own equipment for themselves and clients alike.
- 2) RCI instructors are expected to use their own 'instructor' harness, rescue kit (prussic etc) and their own helmet.

All climbing instructors using their own equipment must agree to the following statement.

'It is my responsibility to ensure that any personal PPE I use whilst delivering a climbing session on behalf of Lupine Adventure Co-operative will be of high quality and within manufacturers recommended lifespan.'

5 Under 18's leaving an activity early – withdrawal or exclusion

If a participant under the age of 18 needs to leave an activity early, parents/guardians must be informed. You will need to liaise with the Course Director, parents, and any relevant client staff to make any necessary arrangements. You may wish to get advice from the Duty Manager if you are lone working or want a second opinion.

Deciding a child needs to leave expedition early.

There are a number of reasons why a child might need to leave expedition early. They may fall ill or become injured; exhibit very poor behaviour; have a support need that we cannot meet, or they may simply not want to continue. Mostly this is a straightforward issue where there will be agreement between you, the participant and client/parent/carer about the best way forward. However, it could be more difficult when one of those people has a different opinion on whether a child stays on expedition.

Some principles

- On Lupine Directed events, Lupine Staff have ultimate say about whether someone is safe to remain on an activity. This decision should go to the Course Director if there is one. Any client present should be kept informed, and we would want you to discuss concerns with them (to see if they have options you might not have thought about and to 'bring them along' with any decision) but we are ultimately responsible for safety so the decision is with Lupine Staff.
- We would not want any young person to stay on an activity against their will.
- In the case of illness or injury that could be aggravated by continuing the activity an adult participant can decide that they are fit to continue, so long as you agree. However, for an under 18, parental consent **must** be sought if they wish to continue.
- Your duty of care is to all the participants in your activity not just the person having a problem. An acid-test of whether someone should remain, or leave may be whether their staying unduly impacts on the other participants in the activity, either in terms of The Activity itself or your ability to provide Duty of Care to them.

A note on inclusion

We are committed to providing inclusive expeditions and events. However we can only do so insofar as we are given information to plan for needs and are only obliged to do so as far as is 'reasonable'. The decision that someone's needs exceed our ability to meet them can be a particularly hard one to make as we all want to provide the best opportunities for everyone.

There are a number of reasons why a child may present with a higher level of need than we have prepared for:

1. The level of need was not disclosed.
2. The person doing the disclosure did not appreciate how that young person's needs might present in the context of expedition.
3. The person's level of need increased very recently, or even during the expedition itself.
4. A need was disclosed, but the mitigations we have put in place to manage it have turned out not to be adequate in practice.

Additional Guidance on inclusion

1. The decision whether somebody has a level of need which exceeds that manageable on the particular event is a safety decision thus lies with you, the Supervisor, as above.
2. Reasonable steps must be taken to mitigate risk, modify the activity and meet the needs of the participant where possible - but not the overall detriment of the activity or other participants' experience.
3. Do make sure your expectations, approach and communications are appropriate to the age, needs and abilities of participants, and your concern is about safety, not someone just being different or needing extra effort to include.

4. Where behaviour is the main risk-factor for exclusion do consider alternatives (for example approaching School Staff for an in-School sanction) before exclusion. Where possible have a staged process.
5. Some good acid tests are ‘Can I meet the needs of this participant and also look after the rest of people I am supervising’. ‘Does this person jeopardize the safety of other participants, for example by meaning I miss out on sleep or by effectively putting other young people into higher supervision ratios.’

Any failure of a parent/carer to disclose a relevant significant need (e.g. on the consent form, or by other communication to Staff) is a safeguarding concern and should be reported on the Safeguarding form, in a serious incident it should be reported directly to the Duty Manager.

6 Uncollected Child Procedure

Applies to all under 18s

At the end of every Lupine directed expedition or event, and in certain cases (e.g. illness, injury, or exclusion) during, there is a ‘handing over’ of Duty of Care from Lupine to either Parents/Carers or the Client Organisation. The Lupine Staff Information Document for each event specifies who is responsible for dropping off and collecting children.

Mostly this runs smoothly, but very occasionally a child may need to be collected and an appropriate adult does not arrive to do so in a timely manner. This procedure plans for, and provides advice for, managing that eventuality.

Any failure of a parent/carer to make reasonable efforts to collect their child in a timely manner is a safeguarding concern and should be reported on the Safeguarding form, in a serious incident it should be reported directly to the Duty Manager and Client.

Principles

- Safety of the child is paramount. That is safety of both the child that needs collecting and any other children you have Duty of Care for.
- Deciding a child has become ‘uncollected’ has to be a case-by-case judgement. A useful acid-test would be ‘is this the actions of a reasonable parent’.
- We want to give all parents/carers reasonable grace for delays in collecting their charges, for example: time of day; distance they are from the expedition; possible traffic delay; lack of phone signal; difficulty leaving work; how unexpected the request is; needs of other children in their care; to name a few. In general, if we have comms with a parent/carer and they are indicating steps are being taken to collect the child we would not consider the child uncollected.
- We would want to exhaust all reasonable channels of communication; have made repeat attempts on each channel of communication and had a beyond-reasonable spell of time elapse before we considered a child uncollected.

Guidance:

At the end of the expedition

A collection time has been given to parents/carers in advance. If young people arrive at the end of the expedition before this time you can request parents/carers do an earlier pick-up -

but cannot be expect them to. A child would not be considered uncollected before the designated end-time of the event.

1. Once you are at the end of the event do encourage participants to ring their collectors and get an ETA.
2. At end time + 30minutes (where child has not been able to make contact):
 - i. Start ringing parents/carers yourself
 - ii. Ask the child whether there are alternative ways you might get in touch (e.g. a sibling who might be travelling alongside the parent/carer or a neighbour who can see if they have left/knock on).
 - iii. Consider sending text and WhatsApp messages as well as phoning directly as many people nowadays do not answer their phones.
 - iv. Do try calling/messaging repeatedly; but be mindful that the adult is likely driving.
3. At end time + 1 hour (where neither you nor the child has not been able to make contact):
 - i. Call the Duty Manager and inform them of the situation.
 - ii. Call the school contact and ask their advice. Ask if there is any history of collection concerns and if the child has a Social Worker. Ask if there is any School plan in place for non-collection, either in general or for this child, we can call on. Ask if the School can provide any support.
 - iii. Consider whether Lupine and/or School Staff could deliver the child home.
4. At end time + 2 hour (where neither you nor the child nor the School has not been able to make contact and School have not assumed care of the child/got a plan in place):
 - i. Call the police and report the child as uncollected; try 101 first but dial 999 if you can't get a timely response. Be prepared to give them the name and address of the parent as well as the name and D.O.B of the child.

Timings may need to be adapted where there is poor phone signal or expeditions are very remote

During an expedition

Deciding whether a child needs to be collected early is covered in Section 4 above. Thresholds for when collection would be deemed 'reasonable' are harder to define for an unscheduled collection - but you would want to consider time of day; distance the parent has to travel; the urgency of need the child has to be collected and what forewarning the parent has been given.

