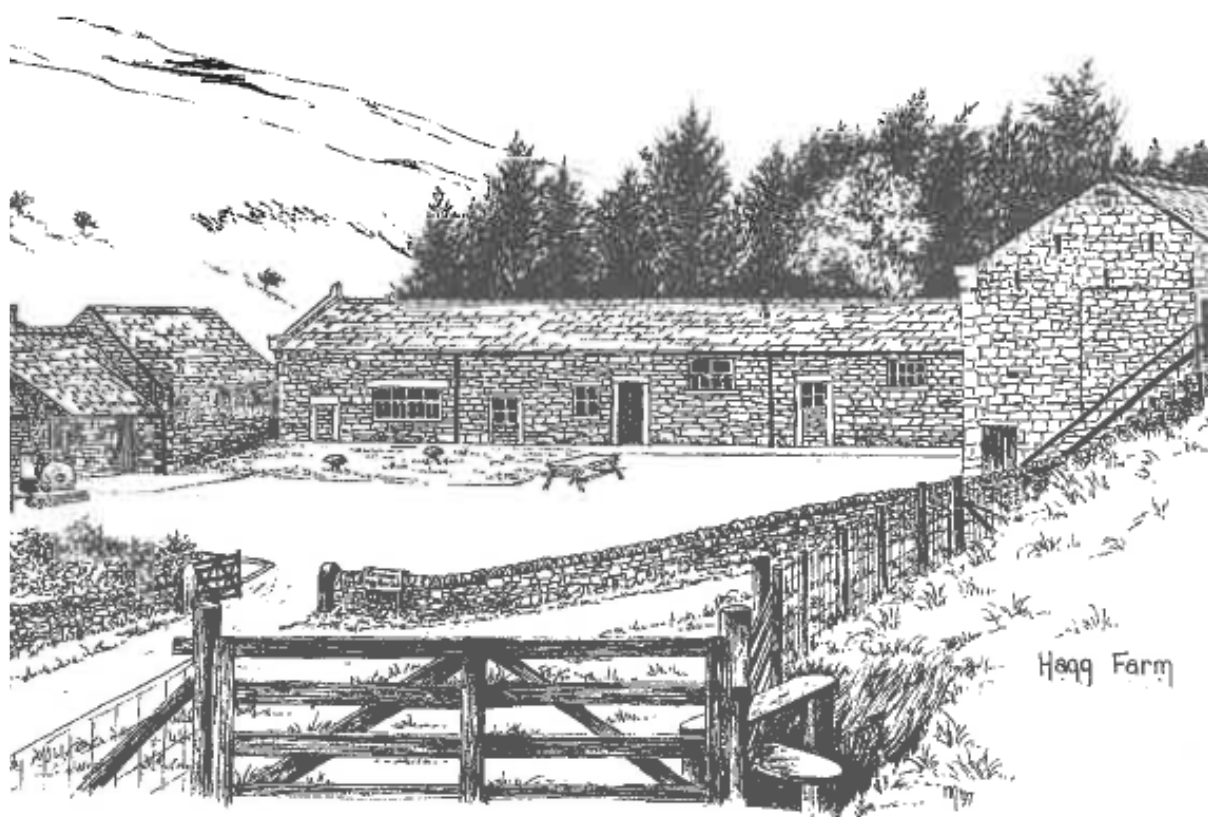


Safety Codes of Practice
Hagg Farm Outdoor Education Centre



Feb 2022

Emergency (Only) Contact Procedure

(when no centre staff on-site)

For domestic problems, use contacts on page 15

Try in this order:

Julian Barrett	Head of Centre - Hagg Farm OEC	07730 981857
Chris Clayton	Tutor – Hagg Farm OEC	07703463942
Gary Richards	Manager - Outdoor and Environment Education Team	01636 636034
Ian Weeks	Head of Centre - St Michael's EEC	07901 104913
Pom Bhogal	Group Manager	07775 035656
Police	Glossop Police Station	0345 123 33 33

In addition, The Schools Emergency Helpline (0800 083 4339) may be able to assist with more general matters (24 hours) and put you in touch with a senior Local Authority officer outside normal office hours.

**If the situation is life threatening,
immediately ring:
999**

The address and telephone number of the centre is:

Hagg Farm Outdoor Education Centre
Snake Road
Bamford
Hope Valley S33 0BJ Tel: 01433 651594

If the situation requires mountain rescue, it is essential that the police are asked to inform the Mountain Rescue controller that the group is from Hagg Farm.

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Available to download from:

www.nottinghamshire.gov.uk/nottsoutdoors/schools-and-groups/centres/hagg-farm

Adventure Activity Risk Assessments

Hagg Farm and JHB Dormitory Lists

Information for Parents/Carers Sheet

Introduction

Hagg Farm Outdoor Education Centre is maintained by Nottinghamshire County Council for County secondary and special schools and other groups. The centre is managed by the County Council's Outdoor and Environmental Education Service (OEE).

This document is aimed at ensuring the highest possible safety standards for young people visiting the centre. By describing the standards of safety provided by the Service and standards to which visiting groups are recommended to provide for their young people, it provides a quality assurance document for governors, headteachers, teachers, managers, parents and young people.

Because safety is a joint responsibility of both the Outdoor and Environmental Education Service and the visiting group, this document makes clear the responsibilities and provides the codes of practice for two groups of staff – Outdoor and Environmental Education Service staff and staff of visiting groups. **All support staff, visiting teachers and leaders should therefore have access to and be aware of these codes of practice for reference before and during the visit.**

The document follows the recommendations and requirements of the Local Authority (LA)'s 'Visits Guidance for Children and Young People (2011)' and other relevant Nottinghamshire County Council Health and Safety policies. It is expected that all visits and activities taking place at or from Hagg Farm will follow the recommendations of these policies.

While this document is primarily concerned with safety issues, reference is made, where appropriate, to aims and purposes and areas of environmental concern in order that all these issues are considered in a coherent approach to the planning, delivery and review of visits.

In following the Codes of Practice, all concerned need to appreciate that no document of this type can cover every possible set of circumstances. Safe educational experiences ultimately rely, at all times, on the common sense and good judgement of teachers and leaders, while working within their own experience.

Safety Responsibilities of the Centre and a Visiting School/Group

Because the safety of visiting pupils is the responsibility of both the centre and visiting schools/groups, this section makes clear the responsibility of both groups of staff.

Safety responsibilities of the Outdoor and Environmental Education Service

(The responsibilities of specific centre staff are contained in Appendix A)

- Through the management of the Head of Centre and other support staff, the Service will:
- take overall responsibility for all health and safety matters in the operation of the centre.
- undertake risk assessment for all areas of potential risk.
- ensure appropriate standards of health and safety on the premises, including the building, furniture, fixtures and fittings, water, sewerage and other services, fire precautions and procedures, following, as appropriate, local authority fire, environmental health and general safety advice.
- provide first aid materials and emergency aid equipment, written guidance as to procedures to be followed in the event of an emergency, and, wherever possible, leadership and management of any emergency situation.
- ensure the centre's outdoor clothing, equipment and teaching equipment is safe and suitable, correctly serviced and properly maintained.
- ensure the catering equipment and provision complies with the local Environmental Health officer's recommendations.
- ensure the centre's vehicles and trailers are roadworthy and comply with existing regulations.
- provide written guidelines/codes of practice for activities undertaken on or from the centre.
- provide pre-visit training for visiting leaders through structured training events.
- conduct a pre-visit planning process with visiting staff in order to agree a safe and appropriate programme.
- except in the case of agreed independently-run visits, provide daily guidance and advice to visiting teachers and groups, obtain and interpret daily weather forecasts and advise on proposed activities in relation to the weather and any other pertinent factors.
- take responsibility for the overall management of safety of pupils both on and off the site including, as necessary, making decisions in relation to the management of activities and the amendment or cancellation of activities if necessary.
- undertake supervision and leadership of groups of young people where so agreed in the programme.
- ensure all Service staff leading activities are sufficiently experienced, trained and qualified in accordance with the centre's codes of practice.
- ensure all Service instructional staff working with schools are trained and qualified in first aid.
- maintain first aid facilities and accident reporting schemes.
- ensure, as far as possible, groups in residence can make 24-hour contact with a member of the centre staff or Outdoor and Environmental Education Service staff in the event of emergency.

Safety responsibilities of visiting schools/groups

Through the management of the school/group leader responsible for the visit, the visiting group is responsible for:

- ensuring the leader of the visit attends a preparatory training event prior to the school's visit, or has attended sufficient Hagg Farm residential courses with young people in the past.
- planning of a safe and appropriate programme which follows the codes of practice of the centre and advice of guidance provided by centre staff.
- undertaking the planning and preparation for the visit including briefing of young people/parents, the provision of parental consent and medical forms and the approval of arrangements by the headteacher/manager.
- produce risk assessments for aspects of the visit not covered by Hagg Farm risk assessments (e.g. travel to/from centre, specific needs of the group, any visits whilst travelling to/from the centre).
- organising personal insurance for young people and visiting adults if required.
- provision to centre staff of all relevant information, including relevant medical information in respect of both staff and young people.
- provision of safe supervision of young people at all times by appropriately experienced staff.
- Ensuring suitable standards of discipline and behaviour and that young people act responsibly in their care for themselves, others, the centre, equipment and the environment.
- ensuring adults leading activities are experienced, trained and qualified as appropriate to the activity.
- ensuring visiting staff are suitably trained in first aid.
- in the absence of centre staff (for example during evenings and overnight and during independently-led visits and activities), taking responsibility for first aid provision and management of fire alarm, site security and other emergencies.
- on agreed independently-led visits, in the John Hunt Base or in the main centre, obtaining a daily weather forecast and ensuring that the planned programme is safe and suitable.
- establishing a means of 24-hour contact between parents, the school/managers and the centre.

