

The Roseland Centre

Normal Operating Procedures 2025

Contributors to date:

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This NOP, (Normal Operating Procedure), includes risk management statements, risk assessments, general procedures and accompanying delivery plans where applicable.

NOTE: It is an open working document and intended to be consistently redefined, reviewed and developed using a broad range of industry guidance and standards, qualified/experienced people and current legislation to date.



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1) NOP Policy Statement

The Roseland Centre Charity is proud to develop and provide Centre based and offsite services, community support, outdoor and indoor play/activities/training and cultural, nature-based experiences that challenge, educate and inspire growth in all users with children and young people as its primary focus. We strongly believe that by creating environments that explore risk, self-discovery, inspiration, skill development and self-empowerment, learning becomes natural, fun and in some cases self-led. With this we have created a set of policies and procedures to manage the risks, operations and benefits to what we believe to be an acceptable, professional, compliant and manageable level. To remove the risks completely removes huge elements of the key learning process within outdoor, explorative learning, so the control measures set in this policy are a balance which we believe sit between absolute safety and rich, lifelong development, (*process over product*).

Through consultation with our staff, volunteers, service users and external professionals we have created a set of Normal Operating Procedures, (NOP), that govern how we operate and govern our daily activities and services and a more general set of policies and procedures, (Policy Handbook), that applies to all areas of the Centre and its people. We endeavour to keep our staff and volunteers well trained, and maintain experience through CPD, (continual personal development), and nationally certificated qualifications when required.

To meet service user's/customer's needs, we at times operate activities that are considered bespoke. We actively encourage staff and volunteers to think creatively and put our service users/customers at the heart of their delivery and in these situations referring to dynamic risk assessments and delivery plans where needed. This nature of dynamic activity will always be formally agreed with the TRC Management Team and based on current national or institutional guidance. This document outlines the Centre wide and activity specific requirements in the form of Risk Assessments, Normal Operating Procedures, (NOPS), and Session/Delivery Plans, (where needed), and how we would normally expect to operate. This document also remains open to periodic/dynamic updates and annual review by the TRC Management/Operation Team, committee members and Charity Trustees.

TRC Charity Management/Operations Team

Role	Name	From	To
Centre Manager	Paul Lakeman	15/03/23	15/12/25
Duty Centre Manager	Mandy May	01/09/23	15/12/25

2) Updates

Version	Date	Updates	Updated by
v1 2023	01/10/23	First version created	PL
v1 2024	23/05/24	5.2-5.6, 5.16, 7.1	PL
v2 2024	10/12/24	5.7, 5.8, 5.19, 8.1, 8.2, second version/review	PL
v2 2025	11/03/25	5.13, 5.16, 7.4	PL
v2 2025	18/06/25	5.9, 5.14, 7.3, 7.4, 8.1, 8.2, 8.3, 8.4	PL
v2 2025	21/10/25	Annual review	PL

3) Activity Risk Management

3.1 Process of documentation:

- All activities are risk assessed by an experienced member of TRC staff and managed by DCM/CM, (TRC Management Team).
- From the risk assessment a Normal Operating Procedure, (NOP), is written and produced.
- Where needed, a training, assessment and refresher schedule for each activity is developed, (TRC Staff & Volunteer Training Manual), and facilitated which ensures that all TRC people adhere to this through a monitoring and training regime.
- Staff to read the NOP specific to the area of activity/work and agree to abide to the written standard and guidance.

3.2 Information flow:

- Information flow is encouraged every morning during the morning briefing; information such as new risks, environmental factors and specific hazards relevant to the expected groups, needs or bookings can be shared.
- The use of email to communicate safety notices and changes to procedures is used as required.
- Dynamic hazards and associated risks that may change daily on/off site can be communicated through the WhatsApp TRC groups at pace where needed and recorded on the TRC Offsite Form, (scanned and filed).

3.3 Quality assurance:

- If necessary and where practicable, staff/contracted services are observed daily/where appropriate through “walking the floor” during delivery, this is a snapshot observation of a variety of sessions recorded in the delivery diary, (soft/hard activities).
- If necessary, on a more formal basis, it is the aim of TRC to observe a significant proportion of at least one session for every member of staff/volunteer/contracted service per year. These will be logged in their staff file.
- Performance and supervision reviews where practicable.
- Feedback and positive/supportive line management.

4) Centre Health & Safety

4.1 Policy statement

The Roseland Centre, (TRC), Charity recognises and accepts its health and safety duties for providing a safe and healthy working environment, (as far as is reasonably practicable), for all its workers, (paid and volunteering), and other visitors to its premises, under the Health and Safety at Work Act 1974, and any other relevant legislation and common law duties of care including:

- The Management of Health and Safety at Work Regulations 1999.
- The Regulatory Reform, (Fire Safety), Order 2005.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995.
- Health and Safety-First Aid Regulations, 1981.
- Working Time Regulations.

Throughout this statement, terms such as 'staff', 'workers', 'employees', 'personnel' include both paid and volunteer workers. Throughout this statement, the term 'visitors' includes beneficiaries, beneficiary staff, clients and the public.

It is the policy of the TRC Charity to promote the health and safety of the staff and of all visitors to the Centre premises and to that end we will:

- Take all reasonably practicable steps to safeguard the health, safety, and welfare of all personnel on the premises.
- Provide adequate working conditions with proper, current facilities to safeguard the health and safety of personnel and to ensure that any work/activity which is undertaken does not create unnecessary risk to health or safety.
- Display the HSE poster entitled 'Health and Safety Law' within the Centre itself.
- Encourage people on the premises to co-operate with the TRC Charity in all safety matters, in the identification of hazards which may exist and in the reporting of any conditions which may appear dangerous or unsatisfactory.
- Encourage everyone to accept their own responsibility, not to endanger themselves or others and to assist actively in fulfilling the requirements, spirit of legislation and good practice as per this NOP, the TRC Hire & Residential Risk Assessment, the TRC Policy Handbook and the TRC Hire & Residential Welcome Pack, (including future updates and additional documentation).
- Ensure the safe provision and maintenance of the Centre plant equipment and other facilities and systems of work.
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances.
- Collect, file and manage service users, visitors and group data information and needs - supporting and planning ahead where needed to maintain safe provision.
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health.
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (e.g., a person appointed as a Health and Safety Officer or Representative/TRC Management Team).

- Make, as far as is reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise from the TRC Charity's activities and provision.
- Make suitable and sufficient assessments of the risks to the health and safety of employees and of persons not in the employment of the TRC Charity, (volunteers, contracted services, third party activity providers).
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen.
- Provide information to other employers of any risks to which those employers' workers may be exposed when on the TRC Charity's premises.

This policy statement and/or the procedures for its implementation may be altered at any time by the TRC Management Team and the TRC Charity's Board of Trustees. The statement and the procedures will be reviewed annually by the TRC Management Team, Board of Trustees or other people appointed by the Board of Trustees.

4.2 Statutory duty of TRC

TRC Charity will comply with its duty to ensure, as far as it is reasonably practicable, the health, safety, and welfare at work of its workers and of visitors/participants to its premises and, in general, to:

- Make workplaces safe and without risks to health.
- Ensure plant and machinery are safe and that safe systems of work are set and followed.
- Ensure articles and substances are moved, stored and used safely.
- Provide adequate welfare facilities.
- Give workers the information, instruction, training, and supervision necessary for their health and safety provision.

TRC Charity will:

- Assess the risks to the health and safety of its workers.
- Plan and implement the health and safety measures identified as necessary by this assessment.
- Record the significant findings of the risk assessment and the arrangements for health and safety measures.
- Draw up a health and safety policy statement, including the health and safety procedures and arrangements in force, and bring it to the attention of its workers.
- Appoint someone competent to assist with health and safety responsibilities and consult staff members (or their safety representative(s)) about this appointment, (TRC Management Team).
- Cooperate on health and safety with other employers sharing the same workplace.
- Set up efficient emergency procedures.
- Provide adequate first aid facilities.
- Make sure that the workplace satisfies health, safety and welfare requirements, e.g., for ventilation, temperature, lighting and for sanitary, washing and rest facilities.
- Make sure that work equipment is suitable for its intended use, as far as health and safety is concerned, and that it is properly maintained and used.
- Prevent or adequately control exposure to substances that may damage health.

- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation.
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury.
- Provide health surveillance as appropriate.
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means.
- Ensure that appropriate safety signs are provided and maintained.
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

4.3 Statutory duty of TRC staff/volunteers.

Employees also have legal duties, and TRC Charity requires non-employed, (voluntary), workers also to observe these duties. They include the following:

- To take reasonable care of their own health and safety and that of other people who may be affected by what they do or do not do.
- To co-operate with TRC Charity on health and safety.
- To use work items provided by The Roseland Centre Charity correctly, including personal protective equipment, in accordance with training or instructions.
- Not to interfere with or misuse anything provided for health, safety, and welfare purposes.
- To report at the earliest opportunity injuries, accidents, or dangerous occurrences at work, including those involving the public and participants in activities organised by the TRC Charity.

4.4 Policy for visitors and contractors.

The TRC Charity wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors and participants to the premises and its activities will be of the highest standard.

Any person who notices other people acting in a way which would endanger other staff, should inform a member of the TRC Management Team. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation or put yourself at unnecessary risk.

Persons working on the premises who are employed by other organisations, or who are self-employed, are expected to follow this the TRC's Health and Safety Policies regarding the safety of employees, their own personal safety, (and that of other parties such as the public if appropriate), and their method of work. This responsibility will be included in contracts or working arrangements.

Visitors to TRC should be directed, on arrival, to the TRC Management Team, who will take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

On arrival, Centre visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, on leaving, their time of departure on the current TRC Visitor Sign IN/OUT Form.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the TRC Management Team who will investigate and liaise with the TRC Charity Trustee Board as appropriate.

Upon arrival, contractors must provide the TRC Management Team with their Risk Assessments & Method Statements, (RAMS), for the work being carried out.

Visitors of individuals working on the premises but not employed by the Centre, including beneficiaries, their staff, and those who may be self-employed, should report to the TRC Management Team who will take responsibility for their visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

Beneficiaries will record a log of their visitors. On arrival, visitors must sign a record of the date and time of their arrival and, on leaving, their time of departure on the TRC Visitor Form. Beneficiaries are expected to follow all Health and Safety Policies regarding the safety of Centre employees, their own personal safety, (and that of other parties such as the general public if appropriate), and their method of work. This responsibility will be included in contracts or working arrangements.

4.5 Organisation of health and safety.

Board of Trustees -

The Board of Trustees, as the employer, have overall and final responsibility for financial, health and safety and governance matters at the TRC Charity.

The Board of Trustees will, in line with the role description, within The Charity Commission UK:

- Have a broad overview of Health and Safety matters;
- Keep the TRC's Charity's Health and Safety policy, procedures under review.
- Assist in conducting periodic safety assessments of the premises.
- Ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH).
- Take such action as may be required to ensure that the TRC Charity's responsibilities for Health and Safety are fulfilled.

4.6 Health and safety rules.

All workers must exercise care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the TRC Charity may publish from time to time.

TRC Accident/Incident Form:

Any injury suffered by a worker or visitor in the course of employment or otherwise on The Roseland Centre Charity's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, in the TRC Accident/Incident Form by The Roseland Centre Charity. All near misses must also be recorded in the above form.

Fire procedures:

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the TRC Charity in relation to fires. Please refer to the current TRC Day Hire & Residential Risk Assessment, 4.10 Fire safety and evacuation procedures within this document and EAP Centre room/wall signage for expanded information.

Equipment and appliances:

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of The Roseland Centre Charity and any directions for the use of such must be followed precisely, (TRC Hire/Residential Induction Forms).

Safety clearways:

Corridors and doorways must be kept free of obstructions and properly lit. Please refer to the current TRC Day Hire & Residential Risk Assessment for expanded information.

Maintenance:

Defective equipment, furniture and structures must be reported as such without delay. Please refer to current, quarterly TRC Housekeeping & Maintenance Forms.

Hygiene and waste disposal:

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

DSE, (Display Screen Equipment):

The Charity recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment, (DSE), for a significant part of their normal work. Workers are advised to ensure that they take a five-minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the TRC Charity's expense.

Who is a display screen user -

The regulations are for the protection of workers, (including self-employed workers), who habitually use display screen equipment for a significant part of their normal work.

In some cases, it will be clear that the use of Display Screen Equipment is continuous on most days and the individuals concerned should be regarded as users. Where use is less continuous, 'user' status would apply if most or all the following criteria are met.

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results.
- The individual has no discretion as to the use or non-use of the display screen equipment.
- The individual needs significant training and/or skills in the use of display screen equipment to do the job.

- The individual normally uses display screen equipment for continuous spells of an hour or more.
- The individual uses display screen equipment in this way daily.
- Fast transfer of information between the user and the screen is an important requirement of the job.
- The performance requirements of the system demand high levels of attention and concentration by the user: for example, where the consequences of error may be critical.

Eye testing and spectacle costs -

There is no reliable evidence that working with a display screen causes permanent damage to eyes or eyesight, but it may make the user with pre-existing vision defects more aware of them. This may give rise to visual fatigue and headaches. It is worth noting that these symptoms can also be due to poor lighting, incorrect posture, poor workstation layout, design or maintenance of hardware or other problems. All of these can, separately or in combination, cause eye discomfort.

Workers' entitlement -

Any worker covered by the regulations is entitled to request an eye and eyesight test which will be paid for by the employer. Workers should inform their line manager, who will provide them with the forms to take to an optician of the worker's choice.

A worker may request a test if they -

- are already a user for a significant part of her/his work.
- are about to start using display screen equipment for a significant part of his/her work.
- are experiencing visual difficulties which may reasonably be related to display screen work.

It is recommended by an optician at the time of an eye examination that the worker should have eye tests at regular intervals.

Spectacles, (Glasses) -

If, because of the eye tests, a worker requires spectacles solely for use with display screen equipment, s/he is entitled to reimbursement of the cost of a basic pair. If the worker wishes to choose more costly spectacles (e.g., a more expensive frame), the employer is not obliged to pay the full cost of these. In this event the worker will only be reimbursed for the cost of basic spectacles.

If, because of the tests, spectacles are required for normal use, e.g., reading or distance vision, but which may also include display screen equipment use, under the regulations the employer is not required to make reimbursement beyond the cost of the eyesight test and the report.

Who pays the Optician -

The worker pays the optician and then obtains reimbursement, attaching the receipt(s) and any other reports to Form DSE1, and gives these to his/her line manager who will arrange reimbursement.

Alcohol, Drugs, Tobacco and Vaping:

Smoking and vaping within the premises and the use of drugs, (except under medical supervision), on the premises are strictly prohibited. The use of intoxicants is prohibited during working hours and no employee may undertake his/her duties if under the influence of alcohol or drugs, except under medical supervision. Please refer to section 14. SMOKING, 15. STAFF USE OF FACILITIES & CENTRE and 16. SUBSTANCE MISUSE in the current TRC POLICY HANDBOOK document for expanded information.

Lone Working:

The TRC Charity employ people who may, as part of their duties, work alone for all or part of the working period. The Charity identifies the risks to which these employees are exposed with the aim of eliminating these risks wherever reasonably practicable and reducing lone working activities to a minimum.

Where lone working does take place, the Charity identifies and implements systems to ensure that safe working and communication exists between the lone worker and their management, including means to raise an alarm/call for assistance in an emergency.

Affected workers have been notified of the Charity's arrangements for the management of lone working activities and that the Charity requires them to notify management of their concerns in this area so that the Charity can improve its ability to make work operations and travel safer for them. Please refer to section 12. LONE WORKER in the current TRC POLICY HANDBOOK document for expanded information.

4.7 Arrangements and procedures

The TRC Management Team are responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels.

To contact the TRC Management Team please call: 07940098860 or email: enquiries@theroselandcentre.org

4.8 First aid and accident reporting.

First Aid:

- The current First Aiders for the premises are the TRC Management Team:
 - Paul Lakeman.
 - Mandy May.
- The main supplies First Aid Cupboard is situated in the Centre Office and is provided to staff and users when required. There is a Centre first aid kit grab bag, hung inside the N entrance.

Accidents:

- In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance, dial 999 or 112 and ask for an 'ambulance'.
- All accidents must be reported to TRC Management Team.

- All accidents/incidents/near misses must be entered fully in the TRC Accident/Incident Forms.
- The TRC Management Team will investigate incidents and accidents, writing a detailed report for the TRC Charity's Board of Trustees to consider the actions necessary to prevent a recurrence annually.

All accidents which occur during work for the TRC Charity or on the Charity premises under the control of TRC must be recorded as above.

Accidents to workers or contractors' staff:

For all accidents -

- Complete the TRC Accident/Incident Form.
- For accidents reportable to the Health & Safety Executive: If an accident results in incapacity for work for more than 7 calendar days then complete HSE Form F2508, (RIDDOR), with copies to Health & Safety Executive, TRC Management Team and Charity Trustees.
- If an accident results in fatality, fracture, amputation, or other specified injury, then immediately notify the Health & Safety Executive, TRC Management Team, Charity Trustees. Follow up within seven days with completed HSE Form F2508, (RIDDOR), with copies to the same above.

Contractors -

- If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor, then the person in control of the premises is responsible for reporting the accident.
- If a contractor's employee is at work on premises under the control of the contractor, then it is the contractor or someone acting on his/her behalf that is responsible for reporting the accident.

Accidents involving members of the public:

For all accidents –

- Complete the Accident Book.

For Accidents reportable to the Health & Safety Executive:

- If an accident results in fatality, fracture, amputation, or other specified injury, then immediately notify the TRC Management Team.
- Follow up within 7 days with complete HSE Form F2508, (RIDDOR), copies to: HSE, TRC Management Team and Trustees.

- Some injuries may not be fully identified until the casualty has been taken to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow-up action is carried out.

Definition of Specified Major Injuries or Conditions -

- Fracture of the skull, spine, or pelvis; any bone in the arm or wrist but not a bone in the hand; any bone in the leg or ankles but not a bone in the foot.
- Amputation of a hand or foot, a finger, thumb or toe; or any part thereof if the joint or bone is completely severed.
- Other specified injuries and conditions:
- The loss of sight in an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye.
- Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether it is due to direct contact.
- Loss of consciousness resulting from lack of oxygen.
- Decompression sickness requires immediate medical treatment.
- Either acute illness that requires treatment, or a loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material.
- Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

Dangerous Occurrences:

In the event of any of the following:

- Collapse/overturning of machinery.
- Explosion/collapse of closed vessel/boiler.
- Electrical explosion/fire:

Notify the TRC Management Team, Trustees.

Full details of Dangerous Occurrences can be found in the HSE Guide to RIDDOR.

4.9 Control of substances hazardous to health (COSHH Regulations).

Assessment:

The assessment must be a systematic review.

- What substances are present. In what form.
- What harmful effects are possible.
- Where and how are the substances used or handled.
- What harmful effects are given off.