This would be a staged process with time given for each step to be effective before escalating.

1. Call parents/carers as soon as you can.
2. If there is a school staff member on the expedition the most sensible course of action may be to hand duty of care to them while you await the young person's collection.
3. Call all the contacts on the consent form. Consider sending text and WhatsApp messages and as well as phoning, as many people do not answer their phones. Do try calling repeatedly – many phone's 'Do not Disturb' settings are over-ridden if 2 or more calls are made in rapid succession.
4. Call the Duty Manager and inform them of the issue.

5. Call the school contact and ask their advice. Ask if there is any history of collection concerns and if the child has a Social Worker. Ask if there is any school plan in place for non-collection, either in general or for this child in particular, we can call on. Ask if the school can provide any support.
6. If staffing ratios allow, and it's near enough to be practical, consider delivering the child home or sending a Lupine staff member to the child's house to knock on the door.
7. Should the child be in hospital? In the case of physical injury this is usually a fairly easy judgment. However, cases of mental distress can be a little bit more difficult to decide: if a young person is experiencing significant amount of distress and no appropriate adult is coming to collect them it would be appropriate to consider taking them to hospital.
8. If a child remains uncollected for a significant period it has not been possible to make contact with the parent or carer and all other avenues have been reasonably exhausted a final option is to make an emergency call to the police. All local authorities have out of hours services in place to ensure safety of children abandoned or at risk and the police will know who to contact in the area. Try 101 first but dial 999 if you can't get a timely response. Be prepared to give them the name and address of the parent as well as the name and D.O.B of the child.

7 Trackers Policy with DofE Groups

Lupine own a number of tracking devices that we use for tracking DofE Groups. We have two sorts

- 1) Spot Devices
- 2) Queclink GL3xx trackers that we use on the Routechoices tracking system

The main difference between the two systems is that the Spot devices use satellite technology to transmit the location data and the Queclink devices use the mobile phone network to transmit the location data.

The main reasons why we deploy Spot trackers are as follows:

- All international expeditions to assist with checking in procedures, seeking assistance from mountain rescue services and as a marketing tool.
- They may be deployed where there is a significant medical issue in a group that warrants an additional way of contacting emergency services.
- They can be used by lone working staff to assist with checking in procedures in remote locations without mobile phone network coverage.

Either sort of trackers are also deployed for the following reasons:

- They can be used by a Course Director as an aid to the fulfilment of their overall responsibilities.
- Trackers are deployed on all Open Expeditions as a marketing tool.
- Can be issued to groups with medical conditions to assist in finding them promptly in the event of a medical incident
- They can be used to assist staff members working in a team to supervise multiple groups as long as our standard working ratios are not broken.
- They are deployed to enable us to manage situations when the numbers of staff drop on an expedition (so long as our standard working ratios are not broken).
- They are deployed to assist staff in their remote supervision.

Trackers are a great help when supervising a group remotely. They can mean that staff make better use of their time and can be a great asset when one needs to locate a group who are not where expected. There are, however problems associated with their use including:

- De-skilling of staff in remote supervision techniques when a tracker is not available or fails.
- Staff remaining too far from their group
- Staff not having enough visual contact with their group

8 Accident reporting

All accidents, injuries, illnesses, tick bites and near misses must be reported to the Health and Safety officer. This should be done by filling a Lupine Adventure: *First Aid, Accidents, and Near Miss Report*.

This form must be filled in **NEATLY** and **LEGIBLY**.

In the event of an under 18-year-old being involved in a significant accident, injury or illness their parents should normally be informed as soon as is practical. If there are accompanying adults on the event then their advice can be sought, and a decision may be taken not to immediately inform parents. Reasons for this must be stated on the First Aid report.

The Health and Safety Officer or another Lupine employee must inform parents of signs and symptoms of Lyme disease when processing a First Aid form mentioning tick bites on a participant under 18 years old.

8.1 Dealing with a serious injury when working with young people

This is written with DofE work in mind but can be adapted for working with other groups of young people or adults.

Contact the Lupine Office 0113 410 3712 as soon as possible. Depending on the incident (and assuming that there is not a Lupine Director on the job) we will decide if we need to get a Lupine Director to the incident.

Between you and the Lupine office we will have to decide on the following depending on the seriousness of the incident. If you cannot get hold of a Lupine Director then you will have to start making these decisions on your own.

Nominate a Lupine phone to be the official incident contact number for emergency services, Lupine staff and directly affected clients.

At what level does the event need cancelling?

- Just the injured party is taken off.
- The team has to drop out.
- The whole event with multiple teams have to be called in.

Contact with the client needs to be made. If a school is the client then the school needs contacting. If it is an open expedition then the parents need informing. Depending on the severity of the incident this may be done over the phone by you or the school or may be done by local police.

Talk to the young people directly affected promptly to get a full picture of events. Fill them in with your next courses of action. Do not give false hope in the case of serious injuries. Allow them to call their parents if they want to after this de-briefing but try and dissuade them from

doing so before. Point out that it is important that the relatives of the injured party should not find out in a roundabout way but through the proper channels (school, Lupine, police).

Brief other Lupine staff and if necessary get them to brief their groups on the course of action taken.

Do not give any information to anyone who you do not know who has phoned you.

9 Complaints Procedure

The complaints procedure is intended as the tool by which a member of the public or a client may formally have a grievance, regarding any aspect of the work that we undertake, heard by the management of the Co-operative.

In the event of a client or member of the public wishing to make a complaint, it is preferable for the complaint to receive our attention and be answered as soon as possible.

Members of the public or clients who wish to make a complaint should be asked to email us with the details of the complaint. This can be done via the 'Contact us' page on our website

Time scales have been fixed to ensure that complaints are dealt with quickly, however these may be extended during busy periods.

Once a complaint has been received it should be circulated amongst the Management Committee one of whom must volunteer to undertake an investigation.

The complainant must be responded to within 14 days of the complaint being received with either the outcome of the investigation or, in the case of complicated investigations, further information including an outline of progress, next steps and an expected timescale to an outcome.

Outcome and Appeal

The complainant will be given the outcome of the investigation in writing either within 14 days or the timescale that they have been notified of. If they are unhappy with the result then they can appeal against the outcome. In this case all Directors will review the complaint and make a decision on how to proceed within 14 days of an appeal being lodged.

After this decision there is no further right of appeal.

After the process the Management Committee will decide on changes to be made to any of our risk assessments or procedures.

10 Data Protection

During the course of your duties, you will be given various pieces of information on individuals. You are not permitted to keep this information longer than is necessary to carry out your duties. Hard copies of medical information, contact information, etc. must be handed into the Course Director (CD) or Lupine employee after the event or shredded/burnt.

Freelance staff must delete the following after an event;

- Emails containing attachments and links to online data.
- Any confidential documents that you have downloaded to a personal device.

Lupine Adventure Informed Consent & Medical Information Form (Adults)

I consider myself fit and able to take part in this
.....(write activity here)

I recognise that climbing, hill walking and mountaineering are activities with a danger of personal injury or death. As a participant in these activities I am aware of and accept these risks and I am responsible for my own actions. I undertake to not be under the influence of alcohol or other drugs that may impair my ability to safely take part in this activity.

