

Off-Site Activities Policy

Purpose

The purpose of this Off-Site Activities Policy is to establish guidelines for any business-related activities conducted away from the Becklands Land-based and Outdoor Studies (BLOS) site. This policy aims to ensure that all off-site activities are conducted safely, professionally, organizational procedures, and company values.

Definitions

- **Off-Site Activities:** Any event or activity organized by the company or for business purposes that takes place outside of the primary office or worksite location.
 - **Authorized Attendees:** Employees or other individuals specifically invited or required to attend off-site activities.
 - **BLOS:** Stands for Becklands Land-Based and Outdoor Studies
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1. Approval Process

- All off-site activities must be approved by the relevant department manager or supervisor prior to taking place.
- For activities requiring travel outside of the local area or accommodation, a formal request and approval process must be followed to ensure the activity is justified and within budget.
- Employees must submit a request outlining the purpose, location, expected attendees, and any anticipated costs at least 2 weeks in advance.

2. Health and Safety

- All participants in off-site activities must follow the company's health and safety guidelines, including local health protocols (e.g., COVID-19 regulations), any specific rules or regulations of the venue or event and follow all company risk assessments.
- The company will ensure that necessary safety equipment is provided and that all participants are briefed on safety procedures prior to the activity.
- Ensure that any damaged equipment is reported immediately to the designated contact person and removed from service until it is repaired.
- In the case of travel, employees should be made aware of any potential risks associated with their destination and travel methods.
- A designated contact person must be identified for each off-site event to address any emergency situations or health concerns.

- Conduct themselves in a responsible manner while on company time, be alert for hazards and refrain from any form of horseplay.

3. Behavioural Expectations

- Employees are expected to maintain a professional standard of behaviour at all times.
- Unacceptable behaviour such as harassment, discrimination, or substance abuse will not be tolerated during off-site activities and will result in disciplinary action.
- Employees to provide a safe nurturing environment offering attentive, attuned caregiving and secure positive attachments.
- Employees to increase felt security and resilience and promote well-being by providing a predictable environment with clear boundaries and consistent expectations.
- Employees to support students to remain regulated.
- Employees to nurture trust so that students can confidently express distress and derive comfort.

4. Travel and Expenses

- Employees will abide by the law regarding passengers and seat belts and will ensure workers and students are safely restrained.
- All Employees must not exceed and speed whilst driving a company vehicle, whether they are escorting a student or not. Employees are responsible for and speeding or parking fines or any other related offences. The company will not pay and speeding fines incurred by employees.

5. Liability and Insurance

- The company will maintain general liability insurance coverage for off-site activities organized or sponsored by the company.
- Employees must follow all risk assessments, policies and guidelines related to safety while participating in off-site activities. Failure to do so may result in the employee being personally responsible for any accidents or damages.

6. Use of Company Resources

- Company-provided resources (e.g., laptops, mobile devices) must be used in compliance with company policies during off-site activities. Employees are expected to safeguard these resources against damage, theft, or misuse.

7. Participation and Voluntariness

- Participation in off-site activities, unless directly required by the job or role, is typically voluntary. Employees should feel comfortable declining participation without fear of reprisal.
- However, if the event is mandatory (e.g., student activity), employees will be informed in advance.

8. Standard Operating Procedures (Activity Specific)

- Kayaking/Canoeing Risks
 - Drowning and Water Inhalation;
 - Capsize and Sudden Immersion in Cold Water;
 - Hypothermia
 - Head Injuries
 - Minor Cuts, Sprains and Bruises
 - Student Behaviour

Risk Management: Essential Criteria

- a) Instructors will hold the appropriate SCA/BCU Awards;
- b) Safety procedures will be included in the pre-activity briefing;
- c) The ratio of instructors to students is 1:4 if one instructor is present. Caution and sound judgement must be exercised in relation to ratios, dependent on weather, tide and any offshore wind.
- d) The instructor is responsible for determining that all participants can swim 25 metres in kayaking clothing. Non-swimmers may participate at the discretion of the lead instructor.
- e) All participants must wear buoyancy aids and footwear.
- f) Discipline of the group should be such that canoeists do not get spread out, away from the instructor.
- g) Helmets will be worn by all canoeists at the discretion of the lead instructor.
- h) Students must be continually assessed by all staff while on session. If, for any reason, staff determine that student behaviour is affecting group safety, the session must stop/finish until the situation has been dealt with using BLOS policies and procedures. Under no circumstances can students have access to sharps.