- Who could be affected, to what extent and for how long.
- Under what circumstances.
- How likely is it that exposure will happen.
- What precautions need to be taken to comply with the COSHH Regulations.
- What procedures need to be put in place to comply with the Control of Asbestos Regulations 2006.

Prevention or Control:

Employers must ensure that the exposure of workers to hazardous substances is prevented or, if this is not reasonably practicable, adequately controlled. Based on the assessment, the employer must decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may be present. This may mean preventing exposure by:

- removing hazardous substances.
- changing the process.
- substituting for a safe or safer substance.
- Or, where this is not reasonably practicable, controlling exposure by, for example: totally enclosing the process; using partial enclosure and extraction equipment; general ventilation; using safe systems of work and handling procedures.

It is for the employer to choose the method of controlling exposure and to examine and test control measures if required. The regulations limit the use of Personal Protective Equipment (e.g., respirators, dust masks, protective clothing), as the means of protection to situations where other measures cannot adequately control exposure. Employers must provide any of their workers and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction, and training so that they know the risks they run and the precautions they must take.

4.10 Fire safety and evacuation procedures.

During any visit to TRC, groups, individual participants, volunteers, contractors, contracted services/activity staff and all other people involved in operations and daily activity, will have a shared responsible for fire safety. All group, programme and room hire, lead personnel, must make sure groups and participants understand what to do and where the emergency assembly area is.

During the normal office hours or otherwise stated/planned TRC Management/Operations staff should be present at the Centre and be able to assist with evacuation and roll call. Please see the timetable below:

TRC Office Hours:

- *Monday* *0930hrs – 1630hrs*
- *Tuesday* *0930hrs – 1630hrs*
- *Wednesday* *0930hrs – 1630hrs*
- *Thursday* *0930hrs – 1630hrs*
- *Friday* *0930hrs – 1630hrs*
- *Saturday* *Open if group residing*
- *Sunday* *Open if group residing*

Evacuation:

The Centre has appropriate and inspected/certificated firefighting equipment.

Action on hearing the alarm or discovering a fire:

1. Sound the alarm unless already actioned.
2. Make sure yourself and the entire group evacuate to the emergency assembly point immediately.
3. Dial 999 and ask for the fire brigade services and follow any other instructions they advise.
4. Assemble the group and take a register.
5. Confirm that everyone is out of TRC building.
6. Contact the TRC Management Team and let them know the situation, if conducted by Group Lead.
7. Do not return to the building until authorised to do so.

The fire assembly point is:

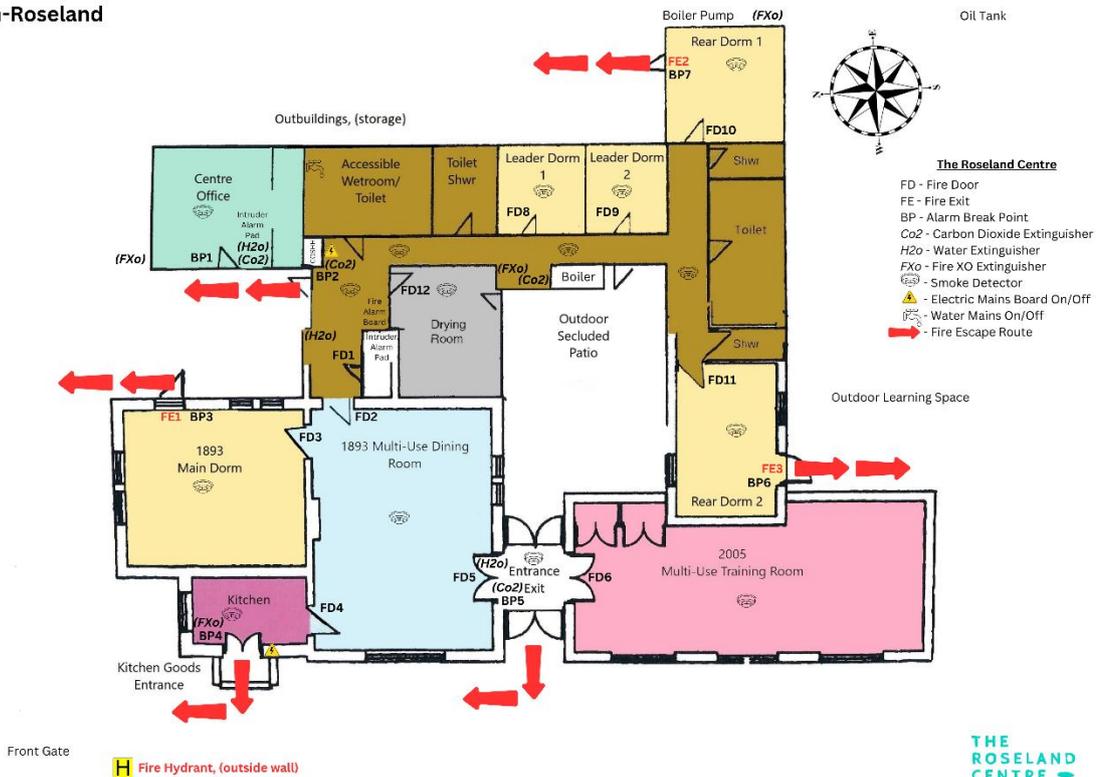
Around the Campfire located north of the Centre building.

These evacuation plans are also located in the TRC Kitchen, 2005 Room, 1893 Dining Room and each dorm. Residential participants are asked to have a set of shoes under their bunk if possible and a coat nearby, in the event of an evacuation in the middle of the night/wet weather, etc.

For all children at primary schools, an evacuation drill on their first night of residential is essential. This will be timed and recorded in the TRC Fire Records File. All other groups can request evacuation drills.

The Roseland Centre
St Just-in-Roseland
Truro
Cornwall
TR2 5JA

FIRE MEETING POINT
X



Fire extinguishers:

Anyone can use a fire extinguisher when used as a first aid firefighting appliance – this simply means when used for escape purposes, for instance when evacuating a building and the exit route is blocked by fire, an extinguisher can be used to subdue, control or even extinguish the fire in order to exit the building. In this instance, the operative can follow the manufacturer instructions and operate the extinguisher without training, [Who is responsible for using a fire extinguisher? | Fire Protection Association \(thefpa.co.uk\)](#).

Fire equipment maintained:

- Fire extinguishers, hose reels and fire alarm systems, (where provided), regularly maintained by specialist fire engineering firms.
- Any defects logged, defective equipment removed and replaced in good working order as soon as possible.
- TRC Management Team are trained to use this equipment.
- Equipment kept in its proper position and always clearly visible and unobstructed.

Fire safety management:

- All workers and volunteers must know the fire procedures, position of fire appliances and escape routes.
- The fire alarm points, fire exits and emergency lighting system will be tested by the TRC Management Team during the first week of each month and the test results entered in the logbook provided.
- A map showing the location of all fire extinguishers and fire exits will be displayed in each main Centre room.
- The TRC Management Team will arrange for Fire Drills and Fire Prevention Checks to be carried out at least once every three months and entered in the logbook.
- The last person securing the premises will ensure that the TRC Close Down protocol is followed.

Fire Prevention:

The external Fire Risk Assessment Officer has been consulted on the following:

- The number and width of escape routes, to provide a ready means of escape from all parts of the premises.
- Emergency Lighting and its maintenance.
- The most suitable way of raising an alarm in the event of fire.
- The contents of fire instruction notices.
- The numbers and types of fire extinguishers or other fire-fighting appliances which should be provided.
- Precautions to be taken with any activities involving the use of flammable liquids, naked flames, or heating processes.
- The maximum number of people, who should be allowed on the premises at any one time.
- Furnishings and location.

- Seating and gangways in the hall/rooms arranged to allow free and ready access direct to fire exits.
- Exit doors always unlocked before the start of any session and kept unlocked until the last person leaves.
- Escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly identify emergency exits, etc.
- Escape routes and exit doors never obstructed or hidden by chairs, stage props, curtains, etc.

Centre close-down procedure:

- No external smoldering fires or cigarettes left burning in designated smoking area.
- Heaters and cookers turned off.
- Televisions and other electrical apparatus turned off and unplugged.
- Lights off.
- Internal doors closed. Outside doors and windows closed and secured.

All reasonable steps taken to prevent fires:

- Smoking is not allowed in any enclosed spaces, including in the Centre building.
- Heating appliances are fitted with adequate and secure fire guards where applicable.
- Portable heaters are securely fixed and kept away from combustible materials.
- Precautions to ensure that convector type heaters are not covered with clothes and curtains.
- Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician and PAT tested.
- Sufficient socket outlets provided to reduce the need for long trailing extension flexes.
- Damaged leads are replaced regularly and PAT tested as above.
- Cooking operations supervised by a reliable person.
- Internal scenery, decorations, and costumes for stage performances treated to make them flame retardant, (where applicable).
- All parts of the premises are to be kept clear of waste and rubbish such as storerooms, the TRC Drying Store, attics, and boiler/plant rooms.

4.11 Bomb warnings.

- If you receive a warning, try to find out from the caller:
 - The approximate location of the bomb and likely time of detonation.
 - Whether the Police/Fire Service have been notified, if not do so asap.
 - Try to record exactly what is said.
- Do not sound the Fire Alarm but evacuate the building taking into consideration any information from the bomb warning.

4.12 Theatre, public entertainment, licensed events.

In addition to the general conditions of the license(s):

- Emergency lights in the areas used must be kept illuminated.
- Advise the TRC Management Team of any defects or concerns regarding the facilities e.g., uncleanliness, refrigeration operation or defective food preparation surfaces.

4.13 Cleaning materials, general machinery and high-risk areas.

- All portable machinery must be switched off and unplugged when not in use.
- Wandering cables are a hazard; use with caution and other users' safety in mind. Consider trip hazards or high wire scenarios.
- All cleaning fluids and materials must be stored in a lockable cupboard which is appropriately labelled. A list must be maintained and regularly updated of all such material stored. (COSHH)
- Slippery floors must have warning signs to accompany the hazard.
- Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

4.14 General.

- All thoroughfares, exits and gates must be left clear at all times.
- Corridors and fire exits must not be blocked by furniture or equipment.
- Vehicles must not be parked near to the building so as to cause any obstruction or hazard.
- Hazards/suspected hazards or other health and safety matters should be reported to TRC management Team, immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

4.15 Hirer and group lead/residential responsibilities.

The Hirer/Group Lead shall:

- Be familiar with health and safety regulations as far as they concern the Centre.
- Ensure that all hazards arising from their activities are adequately risk assessed, and appropriate control measures remain in place to reduce risks to health and safety to as low as possible.
- Ensure group personal risk assessments are regularly reviewed.
- Investigate all accidents, including near misses; make a report and email to the TRC Management Team as soon as possible and take measures to prevent a recurrence.
- Have read and understood in full the information detailed in the TRC Hire Handbook, T&C's.

4.16 Centre responsibilities.

The Centre and its personnel shall:

- Ensure the premises are clean, safe and tidy.
- Ensure that all equipment used within bookings is in good working condition/fit for purpose.
- Ensure that all hirers have received the appropriate induction/training where needed for using kitchen equipment, conducting emergency procedures and considered all other detail found in the TRC Hire & Residential Customer Welcome Pack and supporting documents, (T&C's, etc).

- Ensure that adequate access and egress is maintained at the Centre.
- Ensure adequate firefighting equipment is available and maintained.
- Ensure that adequate provision is made for first aid.
- Ensure that food hygiene regulations and procedures are observed, where required.
- Ensure that all sleeping arrangements are fit for use and fall within The Bunk Beds (Entrapment Hazards), (Safety) Regulations 1987, UK.

4.17 Residential accommodation and amenities.

The Centre shall:

Bunk beds –

- Regular Inspections: Conduct regular visual inspections for damage, cracks, loose screws or parts, or potential tripping hazards.
- Maintenance: Promptly repair or replace any damaged bunks before use. Ensure mattresses are clean and pest-free.
- Hygiene: Encourage guests to bring proper bedding and maintain personal hygiene within bunks. Provide hand sanitizer stations near sleeping areas where necessary.
- Ventilation: Ensure proper ventilation in dormitories to prevent moisture buildup and potential mold growth.

General accommodation -

- Cleaning: Implement a regular cleaning schedule for floors, surfaces, and shared spaces.
- Pest Control: Implement pest control measures to prevent infestations.
- Fire Safety: Ensure clear escape routes, clear signage, functioning fire alarms, a shared EAP and readily available fire extinguishers.
- Security: Implement measures to control access to sleeping areas and secure personal belongings.

Washing/showering amenities –

- Cleanliness: Regularly clean floors, showers, toilets, and sinks with appropriate disinfectants.
- Maintenance: Promptly repair any leaks, faulty fixtures, or malfunctioning hot water systems.
- Ventilation: Ensure adequate ventilation in bathrooms to prevent moisture buildup/mold.
- Supplies: Provide readily available toilet paper, soap, and hand towels.
- Accessibility: Ensure facilities are accessible to guests with disabilities.

Additional:

- Train staff on hygiene and safety procedures, (TRC Training Manual/NOPs/policies, etc).
- Clearly communicate hygiene and safety expectations to guests.
- Provide guests with contact information for reporting any concerns.
- Conduct periodic safety audits to identify and address potential risks, (TRC Maintenance and Housekeeping Forms).

5) Generic Risk Assessments

The following risk assessment are relevant across all operation and support the activity specific risk assessment and Normal Operating Procedures.

5.1 Communication

Risk	Who it affects	How is this controlled
Injuries worsening through poor, ineffective communication between staff on site.	Staff and guests	<ul style="list-style-type: none"> Staff offsite to have access to Walkie Talkie style radios to enable communication during activity, (TBC 2026). Staff are encouraged to carry personal mobile phones. TRC has an office mobile phone which may be used, if necessary, located in the office, for emergencies.
Injuries worsening through poor, effective communication when operating offsite.	Staff and guests	<ul style="list-style-type: none"> Staff who operate offsite will carry a charged mobile phone and leave contact details with the CM/DCM. During offsite reccy's/assessments, care will be put into communication options and could include the use of VHF radios and mobile phones where needed. Staff offsite to have access to Walkie Talkie style radios to enable communication during activity, (TBC 2026).

5.2 EAP and Absconding

Emergency action plans at TRC have been developed to deal with possible emergency scenarios and include the following:

- Lost/absconded clients.
- Accidents.
- Incidents (violence/self-harm/illegal substances).

Staff are familiarised with these procedures and sign to acknowledge. Emergency action is also a part of staff training at TRC. The next page highlights the action to be taken by instructors/contracted services/staff/visitors in the event of minor and major emergencies on and off site.

5.3 EAP Plan Accident/Incident

<p>Minor Accident</p> <ul style="list-style-type: none"> • Cuts • Grazes 	<p>Major Accident</p> <p>Broken bones; Head Injuries; Anaphylaxis; Drowning; Major cuts; Back injuries; Chemical spills; Death (please see action in the event of a fatality).</p>	
<p>Action</p> <p>Administer first aid and continue with activity or operations.</p>	<p>Action – (On site)</p> <ol style="list-style-type: none"> 1) Assess situation. 2) Ensure the safety of yourself and the group/other staff members. 3) Call for assistance on the TRC radio or by telephone (07940098860). 4) If radio, request the conversation to move to a secure channel - provide details of accident, location, people involved and assistance needed - anything else relevant. 5) The office will call emergency services providing them the information listed above. 6) The office will collect the medical form from the group's information, if applicable. 7) The office to organise a runner to meet emergency services at the entrance to the site and escort them directly to the casualty. 8) Administer first aid until relieved. 	<p>Action – (Off site + unmanned office)</p> <ol style="list-style-type: none"> 1) Assess situation. 2) Ensure the safety of yourself and the group/other staff members, (radio/phone comms) 3) Dial 999. 4) (If no signal is available send group leader and group to call for help providing them with the following details). 5) Pass on the following information to the emergency services: injuries, numbers involved, exact location (detailed from TRC Offsite Form), help required, first aid being provided, information from personal medical information and anything else relevant. 6) Administer first aid until relieved. 7) Call office, (07940098860), and inform Centre manager.
<p>LOG</p> <p>Fill in the TRC Accident/Incident Form – scan, file and email to CM.</p> <p>RIDDOR - for injuries that required the casualty to seek further medical attention, (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).</p> <p>Never discuss any accident or incident with the press or third parties until approved by the Centre Manager / Trustees.</p>		

TRC Grid Reference: **SW852357**

TRC What3Words: **///teaching.tastes.websites**

5.4 Missing Person Procedure

<p>Assess the Situation</p> <ul style="list-style-type: none"> • Age, maturity and description? • State of mind - are they out of character? • Likely whereabouts - has this occurred before? • History - why are they missing, has this happened before, have they breached bail? • Additional risks - are there specific factors that cause concern? • Location - Is their location a cause of concern? 		
<p>High risk procedures <i>People who at a high risk of injury from themselves, environment and / or the public.</i> Examples of high risks are:</p> <ul style="list-style-type: none"> • Risk for self-harm. • Missing person is vulnerable. • Environmental conditions are poor / dangerous. • Missing person is in a poor state of mind. • Off site and missing – has been no visual for over 15mins. 	<p>Medium risk procedures <i>People at low risk from the environment and themselves but possibly high risk from the public.</i> Examples of medium risk:</p> <ul style="list-style-type: none"> • People acting / behaving safely in potentially hazardous environments. • People lost on site. 	<p>Low risk procedures <i>People out of line of sight and in a safe controllable situation when additional staff are called upon.</i> Examples of Low risk are:</p> <ul style="list-style-type: none"> • People on site. • People just out of line of sight. • People whose whereabouts are known and is communicable via radio to another member of staff. • People at no immediate risk.
<p>Initial Search - onsite</p> <ol style="list-style-type: none"> 1. Ensure the safety of the group. 2. Call for assistance on the centre radio or by phone (07940098860), out of hours see numbers below. 3. Start a thorough search onsite - check toilets area, car park, green area, office, dorms, etc. 		
<p>High risk action - offsite</p> <ol style="list-style-type: none"> 4. Search the offsite venue thoroughly for up to 15mins. 5. Call the police 999- this will be done by lead delivery staff, TRC CM/DCM or out of hours staff (see numbers below). 6. CM/DCM to contact parents / guardians / referrers, school, etc. 	<p>Medium risk action</p> <ol style="list-style-type: none"> 4. Following the centre search the CM/DCM will coordinate all available staff for a wider site search around the surrounding neighbourhood of St Just-in-Roseland for 30 minutes, refer to map. 5. A review at 30 minutes to decide if this warrants a change to HIGH-RISK PROCEDURE/ACTION, if not then search for a further 30 minutes. 6. After 60 minutes missing change to HIGH RISK, (5). 	<p>Low risk action</p> <ol style="list-style-type: none"> 4. If found, then arrange for supervision from additional staff. 5. If not found move to MEDIUM RISK.

Correct at time of writing: CM/DCM 07940098860

NB: At time of writing all offsite venues are listed in 8) Offsite Venues of this NOP document.