Planning and Preparing a Visit to Hagg Farm

Notes for Leaders of Visits

1. Leaders of visits are advised to refer to the advice in Section 5 (Planning and Preparation of Off-Site Visits) in the LA's 'Visits Guidance for Children and Young People (2011)'. This gives detailed advice on a range of practical matters to be covered including:

- | | |
|-----------------------------|---|
| * Role of the visit leader | * Emergency contact |
| * Staffing and supervision | * First aid |
| * Insurance | * Administration of drugs |
| * Headteacher approval | * Briefing of pupils |
| * Selection of participants | * Information to parents and parental consent |

Below are some further details specifically relevant to Hagg Farm.

2. Staffing and supervision

Visiting staff must have prime responsibility for supervision on the visit. One should be the visit leader and have attended the Introduction to Hagg Farm INSET event or been suitably inducted. Another should be appointed as deputy leader, prepared to take responsibility if the leader is unable to do so. When working in activity groups, each group should be under the charge of a teacher. However headteachers may, as part of the risk assessments, agree that a teaching assistant, or other adult working under the direction of a teacher, has the competence to fulfil this role. Volunteers and parents cannot normally be expected to take on the same level of responsibility as employed members of staff.

The recommended adult/child ratio for the visit is 1 teacher or adult for 10-12 children. The ratio of adults will be increased for those with special needs according to the specific risk assessment. There should be both female and male staff for mixed groups. The ratios for specific activities are contained in the activity pages in this booklet. It is necessary to have two adults during certain activities and this can include Hagg Farm staff.

It is best to involve all staff leading the visit in planning and preparation. At the very least, time should be made prior to the visit to meet staff and adults involved to provide a clear briefing in relation to the centre and their roles and responsibilities.

Schools are reminded that adults who accompany the young people on a residential visit should be subject to a Disclosure and Barring Service (DBS) check according to LA policy/guidance.

3. Pupils with special needs

Teachers of pupils with special needs are those best able to decide on pupil/adult ratios and suitable activities for their particular pupils. Staff at Hagg Farm have extensive experience of work with special needs groups in the outdoor environment and will advise on planning outdoor activities for special needs pupils. The centre pays particular attention to management of activities for children with emotional and behavioural difficulties and will, in certain situations, require very high staff/pupil ratios.

4. Pupils with emotional and behavioural difficulties

It is recognised that the experience of a challenging outdoor residential experience is of enormous benefit to young people with emotional and behavioural difficulties. For the visit to be a positive one, it is important to consider issues which are more relevant to such pupils, and to have some procedures in place.

- Visiting staff are those best able to advise centre staff on the particular behaviours and issues within their groups. Visiting staff should do this at the pre-course stage.
- The environment surrounding Hagg Farm is particularly hazardous for absconding pupils and there is a centre policy (Absconding from Hagg Farm) as set out below.
- Note that, due to the nature of the terrain, a decision has to be made after a relatively short period of time to initiate a mountain rescue search involving many people.
- Should a young people be upset or considered likely to abscond, they should be accompanied by a staff member until the issue is resolved.
- If a child is being sent home, please inform a member of centre staff.
- It is recommended that the member of visiting staff taking any child home is accompanied by another adult.
- Centre staff working with the group will advise visiting staff on other issues to be considered, such as the climbing tower and other accessible outdoor apparatus, smoking and security, during pre-course planning.
- Visiting staff should inform centre staff at the start of the course on any new EBD issues which have arisen since the pre-course planning.

5. Absconding from Hagg Farm.

Should a child abscond from the group, the following procedures should be followed:

- Inform the Hagg Farm staff working with the group, who must inform the Head of Centre.
- Make an immediate search of Hagg Farm buildings and grounds/A57 as far as Ladybower reservoir and Snake Inn.
- Keep the rest of the group on the planned programme as far as possible.
- Inform the headteacher/manager (who will inform the parents) of the intention to notify the police.
- If the child has not returned after 20-40 minutes inform Glossop Police – **ensure that any decisions regarding mountain rescue are carried out in liaison with the Head of Centre or other nominated centre staff.**
- Remove pay phone from group use and do not allow pupils to use mobiles.
- Police will send out someone to take details.
- Continue to search local area within reason/ensure external lights are on if at night.
- Write down all actions/phone calls and times.

6. First Aid

All teaching staff and associate tutors employed by Hagg Farm have current first aid certificates.

There should be, for each group, a visiting member of staff nominated as the first aider who is present throughout the visit (including overnights). They should hold a current first aid certificate. The minimum training recommended by Nottinghamshire County Council LA's '*Visits Guidance for Children and Young People (2011)*' is a six hour course by an HSE approved organisation.

Other leaders of groups on activities taking place beyond the locality of Hagg Farm should also meet the requirements in the '*Educational Visits Policy for Nottinghamshire Schools*'. Further training may be available to support visiting staff when they arrive at the centre. In addition Hagg

Farm provides safety rucksacks containing a first aid kit, emergency equipment and briefing cards. The centre also provides radios/phones and advice on appropriate venues each day.

Where activities take place in remote areas (see page 15 for definition) a higher level of training in first aid is required. The minimum for this is a sixteen hour certified course, in addition to the appropriate outdoor qualification.

Regardless of the distance off-site from the centre, all leaders should have a safety rucksack with them and knowledge of the emergency procedures in place. These are covered during the Hagg Farm INSET event for leaders and a copy is enclosed in each safety pack.

7. Insurance

The insurance position is as explained in the LA's '*Visits Guidance for Children and Young People (2011)*'. Teachers are covered by the County Council's standard insurance for staff at work but this provides no cover for personal belongings, loss of deposit etc. Hagg Farm provides no personal insurance for pupils. The availability of group travel insurance is explained in the LA's Policy and leaders are recommended to arrange travel insurance for groups.

8. Pre-course visit procedure

Pre-course communication should take place for every booking of the main centre. Exceptions to this are schools which have previous experience of residential courses at Hagg Farm, entirely self-programming courses and independent bookings of facilities, in which case matters may be agreed over the telephone. In every case, a pre-course visit checklist must be completed to cover the points outlined below.

- The pre-course meeting may be at the school or at Hagg Farm and involve the leader of the visit and a member of staff from the centre, normally the teacher who will be the 'visit leader'.
- All the points on the pre-course visit checklist, available from Hagg Farm, must be covered and recorded.
- When planning a programme, this procedure must ensure that the activities included are sufficiently covered by the qualifications available according to the codes of practice.
- The meeting must draw the leader's attention to the first aid requirements for activities as outlined on the checklist.
- The visiting leader is advised to issue the 'parents and carers' information sheet available on the website.
- The visiting leader must be issued with a codes of practice booklet.
- The leader will be reminded to gain approval for the visit via EVOLVE.
- The leader will be advised on the specific risk assessments required.

9. First day of course procedure

At the start of every course, the course tutor (a member of centre staff) will ensure that:

- The group receives a fire briefing, normally this would include a drill practice, and that this is recorded in the fire logbook. If the time of evacuation is excessive, the group should repeat the exercise if necessary. If in the John Hunt Base, a fire talk and demonstration of exits/fire equipment by the leader is sufficient.
- In the main centre, the group receives an introductory talk from Hagg Farm staff.
- The visiting staff leader receives the briefing on the visiting staff briefing checklist and they sign the appropriate section.

- Tutors will not leave the premises at night until they are confident that the leader is aware of the points covered.

10. Staffing of camping

It is possible to have young people camping overnight. We recommend that the leader discusses with their staff the implications for supervision during the activity. We suggest that with younger children, and with the majority of older ones, a member of visiting staff sleeps out with the group. In exceptional circumstances, it may be appropriate, due to the aims of the course, to allow older groups to sleep out without a member of staff. However, the briefing given to the group needs to be clear. The group need access to an adult via an unlocked door at night (normally Golden Clough exterior door). Discuss with the Head of Centre if in doubt. In all cases where a group camps off-site, visiting staff need to be in attendance.

11. Site Security

Teachers/leaders should ensure that groups are settled at night before retiring. Young people need access to an adult during the night. The leader should also ensure that all external doors are locked and large ground floor windows are shut at night.

12. Risk assessment

The LA produce generic risk assessments (RAs) for educational visits. These are available from the school/group's Visits Coordinator. Schools are required to produce specific RAs for their visits based upon these. Hagg Farm has RAs for all aspects of a group's visit to Hagg Farm including the residential element. However schools are required to produce specific RAs for the elements of a course that Hagg Farm is not responsible for, e.g. travel to and from the centre, the group and visits while journeying to and from the centre.

Organisation, Supervision and Safety Procedures in the Centre

Notes for Leaders of Visits

Fire Procedures – in the event of a fire

1. Be aware at all times that a fire may occur.
2. All staff should make themselves familiar with the location of fire alarms, fire extinguishers and fire exits.
3. Fire procedures and assembly points are displayed in all rooms.
4. A fire roll call list of all children and staff must be completed and displayed in the outside office – the kit list can be used for this purpose.
5. Pupils should be briefed in relation to fire procedures and normally a fire drill practice held during the first 12 hours of a visit to the centre.
6. On discovering a fire, the alarm should be raised by pushing the button on a fire alarm call-point (please familiarise yourselves with call-point locations).
7. Immediately on hearing the alarm or being informed of a fire, evacuate and check the area indicated. If a fire is apparent, a member of staff should call the fire service by ringing 999 and stating the address:

Hagg Farm Outdoor Education Centre,
Snake Road, Bamford, Hope Valley, S33 0BJ
Tel: 01433 651594

A telephone is situated in the office (there is a key to the office on the leader's keys).

8. The leaders in charge of the group check all rooms are clear.
9. The fire assembly point is in the front courtyard.
10. If the fire alarm is triggered in one centre the alarm will sound in both centres.
11. If there is the opportunity to fight the fire, fire extinguishers in the building should be used.
12. No one may re-enter the building unless authorised to do so by a fire officer.

Please note that there is a no smoking rule in all the buildings/grounds

False Alarms

1. If there is a false alarm, the fire alarm will sound in both the main centre and the John Hunt Base. The alarm can be silenced from the control panel in either main centre reception or the John Hunt Base hallway. Press SILENCE and then RESET to silence the sounders and reset the alarm system.
2. The fire detection system in the main centre is in zones (see the plan next to the panel). Check to see which zone has the fault and inspect all fire and smoke detectors in that zone. An activated detector will have a red light on. Please note kitchens have heat detectors rather than smoke detectors (burnt toast will not set it off).