Instructors Guidelines

1. Instructor will check weather forecast and tidal information. In the event of an offshore wind, extreme caution and sound judgement must be exercised.
2. Instructors should be first in and last out of water.
3. Instructors should carry or have direct access to first aid kit, Knife, tow line, survival bag, spare clothing, hot drink and repair kit.
4. Boats must be checked for buoyancy. All equipment must be checked, and all defects reported to line manager and logged in store log.

5. Leaders should have sufficient knowledge, sympathy and interest in the outdoor environment and social history to provide a stimulating and interesting paddle.

Raft Building

Risks

- Drowning and Water Inhalation;
- Capsize and Sudden Immersion in Cold Water;
- Hypothermia
- Head Injuries
- Minor Cuts, Sprains and Bruises
- Student Behaviour

Risk Management: Essential Criteria

- a) Instructors will have Site Specific Training and Assessment provided by a BCU Level 2 Coach or higher
- b) Safety procedures will be included in the pre-activity briefing;
- c) The ratio of instructors to students is 1:6 if one instructor is present. Caution and sound judgement must be exercised in relation to ratios, dependent on weather, tide and any offshore wind.
- d) The instructor is responsible for determining that all participants can swim 25 metres in clothing. Non-swimmers may participate at the discretion of the lead instructor.
- e) All participants must wear buoyancy aids and footwear.
- f) Discipline of the group should be such that the raft does not get away from the instructor.
- g) Helmets will be worn by all rafters while building the raft and while sailing.
- h) Students must be continually assessed by all staff while on session. If, for any reason, staff determine that student behaviour is affecting group safety, the session must stop/finish until the situation has been dealt with using BLOS policies and procedures.

Instructors Guidelines

1. Instructor will check weather forecast and tidal information. In the event of an offshore wind, extreme caution and sound judgement must be exercised.
2. Instructors should be first in and last out of the water.
3. Instructors should carry or have direct access to first aid kit, tow line, survival bag, spare clothing, hot drink and repair kit.
4. Rafts must be checked before sailing and must have a reasonable chance of not falling apart. All equipment must be checked and all defects reported to line manager and logged in store log.

- Hill Walking and General Low-Level Walks
 - Risks
 - Becoming Lost;
 - Injury Due to Unforeseen Circumstances;
 - Exhaustion and Hypothermia
 - Student Behaviour

Risk Management: Essential Criteria

a) Walking leaders will hold the relevant qualification or equivalent – SMLTB (Summer Mountain Leader Award), BETA (Basic Expedition Training Award), or Area Specific training and assessment provided by an MIA or MIC holder.

b) Leader: Student ratio will not exceed 1:4 on rough hill group appropriate to the remit of ML. On general low level walks, (including navigation exercises), appropriate to the remit of the BETA, the ratio will not exceed 1:6 plus the use of another staff member

c) Safety procedures and risk disclosure will be included in the students briefing.

d) The Leader will be competent in the use of map and compass and be capable of navigating in bad weather conditions to the extent that he/she will never be seriously lost and/or exhaust his/her party in finding an objective.

e) A relevant route card will be available, and line management informed, detailing the planned session.

f) The walking leader will be competent in areas such as first aid, accident and emergency procedures, camp craft, clothing and equipment, knowledge of weather, to be able to cope with any incident or accident.

g) Students must be continually assessed by all staff while on session. If, for any reason, staff determine that student behaviour is affecting group safety, the session must stop/finish until the situation has been dealt with using BLOS policies and procedures.

Walking Leaders Guidelines

Walking leaders must follow procedures according to qualifications, training and BLOS guidelines with particular regard to:

1. Check that all students and supervisors are suitably clothed and equipped appropriate to the expedition and weather conditions.
2. Navigation exercises will be low level and have a supervisor in the field.
3. Leaders will have an appropriate and valid first aid certificate.
4. When planning a walk, leaders must be aware of access restrictions at certain times in the year and seek advice and permission as necessary.
5. Leaders should have sufficient knowledge, sympathy and interest in the outdoor environment and social history to provide a stimulating and interesting walk.