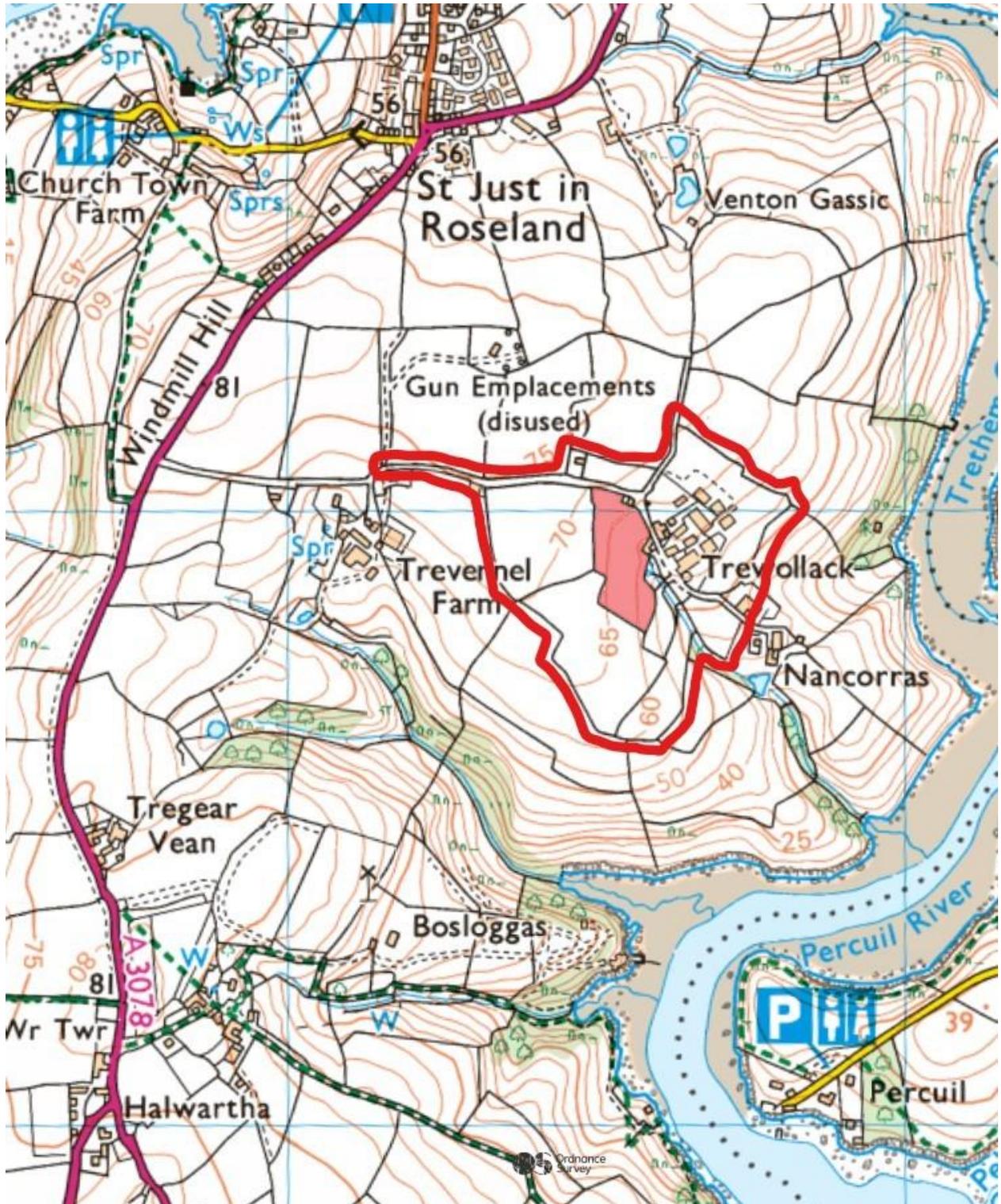
5.5 Absconding Procedure

Assess the Situation	
Inform CM/DCM	
<p>Action for staff</p> <ol style="list-style-type: none"> Pick up "Grab Bag" contents: <ul style="list-style-type: none"> HiVis vests, (staff to wear). Torch. Charged mobile. Maps and Absconding Policy X2 staff to stay with child/young person if possible. Never put yourself in harm's way. 	<p>Action for manager</p> <ol style="list-style-type: none"> Gather information: <ul style="list-style-type: none"> Age, maturity and description. State of mind - are they acting out of character? Likely whereabouts - has this occurred before? History - why are they missing, has this happened before, have they breached bail? Additional risks - are there specific factors that cause concern? Location and direction - Is their location a cause for concern? Refer to group info file for specific actions or participant risk assessment. Contact referrer / parent / guardian / group lead. Prepare vehicle for pick up. Maintain contact every 15 minutes with staff off site.
<p>POLICE</p> <p>The CM/DCM will usually be the person to call the police, report to the CM/DCM immediately if the following occurs.</p> <ol style="list-style-type: none"> Situation becomes dangerous - (for the young person, staff, public and to property). The young person decides to trespass on other people's property. They get beyond the red line boundary detailed on the O/S EAP maps, (next pages). 	
<p>Call 101 and report a missing person</p>	
Fill out a TRC Accident/Incident Form	
<p>Notes:</p> <ul style="list-style-type: none"> Staff are not permitted to follow clients on main roads unless there is an agreed action plan within the young person's personal files. Staff are not to put themselves in harm's way and to use best judgement regarding keeping themselves safe. 	

5.6 EAP Map Onsite

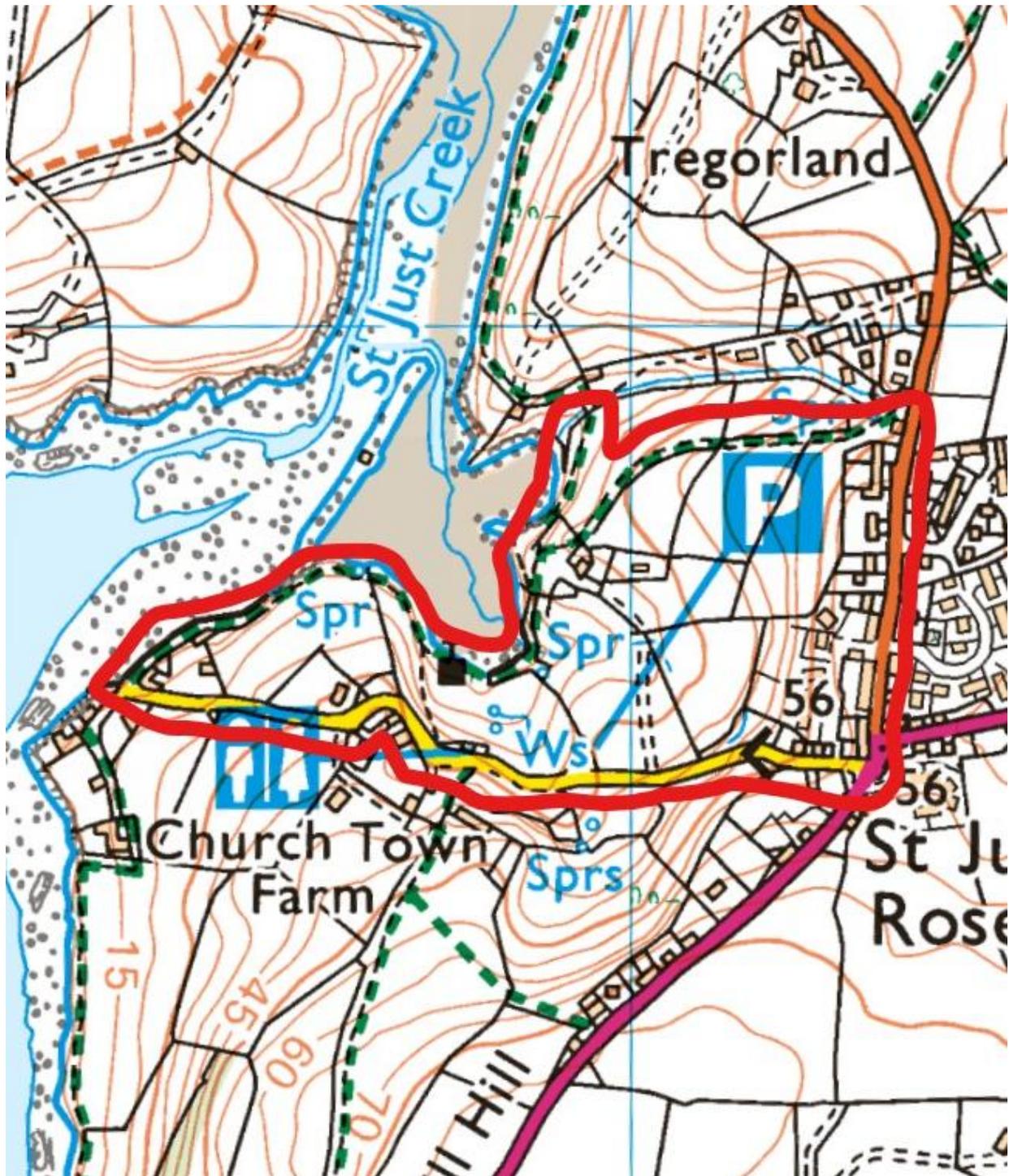


5.7 EAP Map Offsite – Trewollack Farm, (The Canopy Branch)



Above: Outdoor learning site at Trewollack Farm in light red and red line showing boundary for use with EAP Absconding Policy.

5.8 EAP Map Offsite – St Just-in-Roseland Church, (loop walk)



Above: The navigational route around St Just-in-Roseland Church and the red line showing boundary for use with EAP Absconding Policy.

NOTE: The above maps are a guide to the maximum area outlined for a potential boundary when handling an absconding scenario – in an emergency the reality of when POLICE intervention is needed could be accelerated as a result of participants escalation of emotions or health, the weather, environmental risks, the remaining group/staff/members of the public safety, damage to private property, exhaustion of any party

5.9 Managers flow for emergency incident press release

<p>In the event of a significant incident all TRC staff are to:</p> <ol style="list-style-type: none"> 1. Only discuss the details with CM/DCM/Trustees. 2. Pass on all enquiries from friends, relatives and professionals to the CM/DCM/Trustees. 3. Make factual notes using TRC Accident/Incident Forms. 	
<p>During investigation holding statement</p> <p>Centre Manager/Trustee response to all enquiries external to TRC:</p> <p>“We are aware that an incident has occurred, and we will be issuing a statement once investigations have been taken and all associated parties have been informed and consulted. We take all incidents seriously and pride ourselves with our high standards of safety of service which we wish to maintain.”</p>	<p>Official press releases</p> <p>These will be created by the Centre Manager with support of the Trustees and Committee Members. In the absence of the CM this responsibility falls to the chair of the Trustee’s with support from Trustees and Committee Members and where appropriate the DCM.</p>

5.10 Critical Incident Plan, (CIP)

<p>Is this a Critical Incident? <i>Does it:</i></p> <ul style="list-style-type: none"> • Involve multiple casualties? • Involve, potentially serious life changing injuries? • A fatality? • An incident that could attract the media or play out negatively on social media? • A serious near miss like a major rock fall or near drowning? • Follow EAP Plan if necessary. 	
<p>Stabilise the situation as per NOP:</p> <ul style="list-style-type: none"> • Casualty care • Staff care • Group care 	<p>TRC contact list: CM/DCM 07940098860</p>
<p>Assess the situation:</p> <ul style="list-style-type: none"> • 0-15 minutes. • Find out who, where, why, what and how. • Allocate staff to optimise immediate casualty care. 	<p>Stake Holders:</p> <ul style="list-style-type: none"> • TRC Insurance, Contact within 1hr: <ul style="list-style-type: none"> i. Public and Employee Ansvar Insurance, (policy number - ACY 2391003). ii. Buildings Victor Insurance. • Trustees, (within 2hrs) – Keith Ives, (chair) 07791210692 • School Group Lead – within 30 minutes. • School Head – within 30 minutes. • Other group leads – asap post incident. • Upcoming groups – asap post incident. • Technical Experts – TBC • RIDDOR, (within 10 days).
<p>Contact a member of the SMT:</p> <p>This should be done at earliest opportunity. Use this contact list to send a bulk text to notify all TRC SMT and follow up by a phone call.</p>	
<p>Manage Incident <i>See notes on next page for more information:</i></p> <ul style="list-style-type: none"> • Casualty (first aid, next of kin, medical forms). • Staff (wellbeing, physical, redeployment, suspension, isolation, briefings, non-working staff). 	

- Group (immediate, scheduled, adjacent).
- Stake Holders (see list above).
- Emergency Services (preparations, rooms, refreshments etc).
- Media (social media, staff briefing, prepare statement, consider space for interview).
- Paperwork (reports, timings, witness statements, photos, timeline).
- Equipment (isolate, take pictures).
- Site (make safe, make secure, consider confidentiality, public).

Notes to accompany the above bullet point chart:

Casualty Care

- In all CIP, immediate care should be made towards the casualty and those in the group immediately effected.
- First Aid – consider having multiple FA trained staff on scene to assist, support, advise and take over on a case-by-case basis. Having multiple FAK’s on site can be useful in a major incident.
- Comfort – consider blankets, spare clothes, shelter to keep the casualty warm and comfortable.
- Dignity - consider who is in the environment, clothes to preserve the dignity of the casualty.
- Next of Kin - work with group leaders, (if appropriate), to contact the next of kin. Communicate with all involved that TRC and the group lead will jointly coordinate this to prevent miscommunication. Only pass on facts, be sympathetic and act with casualty’s best interest at heart.
- Gather medical forms in preparation for possible next steps.
- After care – moving people to other places such as hospital or home should be done at TRC expense and without question or hesitation. This includes travelling group leaders to hospital if required. This shows TRC are supportive, compassionate and working hard with the injured person’s/party’s best interest.

Staff

- Incidents can be very traumatic for staff involved. The emotional wellbeing of the staff is also a high priority.
- Wellbeing – consider time off, redeployment and professional support in the event of a major incident. Individual and whole team briefs can capture learning and be of great support if done correctly.
- Physical - staff may be exhausted or injured; factoring staff to cover their duties and making arrangements for them to seek professional support / care / advice should be given priority.
- Redeployment - assigning light duties or moving effected staff to another parts of operation or tasks can relieve stress and improve the quality of the situation.
- Suspension – if the incident is related to “gross misconduct” then immediate suspension can be set in place to remove the staff from the site. This could improve the situation by avoid accidental contact from staff with the affected parties.
- Isolation – staff may need a moment to collect their thoughts should the incident be traumatic. Time away from others, maybe on their own or with a peer can be used to purchase time, collect thoughts or process the events.
- Briefings – communication is going to be key. Pulling staff together for an early update of the facts, current and future actions will avoid miss communication and settle people’s nerves. Please also refer to the stake holders and media notes.

- Media - Staff should also be briefed that the media may well turn up on site to ask questions or make calls and staff should be prepared for this and to refer ALL questions to the CM/DCM or the Trustees managing the incident.
- Non-working staff – informing by email/text/calling staff on a day off or freelancers that an incident has occurred and that TRC will help keep everyone in the loop post event.

Groups

The ripple effect of a CI can have a negative impact across groups on site and groups visiting/future business. These details should be considered:

Immediate group – friends and teachers that have witnessed the incident may feel very scared, let down, sad, angry, worried and stressed. Care should be taken to attend to their needs. Good contact and factual information updates, inclusion in reports, made comfortable, alternative or adjusted programmes and in some cases, transport home at TRC expense should be arranged. Support in contacting head teachers and/or parents should be offered in a sympathetic but professional manner with full guidance from the stake holder and media notes.

Other groups on site – the incident details may have spread and there may be worry and doubt about safety or their programme changing and the impact on their group. All group leads should be briefed on the situation and adjusted programmes created if appropriate. Some group may want to leave TRC and this too should be facilitated.

Stake Holders

There are various bodies of people we need to keep informed:

1. Insurance

- Public and Employee - Ansvar Insurance, (policy number - ACY 2391003).
- Buildings - Victor Insurance.

These will need to be notified of a major incident with the first hour as this can protect our information and internal investigations under privilege thus, we can start taking advice on ways to manage the incident.

2. Trustees

The chair of the trustees should be contacted, as a board there may be a specific method in which they want the incident to be handled thus choosing their level of involvement. This should be completed ASAP post incident.

3. Group leader of the affected group.

These should be contacted ASAP after making sure the casualty is cared for. Through this the aim is to control the situation so we get the best outcome in the quickest timeframe:

- Controlling information flow – other teachers, students making calls with limited information or posting on social media leading to the situation worsening and the story manifesting. This could have implications such as the parents reading false information or the press arriving.
- Reallocating resources, adjusting programmes – this can be discussed and actions set in place quickly.
- Reassurance that TRC are working hard to get to the best possible outcome – having them in the loop from the start will help with reassurance.

- Support with writing reports – this will help get the all the facts required like DOB, addresses, non-bias facts, etc. Any TRC accident report form needs to be scanned and filed digitally.

4. School heads of the affected group.

- Contacting the school head teacher directly shows we are compassionate and also offers a great opportunity for clarity to be initiated. Calls should be sympathetic and follow guidance from TRC media and stake holder contact. This should be done as soon as the situation is under control as parents will need to be contacted and after care provision set in place.

5. Visiting schools' future bookings.

- It's important to reduce any damaging information before future visitors hear about it. Being seen as professional and proactive is key for future business. This should be done post incident following a drafted email proofed by the CM/DCM/Trustees.
- Other stake holders such as service providers and referrers should be contacted for the same reasons as above.

6. AALS

- This is not a requirement but a courtesy email which will be useful for their records. This will display a proactive and professional approach to handling the incident.

7. Technical advisors.

- The TA for the activity should be contacted where necessary as they may be required to adjust training or see records to ensure any previous recommendations are being followed.

Emergency Services

Police - may choose to perform an investigation and attend site. Staff should be prepared to welcome the police and assist them. They may need to have interviews with various people involved with the incident including staff, participants and even people not involved. Their job is to prepare information to present to the local authority should an investigation need to take place.

Note: Our insurers if contacted early may instruct us not to hand over information to the police as it becomes protected by privilege once the insurance company have been contacted and/or instructed. It is illegal to withhold information from the police unless it is protected by privilege. Police could potentially take anything they want including handwritten notes, equipment, data files, photos etc. Exercise consideration to how you and other staff make notes in the first instance.

Fire and Ambulance – easy access should be made and if available, staff allocated to escort them from the site entrance to the scene of the incident.