3. It is essential to call the Custodian Alarm Receiving Centre as soon as possible on **0844 879 1706** to notify that it is a false alarm. Quote the following details:

Contract ref: NCCA 2911

Your name:

Address: Hagg Farm OEC, Snake Rd, Bamford, Hope Valley, S33 0BJ

If this is not done the fire service may be called.

4. If the system will not re-set and the alarm sounds then silence the alarms again and check the faulty detector once more.
5. If the system fails to re-set then telephone the fire service (999) and explain the problem. They will advise you on whether or not you can allow the group to re-enter the building with a defective alarm system. The contractors who repair/maintain the alarm system are on 24-hour callout. Contact them explaining that pupils are in residence and they will come out straight away. The number is on the panel.

Medical Information and Arrangements

1. Parental consent forms and relevant medical details should be collected by the group/school and brought to the centre to be kept in the small office.
2. With reference to the age and ability of young people, visiting staff should make appropriate arrangements for the storage and administration of prescribed drugs.
3. First aid equipment is located in the kitchen, the office, the John Hunt Base and in the minibus. Items used from kits should be reported in the Hagg Farm accident book (please also ask at the office for replacement items). Groups should ensure that a trained first aider is available on the premises during the evenings and overnight when the Hagg Farm staff are absent.
4. Safety rucksacks containing first aid and other emergency equipment are available for visits off-site.
5. Visits to the local doctor and dentist can be arranged.

Evelyn Medical Centre, Hope: 01433 621557

Open Mon-Fri 8am – 6.30pm

Bamford Dental Practice: 01433 651270

Open Mon 8:30-6pm, Tues 8:30 – 6pm, Wed & Thur 9 – 5pm, Fri 8.30 – 3.30pm

Hathersage Pharmacy: 01433 650325

Open Mon – Fri 9 – 5.30pm, Sat 9 – 5pm

Always telephone before a visit to check on the times.

6. Hospitals with casualty wards for emergency visits are located in Sheffield. Take the A57 to Sheffield and follow signposts in the city (see map held at hatch with leader's keys for location).

Children up to 16 Sheffield Children's Hospital Tel: 0114 276 1111
(24 hours, 7 days)

16 years and over Accident and emergency at:
Northern General Tel: 0114 243 4343
(24 hours, 7 days)

Minor injuries unit at: Royal Hallamshire Hospital Tel: 0114 271 1900
(8am–8pm, 7 days)

Accident Reporting, Illness and Near Miss Procedure

Incident	Action
Non-NCC Employees, Visitors, Residents (where circumstances of incident involved OEE activity or OEE resources/buildings ie: they contributed to the injury/incident)	
Accidents, incidents and near misses.	An SR3/5 must be completed following an accident, incident or near miss – OEE staff to complete and put in Head of Centre tray. No RIDDOR reporting necessary
NCC School Pupils/Staff	
Near Miss Incidents	A near miss form must be completed in the event of a near miss and put in Head of Centre's tray
Minor injury requiring first aid	Any minor incidents requiring first aid treatment must be recorded in the site medical log book. Where necessary details of treatment must be provided to school for information.
Injury resulting in further medical treatment.	An SR3/5 form must be completed in the event of an incident/injury which requires further medical treatment e.g. Doctor/Dentist and put in Head of Centre's tray. Copy to school Incidents reportable under RIDDOR will be sent by Head of Centre if appropriate. If not available (eg on leave for a week or more), alert another OEE manager
NCC Employees	
Near Miss Incidents	A near miss form must be completed in the event of a near miss and put in Head of Centre's tray
Dangerous Occurrences*	Report in writing to Head of Centre
Any injury requiring first aid	Complete SR3/5, place in Head of Centre's tray and fill in medical logbook

1. If any child sustains a bump to the head and is not referred to a doctor, the staff present for the next 24 hours should be given a head bump form and report to parents. (If there is any loss of consciousness, the casualty must be taken to hospital.)
2. All SR3/5 forms and near miss forms are reviewed once a term by the Head of Centre and a colleague carrying out the site inspection to monitor this aspect of the centre's operations.
3. In accordance with the '*Visits Guidance for Children and Young People (2011)*', Nottinghamshire LA, centre staff and visiting staff cannot administer drugs to pupils except those prescribed by a doctor. It is the visiting staff's responsibility to store and record administration of such prescribed drugs.

Domestic/Course Related Emergency Contacts

Evening and overnight telephone numbers of the support staff to be used in the case of an emergency are listed below. (Remember there are phones in the office and in the little office outside the main office.) Vodafone, O2 and EE networks have good coverage around the centre.

Julian Barrett	Head of Centre - Hagg Farm	07730 981857
Chris Clayton	Tutor – Hagg Farm	07703 463942
Vic Cruse	Site Technician	07821 224653
Gary Richards	Manager, Outdoor & Env Ed Team	01636 636034
Ian Weeks	Head of Centre - St Michael's EEC	07901 104913
NCC Building Careline – Arc Partnership (office hours)		01158 384848
NCC Building Careline – Arc Partnership (out-of-hours)		07850 795405

Water Problems

1. If the water runs out then check that no taps are running in the centre, John Hunt Base, outside block, hose pipe or the back sinks. Contact Hagg Farm staff for advice.
2. If you run out of hot water, use the immersion heater in the boiler room. If there is a problem with the boiler, use the 24 hour contact numbers displayed on its front.

Power Cuts (generally associated with thunder and lightning storms)

1. Emergency lights will come on throughout the building. Torches are available in the laundry. Emergency lights only last 3 hours.
2. The centre obtains its water from borehole/pump. In the event of a power cut, restrict use of showers/use of water/toilet flushing as much as possible.
3. The heating and hot water will also go off.

Weather Information/Route Board/Radios/Telephones

1. Daily weather forecasts are obtained by centre staff who will review the day's plan with the visiting leader in light of the forecast.
2. The forecast is obtained and brought to the attention to the visiting staff and mounted on the white board in the centre.
3. A further copy is given to the leader in the John Hunt Base if a group is resident.
4. Any group going off-site must leave their intended route/venue on the centre route board.
5. The codes of practice indicate when radios/phones should be carried. Instructions as to their use are supplied during the introduction to Hagg Farm teacher training sessions.
6. Radios/phones are charged and their condition monitored throughout the courses, and the equipment is withdrawn should it be faulty.
7. Groups operating independently of centre staff must make arrangements to obtain a daily forecast and review plans.

Centre Communications

Hagg Farm maintains a set of long wave radios and three mobile phones for use by the support staff and visiting leaders. Visiting staff using this equipment will receive a short training session in their use. These are for safety use only. The use of mobile phones for private calls is prohibited. Their use is solely for emergency and occasional business use (e.g. reporting to centres). Users are recommended to bring along a Vodafone or O2 mobile phone as reception on other networks is sporadic at the centre.

Minibus

The Hagg Farm minibuses can only be driven by drivers holding a Nottinghamshire minibus driver's test certificate – a 'minibus permit'.

Discipline

1. Schools should establish and maintain with pupils clear standards of discipline and behaviour. It is best to involve the young people in planning and preparation of the visit at an early stage, in order that they understand the aims and purposes of the visit and the standards of behaviour required. At the least, a briefing should be held before the visit and on arrival at the centre, and time should be made during the stay for further briefing and reviews.
2. Smoking is not permitted in any part of the building. Students should not bring or consume alcohol or prohibited drugs at Hagg Farm. Anyone abusing this policy should expect to be sent home. Leaders are asked to inform pupils and parents of this and to arrange transport as necessary.
3. Young people must be provided with sufficient personal privacy and protected from any form of abuse. They must not enter dormitories of the other gender. Adults entering a dormitory of the other gender are advised to be accompanied by an adult of that other gender.
4. During free time, adequate supervision should be maintained. Groups must be informed what activities, rooms and grounds are available to them and that no one should leave the site unaccompanied.

Food Hygiene

The catering provision and procedures at Hagg Farm are approved by the local Environmental Health Officer. During your stay at Hagg Farm, it is essential that the visiting staff supervise pupils in the kitchen and ensure a high standard of hygiene is maintained.

The centre operates a system of food hygiene and preparation which ensures compliance with the Food Standards Agency 'Safer Food, Better Business' guidance, please follow the food advice given on the sheets issued for each menu daily by Hagg Farm staff, including probing instructions.

Visiting groups should follow the advice set out in the centre's food and hygiene guidance on the centre website.

Accident & Emergency Procedure

In the event of any serious incident, illness or injury, the Head of Centre or other support staff should be contacted as soon as is feasible and asked to take charge of the incident. However, many incidents require immediate action and therefore all leaders in charge of a group at the centre or off-site should be prepared for and ready to deal with any emergencies should they arise.

General Emergency Procedure

In the event of illness or accident the following procedures should be followed (as appropriate to the incident):

1. Keep calm. Take charge of the situation, ensure safety and well being of the whole group. Make sure all members of the party are accounted for and sheltered if necessary.
2. Immediately establish who is hurt or ill and the extent of injuries or nature of illness.
3. If necessary, give emergency aid (to sustain breathing and circulation and prevent bleeding). Keep the casualty warm. Reassure them.
4. If the situation is urgent or life threatening telephone 999 and ask for the required emergency service – police, fire, ambulance or mountain rescue – giving your location, number of casualties and an assessment of injuries or illness.

If you are on a walk or other off-site activity, radio contact with the centre or mobile telephone contact to the centre and emergency services may be available. If no communication is available, and if help is required, a written message may need to be taken to the centre or the nearest telephone by an adult and/or by two or three responsible pupils.