Lupine Adventure Co-operative accepts no responsibility for accidents or injury to participants or for loss of or damage to personal effects, unless caused by negligence on the part of Lupine Adventure Co-operative or any member of its staff.

I understand that photographs and video may be taken by the instructor over the course of the event and I permit these items to be used in future advertising and promotion of the co-operative. Please cross out this paragraph if you do not agree to this clause.

Are you over 18 years old **Yes / No.** (If you are under 18 we will require a parental consent form too.)

Do you suffer any medical conditions, allergies or injuries that we should be aware of? If yes please give details.

.....
.....

Are you taking any medication that we should be made aware of? If yes please give details.

.....
.....

Do you have any specific dietary requirements (vegetarian, vegan, halal, kosher etc)?

.....
Please provide details of a home contact for the duration of the activity. Will they need informing if we are late back Yes / No.

.....

Please provide your telephone number and e-mail address in case we need to contact you after the event

.....
If you **WOULD LIKE** to be added to our e-mail list then tick this box

Signed Dated

Please visit www.lupineadventure.co.uk/data-protection for information on how we use and store this data

Lupine Adventure Co-operative Parental Consent form

Parental consent is requested for (enter event description).....

I agree to (full name) taking part in this activity. (If you have any questions about this activity please feel free to contact Lupine Adventure via the details given on our website www.lupineadventure.co.uk.)

I agree to’s participation in the activities described and I acknowledge the need for to behave responsibly and adhere to rules and regulations given by the group leaders.

Information about Participant

| | |
|---|----------------------------|
| Sex and / or Gender | Male / Female / Other..... |
| Date of Birth | |
| Does the participant have any medical conditions, allergies or additional needs which might affect them on expedition or for which they take medication? Please specify. | |
| Please list any medication prescribed to the child. Please let us know if any of these medications are NOT needed on the event. | |
| Please list any over-the-counter medication that may be offered by staff (e.g. ibuprofen, paracetamol, anti-histamines). | |
| Has your child sustained any leg, back or other injury recently or in the past which could be aggravated by expedition activities or impact participation in expedition activities? Please specify. | |
| Is there anything else we need to know (include anything relevant to their gender, learning, hiking, camping, dietary requirements or being away from home)? | |

Our expeditions are inclusive and can be tailored to meet the vast majority of additional needs but it very important we have a complete picture of your child’s health so we can support a safe experience for them.

You must update Lupine Adventure on any changes to this information that occur before the end of the programme.

Contact Details:

Name of Parent or Legal Guardian

Home Address

.....

.....

Home Telephone number

Mobile telephone number.....

Alternative Telephone number.....

Contact e-mail address

If you WOULD LIKE to be added to our e-mail list then tick this box.....

Family Doctor

Name Telephone number

Address.....

.....

.....

Declaration

I agree that medical and dental treatment may be given to my son or daughter if necessary, including the administration of general anaesthetic and / or blood transfusion and to surgical operations in the case of an emergency, as considered necessary by the medical authorities present.

Lupine Adventure Co-operative accepts no responsibility for accidents or injury to participants or for loss of or damage to personal effects, unless caused by the negligence of the Lupine Adventure Co-operative or any member of its staff.

I understand that photographs and video may be taken by the instructor over the course of the event and I permit these items to be used in future advertising and promotion of the co-operative. Please cross out this paragraph if you do not agree to this clause.

When the structure of the programme allows, some instructors request to bring well behaved dogs on events. If for whatever reason you don't want dogs present on expedition with your child, please do let us know by emailing lupine@lupineadventure.co.uk.

Please note that Lyme Disease from ticks is a potential risk in any outdoor activity, urban or rural. If your child develops a rash or flu like symptoms within 3 months of the activity they should visit your GP citing Lyme Disease as a possible cause. More information is available on request or from <https://www.nhs.uk/conditions/lyme-disease/>.

I have received full information and agree to my child's participation in all outlined activities

Signed..... Dated.....

(to be signed by the legal parent or guardian of the participant)

Please visit www.lupineadventure.co.uk/data-protection for information on how we use and store this data

Lupine Adventure: First Aid, Accidents, and Near Miss Report

(Please use a **BIRO** to complete this form, not a pencil or 'map pen')

What are you reporting? Tick the relevant box and provide the info asked for.

- Tick Bite (fill in section 1 and 2):
All Tick bites must be reported using this form.
- Minor First Aid/Advice Given. Examples of things that should be recorded are blisters, minor sun burn, minor cuts/scratches.
- Accident/First Aid Administered. Examples of things that should be recorded are burns, cuts, twisted ankles, heat exhaustion, vomiting.
- Near Miss (fill in section 1 and 3):

Section 1 – Participant details

Activity & Client:..... Your name:.....

Date of incident: Name of participant:.....

Age of participant:..... Group:

If under 18 was their parent/guardian informed? Yes / No

Section 2 – First aid administered & accidents

Describe the issue and cause, First Aid administered, medication offered, actions you took, advice given and, if relevant, location, weather conditions, time of day, witnesses.

Section 2 – Continued

If the participant is under 18 years old you must consult the Course Director or Job Organiser to see if parents/guardians need to be informed.

Section 3 -Near Misses: “an event that does not cause harm, but has the potential to cause injury or ill-health”.

Give a brief description of what happened: what, where, when, weather conditions, who was involved, witnesses. The Health and Safety officer will follow this up with you.

Office Use Only

Reviewed by Health & Safety Officer:

Date:

Action required (report to MC, DofE, Risk Assessment review, Update staff record, RIDDOR report needed?):

Lupine Adventure Co-operative Safeguarding issue report

(Please use a **BIRO** to complete this form, not a pencil or 'map pen')

Activity..... Date.....
Activity Leader..... Group size

Child Information

Name Age Male / Female / Other
(circle one)

Group name

Details of the incident that led to concern.....
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Reported to

Name: Job description
Organisation

Follow up

.....
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.....
.....

Report Prepared by..... Date.....
Reviewed by Safeguarding Officer..... Date.....