Media

The media such as press, or social media can have devastating impact on the charity and business if handled poorly. Organisations that have had CI's in the past have proven than the media presenting the incident to the public has cost organisations huge sums of money from loss of business/reputation. Negative impact from the casualty point of view can be hugely damaging as their and their families' privacy can be hugely invaded and detrimental to them personally. The person managing the CI should follow the below guidelines when dealing with the media:

1. Manage communications -
 - a) From initial incident remove all unnecessary people from the area to avoid photos being taken and posted.
 - b) Brief all users not to post on social media or send texts until the incident is managed. With young people it may be worth asking for phones to be handed over if appropriate to do so with group leads of senior school/group staff.
 - c) Brief all staff to direct all communications to the designated coordinator.
 - d) Be aware of your environment when talking to the press. Consider the background, the general situation and the message you want to portray. Staff talking to the media should attempt to control the narrative.
2. Compassionate –
 - a) Remember people are going to be affected so a human heart felt response is more than appropriate and needed.
 - b) Liability cannot be placed in UK law for any incident until proven legally and/or apology made in any manner. See communications with press release.
3. Considerate –
 - a) The media will work hard to get details to build a workable story. TRC has a duty of care to the injured person, involved groups and their families and should do everything in its power to promote a positive outcome. This includes safeguarding their privacy.
 - b) Keep names, incident details, locations, hospital, school name, ages, etc, from any initial reports until the CM/DCM/Trustees have considered a suitable response strategy, see below.
4. Factual –
 - a) The smallest amount of misinformation can be interpreted and manifest itself having huge negative consequences. When communicating to the press avoid things like “we think...”, “we believe...” and “it’s likely that...”.
 - b) Less content/more factual information.
 - c) Be precise with information. For example, see red below:

“Currently we are still looking into the incident, what we know for certain is at <TIME> that an **injury occurred** as part of our **normal programme** resulting in one of our **scheduled visitors** needing to be forwarded to **professional medial support**”.

5. Consistency –

“We are saddened to say that today at 1230hrs, an accident occurred at The Roseland Centre resulting in one of our visitors receiving an injury who was consequently taken to hospital for medical treatment. Currently we are working with the visiting group and the injured person’s family to get them the care and privacy they need to achieve the best possible recovery. We are looking into why the accident happened and we look forward to collaborating with the local authority to draw conclusions and take on board any learning we may be offered. We pride ourselves on our excellent safety record and the care we place on all our visitors. We will investigate this matter as our highest priority to ensure something like this should never happen again. Our thoughts and feeling go out to the injured person and their family. Everyone at The Roseland Centre wish’s them a speedy recovery”.

5.11 Equipment

Risk	Who it affects	How is this controlled
Equipment failing due to improper storage, maintenance, inspections and or use leading to injuries to users and participants	Staff and guests	<ul style="list-style-type: none"> All equipment operated at TRC, (activities, office and maintenance), will be operated as described in specific risk assessments. Legislation governing the use of, inspection and or maintenance will be followed and logs kept accordingly where required. Only the people assessed as safe will be able to use the equipment identified unless express authorisation is granted by the CM/DCM.
Activity equipment failing due to improper checks	Staff and guests	<ul style="list-style-type: none"> Equipment is checked every term and during the summer holidays by designated and competent staff. Logs are kept for future reference.
Unauthorised use of equipment leading to injuries	Staff, guests and public	<ul style="list-style-type: none"> Equipment is checked every term and during the summer holidays by designated and competent staff. Logs are kept for future reference.

5.12 First Aid

Risk	Who it affects	How is this controlled
Injuries worsening due to staff not knowing current first aid administration	Participants and volunteers	<ul style="list-style-type: none"> All the internal contracted management team/CM/DCM and external contracted activity services must have a current and valid first aid qualification, (preferably 3day FAW, minimum 1day EFAW). As potential workforce grows at least 50% of the office staff/TRC people will hold a valid first aid qualification as described above. All workplace first aid equipment to be recognisable to a workplace first aid qualified user, (no complex equipment or specialised treatments).
Lack of adequate first aid supplies leading to injuries worsening	Staff, participants and volunteers	<ul style="list-style-type: none"> All TRC delivery staff to carry up to date, current first aid kits that are fit for the activity being undertaken. Grab bag first aid kit to be located outside Drying Room. This kit is stocked specifically for outdoors. Mobile first aid kits to be checked half termly to ensure they are adequately stocked up by CM/DCM. Personal first aid kits are issued to staff who work frequently, these are constantly maintained by the staff being issued with them and checked in line with our standard first aid kit checks, (TBC 2026). The TRC First Aid supply store to be managed, updated and replenished by CM/DCM periodically or after major, recognised use.

5.13 Inspections

The TRC operations currently work to support the following Health & Safety, activity, compliance, building, facility checks and service appointments:

PAT testing

The HSE recommends that Community Centres, commit to acquiring any IT or electric stationery equipment a yearly PAT test. Class 1 equipment, (like kettles, microwaves, electric heaters, fridges etc), require testing every six months, while Class 2 equipment (TVs, DVDs, power tools, lamps etc.) should also be checked yearly.

Electrical safety checks/certification

TBC.

Fire risk assessment

Every 1 year by a qualified H&S/FRA Consultant.

Environmental Health/Food Standards Agency

TBC.

Security & fire alarm service

6- and 12-month inspections and service appointments by qualified and registered engineer/officer.

Heating boiler pump and internal boiler/plumbing

TBC.

Centre safety and general maintenance, (internal and external).

In-house safety/useability/quality performance checks are conducted by CM/DCM with support from staff/people on a quarterly basis. These checks are logged and recorded in the Centre Maintenance and Housekeeping Forms and circulated as required.

Centre grounds, grass and growth

Period as and when needed. CM/DCM and Trustees all to feedback if any area is noted to be in need of attention, etc. These checks are logged and recorded in the Centre Maintenance and Housekeeping Forms and circulated as required. At time of writing, TRC has an active Grounds Person role.

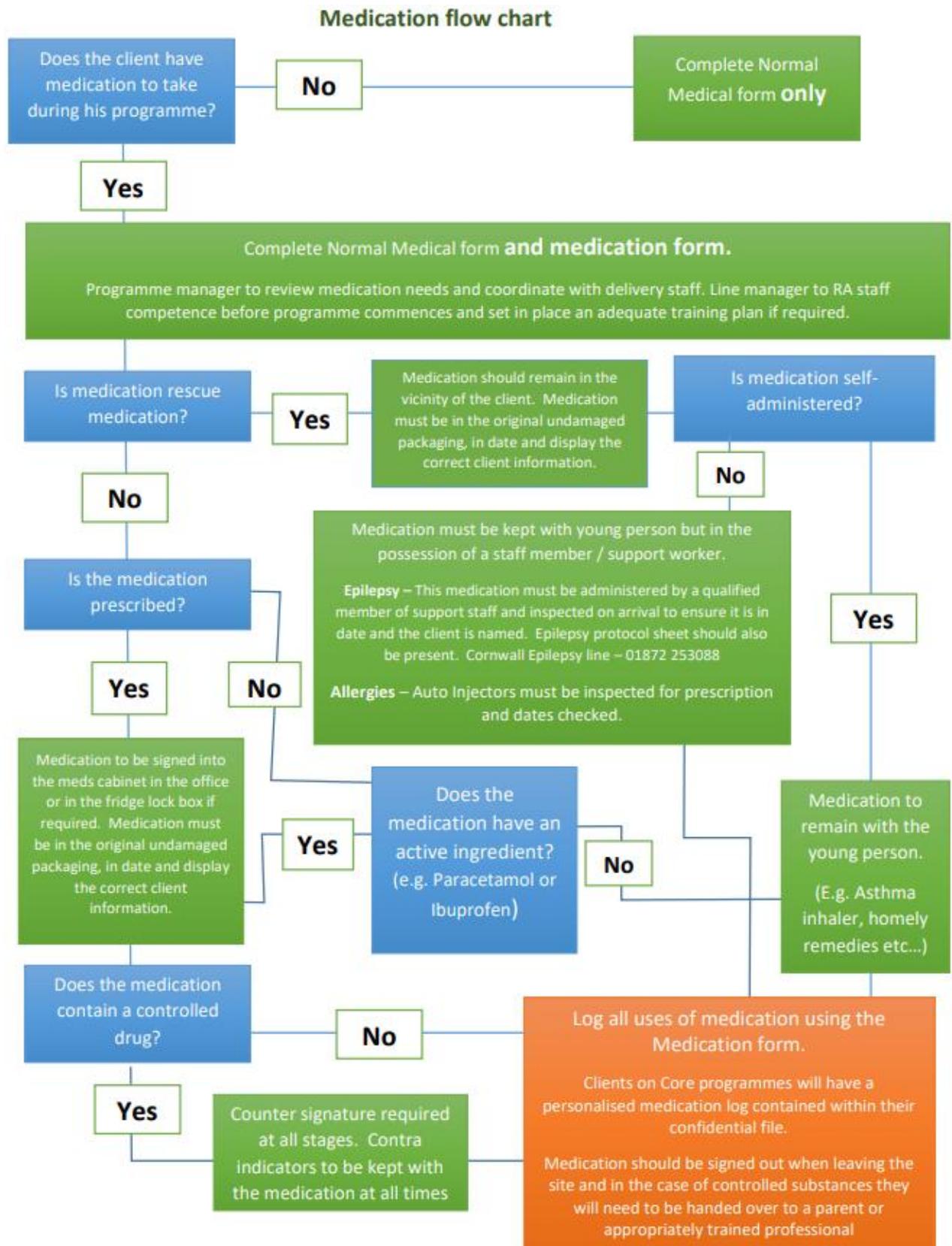
5.14 Medication

Risk	Who it affects	How is this controlled
People experiencing difficulty due to personal medication not being made available/pre-existing medical conditions causing injury.	Participants and volunteers	<ul style="list-style-type: none"> • Activity/residential guests are required to complete a TRC Participant Guest Form prior to sessions taking place and are expected to carry medication. • Outsourced and contracted freelance staff are required to complete a Licensee Service Agreement Form and should list medication on this. • Activity/challenge to be suitable for participant.

Administration of medication being inadequate due to lack of training leading to conditioning worsening.	Staff, participants and volunteers	<ul style="list-style-type: none"> • TRC staff are not qualified to assist the administration of any medication, so users of the site need to take reasonable precautions and follow personal health/medical guidance. • In certain circumstances, authorised by a CM/DCM, staff can administer medication if a client has stipulated this within TRC Participant Guest Form.
Unsecured medication being misused by service users leading to illness and injury	Participants and volunteers	<ul style="list-style-type: none"> • All medication to be carried by service user or group leader, (both on and offsite). • Staff are not normally expected to carry medication unless pre-arranged with the service user. • Medication can be stored in a secure box but is done so at the services user's own risk.
Misuse and/or administration of medication causing harm to service users	Participants and volunteers	<ul style="list-style-type: none"> • All medication needs and details are to be included within a completed TRC Participant Guest Form for the individual participant. Actions and advice must be followed and only people with the stipulated experience/training/permissions can administer medication.
Administration of paracetamol and ibuprofen to young people leading to overdose and illness.	Participants and volunteers	<ul style="list-style-type: none"> • In normal situations TRC does not administer any medication unless a TRC Participant Guest Form has been completed with specific instructions and medical guidance detailed. On single day visits any medication administration could be delayed until the young person returns home, if possible. • On multi day experiences, a young person taking medication such as paracetamol or ibuprofen could enable them to continue a programme or experience. In these situations, the following will apply: <ol style="list-style-type: none"> a) Written consent should be obtained beforehand by a parent/guardian. b) Other options such as rest and drinking water should be tried before a). c) Consideration given as to source of the discomfort and the use of professional services such as 111, 999 and A&E may be more appropriate. d) Only medication, (paracetamol and/or ibuprofen), that can be obtained over the counter can be used. e) All medication issued must only be used by the young people in question with written consent and a completed TRC Participant Guest Form specifically highlighting any allergies. f) If required, all logging of administration is to be recorded using TRC Accident/Incident Forms, these logs to include: <ul style="list-style-type: none"> ○ Date and time. ○ Name of young person and staff issuing. ○ Dosage given. ○ Date of expiry. ○ Signature of both parties.

		○ Guidance to staff including checks that the original packaging is intact, the medication is in date, and a summary of the above procedures is detailed.
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5.15 Medication Flow Chart



5.16 TRC Site Safety, Renovation Works & General Terrain

Risk	Who it affects	How is this controlled
Sprains and twisted ankles due to poor footwear	Staff, participants and volunteers	<p>All guests on/offsite are informed of the suggested outdoor footwear guidance.</p> <p>Acceptable shoes on site are:</p> <ul style="list-style-type: none"> • Trainers. • Boots. • Wellington boots. <p>The following footwear is not advised outdoors around TRC site and must be advise against where possible:</p> <ul style="list-style-type: none"> • Flip flops. • Open toed sandals e.g. 'reefs'. • 'Espadrilles' i.e. canvas shoes with rope soles. • Crocs. • Bare feet
Being hit by cars in the car park leading to impact injuries	Staff, participants and volunteers	<ul style="list-style-type: none"> • Physical meeting space maintained on the woodchipped area next to the maintenance shed under the tree and wood store. • When coaches and other large vehicles are expected on site adequate space is made for the vehicles to safely manoeuvre around. • Groups are encouraged not to gather around in the car park unnecessarily. • All staff to monitor movements upon arrival and departure of groups. • Groups are encouraged during booking correspondence, liaisons and operation to drop off and pick up within the centre grounds and not on the parallel road.
Unauthorised access by members of the public leading to theft, safeguarding incidents and customer discomfort	Staff, participants, volunteers and visitors	<ul style="list-style-type: none"> • Front gate is closed when staff are not on site, normally between 1630-0830. • Signs placed on all access points to the site make people aware that its private property. • All visitors need to sign in at reception and require CM/DCM acknowledgement. • See residential risk assessment for security measures during residential/group visits and stays.
Renovation works impacting the overall safety of user's movement and general use or operations of the Centre.	Staff, participants, volunteers and visitors	<ul style="list-style-type: none"> • All visitors need to sign in at reception and require CM/DCM acknowledgement. • Clear signage will be used guiding visitors, volunteers and participants around the safest path and areas to use onsite whilst renovation work is occurring. • All signage to be managed and kept current through liaison with the Site/Build Committee members, trade persons onsite, Trustees, Project GANTT Chart developments and TRC Operations Management.

		<ul style="list-style-type: none"> • All verbal briefings with groups, visiting or volunteering, will include current stature regarding which rooms, doors and facilities which can or cannot be used due to building, renovation work happening, (this is to include internal and external renovation movement). • The well-known routes in and around the Centre’s rooms and corridors may change depending on which trade/stage of refurbishment takes priority and presents hazards and risk to operations. Doors maybe screwed shut and alternative routes and doors may need to be used for certain periods of time – TBC. • TRC Fire EAP to be designed in respect of stage development, bespoke closures of doors and passageways, etc and updated as work progresses/changes. The final Fire EAP will reflect any obvious, final refurbishment alterations and then be updated as normal/annually alongside this NOP document. • This section will reflect those developing and sometimes bespoke changes in a controlled and managed mitigation of risk.
<p>Contaminated rainwater butts – contact or ingestion causing sickness or serious illness.</p>	<p>Staff, participants, volunteers and visitors</p>	<ul style="list-style-type: none"> • Contamination at the Source: <ul style="list-style-type: none"> ○ Regularly clear gutters of leaves, debris, and bird droppings. ○ Ensure our roof is free of moss and algae. ○ Install a rain diverter with a filter. This prevents large debris from entering the water butt, (TBC 2026), filters out finer particles that can harbour bacteria. ○ Use a tight-fitting water butt lid preventing debris, insects, and animals from entering, (this also helps to prevent mosquito breeding). • Position: <ul style="list-style-type: none"> ○ Place it away from overhanging trees to minimize leaf fall. ○ Position it in a shaded area to reduce algae growth and keep the water cooler or paint/insulate the water butts to prevent heating from the sun. ○ Do not position water butts in full sun, move to shaded areas if possible • Maintenance: <ul style="list-style-type: none"> ○ Regular cleaning, empty and clean the water butt at least once a year, preferably in autumn, (scrubbing the interior with a stiff brush to remove sediment and algae, avoiding using harsh chemicals; mild detergent is sufficient). ○ Clean piping once a year with above chemical flush through. ○ Regular water use, to keep it circulating. ○ Consider water treatments if required. ○ Choose treatments that are safe for garden use. ○ Repair or replace any unfit water butts.

		<ul style="list-style-type: none"> • Safe water usage practices: <ul style="list-style-type: none"> ○ Avoid spraying, this can create aerosols that may contain harmful bacteria, like Legionella. Use a watering can instead. ○ Use outdoors only, water from a water butt is intended for outdoor use on plants, not for indoor cleaning or other purposes. ○ Wear protective gear such as gardening gloves when handling water from the water butt. ○ Avoid leaning over the water butt or watering tin to minimize inhalation risks. ○ Do not use on edible plants that are eaten raw, close to harvest, (it is advised to not use water butt water on salad leaves, or other crops that are not cooked before consumption). • Educate: <ul style="list-style-type: none"> ○ Not for drinking signs put up on every water butt. • Key Considerations: <ul style="list-style-type: none"> ○ Legionella - Be particularly aware of the risk of Legionella bacteria, which thrives in warm, stagnant water. ○ Avoid creating aerosols when using water from a water butt. ○ Monitor and manage the use of water butt water with groups and children.
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5.17 Staff and Volunteers

Risk	Who it affects	How is this controlled
Injuries due to inadequate staff skills and capabilities	Staff, participants and volunteers	<p><i>Contracted/Freelance:</i></p> <ul style="list-style-type: none"> • Activities that are contracted/sub-contracted for groups using TRC are subject to CM/DCM quality control, (interview/meetings prior to agreement), Licensee Service Agreement form being completed, agreed and quality assurance/monitoring periodically by CM/DCM. • Companies and services will be researched, compared where appropriate and discussed through Committee/Trustee meetings, minutes recorded and all findings filed, reviewed and available if needed. • Contracted staff qualifications and CV details will be asked for and filed for reference and review before Licensee Service Agreement signed/agreed. <p><i>Employed staff:</i></p> <ul style="list-style-type: none"> • Staff running sessions will have training/inductions in line with the activity NOP. • Recruitment will align with current expectations of the job role. • Staff are monitored regularly to ensure NOP's are being adhered to.

		<ul style="list-style-type: none"> • Supervisions, 6-month reviews and annual performance reviews provide a structure of feedback for staff, (TBC). • Training is planned at regular intervals throughout the year when and where required/identified.
An overall negative experience being had resulting in a level of misadventure and physiological damage	Staff, participants and volunteers	<ul style="list-style-type: none"> • TRC will operate a “Challenge by Choice” policy which puts users in control of their adventure, achievements and learning. • Employed staff will receive basic training with the above. • Employed staff will be monitored with feedback provided. • Contracted/Freelance staff will be subject to end of periodic reviews through agreed booking where necessary.
Staff and volunteers accidentally becoming injured during activities	Staff and volunteers	<ul style="list-style-type: none"> • Please refer to TRC Lone Working Policy. • Ratios for volunteer events maximum 1:12. • All TRC volunteer activity is subject to bespoke changes but managed by activity specific risk assessments that fundamentally promote good safety and positive practice throughout. • All onsite activities are subject to review and constant development in line with industry compliance or customer needs. This will always be reflected in this document, training, (where required), and practice, in a “plan – do – review” process. • Staff will be a positive example of the current NOP and support others in understanding it in the form of briefings, instruction, information sharing, IDEAS, (Introduction, Demonstration, Explanation, Activity, Summary). The current version of this NOP can be made available at any point for reference.
Injuries to volunteers due to inadequate skill, capabilities and supervision	Volunteers	<ul style="list-style-type: none"> • All volunteering events to be planned, coordinated and supervised by TRC people/CM/DCM considering all the relevant policies and procedures within this document and The TRC Policy Handbook. All planning to be recorded and shared using the TRC Volunteer Info Form. • Volunteer skill and ability to be matched to activity in the planning stage by TRC people/CM/DCM or external company providing staff for volunteer action upon application to the event/s. • TRC people/CM/DCM to monitor the above throughout activity. • Activity subject to change at the discretion of TRC to maximise safety and efficiency of task/s. • Feedback and discussion with volunteers periodically around ability and tasks offered – Plan/Do/Review.