5. Once any urgent situation has been dealt with, take time to reflect and decide the best plan of action. Inform, if you have not already done so, the Head of Centre/ support staff and other staff. Share the problem and gain advice.
6. Ensure that any pupil taken to hospital is accompanied by an adult.
7. Ensure that other pupils are cared for and have understood what has happened. Distance them from the situation if appropriate. Be aware that children and adults, including yourself, may be suffering from shock and should be reassured and kept warm.

Communication to Parents, School and LA

1. Prevent access to telephones (in order that parents and others hear of the incident through appropriate channels).
2. Contact the headteacher and, if not already informed, the Head of Centre. Give clear details of the accident or emergency.
3. The headteacher is responsible for contacting parents. However, it may be appropriate, after discussion with the headteacher, that this should be done by the teachers in charge of the visit. Remind headteacher to use the action list from LA guidance '*Coping with an Emergency*'.
4. In the event of a serious injury, centre staff should contact, via their line management system, the Director of Children, Families and Cultural Services (CFCS).
5. The Director of CFCS is responsible for any press releases. If the media become involved everyone should be instructed not to talk to the press but to direct enquiries to the Director, CFCS, County Hall via public relations.

Activity Codes of Practice

The pages which follow provide guidelines on the undertaking of outdoor activities from Hagg Farm. It is normally expected that all activities will be undertaken to these guidelines. The Head of Centre should be consulted if any departure from these guidelines is to be contemplated.

Group Sizes and Staffing Ratios

At Hagg Farm, for practical, safety and environmental reasons, it is commonly expected that groups will operate in sizes not larger than 12*. However, there will be occasions and activities when smaller or larger group sizes are appropriate**. The Head of Centre will advise on this. In this document 'group size' refers to young people in the group.

Group Equipment

The equipment lists that follow are for the worst possible weather conditions. Experienced leaders can exercise their own professional judgement on the day, depending on the particular set of circumstances and prevailing weather conditions at the time. Check with centre staff if unsure.

Low Level and Remote Environments

For the purpose of this document, 'remote' denotes any route/area that is more than 30 minutes by foot from a road suitable for a normal vehicle (2.5 km flat walk – less if uphill). A 'low level' environment is any other route or area that is more accessible than this. Centre staff will advise on routes and venues.

Environmental Concerns

Hagg Farm promotes an environmentally sensitive approach to all activities. Leaders are asked to give careful thought and consideration to the following principles:

- **Sustainable use** of resources
- **Minimal impact** on the environment (consider especially group sizes)
- **Sensitivity** to other users
- **Educating** those involved to consider these principles

Water Safety

Generally it is not permitted to enter streams, ponds, rivers or reservoirs due to the risks posed except as part of pre-planned, risk assessed activities such as stream scrambling or stream studies. However if a member of staff is contemplating paddling in shallow streams (not reservoirs/ponds), they should check the proposed venue with Hagg Farm staff and get specific permission on the day.

* Young people (plus one adult helper if the Code of Practice stipulates this)

**Variations to this might be due to the specific needs of individuals, weather conditions, experience of staff, level of activity risk.

Conservation

Location

Centre staff will organise locations and projects.
Leave notification on activity board.

Leader in Charge

Usually a member of support staff with a first aid qualification. Some activities may be led by visiting staff with appropriate guidance.

Accompanying Staff

Required to be in overall charge of the group, ie disciplinary matters, motivation etc. It is also important to relay any medical problems to outside agency staff. E.g. if working with PDNPA staff. The accompanying teacher is a vital link and the key to a successful session.

Staffing Ratio/Group Size

1:12 (PDNPA staff require an adult leader present for discipline issues.)

Personal Equipment

Old warm clothing, hat and gloves
Rucksack/spare jumper/waterproofs
Protective footwear – wellingtons or boots
Protective overalls or waterproofs if appropriate
Work gloves/safety goggles

Group Equipment

Hagg Farm safety rucksack
Radio (ranger will bring and use if necessary)
Two large flasks – hot or cold drinks depending on time of year
Conservation briefing sheets
Tools for job (ranger/centre staff will organise) and a briefing on how to use and carry the tools must be given at the start of the session

Transport

Tools must not be carried in the same vehicles as pupils, secured properly or in ranger's vehicle.

Low Level Walks – Day or Night

Location

Examples of low level walks include:

1. Yorkshire Bridge to Hagg Farm via east side of Ladybower
2. Hagg Farm to Fairholmes via Lockerbrook
3. Win Hill – at Course Directors discretion (in liaison with Head of Centre if appropriate)
4. Tideswell Dale

Please leave intended route on activity board.
Do not use Rowlee Circuit as a night walk.

Technical Adviser

Julian Barrett, Head of Centre, MCI (tel: 01433 651594)

Leader in Charge

Must be briefed fully on the route, have a first aid qualification, be able to read a map and be working at the visiting school in a group leadership role (e.g. teacher, TA etc).

For some walks, for example Win Hill, the Head of Centre may recommend the leader in charge has hillwalking experience and a first aid qualification.

Accompanying Helper

Not required

Staffing Ratio/Group Size

1:12

Personal Equipment

Boots advised

Warm clothes

Waterproofs

Hat and gloves (winter)

Spare jumper

Food and drink

Group Equipment

Hagg Farm safety rucksack

Flasks (not essential)

Compass (if needed)

Radio/phone recommended

Map and whistle

Transport

Not essential, can be used for drop-offs and pick-ups. It is desirable to do local walks from the centre.

Remote Walks (Summer Conditions) Day or Night

Location

Examples include: Derwent Edge, Seal Edge, Alport Castles, Kinder, Bleaklow. Leave intended route on activity board.

Technical Adviser

Julian Barrett, Head of Centre, MCI (tel: 01433 651594)

Leader in Charge

Leader must be suitably qualified with either Mountain Leader or Hill and Moorland Leader Award. All centre staff leading these walks will hold the Hill and Moorland Leader or Mountain Leader qualifications. The leader should have a first aid qualification.

Accompanying Helper

Strongly recommended – this could be teacher, responsible adult or student.

Staffing Ratio/Group Size

1:12

Personal Equipment

Boots	Hat and gloves
Warm clothes	Spare jumper
Waterproofs	Food and drink
Torch	Survival bag
Map and whistle	Compass (if needed)

Group Equipment

Hagg Farm safety rucksack	Spare batteries and bulb
Two large flasks	Whistle
Maps	Radio or telephone

Transport

Not essential – can be used for drop-offs and pick-ups. It is desirable to walk out and back from Hagg Farm.

Hillwalks (Winter Conditions) Day or Night

Clarification of Winter Conditions

The time when snow and ice prevail or are forecast and weather conditions are extremely harsh.

Technical Adviser

Julian Barrett, Head of Centre, MCI, WML (tel: 01433 651594)

Location

Moorland areas. Leave intended route on activity board.

Leader in Charge

Minimum qualification for leading groups of young people is the Winter Mountain Leader Award. The leader must have a first aid qualification.

Accompanying Helper

Essential – this could be teacher or responsible adult.

Staffing Ratio/Group Size

1:12 maximum including helper

Personal Equipment

Boots	Warm clothes
Waterproofs	Hat and gloves
Torch	Survival bag
Spare jumper	Food and drink
Map and whistle	Compass (if needed)

Group Equipment

Hagg Farm safety rucksack	Whistle
Two large flasks (minimum)	Radio or telephone
Spare batteries	
Maps and compass	

Transport

Not essential – can be used for drop-offs and pick-ups. Desirable to walk out and back from Hagg Farm.

Shadow Walks

Location

Examples include: King's Tree to Hagg Farm (via Fairholmes or Crookhill), Hagg Farm to Yorkshire Bridge (via Ladybower Reservoir). Route description should be left on the activity board.

Technical Adviser

Julian Barrett, Head of Centre, MCI (tel: 01433 651594)

Leader in Charge

LOW LEVEL – Must be suitably experienced walker, able to read a map, have prior knowledge of the area. Must have a first aid qualification.

REMOTE – Minimum for leading groups of young people is the Mountain Leader or Hill and Moorland Leader qualifications. (Centre staff leading the activity will hold the Hill Moorland Leader or Mountain Leader qualifications.) Must have a first aid qualification.

Accompanying Helper

Recommended for high level option.

Staffing Ratio/Group Size

1:12 maximum

Personal Equipment

Boots	Warm clothes	Map and whistle
Waterproofs	Hat and gloves	Compass (if needed)
Torch	Survival bag	
Spare jumper	Food and drink	

Group Equipment

Hagg Farm safety rucksack	Map and whistle	Radios
Two large flasks	Compass (if needed)	Phone

Transport

Not necessary, however, for some of the walks mentioned above and others, drop-offs and pick-ups are required.

Other Considerations

It is crucial that pupils be given comprehensive briefing and guidance related to the walk, ie route, aims and objectives, emergency procedures, transport, personal and group equipment details and radio briefing.

Shadowing teacher/leader must keep the group in sight at all times, especially when route choices are being made.

Stream Scrambling

Location

Blackden Brook (lower section), Cut-throat Bridge (by road)
Fairbrook (as far as Upper Seal Clough)

Technical Adviser

Julian Barrett, Head of Centre, MCI and CIC (tel 01433 651594)

Leader in Charge

All leaders must have a first aid qualification.

Blackden Brook: Rock Climbing Instructor and shadow of session led by centre staff. If session is to terminate at plunge pool, no ropes required and a leader who has shadowed a session but does not hold a Rock Climbing Instructor could lead a group at the discretion of the technical adviser.

Fairbrook: Rock Climbing Instructor or LCMLA level 1 (or higher awards) and site induction (including operational procedures) by person approved by technical adviser.

Accompanying Helper

Essential to be accompanied by another adult.

Staffing Ratio/Group Size

1:12

Personal Equipment

Warm clothes (furry suits or neoprene vest for Fairbrook unless hot weather)

Wellingtons or rubber boots (Fairbrook)

Belt Caving Suit Helmet

Buoyancy aid (for Year 9 or younger/participants lacking in water confidence – Fairbrook only)

Group Equipment

Hagg Farm safety rucksack or waterproofed first aid/emergency kit

Mobile phone or radio

Blackden Brook or Fairbrook rope pack

Flask

Transport

Minibus required at the location in case of emergency.

