Brenin Adventures

Orienteering – Operational procedures

Staffing & Ratios

Appropriate qualifications:

- MT.UK BEL / in house trained & assessed for normal country / defined local courses
- ML.UK WGL for open country
- ML.UK ML for wild country

Ratio 1 instructor : 10 clients 1:16 with assistant / responsible adult

1:20 with 2 assistants / responsible adults

Instructors working alone must have an effective way of communicating with the centre base.

Weather limitations

Due regard must be taken of the prevailing and predicted weather conditions.

With appropriate clothing and restriction on route / operating area it should be able to operate in winds of up to F7-8. Courses need to be individually risk assessed with regard to exposure to the wind / weather. Groups should not operate in exposed wooded areas in high winds.

In winter conditions suitably qualified / experienced staff must supervise operation, and courses need to be individually risk assessed with regard to the prevailing / predicted weather and underfoot conditions.

In / after wet weather courses need to be individually risk assessed with regard to underfoot conditions.

Venues

Broneirion grounds / Hafren Forest / Llyn Clywedog – The Point / Trannon Forest

Any suitable course, following site specific assessment by management.

Instructor equipment

Instructors should be equipped with:

- Map & compass
- First aid kit
- Headtorch
- Group shelter
- Sunblock [if appropriate]
- Hot drink / water [as appropriate]
- Two way radio [where more than one group is operating at the same venue]
- Mobile phone
- Spare clothing [i.e. spare hat, warm jacket, survival blanket] appropriate to the conditions
- Sleeping bag if working in wild / remote country

Participant equipment

Participants should be equipped with:

- Walking boots [as terrain dictates]
- Long trousers
- Clothing appropriate to conditions
- Rucksack
- Waterproof jacket & trousers
- Spare fleece / jumper
- Map & compass
- Watch [per group]
- Water
- Hat & gloves / sun hat [as appropriate]

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General Procedures

Before the start of any session, instructors must be fully aware of any medical conditions that may affect participation, and any specific requirements of the group.

Course details, escape routes and expected return times must be left in / notified to the centre office before departure.

Ensure you brief the group fully. Your briefing must include;

- Activity description / goals
- Boundaries
- Route finding
- Map reading skills
- Start & finish times
- Safety rules / emergency procedures

Group control is very important. The supporting adult needs to understand the site specific risks and their role & responsibilities.

When operating with remote supervision, sub-groups must be clear on the emergency / escape procedures and what to do if they become lost.

The group must be monitored throughout the activity and the session adapted as required [i.e. early finish if group members are tired / cold or progress is overly slow].

The risk assessment must be reviewed on arrival on site to take into account prevailing conditions and recent changes, and monitored throughout the activity session.

Risk factor	Control	Acceptable?
Hypothermia / exposure	Appropriate clothing Modification of session / route to account for air / water temperature and group ability Escape routes Spare clothing	Yes
Hyperthermia / heat stroke	Appropriate clothing & sunhats Sunscreen Sufficient water	Yes
Slips & trips	Route selection Briefing & group control Appropriate footwear	Yes
Cuts, grazes, bites & stings	Appropriate clothing Briefing to avoid stinging / biting plants / animals Care near fences	Yes
Drowning	Instructor briefing on operation near water Appropriate supervision	Yes
Falls	Instructor briefing on operation near steep slopes / drops Appropriate supervision	Yes

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Bad weather	Up to date weather forecasts Appropriate equipment & clothing	Yes

Review date: 1st March 2020

Last Reviewed by: Matt Jones