- Rock Sports

- Risks

- Injury Due to Fall From the Crag;
 - Equipment and Systems Failure;
 - Minor Injury Due to Scrapes and Bumps on Rock During Climbing;
 - Hypothermia;
 - Injury Due to Unforeseen Circumstances (Eg. Sprains on Rough Ground, Stone fall);
 - Student Behaviour

Risk Management: Essential Criteria

- a) Rock Sports instructors will hold a relevant qualification or equivalent – SPA (Single Pitch Award), MIA (Mountaineering Instructors Award) or Site Specific training and assessment provided by an MIA or MIC Holder.
- b) Appropriate technical equipment will be used and logged for use.
- c) There will be an appropriate supervision of students around the crag.
- d) Helmets (UIAA Approved) must be worn by students, supervisors and instructors below the crag, approaching and during climbing.
- e) Safety procedures and risk disclosure will be included in the students briefing.
- f) The mentor will be competent in areas such as first aid, accident and emergency procedures, clothing and equipment, knowledge of weather, to be able to cope with any incident or accident.
- g) Students must be continually assessed by all staff while on session. If, for any reason, staff determine that student behaviour is affecting group safety, the session must stop/finish until the situation has been dealt with using BLOS policies and procedures.

Rock Climbing General Guidelines

- Sign out and check the rock climbing equipment.
- Be aware of personal safety whilst working close to the edge of the crag when preparing the climbs.
- Rock climbing sessions will be bottom roping involving two instructors, or one instructor and an appropriately experienced assistant.
- Check all in situ anchors before each session.
- Use 10 mm static ropes to link and extend anchors to just over the edge of the crag and use rope protectors on the edge as necessary.
- Use 10 mm dynamic half ropes (25m) for the climbing ropes.
- For the inexperienced students, minimum of 3 to a climb; 1 climbing, 1 belaying and 1 holding the dead rope below the belay place.
- For the experienced students, minimum of 2 to a climb; 1 climbing and 1 belaying.

- Climbers to be lowered down. No students should be at the top of the crag.
- Before climber starts climbing or before being lowered, the belay must be checked and initially supervised by the instructor.
- Climbers are lowered off when they touch the top of the crag – screw gate on the anchor to be no lower on climber than waistbelt at time of lowering.
- Each belay station will have hanging in place an HMS screw gate karabiner clipped into a fig.8 on a bight on the end of the rope (tied off) and an ATC belay device with HMS screw gate karabiner hanging in the belay rope. Not to be removed.
- Tidy away the spare end of the climbing rope so as it is not trampled on.
- Clip the HMS screw gate of both the climber and belayer into harness through the waist belt and leg loops.
- Brief the group on the organisation and supervision around the site.
- Fit the helmets and harnesses (and rock shoes) and check for security. Fit your own as a demonstration.
- Demonstrate the use of the belay device, climbing and lowering and explain how the system works.
- Tuck away 'loose bits' around the belayer's belay device.
- Use old bits of carpet to allow footwear to be cleaned and dried before setting off on the climb.
- Explain how rock climbing and abseiling fits into the wider picture of mountaineering and the extent of rock climbing as a recreational activity across the UK.
- Remember that the climbs will be more difficult in the wet. Add at least one grade.
- On leaving the climbing site, generally try to leave it in a better state than when you arrived. Pick up litter, check for clothing and equipment left behind. Check for damage to the rock climbing equipment as you dismantle the systems.

Sign in equipment to stores and log for use and record any damage. Wash, clean and dry off any dirty ropes and other equipment. Replace damaged equipment as necessary.

Rock Sports Instructors Guidelines

Rock Sports instructors must follow procedures according to qualifications, training and BLOS guidelines with particular regard to:

1. Rock climbing will be either top roping or bottom roping sessions only.
2. Select the best wall according to participants' ability and previous experiences.
3. Check that all students and supervisors are suitably clothed and equipped.
4. All technical equipment must be logged in/out of stores, checked for damage before and after use and any defects reported. Return all equipment

to the store after the session.