11 Risk Assessments

11.1 All Outdoor Activities

Date assessed: October 2025
Assessed by: Dave Lyons
Location: All lowland, moorland, and mountainous areas in the UK.
To be Reviewed by: February 2027
Note:

This risk assessment forms the basis for our outdoor activity operating procedures and should be used in conjunction with the event/activity specific risk assessment, the vehicle use risk assessment and the safeguarding risk assessment. The use of the term ‘if deemed necessary’ in this document refers to the responsibility of the person planning an activity to decide in advance (where possible) on appropriate control measures, and for the activity leader to use their professional judgement in implementing appropriate control measures.

| No. | Hazard | Risk | Who is at risk | Control Measures |
|-----|--|-------------------------------|--------------------|---|
| 1 | Adverse weather: <ul style="list-style-type: none"> • cold • wet • windy. | Hypothermia | Staff and clients. | <ol style="list-style-type: none"> 1. Weather forecasts are to be checked before the activity. 2. Staff and clients should wear and carry sufficient and appropriate warm clothing. 3. Staff and clients are to carry and wear waterproof over-trousers and jackets. 4. Staff will carry spare clothes for emergency use if deemed necessary. 5. Staff will brief the clients on the need to eat regularly and stay hydrated during the activity if deemed necessary. 6. Staff will carry suitable equipment to treat a hypothermic casualty if deemed necessary. |
| 2 | Strong winds. | Major or minor injury | Staff and clients. | <ol style="list-style-type: none"> 1. The activity leader will alter routes to minimise the risk of being struck by flying debris and brief clients about minimising this risk if deemed necessary. 2. The activity leader will alter routes to minimise the risk of falling down steep slopes and brief clients about minimising this risk if deemed necessary. |
| 3 | Hot and/or sunny weather. | Hyperthermia . Sunburn. | Staff and clients. | <ol style="list-style-type: none"> 1. Staff and group members are to wear appropriate clothing and headgear. 2. The activity leader will brief the group members on the need to stay hydrated and to take sufficient breaks during the activity. 3. The activity leader will alter routes and timings if deemed necessary. 4. Group members will be reminded to apply sunblock if deemed necessary. |

| No. | Hazard | Risk | Who is at risk | Control Measures |
|-----|---|---|--|---|
| 4 | Extreme weather | Major or minor injury. | Staff and clients. | <ol style="list-style-type: none"> 1. Duty Manager to check for weather warnings and keep abreast of developments every week we have programmes out. 2. Duty manager to consider conducting a specific risk assessment and sending additional advice out to staff in the event that weather warnings have been issued. |
| 5 | Individual group member gets lost or separated from group. | Major or minor injury. | Group members. | <ol style="list-style-type: none"> 1. The activity leader will supervise the group to minimise the chance of this happening. 2. The group will be briefed about the importance of staying together if deemed necessary. 3. The activity leader will brief group members about what to do if they become separated from the group if deemed necessary. |
| 6 | Group gets separated from leader or leader becomes incapacitated. | Major or minor injury. | Group members. | <ol style="list-style-type: none"> 1. Group to be briefed on emergency procedures if deemed necessary. 2. A Reporting Procedure system will be used on all jobs in remote situations or on outdoor crags. 3. An 'Emergency Procedures Card' will be given to the group if deemed necessary. |
| 7 | Group gets lost. | Major or minor injury. | Staff and group. | <ol style="list-style-type: none"> 1. Activity leaders will be suitably qualified and experienced for the area they are working in. |
| 8 | Wild, farm and domestic animals. | Major or minor injury. | Staff and group. | <ol style="list-style-type: none"> 1. The activity leader will alter routes if deemed necessary. 2. Groups will be briefed about managing this risk if deemed necessary. |
| 9 | Instructor dog | Bite, Allergies, damage to property, Staff neglecting of duties | Staff, students, members of the public | <ol style="list-style-type: none"> 1. Clients are informed of the possibility of instructor's dogs being present and are given the option to refuse permission. 2. Requests to bring dogs have to be approved on an event by event basis to ensure the event is suitable. 3. Any instructor bringing their dog on expedition must be confident that the temperament and physical abilities of their dog are appropriate to each event and do not contribute to these hazards. |
| 10 | Streams, rivers, canals, and bodies of water. | Drowning. | Staff and group. | <ol style="list-style-type: none"> 1. On all but the smallest streams activity leaders are to ensure that only recognised crossing points are used. 2. In the event of a crossing being deemed unsafe the group will wait for the water level to fall, seek out an alternative crossing point, or turn back. 3. Activity leader to brief the clients about the risk associated with rivers, streams, canals, and bodies of still water if deemed necessary. 4. Swimming is forbidden when on Lupine Adventure led activities. |

| No. | Hazard | Risk | Who is at risk | Control Measures |
|-----|--|---------------------------------------|--|---|
| 11 | Stepping stones and fords over rivers. | Drowning. | Staff and group. | 1. Groups should be briefed about specific risks associated with fords and stepping stones if relevant to a particular route. |
| 12 | Existing medical conditions. | Major or minor injury. | Staff and or group members with existing medical conditions. | <ol style="list-style-type: none"> 1. Medical information is obtained for all participants and relevant information passed on to activity leaders. 2. Verbal check between staff members of any existing medical conditions to be carried out pre-activity. 3. Activity leaders to ensure that necessary medication is taken on activity. 4. In the event of a staff member or group member having a significant or unusual existing medical condition a person specific risk assessment should be carried out before the activity commences. |
| 13 | Pain relief Medication | Aggravated pre-existing or new injury | Participants under 18 | <ol style="list-style-type: none"> 1. Pain relief must not be offered to participants under 18 to mask a mechanical injury to allow them to continue with an activity. 2. If you become aware that a participant under 18 has self administered pain relief to mask a mechanical injury AND it is your opinion that they can continue, expressed, updated and informed parental consent for them to continue must be obtained. |
| 14 | Trips, slips, and falls. | Major or minor injury. | Staff and group. | <ol style="list-style-type: none"> 1. Footwear appropriate to the expected conditions to be worn by staff and group. 2. The activity leader will brief the group about movement skills over broken/steep ground if deemed necessary. 3. The activity leader will supervise the group more closely whilst they are moving near or over broken/steep ground if deemed necessary. 4. The activity leader will work within the remit of their qualifications, the currency of their experience and to any site-specific activity they have been signed off for. 5. The activity leader will carry a suitable rope if deemed necessary. |
| 15 | Falling rocks and stones. | Major or minor injury. | Staff and group. | <ol style="list-style-type: none"> 1. Activity leader will plan and or alter routes to minimise the risk. 2. Activity leaders and groups will use helmets if deemed necessary. |
| 16 | Tick Bites | Lymes Disease | Staff and group. | <ol style="list-style-type: none"> 1. Tick tools are provided in every Lupine First Aid kit. 2. Groups will be briefed about this hazard if deemed necessary. 3. Activity leaders will record information about tick bites on a First Aid form. 4. Information will be sent to parents/guardians after an event if their child has reported a tick bite. |

| No. | Hazard | Risk | Who is at risk | Control Measures |
|------------|-------------------------|----------------------------|------------------------------|--|
| 17 | Roads & vehicles | Being struck by a vehicle. | Staff and group. | <ol style="list-style-type: none"> 1. The activity leader will brief groups about this risk if deemed necessary. 2. The activity leader will ensure that groups are visible (using items such as high visibility vests and bright rucksack covers) when crossing or travelling along roads if deemed necessary. |
| 18 | The remote environment. | Major or minor injury. | School or youth group staff. | <ol style="list-style-type: none"> 1. Activity leaders will not direct untrained, unqualified, and un-inducted staff to assist them in technically challenging or remote country. 2. Activity leaders may direct untrained, unqualified, and un-inducted staff to various points on the public highway and depending on the terrain and their experience to areas within 30 minutes of a road. |
| 19 | Moorland fires | Major or minor injury. | Staff and group. | <ol style="list-style-type: none"> 1. Stoves must not normally be used on Moorland during Lupine activities. They should only be used in an emergency such as when preparing a hot drink/food for a hypothermic casualty and their team members. 2. The activity leader will alter routes if deemed necessary if wildfires are taking place. |