Notes

This activity is seasonal-only, operates from Easter to October half term. Even then, consideration must be given to current weather and stream levels. Stream levels must be assessed at the site and due caution exercised.

Please also note information in Appendix B (Weil's disease).

Rock Hopping/Scrambling

Location

Higgarr Tor/Winyard's Nick or equivalent areas

Technical Adviser

Julian Barrett, Head of Centre, MCI (tel: 01433 651594)

Leader in Charge

This activity falls into the mountaineering/rock climbing area, therefore a Mountain Leader or Rock Climbing Instructor qualification provides suitable evidence of ability to lead groups. Centre staff who hold Mountain Leader plus Rock Climbing Instructor qualifications tend to lead the majority of these sessions. Leader must have a first aid qualification.

Accompanying Helper

Recommended – this could be a teacher, responsible adult or student.

Staffing Ratio/Group Size

1:12

Personal Equipment

Boots	Warm clothes
Protective clothing (nylon smock)	Hats
Gloves	Helmets

Group Equipment

Hagg Farm safety rucksack	Radio or phone
Flasks (hot or cold depending on time of year)	

Transport

Minibus must be at the location for the entire duration as back-up in case of emergency.

Abseiling

Location

Usually Stoney Middleton, Lawrencefield or Millersdale Bridge (Bridge 75)

Technical Adviser

Julian Barrett, Head of Centre, MCI (tel: 01433 651594)

Leader in Charge

All leaders must have a first aid qualification and Rock Climbing Instructor or higher award. For use of Millersdale Bridge leaders must have prior experience of the venue or an induction from the technical advisor, and be aware of the centres' policy for use of this bridge.

Accompanying Helper

Essential

Staffing Ratio/Group Size

1:12

Personal Equipment

Warm clothes (as appropriate)

Waterproofs (as appropriate)

Helmet

Harness (& chest harness as appropriate)

Group Equipment

Hagg Farm safety rucksack

Two large flasks (hot or cold drinks depending on time of year)

Centre's Bridge Licence (if using Millersdale Bridge)

Specialised equipment

Phone

Rock Climbing (Single Pitch Crags)

Location

All crags used will be within 30 minutes of a road. Usual crags are Stanage/Burbage/ Lawrencefield.

Technical Adviser

Julian Barrett, Head of Centre, MCI (tel: 01433 651594)

Leader in Charge

Must be suitably qualified with the Rock Climbing Instructor or the MCI or WMCI qualifications and a first aid qualification.

Accompanying Helper

Recommended – this could be a teacher, responsible adult or student.

Staffing Ratio/Group Size

1:12

Personal Equipment

Boots/training shoes/rock boots (dependent on time of year and conditions)
Waterproofs
Rucksacks
Spare clothing
Hat and gloves
Helmet
Harness

Group Equipment

Hagg Farm safety rucksack
Two large flasks (hot or cold drinks depending on time of year)
Specialised climbing equipment (centre staff will organise)
Guide book
Radio or phone

Transport

Minibus must be at the location for the entire duration as back-up in case of emergency.

Climbing Tower/Wall

Location

Woods above Hagg Farm/indoor climbing wall

Technical Adviser

Julian Barrett, Head of Centre, MCI (tel: 01433 651594)

Leader in Charge

RCI/MCI/WMCI holder. If visiting staff leading the session, the equipment must be issued by suitably qualified OEE staff. All leaders must have been inducted by the appropriate person, and have a first aid qualification.

Accompanying Helper

Recommended.

Staffing Ratio/Group Size

1:12 maximum

Personal Equipment

Trainers or rock boots (climbing only)

Warm clothes

Helmet

Harness

Karabiner

Group Equipment

Hagg Farm safety rucksack

Specialist Equipment

Qualified Outdoor and Environmental Education staff will organise

NOTE: Under NO circumstance must the tower or climbing wall be used by staff or pupils without a suitably qualified leader and the approval of Hagg Farm Outdoor Education Centre.

Stoney Middleton Rock Activity

Location

Stoney Middleton

Technical Adviser

Julian Barrett, Head of Centre, MCI and CIC (tel: 01433 651594)

Leader in Charge

This activity requires induction from the technical adviser or person approved by them due to the site-specific nature of the activity. The operating procedures must be adhered to and are issued/discussed during induction. Staff leading the activity must hold the RCI or higher qualification and have a first aid qualification.

Accompanying Helper

Essential that another adult accompanies the group.

Staffing Ratio/Group Size

1:12 plus helper

Personal Equipment

Boots, Oversuit
Helmet, Warm clothes
Gloves, Caving belt/cows tail

Group Equipment

Stoney rope packs (depending on which trip is to be used)
Hagg Farm safety rucksack
Phone
Drink (hot/cold depending on time of year)

Note

Two options:

Fingals Flue/Solitaire Crawl/Eyehole Crawl for any group.

Windy Ledge Crawl/Eyehole Crawl for older groups following discussion with Head of Centre. See operational procedure.

Caving

Location

Carlswark (Gin entrance)/Giants Hole (to Base Camp Chamber)/Bagshawe Cavern or other suitable venues depending on staff qualifications/approved caves list.

Technical Adviser

Julian Barrett, CIC (tel: 01433 651594)

Leader in Charge

- Level One Local Cave and Mine Leader Award or higher qualification using only venues specified on award (and from approved list).
- Permanent OEE staff may have LCMLA training with a site-specific assessment carried out by the technical adviser. These sites must be the only ones used by these leaders. Leaders must be employed by OEE and have a first aid qualification.

Accompanying Helper

Essential – may be an adult or a sixth former with younger groups.

Staffing Ratio

1:12 plus helper

Personal Equipment

Wellingtons
Warm clothes
Caving suit
Gloves
Helmets
Lamps
Caving belts if required

Group Equipment

Caving emergency pack (includes first aid/warm bag/karrimat/spare bag/spare clothing) light/survival
Phone
Lifeline/two karabiners/sling if required
Hot drink

Note

All venues must be on approved Hagg Farm caves list. With younger groups consider Stoney Middleton rock activity as a more appropriate option.

Please also note information on Weil's disease in Appendix B.

Mission Impossible/Jacob's Ladder/ Woodlands Tyrolean

Location

Hagg Farm

Technical Adviser

Julian Barrett, Head of Centre, MCI and CIC (tel: 01433 651 594)

Leader in Charge

RCI or LCMLA level 2 (or higher award) plus specific induction from technical adviser.

Accompanying Helper

Desirable but not necessary.

Staffing Ratio

1:12 plus helper

Personal Equipment

Helmets

Harnesses

Warm clothes/waterproofs dependent on conditions

Chest harnesses for Jacobs Ladder

Group Equipment

Hagg Farm safety rucksack

Mission Impossible kit/props or Jacobs Ladder kit/Woodlands Tyrolean kit

Note

These activities are run according to dedicated operational procedures. With use of paragliding harness, the Mission Impossible activity is suitable for users with disabilities. There is a working weight limit of a large adult on the tyroleans – therefore do not let people pull down on the retrieval rope.

Orienteering/Geocaching Activity

Location

1. Hagg Farm grounds
2. Hagg Side (including Hagg Side permanent star orienteering course and immediate woodland environment around Hagg Farm).
3. Other areas or extension of Hagg Side (but not within definition of 'remote').

Technical Adviser

Julian Barrett, MCI (tel: 01433 651594)

Leader in Charge

1. Any member of staff with prior briefing
2. Any member of staff with prior briefing (and first aid knowledge for Hagg Side)
3. Instructor with Mountain Leader, Hill and Moorland Leader qualifications.

Accompanying Helper

1 and 2. Not essential

3. Yes

Staffing Ratio/Group Size

1 1:18

2 1:12

3 2 minimum : 24 maximum

Personal Equipment

Bad weather

Training shoes/boots

Waterproof anorak

Suitable clothing (full body cover)

Hat and gloves

Good weather

Training shoes/boots

Suitable clothing (full body cover)

Map and whistle and/or compass depending on area used (terrain 2 and 3 only).

Advice given by Hagg Farm support staff.

Plus Geocaching box/equipment for this session.

Group Equipment

Hagg Farm safety rucksack

Mobile phone or radio essential, except for Hagg Farm grounds or Hagg Side.

Transport

Not necessary for terrain 1 and 2.

Other Considerations

1. All teachers leading orienteering must refer to relevant orienteering safety guidelines.
2. Orienteering does not take place in 'remote' areas.

Low Level Overnight Experiences/ Camp Cooking Exercises

Location

Camping on back field or other low level locations.

Leader in Charge

Visiting staff. For camps off-site, teachers must provide details of camping experience to the Head of Centre and have a first aid qualification.

Accompanying Helper

Recommended, this could be a teacher, responsible adult or student.

Staffing Ratio/Group Size

1:12

Personal Equipment

Boots	Warm clothes
Waterproofs	Hat and gloves (if cold)
Torch	Sleeping bag
Tarps/Bivvy bag or tent	Karrimat

Group Equipment

Tents
Stove/suitable fuel container (not Sigg bottles) and cooking utensils (if needed)*

Transport

Not necessary

* If stoves are used, pupils must be supervised by an adult who has read/understood the safety routines and been trained in the use of stoves. Briefing sheets are available for EZY stoves and Trangia stoves at Appendix C.

Remote Overnight Experiences/ Camp Cooking Exercises

Location

Camping expeditions, bivouacs, use of camping barns. Leave intended route on activity board.

Technical Adviser

Julian Barrett, Head of Centre, MCI (tel: 01433 651594)

Leader in Charge (remote experiences)

Must be suitably qualified with Hill and Moorland Leader and Expedition Skills Module/Mountain Leader or higher award, and have a first aid qualification.

Accompanying Helper

Recommended – this could be teacher, responsible adult or student. With a mixed group, staff of both sexes should be present if possible.