5.18 Technical Advisors

A technical advisor is someone with a recognised level of specific expertise, higher than is required for leading or supervising an activity at the level offered. Over time TRC may agree to use a number of these advisors to qualify staff through an 'in-house' process of training and assessment where there is a higher degree of risk, and to advise TRC on any developments in policy and procedure or represent the quality of operations through status and/or certification. Membership to external bodies such as Adventure Mark, AHOEC/LOTC, Learning Through Landscapes and IOL where necessary would complement and reflect this process of development. *TBC 2026 onwards.*

5.19 Work Experience

This risk assessment works alongside our other policies and our Normal Operating Procedures for activities. The aim of this risk assessment is to allow for specific adaptations to the age and maturity of children at secondary school with regards to safeguarding them while undertaking work experience at THE ROSELAND CENTRE.

Hazards:

- IT Equipment.
- Machinery.
- Manual Handling.
- Fire.
- Supervision.
- Customers.
- Vehicles.
- Activities.

Risk	Additional control measures further to current, existing TRC policies and operating procedures
I.T. Equipment	
Injuries or negative experiences though improper use.	<ul style="list-style-type: none"> • Work experience participants are not expected to use IT equipment during their work placement, unless supervised by a member of TRC staff or school/college learning support.
Machinery/Tools	
Injuries from minor cuts to major bleeds though lack of experience and supervision on equipment such as lawn mowers, power drills, gardening tools, etc.	<ul style="list-style-type: none"> • Full activity specific risk assessments can be found in the current NOP section 7) Activity Specific. • Young people will not normally be asked to support in the operating of machinery, tools. • If asked to do so, full training and PPE will be provided, and the young person will be directly supervised by TRC staff the whole time.
Manual handling	
Manual handling related injuries due to lifting items not appropriate to their age, strength and size.	<ul style="list-style-type: none"> • Young people will be working alongside a member of TRC staff for the period of work experience at TRC, who will dynamically guide and train safe manual handling where necessary. • Normal operations do not require any sort of lifting except when connected to an adventurous activity,

	assisting in moving a kayak or helping to collect team building equipment.
Fire	
Injuries, burns or death from fire emergency.	<ul style="list-style-type: none"> All work experience made aware of TRC fire meeting point and current TRC Fire EAP. TRC will always provide supervision, at all times, during a period of work. All work experience young people will complete a TRC Participation Form prior to starting a period of work. A list of work experience participants onsite will be available through TRC Outlook Calendar, (enquiries), when required.
Supervision	
Becoming lost leading to distress and possible injuries.	<ul style="list-style-type: none"> Young people will be assigned a member of TRC staff at the start of the day/work experience period. TRC Centre Management will check in daily to see how they are progressing.
Customers	
Negative interactions with customers leading to distress, negative experiences, conflict.	<ul style="list-style-type: none"> Work experience/young people always supervised by TRC staff. Customers are specifically managed/hosted by staff on session/product delivery.
Activities	
Injuries to visiting groups due to lack of experience presented by work experience.	<ul style="list-style-type: none"> Work experience will only act as observers and helpers, guided by TRC staff. They will not be allowed to operate safety critical applications or delivery in any manner outside of NOP.
Injuries to work experience though undertaking tasks without the maturity or skill set.	<ul style="list-style-type: none"> Normal Operating Procedures apply to all work experience young people. Work experience will sit outside the normal activity ratios. Medical and next of kin information captured and stored in their TRC Participation Form files before work experience starts. TRC Acceptance of Risk Statement and any extra medical informant with parental consent to administer medication to be gathered and stored before placement commences.
Safeguarding	
Being exposed to circumstances, situations, emergencies or risk where safeguarding protocols and procedures are needed in place or acted upon.	Please refer to section 3) Safeguarding in the current TRC Policy Handbook.

5.20 Weather

Risk	Who it affects	How is this controlled
Injuries worsening due to inappropriate clothes being worn	Staff, participants and volunteers	<ul style="list-style-type: none"> • Suggested equipment list communicated to participants/group before arrival to TRC. • When applicable the daily/weekly weather forecast obtained in the morning briefing and staff informed. • Issues and activity concerns and or restrictions communicated in the morning briefing. • Offsite weather, conditions and subsequent activity detailed in TRC Offsite Form. • Activity cancelled and participants brought back to TRC if offsite, indoors if onsite for respite.
High winds causing branches to fall leading to impact injuries	Staff, participants and volunteers	<ul style="list-style-type: none"> • Wooded areas on and offsite to be assessed prior to use and avoided in high winds (force 6+, 25-31 mph). • Wooded areas onsite to be visually assessed after high winds for signs of damage. • Activity cancelled if assessed and required.
Lightning striking people leading to injuries and death	Staff, participants and volunteers	<ul style="list-style-type: none"> • Upon observing a lightning strike/flash activities are to cease for 20 minutes or until the “go ahead” has been authorised by CM/contracted provider in charge. • Activity cancelled if assessed and required.
Cold and snowy conditions leading to hypothermia	Staff, participants and volunteers	<ul style="list-style-type: none"> • Conditions below freezing are to be considered individually based on the following circumstances: <ol style="list-style-type: none"> a) Age of group. b) Group background. c) Activity in question. d) Subsequent impact on resources (frozen pipes, iced up roads, activity closures). e) Equipment available. f) Learning outcomes. • Activity cancelled if assessed and required.
Hot weather leading to heat exhaustion and heat stroke	Staff, guests and volunteers	<ul style="list-style-type: none"> • Tap water available and provided for groups and visitors 24/7. • Offsite shelters and group spaces available. • Clients advised to wear sun protection. • Programme pitch and pace changed to match group’s ability. • Activity cancelled if assessed and required.
Force Majeure – TRC Staff or groups facilitating activity being affected by local power cut, high winds, Centre damage or dangerous, life-threatening, extreme conditions, flood, etc.	Guests.	<ul style="list-style-type: none"> • CM/DCM changing plan or activity prior to booking or event based on inclement weather forecast. • Communication with group or individual made, above changes discussed and actioned dynamically by all parties as weather progresses. • If power lost then CM/DCM to assess last time of full power and plan an EAP around this, (please refer to the current TRC Power Cut Risk Assessment). • CM/DCM to involve emergency services if necessary for the safe evacuation or groups/participants.

6) Covid-19

The policy for Covid-19 management at TRC can be made available on request, all activity specific related procedures will be included in the following 7) NOP - Activity Specific if and when needed.

7) NOP – Activity Specific

The following procedures run alongside the general risk assessment located in **section 5)** of this document. The following section lists in detail all the activities TRC currently operates and delivers, each section contains the following documentation:

- **Normal Operating Procedures, (NOP)** – A quick detail of “must do” behaviours centered around good practice, culture and/or in-house training that needs to be present during delivery of activity or session.
- **Session Plan, (if applicable)** – The framework in which the RA’s and NOP are produced from.
- **Risk Assessment** – This details the process of how risk is managed on sessions.

7.1 Bush Craft/Forest School

NOP			
Location:	<ul style="list-style-type: none"> • The Roseland Centre – south facing Outdoor Learning green space. • The Canopy Branch – Trewollack Farm. 		
Supporting policies:	TRC Policy Handbook, above NOP 4) General Risk Assessments, 8) Offsite Venues, 8.2 The Canopy Branch, TRC Dynamic FS/BS RA.		
Experience, training and qualifications:	<ul style="list-style-type: none"> • In-house TRC Bush Craft competency, (TBC 2026), minimum, (observed and supported by the following qualification). • Forest School L3 Leaders Award or equivalent, (IOL Bush Craft Competency Certificate). 		
Assessed by:	Paul Lakeman FS L3	Reassessed by:	Paul Lakeman, 1yr, (observations)
Ratios:	1:15 onsite/2:15 offsite	TRC member IC:	Paul Lakeman
Operational factors:	To be facilitated at TRC site with further potential when required to progress to The Canopy Branch, (satellite sites).		
EAP	Refer to EAP within this document.		
Safety equipment:	TRC grab bag first aid kit.		
General equipment:	All tools and Bush Craft/Forest School related equipment stored in the outside locked storage on designated shelving. Can be made mobile if needed.		
Set up notes:	The outdoor learning spaces above will be available for multiple uses – please set up the area as needed or requested.		

Session Plan	
Aims and Objectives:	<p>Overall Aim: To connect participants to nature, its processes and “smaller world”, its challenges and accomplishments, fostering a sense of wonder and appreciation for the outdoors and oneself. Age-Specific Objectives:</p> <p>Ages 5-7:</p> <ul style="list-style-type: none"> • Develop basic observation skills: Learn to identify common trees, plants, and animals. • Foster creativity, preparation, design and imagination: Explore the Outdoor Classroom and Green Area using their senses and build simple shelters. • Promote teamwork and communication: Work together on group activities like building and managing a fire safely and effectively or gathering materials for an Art Attack. • Introduce concepts of safety and respect for the environment: Learn basic safety rules in the Outdoor areas and how to leave no trace. <p>Ages 8-12:</p> <ul style="list-style-type: none"> • Build upon basic observation skills: Learn to use simple tools for identification, (e.g., magnifying glasses, tree ID guides). • Enhance problem-solving skills: Construct more elaborate shelters or build simple bushcraft instruments, (Solar Water Hole).

	<ul style="list-style-type: none"> Develop self-confidence and resourcefulness: Learn basic fire-starting techniques and practice various techniques and styles. Deepen understanding of forest ecology: Learn about the roles of different plants and animals in the ecosystem. <p>Ages 13-Adult:</p> <ul style="list-style-type: none"> Fire-Craft: Learn fire safety principles, build a fire using natural materials and tinder, and safely ignite it, manage it and cook on it, (whittling optional). Shelter Building: Understand basic debris and tarp shelter building techniques using natural materials like fallen branches and leaves combined with the potential of tarps, cordage, knots and rope skills, etc. Navigation: Introduce basic map and compass reading skills for simple orienteering. Awareness: Develop awareness of their surroundings using senses other than sight. This could include identifying animal tracks, sensory games, different tree types, mini bug/insect ID or edible plants, (with clear disclaimers about safe consumption). Leave No Trace: Inculcate principles of respecting the environment by learning how to minimize impact during outdoor activities.
Time:	2-2.5hr session, (AM/PM), possibly 4-5hrs full day.
Equipment needed:	All equipment from tools to tarps, soft material game equipment to educational resources is stored in the main outside separate storage outbuilding under coded lock.
Briefing:	<p>Children:</p> <ul style="list-style-type: none"> Stay with the group: We'll be exploring together, so please stay within sight and sound of the TRC staff delivering or your supporting teacher/group leader. If you need to use the toilet or leave the group for other reasons, let a member of staff know first. Please do not leave the grounds of TRC/The Canopy Branch. Listening is learning: When your TRC staff member is giving instructions, please pause your exploring and listen carefully. They'll share important information, guidance, support and fun facts! Respect the Outdoor Learning Space: This is our/your playground, but it's also home to many plants and animals, (the TRC/The Canopy Branch habitat). Leave everything as you find it, where possible and please don't destroy/abuse your natural surroundings, (enjoy don't destroy). Neighbours: Please respect the surrounding hamlet and neighbourhood. Do not cause nuisance to the surrounding houses, throw items into surrounding gardens/other fields/property or cause unnecessary noise other than that expected from the activity. Water warriors: Stay hydrated! Bring your water bottle and take sips of water throughout the session. Let your TRC member of staff know if your water runs low. Group Leads and supporting teachers: Please keep an eye on younger children to ensure they stay hydrated. <p>Activity:</p> <ul style="list-style-type: none"> Specific to the discipline, learning outcomes and skill being facilitated, (training, qualifications and experience to support activity briefings).
Summary	<ul style="list-style-type: none"> Individual/group reflection. Individual/group review sessions. Transfer developed soft/hard skills back into educational/life setting. TRC led "plan-do-review" session.
Pack away:	All equipment from tools to tarps, soft material game equipment to educational resources is stored in the main outside separate storage outbuilding under coded lock.
Other notes:	<ul style="list-style-type: none"> Full sun all day on south facing Outdoor Learning Space – summer heat and sunburn. SW prevailing wind and weather affects south facing Outdoor Learning Space the most. Dynamically manage any satellite offsite venue use, activity and dynamic changes. Communicate with offsite venue owners about any changes or removable risks. Peace Tree in south facing Outdoor Learning Space has a TPO and must not be defaced, used for firewood or have equipment/art, screwed/nailed to it, etc. All stages of firewood are generally found on the surrounding grass and pathways as dead and dry, some bigger firewood, (may need chopping smaller), is stacked in the TRC Log Store in the northeast of the site.

<i>Risk Assessment</i>		
Risk	Who it affects	How is this controlled
Fire - fire spreading, participant burns.	Staff, volunteers and participants	<ul style="list-style-type: none"> • Fire igniting equipment to be kept in lockbox unless TRC staff opens and facilitates. • Relevant and clear safety information and process/practice/demonstrations taught before use. • TRC staff to always be present when fires are being lit/managed by participants or when fire is lit in main permanent fire square, (Forest School method). • Participant to light fire whilst “drop-kneeing”, (recognised fire stance), as opposed to standing over or sitting near fire square. • Wind direction noted - Fire to be lit so flame blows away from participant. • Participant to light cotton wool inside the fire square then move it carefully towards the central/initial build of fire with a short stick to transfer heat safely. • Individual group/participant fires to be crafted away from low hanging canopy and with enough space for a group of x4 to operate around each fire square edge. • Fire circle seating to be made around fire pit from log rounds that sit far enough from heat source in the case of slips and trips. • Whenever participants re-enter the surround of the fire-square, they must adopt the fire-stance correctly again. • Participants to toast marshmallows/food on green, tree skewers, (preferably willow), minimum length 0.5m, (approx. adult elbow to finger in length). • Participants told to count to 30secs once marshmallow/food has come off fire before eating carefully. Heat-proof gloves supplied as needed. • All fires built during bush craft sessions should have flames smaller no bigger than knee height, 50cm. • All fires are to be constructed in fire squares. • Fire sites are to be clear of leaf debris. • Fires should not be left unattended. • All fires should be extinguished safely before leaving the site. Heat-proof gloves supplied as needed. • Water and burn gel available on all sessions. • TRC staff to monitor the amount and length of firewood being used and style of fire being built, (Tepee, Pyramid, Long, etc). • Fire square site should ideally have a clear canopy, but if under tree canopy this must be at least 4m, (12-13ft) above ground level. • Water station by each fire square if not 1:2.

Tools - cuts, stabs, wounds	Staff, volunteers and participants	<ul style="list-style-type: none"> • Relevant, clear safety information and effective technique demonstration taught before participant use. • Consider a growth/trust plan of tool-use develop and structure learning/use around behaviour and participant consistency and demonstration. • Safety gloves to always be worn on hand that is not holding tool, (non-cutting hand). • Bowsaws to always be stored under sawhorses when not in use. • TRC staff to supervise/assist children using bow saw and loppers. • Knives used 1:1 TRC staff to child ratio, (TBC 2025/26). • When not in use knives must be back in the holding case and secure in the lockbox. • Knives kept sharp by TRC staff and in good condition.
Uneven, muddy ground - slips, trips, falls.	Staff, volunteers and participants	<ul style="list-style-type: none"> • Please refer to 5.17 Site Safety, Renovation Works & General Terrain.
Food – allergies and intolerances.	Staff, volunteers and participants	<ul style="list-style-type: none"> • Please refer to 2. Allergens and Dietary Requirements within the current TRC Policy Handbook. • Check TRC Participation Forms for individual allergy info, (plants and natural substances).
Weather - hypothermia (cold), hyperthermia (heatstroke), sunburn.	Staff, volunteers and participants	<ul style="list-style-type: none"> • Shelter available to provide shade from sun and protection from wind and rain. • Participants encouraged to put on own sunscreen if not under tree canopy/shelter during hot, sunny weather. • Participants encouraged to put on warm clothes in colder weather. • Participants encouraged to bring along full waterproofs if weather forecast is wet, (TRC Kit List). • Participants encouraged to drink enough water, (TRC to provide as well). • Water/snack breaks built into programs. • Activity cancelled if assessed and required, please refer to 5.21 Weather.
Safeguarding – members of the public and passers-by.	Staff, volunteers and participants	<ul style="list-style-type: none"> • Participants introduced to the TRC staff member leading the session at the beginning of all the sessions if they do not already know them. • Physical boundaries of Outdoor Learning Space to be made clear during activity briefing.
Insects - bites and stings.	Staff, volunteers and participants	<ul style="list-style-type: none"> • Dynamically risk assess when working in new areas or when seasonal changes affect the natural habitat. • Followed first aid protocol where necessary. • Check TRC Participation Forms for individual allergy info.

		<ul style="list-style-type: none"> • Report any bee or wasp nests as soon as they are sighted and take appropriate action. • All people that have allergies to insect bites to carry rescue medication during session.
Plants - poisonous, thorns, stings.	Staff, volunteers and participants	<ul style="list-style-type: none"> • Site checks and dynamic risk assessments to remove/operate away from as much of the known problematic plants, where in contact with activity environment, (foxglove, bluebells, blackthorn, hogweed, stinging nettles, lords and ladies or hemlock, (consult 7.4 Community Permaculture Gardening risk assessment for more in-depth information including photographic ID document). • Parents to be notified if child gets a splinter or thorn stuck in their skin which cannot be removed through first aid administration.
Swings - falling off, knocking into.	Staff, volunteers and participants	<ul style="list-style-type: none"> • Participants taught to manage personal safety by holding onto swing ropes when using, not getting too close to swing if someone else is on it, etc. • Swings hang in separate clear open areas. • Swings are in good view of the north site. • Only one person is allowed on a swing at a time. • Group Leaders/TRC staff members to remain vigilant and nearby when children go on swings. • All swings are kept in good condition and rope/parts replaced as needed, (checked monthly, CM/DCM). • Reasonable quality of 11mm retired dynamic climbing rope to be used for swing builds.
Shelters - falling over, hitting head.	Staff, volunteers and participants	<ul style="list-style-type: none"> • Participants notified of risks during briefing. • All cordage, sisal, string to be fit for use with all knots being recognised and tied effectively. • Shelter design to be briefed and taught during session.
TRC Nature pond – ingesting dirt water, water, drowning.	Staff, volunteers and participants	<ul style="list-style-type: none"> • Edges of pond clearly visible with no steep/slippery banks. • Pond positioned so is visible. • Area immediately around pond to be kept clear of trip hazards. • Depth of pond is shallow, (less than 50cm). • Red rope can be used to cordon off. • Supervision of children particularly during session. • No eating/drinking next to pond. • Handwashing after using/working next to pond. • Signage beside the pond stating maximum depth of water as visual warning.
Missing/absconding child.	Staff, volunteers and participants	<ul style="list-style-type: none"> • Please refer to 5.4 Missing Person Procedure and 5.5 Absconding Procedure, 5.6 – 5.8 EAP Maps.