11.2 Remotely supervised single and multi-day walking expeditions.

| | |
|---------------------------|---|
| Date assessed: | October 2025 |
| Assessed by: | Dave Lyons |
| Location: | All lowland, moorland, and mountainous areas in the UK. |
| To be reviewed by: | February 2027 |
| Note: | Only groups that have been trained or assessed as competent by Lupine Adventure Co-operative staff will be eligible for remotely supervised walking. Depending on the terrain the normal NGB qualification required for staff supervising a group or assessing a groups suitability for remote supervision is Mountain Leader (Summer), Hill and Moorland Leader or Lowland Leader. |

| No. | Hazard | Risk | Who is at risk | Control Measures |
|-----|---|---------------------------|------------------|---|
| 1 | Adverse weather: <ul style="list-style-type: none"> • cold • wet • windy. | Hypothermia. | Group. | <ol style="list-style-type: none"> 1. In moorland and mountainous areas groups will carry a minimum of 1 tent or a group shelter for use as an emergency shelter. 2. Groups will be checked at intervals appropriate for the weather conditions. 3. Groups will be trained about preventing and treating hypothermia. 4. Sleeping mats must be used in tents. 5. The activity leader will give guidance on strategies for keeping warm overnight if deemed necessary. 6. Job Organisers will consider sending extra sleeping bags out for use on early and late season expeditions. 7. Participants on summer DofE trainings and practice expeditions will be given extra advice on keeping warm and dry if they are due to undertake an assessed expedition during the late season. |
| 2 | Strong winds. | Major or minor injury. | Staff and group. | <ol style="list-style-type: none"> 1. The activity leader will ensure that tents are pitched in places that minimises the risk of them being hit by flying debris if deemed necessary. |
| 3 | Hot and/or sunny weather. | Hyperthermia. Sunburn. | Group. | <ol style="list-style-type: none"> 1. Groups will be trained about preventing and treating hyperthermia. 2. Group members will carry a minimum of 2 litres of water during hot weather. |
| 4 | Group gets lost. | Major or minor injury. | Group. | <ol style="list-style-type: none"> 1. Groups will be trained in navigation to the appropriate level. 2. Activity leaders will identify areas of complex navigation and view or meet the participants at these areas if deemed necessary. 3. Groups will have the contact details of their supervisor. |
| 5 | Wild, farm and domestic animals. | Major or minor injury. | Group. | <ol style="list-style-type: none"> 1. Groups will be trained in managing this hazard. |

| No. | Hazard | Risk | Who is at risk | Control Measures |
|------------|---|--|-----------------------|---|
| 6 | Streams, rivers, canals, and bodies of water. | Drowning, Hypothermia. Major or minor injury. | Group. | <ol style="list-style-type: none"> 1. Groups will be trained about managing these hazards. 2. Routes will be checked by a competent person (from a map) to ensure that appropriate crossing points are available. |
| 7 | Stepping stones and fords over rivers. | Drowning | Group. | <ol style="list-style-type: none"> 1. Groups will be trained about managing these hazards. 2. Activity leaders will check stepping stones and fords over rivers in advance of a group's arrival. 3. Groups will be assisted in their crossing or redirected to a safer crossing if deemed necessary. |
| 8 | Existing medical conditions. | Major or minor injury. | Group. | <ol style="list-style-type: none"> 1. Where appropriate groups will be trained in how to manage specific conditions that have been identified in a person specific risk assessment. |
| 9 | Steep ground. | Major or minor injury. | Group. | <ol style="list-style-type: none"> 1. Routes will be checked by a competent person (from a map) to ensure that they are appropriate. 2. Groups will be trained to recognise and manage the dangers associated with this hazard. 3. Activity leaders will consider closely supervising groups on routes that go through or adjacent to steep ground. |
| 10 | Roads & vehicles. | Being struck by a vehicle. | Group | <ol style="list-style-type: none"> 1. Groups will be trained about managing these hazards. 2. The activity leader will assess the risk at major road crossings and supervise and/or manage crossings if deemed necessary. 3. If groups have to walk along a road the activity leader will assess the risk and consider accompanying the group. 4. Groups will be trained to make themselves visible when crossing or walking along roads through the use of items such as high visibility vests and bright rucksack covers. |
| 11 | Contaminated drinking water. | Sickness | Group. | <ol style="list-style-type: none"> 1. Groups that are due to have wild camp will be trained in the selection of water sources and in appropriate methods of sterilization. 2. Groups will be trained in appropriate wild toileting etiquette and on how to maintain good standards of hygiene. |

| No. | Hazard | Risk | Who is at risk | Control Measures |
|-----|--|---|----------------|--|
| 12 | Cooking stoves and fuel | Burns, scalds and overnight gas inhalation. | Group. | <ol style="list-style-type: none"> 1. Groups will be trained in the safe use of cooking stoves and in the choosing of appropriate cooking areas. 2. Activity leaders will brief the group on the importance not being barefoot or wearing sliders/sandals when cooking Boots or trainers must be worn instead. 3. Activity leaders will supervise the use of stoves until they are satisfied that the group are competent. 4. Liquid fuel must be stored in appropriate containers and refuelling of burners must take place away from cooking areas. 5. Groups will be trained about the dangers associated with cross threading, and insufficient, and slow tightening of gas stoves. 6. Gas is to be kept in tent porches and not inside the inner tent |
| 13 | Darkness. | Major or minor injury. | Group. | <ol style="list-style-type: none"> 1. Where appropriate activity leaders will check that group members have torches. These should not be mobile phones. 2. Groups will be trained in what to do if they become benighted. |
| 14 | The group fails to arrive at the campsite. | Major or minor injury. | Group. | <ol style="list-style-type: none"> 1. Groups will have an appropriately qualified member of staff responsible for checking on their progress throughout the day and to intervene if a group is significantly behind schedule or has made a significant navigation error. |
| 15 | Poorly fitting or excessively heavy rucksacks. | Major or minor injury. | Group. | <ol style="list-style-type: none"> 1. Prior to the departure of an expedition the activity leader should ensure that rucksacks are of an appropriate size and that they are adjusted properly for each group member. 2. Activity leaders should check that rucksacks are not excessively heavy. As a guide rucksacks should weigh no more than 25% of a young person's bodyweight but an appropriate maximum weight depends also on the strength and balance of the participant. 3. Lupine will issue Course Directors with digital scales for use on expeditions. |

| No. | Hazard | Risk | Who is at risk | Control Measures |
|------------|-----------------------------------|------------------------|-----------------------|---|
| 16 | Unforeseen problem at a campsite. | Major or minor injury. | Group. | <ol style="list-style-type: none"> 1. Activity leaders should carry out a dynamic risk assessment upon arrival at a campsite if anything seems untoward. 2. Activity leaders should check that all group members have arrived and that all appears well. 3. Activity leaders will normally stay on the same site as their group. If activity leaders are not staying on the same site as a group they must be given an emergency contact number. 4. If there is no phone signal at their site the group must be briefed on alternatives for contacting their activity leader. 5. Activity leaders must be capable of responding within a reasonable amount of time if summoned by a group experiencing a problem. 6. The holder of an emergency contact phone must ensure that it switched on overnight and has sufficient charge and signal to receive messages. |
| 17 | Unforeseen problems. | Major or minor injury. | Group | <ol style="list-style-type: none"> 1. Activity leaders are given the opportunity to provide feedback after expeditions. This feedback is reviewed to guide decisions about our procedures. |