Staffing Ratio/Group Size

1:12

Personal Equipment

Boots	Warm clothes
Waterproofs	Hat and gloves
Torch	Spare batteries and bulb
Spare clothing	Food and drink
Map and whistle	Compass (if needed)
Sleeping bag	Sheet sleeping bag
Bivvy bag or tent	Sleeping Mat

Group Equipment

Phone recommended	Hagg Farm safety rucksack
Two large flasks	Tents (if needed)
Map and compass	Stove and cooking utensils (if needed)*

Transport

Not essential – can be used for drop-offs and pick-ups. Preferable to walk out and back from Hagg Farm.

* If stoves are used, pupils must be supervised by an adult who has read/understood the safety routines and been trained in the use of stoves. Briefing sheets are available for EZY stoves and Trangia stoves at Appendix C.

Shelter Building

Location

Woodland surrounding Hagg Farm

Leader in Charge

Visiting teacher

Accompanying Helper

Not essential as long as there are other members of staff in the centre/on-site.

Staffing Ratio/Group Size

1:20 maximum

Personal Equipment

Old clothes

Group Equipment

Hagg Farm safety rucksack or access to office first aid

Transport

Not necessary

Other Considerations

Groups should use only natural debris and be given strict instructions not to cut, burn, uproot or set fire to any of the vegetation. Sessions are best started by having a planning/drawing session indoors first.

Make sure all pupils are accounted for all of the time!

Please destroy/pull down all shelters by the end of your stay at Hagg Farm. There should be no evidence that you have been there, including litter.

Only use solid timbers. Check larger supporting logs are not rotten and that they are stable. Good supervision is required, and do not build on steep slopes. Check each shelter for stability before use!

Only in daylight hours (not in the dark!). No sleeping in shelters.

Cycling

Location

Derwent Cycle Hire, Ladybower Reservoir. Only use route around reservoirs.

Leader in Charge

Suitably experienced teacher with a first aid qualification.

Accompanying Helper

Recommended – could be a teacher, responsible adult or student.

Staffing Ratio/Group Size

1:12

Personal Equipment

Waterproof anorak

Waterproof bottoms (if weather bad)

Warm clothes

Gloves

Helmet (supplied by cycle hire)

Training shoes (boots if weather bad)

Rucksacks can be left at cycle hire.

Group Equipment

Centre first aid kit

Bivvy bag

Communications

Transport

Could drive there and keep bus, get dropped off and be picked up, walk there and walk back, or a combination of the above.

Breakdown Plan

Adhere to standard route and walk whole group back to cycle hire if no assistant.

Do not leave pupils on their own.

Nightline

Location

Woodland around Hagg Farm

Leader in Charge

Visiting teacher, responsible adult or student. Needs to be well briefed by centre staff. If responsible adult or student leading session then teacher must be present.

Accompanying Helper

Not essential

Staffing Ratio/Group Size

1:20 maximum

Personal Equipment

Boots

Old Clothes

Waterproofs (if weather bad)

Gloves

Torch

Group Equipment

Hagg Farm safety rucksack

Large hand torch

Goggles (blackout)

Transport

Not necessary

Field Studies – On-Site

Location

On-site, e.g. pond dipping, scavenger hunt

Leader in Charge

Teacher – could be student if visiting teacher present.

Accompanying Helper

Not essential

Staffing Ratio/Group Size

Very dependent on activity – liaison with centre staff essential.

Personal Equipment

Boots/Wellingtons)
Waterproofs) Dependent on time of year and activity
Hat and gloves)

Group Equipment

Specialised field study equipment

Transport

Not necessary

Other Considerations

Over-use of certain sites
See information on Weil's disease in Appendix B

Field Studies – Off-site Hill & Country Environment

Location

1. Remote
2. Low level
3. Approved river study sites: Haggwater Bridge, Aslop/Alport Confluence, Outbridge (River Don) at GR: 308934, Rivelin (GR: 293873)

Permission required for some of these sites. Contact PDNPA in first instance.

Technical Adviser

Julian Barrett, Head of Centre, MCI (tel: 01433 651594)

Leader in Charge

In remote environments – must be suitably qualified with either Mountain Leader or Hill and Moorland Leader qualifications. However, if this is not the case, then it would be possible to take a member of the support staff along as safety cover. A first aid qualification is necessary.

In low level country environments – must be experienced in the environment and the activity with which it is proposed to work. A first aid qualification is required.

Accompanying Helper

Recommended – this could be a teacher, responsible adult or student.

Staffing Ratio/Group Size

High level: 1:12

Low level: varies dependent on activity – liaison with centre staff is essential.

Personal Equipment

Boots

Hat and gloves

Spare jumper

Compass (if needed)

Warm clothes

Torch

Food and drink

Waterproofs

Survival bag

Map and whistle

Group Equipment

Hagg Farm safety rucksack, flasks, radio if remote/phone

Map and compass, whistle, specialist field study equipment

Transport

Not essential – can be used for drop-offs and pick-ups. Desirable to walk out and back from Hagg Farm.

Other Considerations

See information on Weil's disease in Appendix B.

Pollution at Outbridge – wear gloves/cover cuts.

River studies: only use approved locations and discuss with centre staff.

(See risk assessment.)

Field Studies – Built Environments Village/Urban Studies/Visit

Location

Rowlee Farm, Castleton, Bamford etc.

Leader in Charge

Must be suitably experienced, able to read a map, have prior knowledge of the area and be a qualified teacher. Nottinghamshire Countryside Leader course provides suitable training. If in doubt consult with centre staff.

Accompanying Helper

Recommended – teacher, responsible adult or student.

Staffing Ratio/Group Size

Depends on nature of visit/study etc. Liaison with centre staff needed.

Personal Equipment

If activity does not involve significant walking, ie village study at Bamford, then optional footwear/ clothing/waterproof jacket.

If it does involve walking, ie Rowlee Farm, then same applies as for low level walk.

Group Equipment

First aid kit

Any specialised materials, e.g. questionnaire, clipboards, money, tickets etc.

Transport

Recommended that vehicle stays with the group for the duration of the visit.

Other Considerations

It is recommended that farm visits are arranged by centre staff.

Problem Solving Exercises/ Use of Climbing Boulder

Location

On-site

Leader in Charge

Visiting staff, responsible adult or student

Accompanying Helper

Not essential

Staffing Ratio/Group Size

1:20 although group sizes are determined by the problems. It is possible to work with large numbers of pupils as long as there are enough staff to help. Boulder can be supervised or unsupervised at leader's discretion.

Personal Equipment

Old warm clothes

Boots/training shoes (trainers on boulder)

Group Equipment

Problem-solving materials in rear car park

Transport

Not necessary

Note

Please brief group on the instructions for boulder use that are on signs in rear field. If unsure of group's ability to adhere to these instructions, supervise as necessary (e.g. special needs groups).

Search & Rescue Exercises

Location

Nearby off-site or on-site – day or night

Leader in Charge

Needs to be a suitably experienced teacher who has prior knowledge of the activity.

Accompanying Helper

Recommended – it is always useful to have someone spare to act as a body!

Staffing Ratio/Group Size

1:12 – possible to work with larger numbers if more staff available to help.

Personal Equipment

Boots	Warm clothes
Waterproofs	Hat and gloves

Group Equipment

Stretcher	Casualty bag
First aid kit	Radios
Whistle	
Large hand torch for night use	

Transport

Not necessary – all search and rescue exercises should be carried out in the immediate locality.

Open Canoeing

Location

Victory Quarry near Doves Holes, Derbyshire 3/4 day sessions

Hope Ponds, Hope Valley (Mon–Fri 9.30 – 5) ½ day sessions possible

High Peak Canal/River Goyt/River Derwent

Technical Adviser

Andrew Cartwright, BCU Advanced Water Endorsements Canoe (01623 556110)

Leader in Charge

Sheltered water – BCU level 2 coach or above or UKCC L2

Leader must have operating procedures and have visited site with reference to these.

River trips – BCU level 3 coach or above, with prior experience of venues

Accompanying Helper

Essential – adult, or a sixth former with younger groups. More helpers may watch from the bank.

Staffing Ratio/Group Size

1:12

Personal Equipment

Clothing suitable for conditions – neoprene vests are available to go over T-shirts and under fleeces

Suitable footwear – old trainers best

Waterproof tops if conditions dictate – red rock hopping jackets best

Correctly fitting buoyancy aids

Helmets – for use if group session dictates (e.g. younger/playing games/behavioural issues or special needs)

Medication

Group Equipment

Canoes, suitably fitted

Phone

Canoeing emergency drum/rescue kit for rivers

Personal instructor BA with knife and whistle

Throwline

Hot drinks

Note

If swimming at Victory Quarry, instructor must stand on shore with throwline/boat to hand and group must wear BAs, footwear and stay close to shore at all times.

Spare clothes necessary in all but warmest weather when swimming, may be in shorts/T shirts and BAs.

Please also note information on Weil's Disease in Appendix B. Brief group on this and cover cuts. Shower after session.

Forecast essential (including preceding weather for river trips, to avoid debris from heavy rain) for venue choice. Portage locks on canals. Be polite to other water users including fishermen.

Re. Derwent – the steps at Matlock Bath, beyond slalom course have specific hazards including group control/traffic, so take into account and exit at Artists Corner if concerned.

Hagg Farm Outdoor Education Centre

Health & Safety Policy

- 1.0 Introduction

- 2.0 Health and Safety Policy Statement

- 3.0 Management Health and Safety – Staff Responsibilities
 - 3.1 Line of responsibility
 - 3.2 Responsibility of all employees
 - 3.3 Specific responsibilities of members of staff
 - 3.4 Split of responsibilities between the centre and visiting schools

- 4.0 Management of Health and Safety – Systems
 - 4.1 Categorisation of health and safety matters
 - 4.2 Auditing system for outdoor activities
 - 4.3 Auditing system for domestic matters
 - 4.4 Self Regulation of Health and Safety matters

1.0 Introduction

Nottinghamshire County Council aims to ensure the highest possible safety standards for pupils, teachers, staff and other visitors at Hagg Farm Outdoor Education Centre. The arrangements for safety at the centre are set out in the centre's safety policy, safety auditing system and codes of practice. All these documents and other relevant documents are held in the Hagg Farm office. Staff employed by the centre must be familiar with these arrangements where they relate to their areas of work.