<p>Inexperienced staff using poor techniques leading to injuries of themselves and participants.</p>	<p>Staff, volunteers and participants</p>	<ul style="list-style-type: none"> • All TRC staff to demonstrate competence and be signed off, (in-house TRC training and assessment), in all Bush-Craft disciplines as a minimum in order to run a basic bushcraft session. This supports the use of fire and shelter in the wider woodland, Outdoor Learning Space environment. • Tool use to be delivered by Forest School qualified L1-3 only. • All staff to receive refresher training on a 1-year basis.
<p>High winds bring down live and dead wood onto site users.</p>	<p>Staff, volunteers and participants</p>	<ul style="list-style-type: none"> • Sites are not to be used in winds exceeding force 5-6. • TRC staff to be mindful of dead wood hanging in trees and if necessary, this should be reported to the TRC Management Team. • 3 tier risk assessment to take place prior to session delivery. • Please refer to 5.21 Weather.
<p>Tick bites leading to limes disease.</p>	<p>Staff, volunteers and participants</p>	<ul style="list-style-type: none"> • Guests are encouraged to wear long trousers when participating in outdoor activities. • Nationally recognised advice given to people who are bitten by ticks, (NHS online). • Instances of ticks being recorded at TRC are low, so although we have the above control measures in place the overall risk is very low.
<p>Cooking - Cross contamination and ill cooked food leading to food poisoning.</p>	<p>Staff, volunteers and participants</p>	<ul style="list-style-type: none"> • TRC staff cooking for/with participants will have a Level 2 Food & Hygiene minimum. • Where possible, meat will not be cooked. • If meat is to be used in cooking, effort should be made to store and prepare the meat in the TRC Kitchen environment prior. • Meat cooked outside should be prepared in conditions that meet the requirements laid out in the Level 2 Food and Hygiene syllabus.
<p>Burns and scalds from handling hot pans.</p>	<p>Staff, volunteers and participants</p>	<ul style="list-style-type: none"> • Oven gloves to be taken to the cook site when needed. • Burn kit and fire blanket available. • Demonstration by TRC staff is required.

Inappropriate use of Trangia and storm kettles leading to burns.	Staff, volunteers and participants	<ul style="list-style-type: none"> • TRC staff/guests should receive training before use. • Trangia to be set up in a safe and well-marked place. • The base of both Trangia and Storm Kettle should be stable before use. • All ignitions should be supervised by a member of TRC staff. • Trangia fuel should be stored at least 5 metres away from the Trangia when it is a light or being lit. • The stove must NOT be refuelled until the burner unit has been completely extinguished. This is with the cap on for at least 5 minutes allowing enough time for it to cool down. • When using the Storm Kettle, the cork must be removed when heating the water. • Care should be taken when pouring out water out of the Storm Kettle. • Heat-proof gloves should be worn when picking up/pouring from Storm Kettle.
Contaminated rainwater butts – contact or ingestion causing sickness or serious illness.	Staff, participants, volunteers and visitors	Please refer to 5.17 TRC Site Safety, Renovation Works & General Terrain.

7.2 Teambuilding Games

NOP			
Location:	<ul style="list-style-type: none"> • The Roseland Centre – south facing Outdoor Learning Space and north Green Area. • The Canopy Branch – Trewollack Farm. 		
Supporting policies:	4) General Risk Assessments, TRC Policy Handbook and TRC Dynamic FS/BS RA.		
Experience, training and qualifications:	<ul style="list-style-type: none"> • In-house TRC Teambuilding Games competency minimum. 		
Assessed by:	Paul Lakeman	Reassessed by:	Paul Lakeman, 1yr, (observations)
Ratios:	1:15	TRC member IC:	Paul Lakeman
Operational factors:	To be facilitated within TRC site with potential to progress to The Canopy Branch, (satellite site), within accreditation and further learning.		
EAP	<ul style="list-style-type: none"> • Refer to EAP within this document. 		
Safety equipment:	<ul style="list-style-type: none"> • First aid kit grab bag located in TRC outside Drying Room on wall, (signage). • Mobile first aid kit, (Zenith bumbag), available on group leaders. 		
General equipment:	All Teambuilding/Problem Solving related equipment stored in the outside locked storage on designated shelving. Can be made mobile if needed.		
Set up notes:	The outdoor learning spaces above will be available for multiple uses – please set up the area as needed or requested.		

Session Plan	
Aims and Objectives:	<p>Soft Skills and Attributes</p> <ul style="list-style-type: none"> • Communication: Effective verbal and nonverbal communication within the team and individually, active listening, and clear articulation of ideas. • Teamwork: Cooperation, collaboration, and mutual support within a group. • Leadership: Taking initiative, motivating others, and making sound decisions. • Problem-Solving: Critical thinking, creative problem-solving, and innovative solutions.

	<ul style="list-style-type: none"> • Decision-Making: Analysing information, evaluating options, and making confident informed choices. • Adaptability: Flexibility, resilience, and the ability to adjust to changing circumstances. • Empathy: Understanding and responding to the needs and feelings of others. <p><u>Agility, Balance, and Coordination</u></p> <ul style="list-style-type: none"> • Physical Fitness: Improved cardiovascular health, strength, and endurance. • Motor Skills: Enhanced coordination, balance, and agility. • Spatial Awareness: Better understanding of one's body in relation to the environment. <p><u>Transferable Skills</u></p> <ul style="list-style-type: none"> • Time Management: Efficient use of time and prioritization of tasks. • Organization: Systematic planning and execution of activities. • Resourcefulness: Utilizing available resources to overcome challenges. • Self-Awareness: Understanding one's strengths, weaknesses, and emotional responses. • Stress Management: Coping with pressure, maintaining composure, resilience and form.
Time:	2-2.5hr session, (AM/PM), possibly 4-5hrs full day.
Equipment needed:	All equipment from large parachutes, hula hoops and soft material game equipment to educational resources. The fixed activity apparatus is in place within the South of TRC site and all soft material equipment can be taken offsite but ideally stored in the TRC Equipment Store which is padlocked when not in use.
Briefing:	<p>Group:</p> <ul style="list-style-type: none"> • Stay with the group: We'll be exploring the aims and objectives together, so please stay within sight and sound of the TRC staff delivering or your supporting teacher/group leader. If you need to use the toilet or leave the group for other reasons, let a member of staff know first. (Offsite: Please do not leave the grounds of TRC/The Canopy Branch). • Listening is learning: When your TRC staff member is giving instructions, please pause your exploring and listen carefully. They'll share important information, guidance, support and fun facts! • Respect the Outdoor Learning Space: This is ours/your playground, but it's also home to many plants and animals, (the TRC/The Canopy Branch habitat). Leave everything as you find it where possible and please don't destroy/abuse your natural surroundings, (enjoy don't destroy). • Neighbours: Please respect the surrounding hamlet and neighbourhood. Do not cause nuisance to the surrounding houses, throw items into surrounding gardens/other fields/property or cause unnecessary noise other than that expected from the activity. • Water warriors: Stay hydrated! Bring your water bottle and take sips throughout the session. Let your TRC member of staff know if your water runs low. • Group Leads and supporting teachers: Please keep an eye on younger children to ensure they stay hydrated. <p>Activity:</p> <ul style="list-style-type: none"> • Specific to the discipline, learning outcomes and skill being facilitated, (training, qualifications and experience to support activity briefings).
Summary	<ul style="list-style-type: none"> • Individual/group reflection. • Individual/group review sessions. • Transfer developed soft/hard skills back into educational/life setting. • TRC led "plan-do-review" session.
Pack away:	All soft material game equipment to educational resources is stored in the main outside separate storage outbuilding under coded lock. Do NOT leave The Spiders Web out!
Other notes:	<ul style="list-style-type: none"> • Full sun all day on south facing Outdoor Learning Space – summer heat and sunburn. • SW prevailing wind and weather affects south facing Outdoor Learning Space the most.

	<ul style="list-style-type: none"> • Dynamically manage The Canopy Branch use, activity and dynamic changes. Communicate with Trewollack Farm owners about any changes or removable risks. • Peace Tree in south facing Outdoor Learning Space has a TPO and must not be defaced, or have equipment/art, screwed/nailed to it, etc.
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Risk Assessment		
Risk	Who it affects	How is this controlled
Uneven, muddy ground - slips, trips, falls.	Staff, volunteers and participants	<ul style="list-style-type: none"> • Please refer to 5.17 Site Safety, Renovation Works & General Terrain.
Weather - hypothermia (cold), hyperthermia (heatstroke), sunburn.	Staff, volunteers and participants	<ul style="list-style-type: none"> • Shelter available to provide shade from sun and protection from wind and rain. • Participants encouraged to put on own sunscreen if not under tree canopy/shelter during hot, sunny weather. • Participants encouraged to put on warm clothes in colder weather. • Participants encouraged to bring along full waterproofs if weather forecast is wet, (TRC Kit List). • Participants encouraged to drink enough water, (TRC to provide as well). • Water/snack breaks built into programs. • Activity cancelled if assessed and required, please refer to 5.21 Weather.
Safeguarding - members of the public and passers-by.	Staff, volunteers and participants	<ul style="list-style-type: none"> • Participants introduced to the TRC staff member leading the session at the beginning of all the sessions if they do not already know them. • Physical boundaries of Outdoor Learning Space to be made clear during activity briefing.
Insects - bites and stings.	Staff, volunteers and participants	<ul style="list-style-type: none"> • Dynamically risk assess when working in new areas or when seasonal changes affect the natural habitat. • Followed first aid protocol where necessary. • Check TRC Participation Forms for individual allergy info. • Report any bee or wasp nests as soon as they are sighted and take appropriate action. • All people that have allergies to insect bites to carry rescue medication during session.
Plants - poisonous, thorns, stings.	Staff, volunteers and participants	<ul style="list-style-type: none"> • Site checks and dynamic risk assessments to remove/operate away from as much of the known problematic plants, where in contact with activity environment, (foxglove, bluebells, blackthorn, hogweed, stinging nettles, lords and ladies or hemlock, (consult 7.4 Community Permaculture Gardening risk assessment for more in-depth information including photographic ID document). • Parents to be notified if child gets a splinter or thorn stuck in their skin which cannot be removed through first aid administration.

Swings - falling off, knocking into.	Staff, volunteers and participants	<ul style="list-style-type: none"> • Participants taught to manage personal safety by holding onto swing ropes when using, not getting too close to swing if someone else is on it, etc. • Swings hang in separate clear open areas. • Swings are in good view of the north site. • Only one person is allowed on a swing at a time. • Group Leaders/TRC staff members to remain vigilant and nearby when children go on swings. • All swings are kept in good condition and rope/parts replaced as needed. • Reasonable quality of 11mm retired dynamic climbing rope to be used for swing builds.
TRC Nature pond – ingesting dirt water, water, drowning.	Staff, volunteers and participants	<ul style="list-style-type: none"> • Edges of pond clearly visible with no steep/slippery banks. • Pond positioned so is visible. • Area immediately around pond to be kept clear of trip hazards. • Depth of pond is shallow (less than 50cm). • Red rope can be used to cordon off. • Supervision of children particularly during session. • No eating/drinking next to pond. • Handwashing after using/working next to pond. • Signage beside the pond stating maximum depth of water as visual warning.
Missing/absconding child.	Staff, volunteers and participants	<ul style="list-style-type: none"> • Please refer to 5.4 Missing Person Procedure and 5.5 Absconding Procedure, 5.6 – 5.9 EAP Maps.
Inexperienced staff using poor techniques leading to injuries of themselves and participants.	Staff, volunteers and participants	<ul style="list-style-type: none"> • All TRC staff to demonstrate competence and be signed off, (in-house TRC training and assessment), in all Teambuilding Games as a minimum in order to run a basic session. • All staff to receive refresher training on a 1-year basis.
High winds bring down live and dead wood onto site users.	Staff, volunteers and participants	<ul style="list-style-type: none"> • Sites are not to be used in winds exceeding force 5-6. • TRC staff to be mindful of dead wood hanging in trees and if necessary, this should be reported to the TRC Management Team. • Please refer to 5.21 Weather.
Tick bites leading to limes disease.	Staff, volunteers and participants	<ul style="list-style-type: none"> • Guests are encouraged to wear long trousers when participating in outdoor activities. • Nationally recognised advice given to people who are bitten by ticks, (NHS online). • Instances of ticks being recorded at TRC are low, so although we have the above control measures in place the overall risk is very low.

<p>Falling whilst being lifted, (The Spiders Web).</p>	<p>Participants, volunteers</p>	<ul style="list-style-type: none"> ● Participants being lifted are to adopt the following: <ul style="list-style-type: none"> ○ Remove any long/hooped earrings, ID lanyards and tie long hair back. ○ Lean back confidently into team’s arms, HEAD FIRST, FLAT ON BACK. ○ Remain straight as a pencil. ○ Stay straight until placed through the chosen “web space” and safely back on the ground the other side. ● The team lifting has to a minimum of x4 for adults and x2 with TRC helping for children up to the age of 12. ● The lift and transfer process must not be rushed. ● The activity will be offered in a “Challenge by Choice” manner. ● TRC staff will offer options to swap participants with height and size of Web spaces throughout the game. ● TRC staff will “spot” each lift appropriately. ● TRC staff to inspect the condition of the apparatus before delivering activity. Any damage is to be reported to DCM/DM immediately and activity not used, if necessary, (not fit for use).
<p>Falling whilst climbing up and over, (The Wall).</p>	<p>Staff, participants, volunteers</p>	<ul style="list-style-type: none"> ● Participants climbing up and over are to adopt the following: <ul style="list-style-type: none"> ○ Remove any long/hooped earrings, ID lanyards and tie long hair back. ○ Be wearing suitable footwear, please see 5.16 TRC Site Safety, Renovation Works & General Terrain. ○ Each handhold and foothold to be used climbing up and down in its entirety, until safely back on the ground the other side. ○ X1 climber at a time. ● The climbing process must not be rushed. ● Care taken in wet conditions. ● Group to decide collectively, the height to build The Wall, before climbing up and over. ● TRC staff to inspect the condition of the apparatus before delivering activity. Any damage is to be reported to DCM/DM immediately and activity not used, if necessary, (not fit for use). ● The activity will be offered in a “Challenge by Choice” manner. Option given to climb just one side. ● TRC staff will “spot” each climb appropriately. ● Participants watching must step back 2m. ● Staff or participants are not to remain on the top of The Wall to help other team mates over.
<p>Trapped fingers, being knocked by planks, dropped planks from height,</p>	<p>Staff, participants, volunteers.</p>	<ul style="list-style-type: none"> ● TRC staff to brief during demonstration/instruction how to correctly lower planks into place. ● Only x1 plank to be “fitted” at a time. ● TRC staff to assist when needed.

during The Wall build.		<ul style="list-style-type: none"> • X2 participants, minimum, to a plank when carrying and fitting. • Group to decide collectively, the height to build The Wall, before climbing up and over. • Participants not to climb and build at the same time, the build process happens from the floor.
Contaminated rainwater butts – contact or ingestion causing sickness or serious illness.	Staff, participants, volunteers and visitors	Please refer to 5.17 TRC Site Safety, Renovation Works & General Terrain.

7.3 Navigation/DofE Expeditions

NOP			
Location:	St Just-in-Roseland Church, (1.5km/2km loop walk), Church Town Farm & Windmill Hill, (3km loop walk), Messack Point, (6.5km loop walk).		
Supporting policies:	4) General Risk Assessments and TRC Policy Handbook, 8) Offsite Venues, 8.1 St Just-in-Roseland Church, (loop walk), 8.4 Church Town Form Loop.		
Experience, training and qualifications:	<ul style="list-style-type: none"> • TRC CM/DCM have been in contact with Mountain Training, (Mountain Training The UK network of awarding bodies for skills courses and qualifications in walking, climbing and mountaineering), to explore and research the stretch of permissible remit application and expectations, resulting in TRC in-house competency and training to be guided by MT Lowland Leader remit outlines, possible future NGB/MT training and/or CPD influence for staff. • Throwline section of FSRT, (British Canoeing - Foundation Safety and Rescue Training). Foundation-Safety-and-Rescue-Training-Course-Notes-v2-2-Dec17.pdf 		
Assessed by:	Paul Lakeman	Reassessed by:	Paul Lakeman
Ratios:	2:15	TRC member IC:	Paul Lakeman
Operational factors:	<ul style="list-style-type: none"> • In-house TRC Navigation competency minimum. • All routes risk assessed to remain within the remit of 30mins/1km of a public road, see above, (Experience, training and qualifications). • Dynamic risk assessments to be completed and printed out prior to session delivery, (TRC Offsite Forms), with one copy remaining with activity group and one copy staying with TRC operations team. 		
EAP	• Refer to EAP within this document.		
Safety equipment:	• 25m throwline, (any offsite venue that comes close to any water's edge).		
General equipment:	<ul style="list-style-type: none"> • Additional soft activity play equipment when needed. • 1:25 OS Maps where required. • Personal waterproofs depending on weather. • Suitable drink bottles/snacks/lunch where required. • UV skin protection if needed. 		
Set up notes:	<ul style="list-style-type: none"> • TRC team briefing if needed prior to activity delivery. • Dynamic TRC Offsite Form completed prior to activity delivery. 		