5. There must be a minimum of one supervisor at the top and one supervisor at the bottom of the crag during rock climbing sessions.

6. Mentors should have sufficient knowledge, sympathy and interest in the outdoor environment and social history to provide a stimulating and interesting session.

Abseiling

Risks

- Injury Due to Fall From the Crag;
- Equipment and Systems Failure;
- Minor Injury Due to Scrapes and Bumps on Rock During Climbing;
- Hypothermia;
- Injury Due to Unforeseen Circumstances (Eg. Sprains on Rough Ground, Stone fall).
- Student Behaviour

Risk Management: Essential Criteria

- a) Abseiling instructors will hold a relevant qualification or equivalent – SPA (Single Pitch Award), MIA (Mountaineering Instructors Award) or Site Specific training and assessment provided by an MIA or MIC holder.
- b) Appropriate technical equipment will be used and logged for use.
- c) There will be an appropriate supervision of students around the crag.
- d) Helmets (UIAA Approved) must be worn by students, supervisors and instructors below the crag, approaching and during the abseil.
- e) Safety procedures and risk disclosure will be included in the students briefing.
- f) The abseiling instructor will be competent in areas such as first aid, accident and emergency procedures, clothing and equipment, knowledge of weather, to be able to cope with any incident or accident.
- g) Students must be continually assessed by all staff while on session. If, for any reason, staff determine that Student behaviour is affecting group safety, the session must stop/finish until the situation has been dealt with using BLOS policies and procedures.

Abseil Instructors Guidelines

Abseil instructors must follow procedures according to qualifications, training and BLOS guidelines with particular regard to:

1. Select the best site according to weather forecast and safe access.
2. Check that all students and supervisors are suitably clothed and equipped.
3. All technical equipment must be logged in/out of stores, checked for damage before and after use and any defects reported. Return all equipment to the store after the session.
4. There must be a minimum of one supervisor at the top and one supervisor

at the bottom of the crag during abseil sessions.

5. Instructors will have an appropriate and valid first aid certificate.

6. Instructors should have sufficient knowledge, sympathy and interest in the outdoor environment and social history to provide a stimulating and interesting session.

Climbing Walls

Risks

- Injury Due to Fall from the Crag;
- Equipment and Systems Failure;
- Minor Injury Due to Scrapes and Bumps on Rock During Climbing;
- Hypothermia;
- Injury Due to Unforeseen Circumstances (Eg. Sprains on Rough Ground, Stone fall);
- Student Behaviour

Risk Management: Essential Criteria

a) Climbing instructors will hold a relevant qualification or equivalent – SPA (Single Pitch Award), MIA (Mountaineering Instructors Award), CWSA (Climbing Wall Supervisors Award) or Site Specific training and assessment provided by an MIA or MIC holder.

b) Appropriate technical equipment will be used and logged for use.

c) There will be an appropriate supervision of students around the wall.

d) Helmets (UIAA Approved) must be worn by students, supervisors and instructors while on roped climbs. When bouldering it is to the discretion of the Lead Mentor to decide if helmets are worn.

e) Safety procedures, including fire exits and risk disclosure will be included in the students briefing.

f) The climbing instructor will be competent in areas such as first aid, accident and emergency procedures, clothing and equipment to be able to cope with any incident or accident.

g) Students must be continually assessed by all staff while on session. If, for any reason, staff determine that student behaviour is affecting group safety, the session must stop/finish until the situation has been dealt with using BLOS policies and procedures.

Climbing Instructors Guidelines

Climbing instructors must follow procedures according to qualifications, training and BLOS guidelines with particular regard to:

1. Climbing will be either top roping or bottom roping sessions only.
2. Select the best wall according to participants' ability and previous experiences.
3. Check that all students and supervisors are suitably clothed and equipped.
4. All technical equipment must be logged in/out of stores, checked for

damage before and after use and any defects reported. Return all equipment to the store after the session.

5. There must be a minimum of one instructor supervising each climb/group.

Policy Review and Updates

This policy will be reviewed periodically and updated as necessary to ensure compliance with relevant laws and to reflect changes in the organization's operational needs.