11.3 In school training.

Date assessed: October 2025
Assessed by: Dave Lyons
Location: Schools.
To be reviewed by: February 2027
Note:

| No. | Hazard | Risk | Who is at risk | Control Measure |
|-----|---|-----------------------|----------------|---|
| 1 | No prior knowledge about student's medical issues, nut allergies, asthma etc. | Illness, anaphylaxis. | Students | <ol style="list-style-type: none">1. Staff should ask students at start of sessions if they have any relevant illnesses or allergies.2. Staff should not bring nut-based products to in-school-trainings.3. Staff are to check that students have any necessary inhalers or other medication with them. |
| 2 | Stoves | See 1.2 | | Remotely supervised single and multi-day walking expeditions. |

11.4 Outdoor single pitch rock climbing, group abseils, weaselling, bouldering, lead climbing, multi-pitch climbing and roped scrambling

Date assessed: October 2025
Assessed by: Andy Godfrey
Location: Craggs in the UK.
To be reviewed by: February 2027

Note: The minimum level of qualification required for leading a single pitch climbing session is the RCI. The minimum level of qualification required for leading roped scrambling or multi-pitch climbing is MCI. The minimum level of qualification to lead a single pitch lead climbing session is RCDI. For courses involving the teaching of skills for independent climbing, where the course is within RCI remit, the instructor must, in addition to holding the RCI award, have received training in the delivery of such courses, for example MCI training or in-house training on the subject.

| No. | Hazard | Risk | Who is at risk | Control Measures |
|-----|--------------------------------------|------------------------|------------------|--|
| 1 | Falls from height. | Major or minor injury. | Staff and group. | <ol style="list-style-type: none"> 1. The activity leader will ensure that group members are secured when at or about the top of a crag if deemed necessary. 2. RCI's are reminded that it is out of remit to rig routes that require the instructor to climb into or through serious, exposed positions to perform the rigging. 3. Instructors are to evaluate the risk, consequences, and escape from an unplanned top out. |
| 2 | Watches, jewellery, piercing | Major or minor injury. | Staff and group. | <ol style="list-style-type: none"> 1. All participants will be advised that watches and jewellery (especially rings) should be removed or covered with tape as there is a danger of them catching and causing injury. |
| 3 | Muscle or joint injuries | Minor Injury | Staff and group. | <ol style="list-style-type: none"> 1. Climbing specific warm-ups to be carried out. 2. Session should be managed to allow sufficient rest between climbs |
| 4 | Falling rocks or climbing equipment. | Major or minor injury. | Staff and group. | <ol style="list-style-type: none"> 1. The activity leader will designate a 'safe' area away from the crag for group members to wait / have lunch etc. 2. Staff and group members will wear climbing helmets when roped climbing, roped scrambling, abseiling, weaselling, and when in close proximity to any crag where roped climbing is taking place. 3. Staff members and group members over the age of 18 are not obliged to wear helmets when bouldering. Under 18's however must wear a helmet when bouldering. |

| No. | Hazard | Risk | Who is at risk | Control Measures |
|------------|----------------------|------------------------------------|-----------------------|--|
| 5 | Equipment failure. | Major or minor injury. | Staff and group. | <ol style="list-style-type: none"> 1. Single pitch climbs and group abseils will normally be rigged by holders of the Rock Climbing Instructor holder (as minimum). If a climb or abseil has been rigged by a RCI trainee or group member it must be thoroughly inspected by an RCI award holder or above before it is used. 2. Lupine's climbing equipment use will be logged in and out of stores. 3. Lupine's climbing equipment will be checked for wear and damage before and after use as well as periodically. Periodic checks will take place every 6 months, and in the case of ropes every 3 months.. When necessary equipment will be scrapped and replaced by new equipment. 4. Climbing equipment will be stored and used according to manufactures instructions. 5. Where relevant, equipment meeting the required EC or UIAA standard will be used. 6. Freelance MCI holders may supply their own equipment for clients to use. All other equipment to be used is Lupine's. When supplying kit, these instructors must provide Lupine with suitable proof of insurance. 7. RCI holders and above may use their own harness, rescue kit and helmet if they have agreed to the statement indicating that it is maintained and stored according to manufactures instructions. |
| 6 | Bouldering | Major or minor injury. | Staff and group. | <ol style="list-style-type: none"> 1. The activity leader will spot or arrange spotting for members of the group if deemed necessary. 2. Bouldering mats will be used to reduce the risk of injury from falls. |
| 6 | Lead climbing | Major or Minor Injury. | Staff and group. | <ol style="list-style-type: none"> 1. Lupine to use RCDI qualified and independently insured instructors (as a minimum) any time a client is lead climbing on a single pitch crag. |
| 7 | Multi-pitch climbing | Major or minor injury. | Staff and group. | <ol style="list-style-type: none"> 1. Lupine to use MCI qualified and independently insured instructors any time that multi-pitch climbing is undertaken. |
| 8 | Roped scrambling | Major or minor injury. | Staff and group. | <ol style="list-style-type: none"> 1. Staff to be MCI qualified, or to have a site-specific sign off by a competent person. |
| 9 | Weaselling | Major or minor injury, Entrapment. | Staff and group. | <ol style="list-style-type: none"> 1. The activity leader will be familiar with the challenge being undertaken. 2. The activity leader will select challenges appropriate to the group members. 3. The activity leader will visually check the route for hazardous waste (broken glass, faeces etc.) 4. Wipes and hand sanitiser will be sent on activities. |

11.5 Artificial Wall Climbing and abseiling

Date assessed: October 2025

Assessed by: Andy Godfrey

Location: Any artificial Climbing Wall or tower and any abseiling from a built structure.