Session Plan

Aims and Objectives:	<p>Overall Aim: To introduce 6–10-year-old children to basic navigation skills in a fun, engaging, and safe outdoor environment, fostering an appreciation for the natural world and developing essential/transferrable life skills.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Discovery & Exploration: <ul style="list-style-type: none"> ○ To encourage children to observe and interact with their natural surroundings along the riverside bridlepaths. ○ To foster a sense of adventure and curiosity about the local environment of St Just-in-Roseland.
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	<ul style="list-style-type: none"> ○ To help children identify local flora and fauna and recognise local landmarks. ● Hard Skill - 1:25 OS Map Reading Skills: <ul style="list-style-type: none"> ○ To introduce the basic features of a 1:25 OS map, including symbols, colours, and contours (in a simplified manner suitable for the age group). ○ To teach children how to orientate the map to ground. ○ To enable children to identify their current location on the map. ○ To practice following a designated route on the map and relating it to the physical path. ● Relationship Between Map and Ground: <ul style="list-style-type: none"> ○ To help children understand that the 2D representation on the map corresponds to the 3D features of the landscape. ○ To practice "thumbing the map" and identifying features on the ground that are depicted on the map (e.g., footpaths, bridges, buildings). ● Soft Skills: <ul style="list-style-type: none"> ○ Teambuilding: <ul style="list-style-type: none"> ▪ To encourage children to work cooperatively in small groups to solve navigational challenges. ▪ To promote effective communication and sharing of ideas within the team. ▪ To foster a sense of shared responsibility for reaching the destination. ○ Leadership Skills: <ul style="list-style-type: none"> ▪ To provide opportunities for different children to take the lead in navigating sections of the route, under supervision. ▪ To encourage children to articulate their thoughts and guide their teammates. ▪ To develop decision-making skills in a supportive environment. ○ Problem-Solving: <ul style="list-style-type: none"> ▪ To present simple navigational puzzles (e.g. choosing the correct path at a junction). ▪ To encourage children to use their map reading skills and environmental observations to overcome challenges. ○ Communication: <ul style="list-style-type: none"> ▪ To encourage clear verbal communication within the group, especially when discussing map features, directions or risks. ▪ To practice active listening skills when receiving instructions or suggestions from teammates. ● Risk Assessment (Under Supervision): <ul style="list-style-type: none"> ○ To introduce the concept of identifying potential hazards in the environment (e.g., uneven terrain, slippery surfaces near the river, approaching cyclists/walkers). ○ To encourage children to consider safe practices while navigating (e.g., staying on the path, looking out for obstacles). ○ To foster an awareness of personal safety and the safety of others in the group. ○ To understand the importance of following instructions from supervisors for safety.
Time:	1.5-5hrs.
Equipment needed:	<ul style="list-style-type: none"> ● Additional soft activity play equipment when needed. ● 1:25 OS Maps where required. ● Personal waterproofs depending on weather. ● Suitable drink bottles/snacks/lunch where required. ● 25m Throwline. ● TRC First Aid Kit.
Briefing:	GROUP:

	<ul style="list-style-type: none"> • Listen to and follow TRC staff instructions: There will be an element of participant self-discovery and activity/environment risk benefit, but over-all TRC staff are lead on the experience and respectively control the movements of the whole group. • Stay Together: You'll be working in small groups, and it's super important to stay with your group and your designated adult leader at all times. No wandering off, even if you think you know where you're going. • Look Out for Each Other: Be good teammates! If you see someone struggling, offer a hand. If someone needs a break, let your leader know. • Paths and Fields: We'll be sticking to marked bridleways and public footpaths. Please stay on the paths and don't stray into private gardens or fields with animals unless we're specifically directed to. • Uneven Ground: The paths can be a bit bumpy and muddy in places, especially near the river. Watch your step, look where you're going, and if you're not sure, slow down. • Water Safety: We're near the river, but we will NOT be going into the water. Keep a safe distance from the riverbank. • Farm Animals: We might see some friendly cows or sheep in the fields. Remember to give them space and don't try to pet them. • Weather Ready: The weather can change quickly. Make sure you've got appropriate clothing – layers are good, and if you have a waterproof, even better. • Nettles and Thorns: Keep an eye out for stinging nettles and thorny bushes, especially if you're wearing shorts. If you get stung, tell your group leader or TRC activity leads straight away. • Hydration & Snacks: We'll be walking, so make sure you've got your water bottle and any snacks you need. We'll have planned breaks to refuel. • Emergency: If you have any problem at all, or you see something that doesn't look right, tell your group leader/TRC activity staff immediately. <p>ACTIVITY:</p> <ul style="list-style-type: none"> • Map Skills: We'll be looking at symbols, grid references, contours, and how to orient your map. Don't worry if you're new to this – we'll help you every step of the way. • Teamwork: Talk to each other, discuss what you see on the map, and work together to find the right path. • Enjoy the Scenery: This is a beautiful part of Cornwall. Take a moment to look around and enjoy the views as we go.
Summary	<ul style="list-style-type: none"> • Individual/group reflection. • Individual/group review sessions. • Transfer developed soft/hard skills back into educational/life setting. • TRC led “plan-do-review” session.
Pack away:	<ul style="list-style-type: none"> • All soft material equipment back into main TRC Equipment Store. • All maps filed and stored in TRC Main Office.
Other notes:	<ul style="list-style-type: none"> • All navigational routes are open to prevailing weather. • TRC staff to dynamically manage the activity as it unfolds, consistently communicate surrounding environment and future landscape, with addition of TRC Offsite Form and the above risk assessment and NOP document.

Risk Assessment

Risk	Who it affects	How is this controlled
Uneven, wet or gravel surfaces leading to slips, trips and falls.	Staff, volunteers and participants	<ul style="list-style-type: none"> • Please refer to 5.17 TRC Site Safety, Renovation Works & General Terrain. • Route Selection: Conduct thorough pre-walk reces of proposed routes before formal risk assessment and documentation. Prioritize routes with minimal environmental hazards, well-maintained surfaces, and established safety records. Avoid routes known

		<p>for regular flooding, unstable ground, tidal occurrences or excessive overgrowth.</p> <ul style="list-style-type: none"> • Weather Monitoring: Continuously monitor local weather forecasts, (Met Office or equivalent), before and during the activity. Have a clear Go/No-Go decision process based on adverse weather conditions, (heavy rain, strong winds, fog, thunderstorms, extreme heat/cold). • Alternative Routes/Cancellation: Develop pre-planned alternative routes or sheltered locations for adverse weather. Establish clear criteria for activity cancellation. • Equipment: Ensure participants are briefed on and equipped with appropriate clothing, footwear (waterproof, good grip), and personal protective equipment (e.g., sun cream, hats). • First Aid: Qualified TRC staff/first aid personnel and full workplace kit must be present. • Emergency Procedures: Establish clear emergency communication protocols, (mobile phones, two-way radios if signal unreliable). Have pre-determined rendezvous points and evacuation routes. Share relevant emergency service contact details, (TRC Offsite Forms). • Dynamic Risk Assessment: TRC staff and teachers continually assess environmental conditions. Be prepared to modify or abort the activity if conditions deteriorate. • Group Spacing: Maintain appropriate spacing between individuals and sub-groups to ensure visibility and communication, especially on narrow paths, steps/styles or near water. • Footwear Check: Before starting activity, verify all participants have appropriate footwear that is correctly tied/dressed. • Briefing: Brief participants on the importance of watching their footing, walking at a sensible pace, and using hands for balance where appropriate. • Group Composition: Consider the physical abilities of the group when selecting routes with varied terrain. • Pacing: Maintain a comfortable and safe pace for the slowest member of the group. Avoid rushing. • Observation: TRC staff and teachers actively observe participants' footing throughout tricky steps or down/upward sections of path, and provide assistance where needed. • Spotting: In particularly challenging sections, instructors may 'spot' individuals or provide a hand for support.
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<p>Participants getting lost during activity.</p>	<p>Staff, volunteers and participants</p>	<ul style="list-style-type: none"> • Please refer to this NOP document particularly section 5) Generic Risk Assessment, 5.2 EAP and Absconding, 5.4 Missing Person Procedure, 5.5 Absconding Procedure and EAP Maps 5.8. • Pre-activity briefing: Clear rules on staying together, whistle signals, what to do if separated (stop, stay put, shout). • Route Planning: Well-defined routes with clear landmarks on OS Maps 1:25. Avoidance of complex terrain or areas with poor visibility. • Map Skills Training: Age-appropriate introduction to map symbols, grid references, orientating the map, identifying features. • Active Supervision: Instructors positioned at front, middle, and back of group (if applicable). Constant headcounts. Sweeper system. • Buddy System: Children paired up and responsible for their buddy. • Identification: Children wear clear identification with emergency contact numbers, (Centre details, not personal parent numbers). • Communication: Staff carry charged mobile phones/radios. Emergency contact plan in place. • Familiarisation: Where possible, start activities on familiar ground or within visible boundaries to progress once the basics are accomplished or a good skill base is observed.
<p>Participants coming into contact with toxic/poisonous plants resulting in illness from ingestion or allergic reactions.</p>	<p>Staff, volunteers and participants</p>	<ul style="list-style-type: none"> • Site checks and dynamic risk assessments to remove/operate away from as much of the known problematic plants, where in contact with activity environment, (foxglove, bluebells, blackthorn, hogweed, stinging nettles, lords and ladies or hemlock, (consult 7.4 Community Permaculture Gardening risk assessment for more in-depth information including the photographic ID document). • TRC staff to remain knowledgeable in identifying potentially problematic plant life.
<p>Participants coming into contact with dog faeces, resulting in illness, bacterial infection.</p>		<ul style="list-style-type: none"> • TRC staff to lead by identifying where possible any faeces during the navigational exercise. • TRC staff to bring hand sanitiser solution for during of activity. • TRC staff to brief participants about personal behaviour around any dog activity/faeces. • Personal hygiene addressed before snacks, etc.

7.4 Community Permaculture Gardening

NOP			
Location:	TRC - N of 1898 building.		
Supporting policies:	4) General Risk Assessments and TRC Policy Handbook.		
Experience, training and qualifications:	<ul style="list-style-type: none"> In-house competency. Induction to the Community Permaculture Garden and Green Area. All users to be familiar with seasonal planning and information sharing through Committee emails and social media communication. 		
Assessed by:	N/A	Reassessed by:	Ongoing through meetings, etc.
Ratios:	1:15	TRC member IC:	Mandy May
Operational factors:	<ul style="list-style-type: none"> Project to be developed mainly by volunteers, social prescribing, self-referrals from all backgrounds and abilities and occasionally local schools and groups. Information shared through WhatsApp Committee group messaging. 		
EAP	<ul style="list-style-type: none"> Refer to EAP within this document. 		
Safety equipment:	<ul style="list-style-type: none"> First aid kit located in TRC outside Drying Room on wall. 		
General equipment:	<ul style="list-style-type: none"> Protective gloves, eyewear if necessary and access to tools as appropriate. All pots, tools, bags and seeding extras located in external maintenance shed and garden green-house. All literature on growing and green culture located in TRC Library. 		
Set up notes:	<ul style="list-style-type: none"> Ensure that tasks have been communicated between members of the Committee and volunteers, the WhatsApp group messaging is up to date and tools/equipment needed are located and prepared for groups. Ensure competency levels and any in-house training is complete and recorded using the relevant forms, (SharePoint Staff and Volunteer Training). 		

Session Plan	
Aims and Objectives:	A broad range of educational, mental and physical well-being sessions centered around seasonal horticulture, green living and the development and processes of gardening and the world of permaculture gardening.
Time:	2hrs +
Equipment needed:	<ul style="list-style-type: none"> All gardening tools located in outdoor maintenance shed. All PPE stored in the outdoor maintenance shed. All other resources to be found within the grounds of the garden. Seeds and potting resources located in the garden greenhouse, (TBC 2024).
Briefing:	<ul style="list-style-type: none"> General induction into the Community Permaculture Garden. Briefing about the current growing stage of the plants and plan. Briefing about the specific tasks/outcome that needs undertaking, and any safety/guidance needed. General safety onsite and during activity.
Summary	<ul style="list-style-type: none"> Group gathering/end of session discussion.
Pack away:	<ul style="list-style-type: none"> All tools and equipment stored back in its proper storage location. All sheds and rooms locked and closed. All watering and collection systems back to default for maximum efficiency.
Other notes:	<ul style="list-style-type: none"> Consideration to consistently be made towards the aesthetic look of the overall garden site as the view of neighbours N of the Centre look directly onto garden.

Risk Assessment		
Risk	Who it affects	How is this controlled
General		
Terrain and general area leading to slips, trips and falls.	Staff, volunteers and public	<ul style="list-style-type: none"> The Community Permaculture Garden and the Green Area are located north of the main TRC building and within the perimeter walls of the site. This area is currently under development with any major work being communicated widely within TRC people and through briefings with volunteers.

		<ul style="list-style-type: none"> • This area is considered well-draining which consequently means that there shouldn't be any standing water, seasonally boggy and muddy sections or potentially uneven landscape. • Any new pathways built within the Community Permaculture Garden and the Green Area will be maintained to a useable, accessible as possible and safe standard. To this end weeding and de-brambling is needed regularly. • Tools and workspaces are to be kept neat and tidy and tools generally need to be stored away when not in use. • Walkways and pathways should be kept clear and always uncluttered. • All users to adopt good practice of safe movement around the garden area, wearing correct footwear, (please refer to 5.16 Site Safety, Renovation & General Terrain). • A monthly external site check will take place and logged in the TRC Maintenance & Housekeeping Form. Any findings needing action will be discussed at Committee/Trustee level and completed as necessary. This will also be logged when complete.
<p>Unauthorised tool or equipment use leading to injuries.</p>	<p>Staff, volunteers and participants</p>	<ul style="list-style-type: none"> • Tools are stored securely in either the maintenance shed situated by east wall or currently in the garden greenhouse. • These storage areas are padlocked, and the code is only provided to volunteers and other services when required. It is widely known amongst the TRC staff team. • All padlock codes will be changed annually or if there is any breach of security. • There is an inventory for both these tool storage locations which is available upon request. • Tools should be returned to the storage areas when they are not in use and broken or damaged tools should be removed from the system and reported to the CM.
<p>Injury due to garden structures failing or breaking.</p>	<p>Staff, volunteers and participants</p>	<ul style="list-style-type: none"> • Raised beds and compost bins are constructed of a wooden, metal or plastic material and need to be of basic, functional, safe and stable construction. The first raised bed was purchased online and put together with the guidance of instructions. • Any further beds made will copy the structure spec of this original blueprint if possible. • Structures are physically checked as part of regular pack down site check and volunteer Community Permaculture Garden group meetings – currently every Tuesday of the week. • Staff members and volunteers, work party leads are responsible for recording and reporting any damage

		maintenance issues and reporting to CM for attention.
Gardening		
Injury due to incorrect use of general, gardening hand tools and light DIY equipment.	Staff, volunteers and participants	<ul style="list-style-type: none"> All users will have an in-house induction to all garden hand tools prior to use. This induction remains current by using online product guidance where appropriate. Various versions of product guidance are kept on file to refer to and update where necessary. This is available upon request. Tools are correctly maintained and made safe to use e.g. wooden handles checked for damage and rot, upon every use. Participants to use tools only when instructed to do so and supervised by TRC people where appropriate. Close adult supervision with under 18yrs users when using spades, forks and any tool with a blade. Keep participants working with bigger tools in different areas to those kneeling working with hand tools, (Forest School “blood bubble” principle). Use the right tool for the job and one that is appropriate for the age of the child/adult. Tools to be stored safely when not in use. Designated ‘Tool Stop’ Area to be identified where tools can be placed between jobs. PPE will be supplied to all where needed for gardening and light DIY tasks, considering ability, level of task, COSHH policy, (if applicable), and be outcome based but guided by safety and standard good practice.
Soil and unintended animal manures from wild animals such as foxes and cats.	Staff, volunteers and participants	<ul style="list-style-type: none"> TRC researched and identified lots of possible illnesses carried within soils and wild animal manures including E.coli, Leptospirosis, Toxoplasmosis, bioaerosols and skin irritations. Participants to be briefed to be aware of the risk and seek adult/TRC support to dispose of animal material if necessary. Gloves to be worn when using soils exposed to the elements and potential animal material/manure. Participants to be instructed on how to use tools safely to reduce flicking soil into faces, etc.
Illness from ingestion or allergic reactions from plants.	Staff, volunteers and participants	<ul style="list-style-type: none"> TRC people to be made aware of any participants, volunteers or visitors that are known to have specific plant/food allergies or hay fever. Allergy information to be detailed in TRC Participant/Visitor Forms and logged on SharePoint. Gloves to be worn when handling plants that are identified as natively capable of causing skin irritation or individually/historically have been known to cause skin distress to the participant. Participant must not eat any plants from the garden unless competent to identify potentially harmful

		<p>plants in the garden and those that are edible, (ID chart are made available upon request).</p> <ul style="list-style-type: none"> • Companion plants to not be poisonous.
Infections from various microorganisms such as Tetanus, E-Coli, Salmonella, carried in animal manures.	Staff, volunteers and participants	<ul style="list-style-type: none"> • Animal manures such as horse may be used in the low and raised beds but this needs to be well rotted down, monitored and noted when scattering. • Gloves should be worn if handling the manure but using tools should be the first option when working with this material. • Hand washing and sanitisers should always be available at TRC. • Food items should not be stored around the Community Permaculture Garden area or potting/tool areas.
Injury or illness due to inhalation, skin, or eye contact with chemicals.	Staff, volunteers and participants	<ul style="list-style-type: none"> • Adopt an environmentally sensitive approach to the garden with very limited, if any, use of chemicals. • All chemicals should be organic where possible and stored as described and/or according to the COSHH assessment/directions of the packaging/product and registered TRC COSHH procedures. • TRC will refrain from using inorganic chemicals.
Stings/bites from bees, wasps and other insects.		<ul style="list-style-type: none"> • Report any bee or wasp nests as soon as they are sighted and take appropriate action. • All people that have allergies to insect bites to carry rescue medication when working in the Community Permaculture Garden, the Green Area and the remaining areas of TRC's outdoor site.
Injury with canes or other structural items for use with climbing plants, timber for borders and general garden DIY.	Staff, volunteers and participants	<ul style="list-style-type: none"> • Canes to be cut to an appropriate length which avoids the risk of participants falling onto the top of exposed plant supports. • Where this is not possible canes should be capped with a visual and protective cup that removes the potential for injury. • No timber is to be left within walkways and paths after activity, with an agreed storage place either within the garden or onsite storage outbuildings. • No nails or screws are to be left in garden projects, timber or other build materials at any time. • Rusty or damaged "upcycled" DIY build material is to be assessed by TRC CM/DCM for its safety/fit for purpose, etc.
Illness from waterborne bacteria.	Staff, volunteers and participants	Please refer to 5.17 TRC Site Safety, Renovation Works & General Terrain.