Because the safety of visiting pupils is a joint responsibility of both the centre and visiting school, these documents make clear, where appropriate, the specific responsibilities of both groups of staff. Those matters to which all and visiting staff must be aware are contained in the document "*Hagg Farm Safety Codes of Practice*".

The documents are set within a framework of a range of other publications. These include Nottinghamshire County Council's safety policy, Nottinghamshire LA's '*Visits Guidance for Children and Young People (2011)*', the recommendations of specific governing bodies of sport and the HSE's Guidance to the Licensing Authority on the Adventure Activities Licensing Regulations 1996.

While all Hagg Farm's health and safety documentation is primarily concerned with safety issues, reference is made, where appropriate, to curriculum aims and purposes and areas of environmental concern, in order that all these issues are considered in a coherent approach to the planning, delivery and review of work at the centre.

2.0 Hagg Farm Safety Policy Statement

Hagg Farm Outdoor Education Centre

Health & Safety Policy Statement

The Head of Centre at Hagg Farm recognises his/her responsibility for giving effect to the Director of Children, Families and Cultural Services safety policy for the protection of all centre staff, pupils, visiting teachers and members of the public liable to be affected by the operations and activities of the centre.

Within the line management structure of Children, Families and Cultural Services, the Head of Centre will manage the health and safety functions of the centre to prevent, so far as is reasonably practicable, injuries to any person as a result of the operation of the centre by provision of safe premises and equipment, and the effective management of the work activities over which the centre exercises control.

This provision will be based on the principles of risk management and include any controls and protective equipment necessary for persons identified as being at risk.

The Head of Centre will, so far as it is reasonable to do so, ensure that staff designated with health and safety responsibilities are competent to carry these out.

It is the duty of all centre and visiting staff to co-operate with the Head of Centre to ensure the safety of themselves, co-employees, pupils and other persons liable to be affected by their activities at work and to follow the operational procedures of the centre.

Signed:

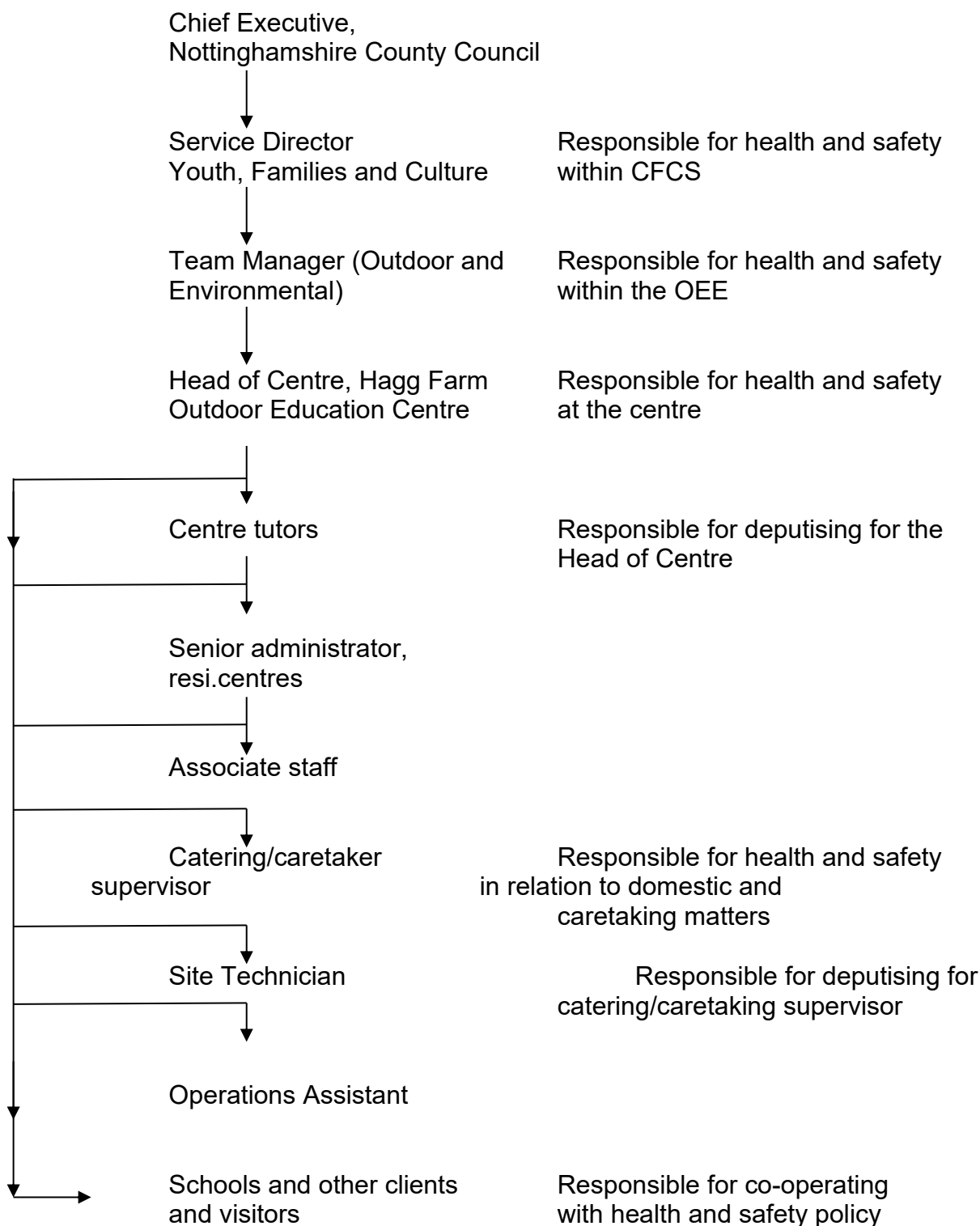


(Head of Centre)

Date: Feb 2021

3.0 Management of Health and Safety at Hagg Farm Outdoor Education Centre – Staff Responsibilities

3.1 Line of responsibility for health and safety at Hagg Farm



3.2 The responsibility of all employees for health and safety

3.2.1 As employees, all members of staff have a legal duty to work safely and not put other persons at risk, to co-operate with the Head of Centre and to ensure that the responsibilities placed upon them as employees are, so far as is reasonably practical, undertaken.

3.2.2 All employees are responsible for following the health and safety policies and practices of the County Council and the specific policies and practices of Hagg Farm and to report to their line manager any matters of concern.

3.2.3 All staff and clients are encouraged to participate in improving health and safety with the centre by making suggestions to the Head of Centre, and to foster safety consciousness and good practice among pupils and other employees.

3.3 Specific responsibilities of members of staff

3.3.1 Senior staff at department level

The Director of Children, Families and Cultural Services has overall responsibility for the production and implementation of the health and safety policy in the CFCS. The Service has safety officers who advise all managers in the Service on matters of health and safety. The Service works within the overall health and safety policies and procedures of the County Council as described in the Nottinghamshire County Council safety manual and other documents.

3.3.2 The Outdoor and Environmental Education Service Head of the Outdoor and Environmental Education Service has overall responsibility for the management of the health and safety within the Service within which Hagg Farm is managed. The Service has its own health and safety policy within which Hagg Farm operates.

3.3.3 The Head of Hagg Farm Outdoor Education Centre is responsible for all health and safety matters at Hagg Farm and activities undertaken from Hagg Farm. Hagg Farm has its own health and safety policy (this document).

The specific health and safety responsibilities of the Head of Hagg Farm include:

- i. Ensure effective communications of health and safety matters exist with the Team Manager of Outdoor and Environmental Education and the Children, Families and Cultural Services' safety co-ordinator and bring to their attention any matter that cannot be resolved or that is of imminent danger to any person.
- ii. Together with centre staff, assess and control the risks to health and safety to all persons from hazards within the centre and any other of its activities, wherever they are undertaken.
- iii. Provide equipment and articles for the centre that are adequate and correctly maintained for their proper use.
- iv. Maintain first aid facilities and accident reporting schemes that are suitable for the centre.
- v. Evaluating the need for health and safety training of teaching staff and arranging its delivery.
- vi. Ensure LA guidance of fire precautions and fire safety in schools is implemented and complied with.
- vii. Co-operate with accredited safety representatives appointed by recognised trade unions in accordance with the Nottinghamshire County Council agreement.
- viii. To monitor the qualifications and their current validity of all persons employed by the OEE to work in outdoor activities at Hagg Farm and to keep records as outlined in the internal safety auditing system for outdoor activities.

- ix. Monitor the maintenance and replacement of technical outdoor activity equipment and keep appropriate records as outlined in the internal safety auditing system for outdoor activities.
- x. To advise and direct all centre staff on health and safety issues.
- xi. Keep the centre's health and safety policy under review and notifying staff of any changes accordingly.

3.3.4 The Centre tutors and associate tutors

The specific health and safety responsibilities of the Centre tutors and associate tutors include:

- (a) General responsibilities
 - i. Responsible for deputising for the Head of Centre for the management of health and safety responsibilities of the Head of Centre as outlined above.
 - ii. Assess and control the risks to the health and safety to all persons from hazards within the centre and any of its activities wherever they are undertaken.
 - iii. Reporting on all health and safety issues to the Head of Centre.
- (b) Specific responsibilities of the Centre teachers at Hagg Farm
 - i. To manage the maintenance and replacement of general outdoor equipment as necessary and keep records as outlined in the internal auditing system for outdoor activities.

3.3.5 Senior Administrator for Residential Centres

The specific health and safety responsibilities of the Senior Administrator include:

- i. managing the health and safety systems for the buildings such as fire alarm checks, water system checks, service agreement implementation and reporting day to day maintenance items to Nottinghamshire County Council.
- ii. liaise with any contractors undertaking work on site to ensure the safety of all persons exposed.
- iii. ensure hazardous substances are properly used and stored/disposed of.
- iv. ensuring minibuses receive appropriate safety checks, servicing and MOTs at required intervals.
- v. evaluate need for health and safety training for domestic/admin staff and arrange its delivery.