To be reviewed by: February 2027

Note: The minimum level of qualification required for leading an indoor climbing wall session is Climbing Wall Instructor (plus abseil module if abseiling is to be a part of the session). Any instructor wishing to deliver lead climbing must be an MCI, or a Climbing Wall Development Instructor, or have been signed off by a Technical Adviser.

| No. | Hazard | Risk | Who is at risk | Control Measures |
|-----|------------------------------|------------------------|--------------------------------|--|
| 1 | Fall from Height | Major or Minor Injury. | Staff and Group | <ol style="list-style-type: none"> 1. Un-roped climbing should only take place in designated bouldering areas. 2. Instructor to monitor safe belay and lowering techniques. |
| 2 | Falling Objects | Major or Minor Injury. | Staff, group, and other users. | <ol style="list-style-type: none"> 1. Helmets to be worn when engaged in roped climbing (not including auto-belays) or belaying. 2. Pockets to be emptied before climbing. 3. Group managed to prevent congregation under climbers. |
| 3 | Watches, jewellery, piercing | Major or minor injury. | Staff and Group. | <ol style="list-style-type: none"> 1. All participants will be advised that watches, jewellery and piercings should be removed or covered with tape. |
| 4 | Muscle or joint injuries | Minor Injury | Staff and Group. | <ol style="list-style-type: none"> 1. Climbing specific warm-ups to be carried out. 2. Session managed with sufficient rest between climbs. |

| No. | Hazard | Risk | Who is at risk | Control Measures |
|------------|--------------------------|--|-----------------------|---|
| 5 | Equipment failure. | Major or minor injury. | Staff and group. | <ol style="list-style-type: none"> 1. Instructor will ensure correct fitting of harnesses. 2. Lupine's climbing equipment used will be logged in and out of stores. 3. Lupine's climbing equipment will be checked for wear and damage before and after use as well as periodically. Periodic checks will take place every 6 months, and in the case of ropes every 3 months.. When necessary equipment will be scrapped and replaced by new equipment. 4. Climbing equipment will be stored and used according to manufactures instructions. 5. Where relevant, equipment meeting the required EC or UIAA standard will be used. 6. Freelance MCI holders may supply their own equipment for clients to use. All other equipment to be used is Lupine's. When supplying kit, these instructors must provide Lupine with suitable proof of insurance. 7. RCI holders and above may use their own harness, rescue kit and helmet if they have agreed to the statement indicating that it is maintained and stored according to manufactures instructions. |
| 6 | Bouldering. | Major or minor injury. | Staff and group. | <ol style="list-style-type: none"> 1. Harnesses and helmets are not to be worn whilst bouldering. 2. Participants to be briefed not to climb over other climbers. 3. Participants to be briefed not to walk or sit under other climbers. 4. Participants to be briefed to down climb if possible rather than jump. 5. Climbers to be spotted when appropriate. 6. Particular attention to be paid to the difficulty of boulder problems undertaken by novices and young people. |
| 7 | Auto-belays. | Strangulation. Stuck Climber Head injury | Staff and group. | <ol style="list-style-type: none"> 1. Helmets must NOT be worn when using auto-belays. 2. Because helmets must not be worn there is a risk of minor head injuries on descent. Climbers must be familiar and competent at being lowered safely before using auto-belays at height. |
| 9 | Outside climbing towers. | Major or Minor injury. | Staff and group. | <ol style="list-style-type: none"> 1. Staff must be inducted by a suitably qualified person on the safe running of any outside climbing tower before working on it. |
| 10 | Temporary set ups. | Major or Minor Injury. | Staff and group. | <ol style="list-style-type: none"> 1. Anchor points for temporary set ups (charity abseils off buildings for example) must be installed or identified by suitably qualified personnel (MCI or Rope Access Technicians as appropriate). 2. Lupine staff must be inducted by suitably qualified personnel on the running of the session. |

11.6 National 3 Peaks

Date assessed: October 2025

Assessed by: Dave Lyons

Location: Ben Nevis, Scafell Pike, Snowdon.

To be reviewed by: February 2027

Note: The minimum NGB qualification required for leading this activity is Mountain Leader (summer).

| No. | Hazard | Risk | Who is at risk | Control Measures |
|-----|--------------------|---|----------------------|--|
| 1 | Fatigue of Driver | Road traffic accident. | Staff and group. | 1. Drivers must not take part in the walking of the peaks. |
| 2 | Fatigue in Leader | Major or minor injury. | Staff and Group. | 1. Leader must be confident in their physical fitness for the event. 2. Leader responsibilities must be limited to leading the group on the walk and not between mountains. |
| 3 | Night time walking | Group becomes lost, increased risk of injury. | Staff and group. | 1. All participants must have a suitable head torch and spare batteries. 2. Leader must be competent and practiced at night navigation. |
| 4 | Group splitting up | Group members get lost and or injured. | The group. | 1. Leader must be able to resist pressure from participants to split the group in the eventuality of injury or fatigue of a member of the party. 2. The Leader may split the group if they feel it is safe to do so but it must be their decision and they must be able to defend it. 3. The leader must discuss this issue with the participants before the challenge begins. |
| 5 | Snow and ice | Trips and slips | Staff and the group. | 1. A conditions report should be gained before embarking on the challenge if there is the possibility of snow and ice on the hills. 2. If there is this risk it should be discussed with the group beforehand and made clear that if conditions underfoot change then if the group and leader are not equipped for those conditions then a descent will be necessary. |

11.7 Winter walking (including winter walking skills courses)

Date assessed: October 2025

Assessed by: Andy Godfrey

Location: Mountainous and remote areas of England, Scotland, Wales, Northern Ireland and the Republic of Ireland.

To be reviewed by: February 2027

Note: Lupine work carried out using this risk assessment includes (but is not limited to): winter walking and winter skills courses. Winter skills training courses covered by this risk assessment are limited to walking skills (movement skills, boots, crampons, axe use, weather, emergency shelters, avalanche forecast etc.). The minimum NGB qualification required for leading this activity is Mountain Leader (winter).

| No. | Hazard | Risk | Who is at risk | Control Measures |
|-----|--------------------------|--------------------------|----------------------|---|
| 1 | Poorly fitting crampons. | Crampons being unusable. | Group members. | <ol style="list-style-type: none"> 1. All group members to demonstrate fixing crampons to boots before leaving for the day (on day 1 of any activity). 2. To ensure that boots are suitable for crampon use all participants are to be requested to send in details of their boots prior to the event. |
| 2 | Crampon failure. | Minor or major injury. | Staff and the group. | <ol style="list-style-type: none"> 1. Equipment for fixing crampons to be carried by the leader. |
| 3 | Slips, trips and falls. | Major or minor injury. | Staff and the group. | <ol style="list-style-type: none"> 1. Group to be briefed on movement skills and ice axe use. 2. Group leader to carry a 50 meter rope if deemed necessary. 3. Group to be briefed on dangers of edges and cornices. 4. Group to be advised on when to affix crampons. 5. All participants are to carry a helmet and advised to wear as appropriate. |
| 4 | Ice axe injury | Major or minor injury. | Staff and the group. | <ol style="list-style-type: none"> 1. Safe practice in transporting and carrying of ice axes to be implemented. |
| 5 | Avalanche | Major Injury. | Staff and the group. | <ol style="list-style-type: none"> 1. Avalanche forecasts or assessments based on past weather and predicted future weather conditions to be obtained or made on each day when possible. 2. Safe routes and safe escape route to be planned 3. Continual dynamic assessments of snow and avalanche conditions to be made throughout the day. 4. Group to be briefed as appropriate. |
| 6 | Poor conditions | Major or minor injury. | Staff and the group. | <ol style="list-style-type: none"> 1. Winter demands specific additional kit which will need checking prior to leaving base. Severity of missing or sub-standard kit is greater in winter so be more prepared to not just rely on a verbal check. |

| No. | Hazard | Risk | Who is at risk | Control Measures |
|-----|--|------------------------|----------------------|---|
| 7 | Injury during self-belay and ice axe arrest training | Major or minor injury. | Staff and the group. | <ol style="list-style-type: none"> 1. Leader to select a safe area for training in the use of the ice axe 2. Crampons to be removed. 3. Helmets to be worn. 4. Rucksacks removed and placed out of harms way. |

11.8 Vehicle Use

Date assessed: October 2025
Assessed by: Dave Lyons
Location: All outdoor activities
To be reviewed by: February 2026

Note:

| No. | Hazard | Risk | Who is at risk | Control Measures |
|-----|--|---|----------------------------|--|
| 1 | Other road users whilst travelling to venue. | Road traffic accident. | Staff and group. | 1. Seatbelts are to be worn by staff and group members. The driver will brief the passengers on this and check that everyone in the vehicle is wearing their seatbelt before departing. |
| 2 | Vehicle in poor condition. | Vehicle failure and road traffic accident | Staff and group. | <ol style="list-style-type: none"> 1. Hire vehicles from reputable suppliers. 2. Personal vehicles used must be maintained, serviced and checked appropriately and only used if safe, legal and roadworthy. |
| 3 | Overloaded vehicle or unsecured load | Road traffic accident, injury to driver or passengers | Staff and other Road users | <ol style="list-style-type: none"> 1. Staff driving on Lupine jobs should be aware of the Maximum authorised mass (MAM) (also known as gross vehicle weight (GVW)) and guard against this being exceeded 2. Load should be carried in the boot/trunk of the vehicle and/or be appropriately secured 3. Job Organisers should consider the weight and size of kit loads and arrange for appropriate vehicle(s) to transport it |
| 4* | Use of mobile phones whilst driving. | Road traffic accident. | Staff and group. | <ol style="list-style-type: none"> 1. Drivers must concentrate on the road and should minimise use of mobile phones or other similar electronic devices whilst driving. If using a device it must only be used in 'hands free' mode. 2. If it is necessary to use a mobile phone or similar electronic device in 'non hands free' mode the driver must stop in a safe place to do so. |
| 5* | Excessive speed. | Road traffic accident. | Staff and group. | <ol style="list-style-type: none"> 1. Drivers must drive at an appropriate speed depending on road and weather conditions. 2. Drivers must not exceed speed limits. |

| No. | Hazard | Risk | Who is at risk | Control Measures |
|-----|----------------|------------------------|-----------------|--|
| 6* | Driver fatigue | Road traffic accident. | Staff and group | <ol style="list-style-type: none"> 1. Job Organisers must complete the driving risk assessment if an employee is driving to a job. 2. Drivers should take a 15 minute break for every 2 hours of driving. 3. On long journeys driving should if possible be shared between Lupine employees. 4. Drivers should not drive back from distant jobs late at night if they are feeling excessively tired. They should seek accommodation and drive back the following morning. This should be done even if it causes significant disruption to schedules. |

*Note: We have identified the use of mobile phones, excessive speed and driver fatigue as the three most significant driving hazards you may encounter on Lupine work. Their inclusion in this risk assessment is to highlight these. This is not an exhaustive list of road hazards. It is the driver's responsibility to drive safely and legally.

11.9 Safeguarding

Date assessed: October 2025
Assessed by: Jo Chitty
Location: All locations
To be reviewed by: February 2027

Note:

| No. | Hazard | Risk | Who is at risk | Control Measures |
|-----|---|---|----------------|---|
| 1 | Lupine staff members (employees and freelancers). | Physical, emotional or sexual abuse; Neglect | Group members. | <ol style="list-style-type: none"> 1. Lupine will appoint a Safeguarding Officer. 2. All Lupine staff and freelancers who may be working overnight or within a building with young people will undergo or supply an enhanced DBS check. 3. All Lupine staff and freelancers will have their ID checked. 4. Lupine will take up references for all employed and freelance staff. 5. Lupine will maintain and circulate a 'Safeguarding Code of Conduct' to all Staff |
| 2 | Other group members. | Physical, emotional or sexual abuse; bullying | Group members. | <ol style="list-style-type: none"> 1. When camping it is the norm for people of the same sex to share tents. 2. On open DofE expeditions participants who are under 18 must not share tents with participants who are 18 and over unless there is explicit permission from parents/guardians allowing sharing to take place. 3. Code of Conduct circulated to participants in all Lupine-directed events |
| 3 | Group members. | False or mistaken accusation of abuse. | Lupine staff. | <ol style="list-style-type: none"> 1. Whenever possible staff to avoid being alone with a participant under the age of 18 or vulnerable adult. 2. Staff must report incidents of being alone with a participant under the age of 18 or vulnerable adult to the event WhatsApp groups as soon as possible. 3. Staff to report any inappropriate communication instigated by a participant under the age of 18 or vulnerable adult to the Course Director if on an event or Safeguarding Officer soon as possible if after the event (electronic communication is preferred). 4. Staff may not befriend or follow any participants under 18 or vulnerable adult on social media. 5. Staff must not engage in electronic communication with participants under the age of 18 or a vulnerable adult after an event except through 'open channels'. Open channels include; any @lupineadventure.co.uk email address or social media where other participants and parents are part of the same group and can view all communication. |

| No. | Hazard | Risk | Who is at risk | Control Measures |
|------------|-------------------|-----------------------------|-----------------------|--|
| | Uncollected child | Psychological harm to child | Participant | 1. We have an uncollected child procedure for attempting contact with parents and failing that to ensure that the child is taken to a place of safety. |

11.10 Office Risk Assessment

Date assessed: October 2025
Assessed by: Jo Tucker
Location: 6a Rodley Lane, Leeds, LS13 1HU
To be reviewed by: February 2027

| No. | Hazard | Risk | Who is at risk | Control Measure |
|-----|--|---|---|---|
| 1 | Computers/keyboards | Repetitive Strain Injury | Employees | 1. Employees are encouraged to take breaks and change task if they are doing significant amounts of typing or data entry. 2. The Health and Safety Officer will send out guidance to advise employees on this issue. 3. The health and Safety Officer will consult with all office staff about their use of and need for keyboard and mouse pads. |
| 2 | Boxes and Kit stored at height. | Injury from falling objects, and back strain. | Employees | 1. Employees should store the heaviest boxes below shoulder height. 2. Employees should utilise the step ladder to access items that are high up and awkward to reach. 3. Employees should ask for help in moving awkward, and or heavy kit/boxes. |
| 3 | Cables, boxes, bags, and equipment on the floor. | Trips and Slips | Employees and visitors to our offices. | 1. Employees are encouraged to work as tidily as possible and to minimise trip hazards in the office. |
| 4 | Faulty electrical equipment | Electrocution | Employees | 2. All electrical items should have a visual check of lead and plug when plugging in. Portable appliances should be tested. |
| 5 | Unattended heaters | Fire | Employees and other users of the building | 3. Ensure heaters are switched off at the end of the day and that nothing is put directly on heaters |
| 6 | Solvents | Headaches and nausea | Employees | 4. Ensure the room is well ventilated when cleaning maps |