3.3.6 Catering/caretaking supervisor

The specific responsibilities of the catering/caretaking supervisor include:

- i. Assess and control the risks to health and safety to all persons from hazards within the domestic operations of the centre.
- ii. Ensure that domestic staff are following health and safety policy and procedures.
- iii. Report to the Head of Centre any issues associated with his/her health and safety responsibilities including domestic staff training needs.
- iv. Ensuring a high standard of hygiene and health and safety in the kitchen, dining, refuse and food storage areas is maintained.
- v. Ensuring, so far as is reasonably practical, the health and safety provisions and procedures affecting cleaning contractors or grounds maintenance contractors are adhered to.
- vi. That cleaning materials and equipment liable to be a danger to pupils or staff are correctly used and properly stored when not in use.

- vii. That all waste from the centre is disposed of in accordance with Nottinghamshire County Council policy.
- viii. Maintaining the centre's water supply and reporting any problem to the Head of Centre.
- ix. Maintaining a clean and effective boiler area, including the safe storage and delivery of fuels as necessary.
- x. Undertaking a weekly check of lights, oil level and tyre pressure of the centre minibus.
- xi. Maintaining a high standard of housekeeping.
- xii. Ensuring a regular check of first aid kits/teacher safety rucksacks and keeping appropriate records.

3.3.7 Caretakers and other domestic staff

The specific responsibilities of the caretakers and other domestic staff include:

- i. Responsible for deputising in the absence of the catering/caretaking supervisor for all his/her health and safety responsibilities.
- ii. Responsible for carrying out any of the health and safety responsibilities of the catering/caretaking supervisor if so directed.
- iii. Reporting to the catering/caretaking supervisor any matter of health and safety concern.

3.3.8 Clients

The responsibilities of visiting teachers, pupils and other customers and visitors to the centre include:

- i. All visitors to the centre should co-operate in all aspects of health and safety policy of the centre and abide by the centre's safety codes of practice.
- ii. Visiting teachers and leaders of groups have particular areas of responsibility which are laid out in the safety codes of practice.

3.4 The split of responsibilities between the centre and visiting schools

Because the safety of visiting pupils is the responsibility of both the centre and visiting schools, this section makes clear the responsibilities of both groups of staff.

3.4.1 Safety responsibilities of the Outdoor and Environmental Education Service

Through the management of the Head of Centre and other support staff, the Service will:

- i. take overall responsibility for all health and safety matters in the operation of the centre.
- ii. undertake risk assessments for all areas of potential risk.
- iii. ensure appropriate standards of health and safety on the premises, including the building, furniture, fixtures and fittings, water sewerage and other services, fire precautions and procedures, following, as appropriate, local authority fire, environmental health and general safety advice.
- iv. provide first aid materials and emergency aid equipment, written guidance as to procedures to be followed in the event of an emergency, and, wherever possible, leadership and management of any emergency situation.

- v. ensure the centre's outdoor clothing, equipment and teaching equipment is safe and suitable.
- vi. ensure the catering equipment and provision complies with the local Environmental Health officer's recommendations.
- vii. ensure the centre's vehicles and trailers are roadworthy and comply with existing regulations.
- viii. provide written guidelines/codes of practice for activities undertaken on or from the centre.
- ix. provide pre-visit training for leaders through structured training events.
- x. conduct a pre-visit planning process with visiting staff in order to agree a safe and appropriate programme.
- xi. except in the case of agreed independently-run school visits, provide daily guidance and advice to visiting teachers and groups, obtain and interpret daily weather forecasts and advise on proposed activities in relation to the weather and any other pertinent factors.
- xii. take responsibility for the overall management of safety of pupils both on and off the site, including, as necessary, making decisions in relation to the management of activities and the amendment or cancellation of activities if necessary.
- xiii. undertake supervision and leadership of groups of pupils, where so agreed, in a programme.
- xiv. ensure all Service staff leading activities are sufficiently experienced, trained and qualified in accordance with the centre's codes of practice.
- xv. ensure all Service teaching staff working with schools are trained and qualified in first aid.
- xvi. ensure, as far as possible, schools in residence can make 24-hour contact with a member of the support staff in the event of an emergency.

3.4.2 Responsibilities of visiting schools/groups

Through the management of the adult leading the visit, the visiting school/ group is responsible for:

- i. planning of a safe and appropriate programme which follows the codes of practice of the centre and advice and guidance provided by centre staff.
- ii. undertaking the group's planning and preparation for the visit including briefing of parents and children, the provision of parental consent and medical forms and the approval of arrangements by the headteacher.
- iii. organising personal insurance for children and visiting adults if required.
- iv. provision to centre staff of all relevant information, including relevant medical information, in respect of both staff and children.
- v. provision of safe supervision of children at all times by appropriately experienced staff.
- vi. ensuring suitable standards of discipline and behaviour and that children act responsibly in their care for themselves, others, the centre, equipment and the environment.
- vii. ensuring teachers and others leading activities are experienced, trained and qualified as appropriate to the activity.
- viii. ensuring visiting staff are suitably trained in first aid.
- ix. in the absence of centre staff (for example during evenings and overnight and during independently-led school visits and activities) taking responsibility for first aid provision and management of fire alarm and other emergencies.
- x. on agreed independently-led visits in the John Hunt Base or main centre, obtaining a daily weather forecast and ensuring that the planned programme is safe and suitable.
- xi. establishing a means of 24-hour contact between parents, the school/ manager and the centre.

4.0 Management of Health and Safety – Systems

4.1 By its nature, the health and safety issues of the centre can be categorised as below:

- i. Outdoor and adventure activities, and associated issues (e.g. first aid and medical issues).
- ii. Domestic issues:
 - buildings and grounds
 - catering
 - minibus

The documentation pertaining to the above are contained in separate documents:

- 'Health and Safety – Outdoor Activities', and
- 'Domestic Health and Safety'.

4.2 There are several processes within the OEE to enable a degree of self-regulation regarding health and safety matters.

- i. Annual health and safety report which includes analysis of near miss/accidents.
- ii. Standing health and safety agenda item at staff meetings.
- iii. Periodic monitoring of staff by senior staff (usually Head of Centre) during adventure activities.

Weil's Disease

Weil's disease (or leptospirosis icterohaemorrhagiae) is an infection caused by bacteria carried in rats' urine which contaminates water and wet river banks. The bacteria does not survive long in dry conditions. The likelihood of becoming infected is greater from stagnant or slow moving waterways, where rats are present.

Weil's disease is rare, but it can be a serious illness requiring hospital treatment and can lead to kidney or liver failure. The disease is a notifiable illness.

It is caught by absorbing the bacteria through the skin and the mucous membranes of the mouth and eyes. The bacteria gets into the bloodstream more easily through a cut on the skin.

Should anyone fall ill with the symptoms after contact with infected water, particularly within a period of 3–19 days, they should see their doctor immediately. The most common symptoms are: temperature, an influenza-like illness, and joint and muscle pains. Tell the doctor you have been in water and where. It is important that antibiotics are administered straight away if there is any chance of having contracted Weil's disease. A blood test is usually taken to confirm the illness. Doctors can obtain advice and more information about the disease from the Leptospirosis Unit, Hereford Hospital on 01432 277707.

Preventative action to take

1. Cover open scratches or wounds with waterproof plasters before arriving at the centre. Bring plastic/rubber gloves for any pupils with such scratches to wear during the water activity.
2. Always use suitable footwear to avoid cutting feet.
3. Wash hands after contact with streams or ponds.
4. Tell all pupils and parents that Weil's disease is rare. However, if they have a flu-like illness up to 19 days after the visit to go their GP and tell him/her that they have been in contact with water and could possibly have contracted Weil's disease.

A Safety Routine for Spirit (Trangia) Stoves

1. Any leader unfamiliar with spirit stoves should be practically trained in their use by Hagg Farm staff.
2. The spirit must be carried in one or more bottles specifically designed for the purpose with a safety valve top. The stoves should only be filled from these bottles.
3. One person should carry the stove or the spirit cup downwind, away from the tents, and it should be fuelled or re-fuelled in a place where there are no naked flames in the vicinity. Bottles specifically for carrying fuel should be used. They have a pouring hole in the screw cap, which only needs to be slackened to fuel a stove.
4. Do not fill a stove until you are sure that the flame is completely extinguished and the stove has cooled. If the stove is too hot to handle, then it is too hot to be re-fuelled. Remove the pan and carefully place a hand over the spirit cup or hold a sheet of paper just above the burner. This will indicate how hot the stove is, as well as shading it from any strong light.
5. The stove must be placed on a firm level surface, at least one metre away from the tent, in a place where it cannot be knocked over.
6. A lit stove must never be left unattended.
7. If there is no pan on the stove, the flame must be extinguished.

Action in the event of fire caused by a camping stove

Putting out the fire

A towel soaked in water will make a very effective blanket. Methylated spirits and water may be mixed so there is no danger of a fire being spread – the water simply cuts off the air supply and cools and dilutes the spirit.

Major burns

The most important action, after preventing further burning, is to douse the affected area with large quantities of cold liquid; this should not present a problem at the camp site, which will probably be located near to a water supply. The cooling must continue for at least 10 minutes and will help to reduce the pain. While this treatment is taking place, arrangements to evacuate the casualty to hospital must be initiated.

Do not touch or remove any clothing which is sticking to the burn or apply any ointments; however, any rings must be removed immediately. Try to prevent infection of the wound by improvising some form of clean, dry covering such as a triangular bandage or even a plastic bag or cling-film if available. The patient must be monitored and the usual checks of airway, breathing, circulation and shock must be carried out.

Minor burns and scalds

Minor burns and scalds occur while cooking and usually arise from hot pans or the spillage of boiling water. Treatment is by immersion in cold water (or any other cold liquid which is to hand such as milk or lemonade) for at least 10 minutes before applying a sterile dressing.

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