Safety Guidance from The Royal Horticultural Society

Minimising health risks in the garden / RHS Gardening

What can we do to minimise the risks? Here are some simple precautions to take in the garden:

- Wear gloves whenever handling soil, compost, toadstools, potentially harmful plants, fertiliser or pesticides. Thin latex, (or latex-free for allergy sufferers), gloves can be worn for delicate work.
- Do not open bags of compost or potting media with your head right over it.
- Fold over the top of compost bags when not in use.
- Avoid potting-up in confined spaces.
- Moisten dry potting media before use. Also dampen down dry compost heaps before turning or use.
- Consider wearing a dust mask when turning compost heaps and handling potting media or other dusty materials.
- Avoiding storing potting media in greenhouses as these will heat up and may encourage Legionella.
- Empty the water out of garden hoses after use and do not leave full hoses in the sun after use.
- Avoid splashing water around when watering pots.
- Keep water storage containers such as tanks and butts clean by emptying and scrubbing out once a year. Insulate them to reduce temperatures increasing in warm weather or paint them with a light colour to reflect the heat.
- If the temperature of stored water for use in mist irrigation or sprinklers is above 20°C, do not use.
- Wear gloves and keep arms covered when pruning plants that can cause irritations, e.g. ivy (Hedera), Fremontodendron, Euphorbia or rue (Ruta).
- Only shred woody pruning's in an open, well-ventilated area.
- Ensure tetanus jabs are up to date. Otherwise, see your local GP for a tetanus vaccination if you have cut yourself on a plant or got soil or manure in an open wound.
- Discourage rats by securing rubbish in bins and not putting cooked food on the compost heap.
- Rat-proof compost bins with wire mesh if necessary. To reduce the risks from salmonella avoid using rat-infested compost on edible crops, especially those not cooked before consumption.
- Protect from water-borne diseases such as Weil's disease by wearing waterproof gloves, clothing and boots when clearing out ponds.
- Always wash your hands after gardening and especially before eating.
- Keep a hand sterilising gel down in the potting shed if clean water is not available.
- Protect yourself from electrocution by always using a residual current device (RCD) when operating electrically powered garden tools and mowers.
- Avoid poisoning and chemical burns by storing chemicals for use in garage or garden safely out of sight and out of reach of children, preferably in a secure cabinet.
- Reduce the risk of small children drowning by securely fencing or filling in garden ponds or water features and always supervising children near water.
- Avoid accidents and injury when doing DIY tasks by always operating within the range of your skills, ability and experience.
- Always use personal protective equipment including gloves, goggles, helmet, and facemask and safety shoes as appropriate and recommended for the task and follow manufacturer's instructions.
- Avoid injury from falls by always checking a ladders condition before use and using at a safe angle (1 in 4).
- Avoid injury from sharp garden tools to users or children by keeping them in good repair and safely tidied away after use.

- Keep children safely away whenever using lawnmowers, doing garden DIY projects or garden equipment repairs.
- Prevent accidental poisoning or injuries to yourself or others by carefully following manufacturer's instructions when using weed killers, adhesives and solvents.
- Never transfer to alternative containers that could confuse and lead to poisonings.
- Prevent injury from trips, slips and falls, by providing safety rails and barriers to changes in garden levels and ensure all paths and steps are level, stable and free from moss.
- Avoid uncontrollable fires by always siting bonfires and barbecues well away from fences, sheds and trees. Supervise children all the time.

Poisonous Plants

Some plants and fungi, both cultivated and wild, may contain poisonous properties. Most plants are harmless and far greater risks are posed to humans by other everyday substances and practices.

Plant poisoning incidents in this country are extremely rare. On the very few occasions in the UK when children have been affected by poisonous plants it has been either the attraction of brightly coloured juicy berries, or curiosity which has led to the problem. For this reason, our participants and volunteers are taught to refrain from eating or touching any fruits, seeds, berries or any part of any plant or fungi, unless they can confidently identify it as edible against a reputable resource or piece of guidance, (ID charts are made available at TRC upon request).

The amount of toxic substance in any plant varies from locality to locality, from season to season, and its effect depends upon the health and condition of the person concerned. The effect of a poisonous plant can be diarrhoea, abdominal pains and vomiting if eaten, and sometimes can be fatal, and some can affect the central nervous system. Some cause skin or eye reactions from contact, that increases when exposed to sunlight.

The ID list of plants below is by no means exhaustible but gives the most common plants found locally. The ones we know that are in our site at TRC are highlighted – however we must be alert to ALL the plants listed. For all the plants it is indicated where they are harmful if eaten and where harmful if handled (see key).

If you suspect that someone is suffering from eating a poisonous plant:

1. Do not try to make the person sick.
2. Take the person immediately to a doctor or hospital accident emergency department with a sample of the plant or fungi for identification purposes.
3. Note time of eating and any symptoms, these may appear many hours later.

If you suspect skin or eye irritation by a plant:

1. Wash the affected area with clean water.
2. If in doubt, seek medical advice as above.
3. Remember to take a sample of the plant with you.
4. In both cases do not forget to report the incident in TRC Accident/Incident Form.

ID Poisonous Plants

E = poisonous if eaten

H = poisonous if handled

Bluebell *Endymion non-scriptus* (E)

Woodland plant often carpeting ground with spectacular "blue bell" flowers Apr-June. Narrow linear bright- green leaves grow from white underground bulbils. Flowers hang down from near top of stem from which white fruits develop gradually turning brown as the black seed matures. Fairly common native plant.

Bracken - Pteridium aquilinum (E)

Bracken is a coarse vigorous growing fern, found almost everywhere except wet boggy ground and on limestone. If left unchecked, it is capable of dominating the surrounding vegetation. In late spring fresh green shoots, (called fronds), push up through the soil from a persistent perennial root system to produce large branched and spreading leaves forming a dense smothering canopy. Later, brown spores develop on the undersides of leaves. The plant eventually dies down as a tough stringy brown mass. Very common widespread and invasive native plant. Tumours of the digestive system can result from eating young bracken fronds. When the spores are produced, if breathed in large quantities they can be carcinogenic.

Bulbs – Daffodils, Hyacinths and Narcissus (E/H)

If eaten these can be fatal but will cause irritation and vomiting/diarrhoea.

Celandine and Buttercup (E)

Both these flowers are yellow, celandine is found on woodland floor in flower in early spring and buttercup flowers throughout spring and summer. All parts of the plants are poisonous to eat.



Deadly Nightshade – Atropa Bella-Donna (E/H)

The plant is a sub-shrub/climber often found in hedgerows and woodland margins, growing up to two metres with large ovate leaves. It is in flower from June to August (purple flowers with yellow stamens), and the fruits/berries ripen from August to October going from green to black. The flowers are hermaphrodite, (have both male and female organs), and are pollinated by insects. The whole plant, and especially the root, is very poisonous. Even handling the plant has been known to cause problems if the person has cuts or grazes on the hand. The plant is particularly dangerous for children since the fruit looks attractive and has a sweet taste. The toxins are concentrated in the ripe fruit.

Elder - Sambucus nigra (E – with raw berries)

Common deciduous shrub on waste ground and in hedgerows. Pointed oval leaves in opposite pairs. Small creamy-white flowers in summer setting small purple fruits hanging in bunches.

Symptoms of nausea, vomiting, stomach pains, diarrhoea, weakness and coma can arise from eating just a few raw berries. Likewise, fruit juice from raw berries can give rise to same effect within minutes.



Foxglove - *Digitalis purpurea* (E)

Common and widespread perennial plant of hedgerow and woodland clearing with large coarse hairy basal leaves from which, in its second year, a tall spike arises eventually becoming laden in June-Sept with tubular flowers, mostly pink purple in colour but occasionally white. Frequently visited by bumble bees.



Giant Hogweed – *Heracleum Mantegazzianum* (H)

This resembles common hogweed but is a lot larger – grows up to 2/5 metres in height and has a stout spotted reddish stem. It has deeply incised leaves that grow up to 2 metres in width. It has white umbrella flowers like all the other umbellifers (cow parsley, hogweed etc), and flowers through from spring to mid-summer.

Giant Hogweed is a phototoxic plant. Its sap can cause severe skin inflammations when the skin is exposed to sunlight or to UV-rays. Initially the skin colours red and starts itching. Then blisters form as burns within 48 hours. People should be kept away from it. Hogweed also closely resembles Hemlock, which is extremely poisonous if eaten, therefore anything that resembles Hogweed should be looked at but not touched.



(Common hogweed)

Hemlock – Conium Maculatum (E)

It is a plant which grows between 1.5–2.5 m tall, with a smooth green stem, usually spotted or streaked with red or purple on the lower half of the stem. The leaves are finely divided and lacy, overall triangular in shape. The flowers are small, white, clustered in umbels up to 10–15cm across. The plant is often mistaken for fennel, parsley, or wild carrot although the characteristic stem hairs of the wild carrots are missing. The Conium root is fleshy, white and often unbranched and can be mistaken for parsnips. When crushed, the leaves and root emit a rank, unpleasant odour often compared to that of parsnips. The red spots on the stem are often referred to as the 'blood of Socrates' he was put to death with hemlock (so Plato says). If eaten this can be fatal, attacking the central nervous system.

Holly – Ilex Aquifolium (E)

Red berries in the winter and white/green flowers in late autumn. Smooth often spiky evergreen leaves. The berries are poisonous.

Horse Chestnut – Aesculus Hippocastanum (E)

This well-known tree has palmately compound leaves, with 5-7 leaflets. The flowers are usually white with a small red spot; they are produced in spring in erect panicles with about 20-50 flowers on each panicle. Usually only 1-5 fruit develop on each panicle; the fruit is a green, softly spiky capsule containing one (rarely two or three) conkers or horse-chestnuts. When young and not quite ripe the conkers, if eaten, can be poisonous.

Iris H/E – all species of Iris contain an irritating resinous compound (especially in the root).



Stinking Iris:

The orange fruit, which contains seeds, is poisonous, as are most (if not all?) other parts of the plant. They can cause intestinal disturbance – vomiting and diarrhoea, can cause fever.



Wild blue Iris

All parts of plant poisonous, especially root/bulb. Causes vomiting and diarrhoea, can cause fever.

Ivy - Hedera helix, alt - Common Ivy, Creeping Ivy (E – see below for handling).

Shade tolerant evergreen climber of trees walls and fences but can also form ground cover especially at base of trees and in hedge bottoms. Small dark green glossy leaves with lighter veins. Small yellow-green flowers appear Sept-Nov from which black berries develop persisting sometimes into Spring. Common native.

Toxicity – berries mainly the culprit, but because they have bitter taste and are not eaten in quantity only milder effects result. Symptoms range from burning sensation in mouth and throat, vomiting, breathing difficulty to convulsions and coma. Skin rash and blisters can form after contact with skin in sensitive people.



(Ivy berries)

Laburnum – Laburnum Anagyroides (E)

This is a shrub/small tree that has escaped from gardens. They have yellow pea like flowers in pendulous bunches 10–30cm long in spring, which makes them very popular garden trees. The leaves are trifoliate, somewhat like a clover the leaflets typically 2–3 cm long. All parts of the plant are poisonous.

Laurel, Rhododendrons and Azaleas (E)

Evergreen shrubby plants with large waxy green leaves and flowers come in a number of colours – rhodies are often purple whereas laurel can often be white.

All parts of the plants are highly toxic and can be fatal if eaten

Lily of the valley – Convallaria Majalis (E)

The stems grow to 15-30cm tall, with one or two leaves 10-25cm long, flowering stems have two leaves and a strip of 5-15 flowers on the stem apex. The flowers are white (rarely pink), bell-shaped, 5-10 mm diameter, and sweetly scented; flowering is in late spring, in mild winters in early March. The fruit is a small orange-red berry. All parts of the plant are highly poisonous.



Lily of the valley *Not known to be on site but be vigilant as very poisonous.

Lords and Ladies/Cuckoo Plant – Arum Maculatum (E)

The purple spotted leaves appear in the spring (April-May) followed by the flower borne on a poker shaped brown/purple spike called a *spadix*. The spadix is partially enclosed in a pale green leaf-like hood. The flowers are hidden from sight, clustered at the base of the spadix. Above the male flowers is a ring of hairs forming an insect trap. Insects especially are trapped beneath the ring of hairs and are dusted with pollen by the male flowers before escaping and carrying the pollen to the spadices of other plants, where they pollinate the female flowers. In autumn a cluster of bright red berries remain after the leaves have withered away. These attractive orange berries are extremely poisonous. The berries contain oxalates of which have needle-shaped crystals which irritate the skin, mouth, tongue, and throat, and result in swelling of throat, difficulty breathing, burning pain, and upset stomach. It is one of the most common causes of accidental plant poisoning based on attendance at hospital A & E departments. All parts of the plant are poisonous!



Lords and Ladies Note – arrow shaped leaves – sometimes patterned, some varieties plain.

Mistletoe – Nerium Oleander (E)

Mistletoe is readily recognized by its smooth-edged oval evergreen leaves borne in pairs along the woody stem, and waxy white berries in dense clusters of 2 to 6. The berries if eaten can be fatal.

Privet – Ligustrum Vulgar (E)

A small woody shrub with small oval green waxy leaves. The flowers are small and fragrant and borne in tight bunches with a white appearance. They have four curled-back petals and two high stamens with yellow or red anthers. The fruits, borne in clusters, are small purple to black drupes. The fruits of some species are poisonous to humans.

Rowan - Sorbus aucuparia (E)

A small shrub tree with compound leaves with serrated edge. It has white umbel flowers in May and bears red berries in early autumn/late summer. The berries, if eaten raw, can cause indigestion leading to kidney damage due to parasorbic acid but when heated, i.e. cooked, breaks down becoming harmless sorbic acid and they do make tasty jelly and jams!

Snowberry – Symphoricarpos Albus (E)

Snowberry is an introduced, deciduous shrub, 1-3 m high. It spreads by suckers and forms large thickets in the woodlands and shrubberies, in which it has been planted for game cover. The small, pink, bell-shaped, 5-petalled flowers are hairy inside and only 5-6mm across. They are arranged in spikes of 3-7 at the tips of branches and open from June to September. The white, globe-shaped berries 10-15 mm across, mature in autumn. The berries are poisonous if eaten.

Spindle - Euonymus europaeus (E)

Deciduous small tree or stiff shrub frequently found in woodland often on chalk and limestone, especially in south. Smooth grey bark, green square-sectioned stems. elongated pointed leaves typically turning red in autumn. Small flowers in May-June with greenish-white petals, fruits are deep-pink fleshy lobes covering bright orange seed. Native plant and all parts are poisonous.

White Bryony - Bryonia dioica (E)

Climbing perennial plant with long trailing stems and coiling tendrils which attach to adjacent plants, especially in hedges. Distinctive pale green leaves with three to five pointed lobes. Small clusters of separate male and female greenish-white flowers appear in May-Sept followed by small red berries. Large root system with same characteristic smell as rest of plant when cut. Occasional native plant, mainly southern.

Yew – Taxus Baccatta (E)

It is in leaf all year with glossy dark green and soft needles, in flower from March to April, and the seeds ripen from September to November. The flowers are dioecious (individual flowers are either male or female, but only one sex is to be found on any one plant so both male and female plants must be grown if seed is required) and are pollinated by Wind. All parts of the plant, except the flesh of the fruit, are highly poisonous, having a paralyzing effect on the heart.

Fungi

There are a few fungi which grow in this country that are poisonous, the most significant of which are listed below. Our participants are taught never to eat or touch any fungal growth they find at any time and to wash hands after touching if they do.

Clitocybe (Clitocybe Species); Common Ink Cap (Coprinus Atramentarius); Death Cap (Amanita Phalloides); Destroying Angel (Amanita Phalloides); Devil's Boletus (Boletus Satanas); Dung Roundhead (Stropharia Semiglobata); Ergot (Claviceps Purpurea); Fairy Cake Hebeloma (Hebeloma Crustuliniforme); False Morel (Gyromitra Esculenta); Fly Agaric (Amanita Muscaria) Grey Mottle Gill (Panaeolus Sphinctrinus); Inocybe (Inocybe Species); Liberty Cap (Psilocybe Semilanceata); Livid Entoloma (Entoloma Lividum); Magic Mushrooms (Gymnopilus, Panaeolus, Psilocybe Species); Mower's Mushrooms (Panaeolus Foeniseccii); Panther Cap (Amanita Pantherina) Sickener (Russula Emetica); Sulphur Tuft (Hypholoma Fasciculae); Yellow-Staining Mushroom (Amanita Xanthodermus).

7.5 Swimming & Beaches *TBC 2026 onwards.*

NOP			
Location:			
Supporting policies:	4) General Risk Assessments, TRC Policy Handbook and TRC Offsite Form.		
Experience, training and qualifications:			
Assessed by:		Reassessed by:	

Ratios:	Beaches 1:15	TRC member IC:	
Operational factors:			
EAP	<ul style="list-style-type: none"> Refer to EAP within this document. 		
Safety equipment:	<ul style="list-style-type: none"> First aid kit located in TRC outside Drying Room on wall, (signage). Mobile first aid kit, (Zenith bumbag), available on group leaders. 		
General equipment:			
Set up notes:			

Session Plan	
Aims and Objectives:	
Time:	
Equipment needed:	
Briefing:	
Summary	
Pack away:	
Other notes:	

Risk Assessment		
Risk	Who it affects	How is this controlled
	Staff, volunteers and participants	

7.6 Beach Cleans Please refer to the Marine Conservation Society beach clean risk assessment.

7.7 Assisting Accessible Client Lifting TBC 2026 onwards.

NOP			
Location:			
Supporting policies:	4) General Risk Assessments and TRC Policy Handbook.		
Experience, training and qualifications:			
Assessed by:		Reassessed by:	
Ratios:	N/A	TRC member IC:	
Operational factors:			
EAP	<ul style="list-style-type: none"> Refer to EAP within this document. 		
Safety equipment:	<ul style="list-style-type: none"> First aid kit located in TRC outside Drying Room on wall, (signage). Mobile first aid kit, (Zenith bumbag), available on group leaders. 		
General equipment:			
Set up notes:			

Session Plan	
Aims and Objectives:	
Time:	
Equipment needed:	
Briefing:	
Summary	
Pack away:	
Other notes:	

Risk Assessment		
Risk	Who it affects	How is this controlled
	Staff, volunteers and participants	

8) Offsite Venues

8.1 St Just-in-Roseland Church Loop

Please also refer to the above NOP sections 1) – 6), and more specifically 7.1 BushCraft/Forest School, 7.3 Navigation/DofE Expeditions, 7.4 Community Permaculture Garden, sections of 8.4 Church Town Farm Loop, and the TRC Dynamic FS/BS Risk Assessment for all detail required for the following offsite venue. All other venue information is detailed below and is developed/reviewed periodically and per annual review of this whole NOP document.

- Church - OS Grid Ref: SW 84843 35689
- Latitude: 50°10'55"N
- Longitude: 5°0'54"W
- Altitude: 5 m

Risk	Who it affects	How is this controlled
Distance from TRC, need for emergency contact.	Staff, participants and volunteers	<ul style="list-style-type: none"> • A mobile phone must be carried by member of TRC staff • leading the group. • Group Leader must have list of all pupils on the trip with their emergency contacts. • Ratio of TRC staff to participants will be 2:15, (Group Leads and teachers can make this number up as appropriate). • Route taken should be appropriate for age and ability of group. This will be recorded in the TRC Offsite Form. • Ensure group behaviour and supervision is appropriate for the needs of the group and activity.
First aid, children require prescribed medication during route causing minor injury/illness to serious illness.	Participants	<ul style="list-style-type: none"> • Member of TRC staff carry grab bag TRC First Aid Kit. • Any prescribed medication e.g. inhalers, EpiPens, are to be kept with child if usually responsible or designated • member of staff/Group Lead. • Also refer to 5.15 Medication, 5.16 Medication Flow Chart within this NOP document.
Rough, uneven ground leading to slips, trips and falls.	Staff, participants and volunteers	Refer to 7.3 Navigation/DofE Expeditions, 5.17 TRC Site Safety, Renovation Works & General Terrain within this NOP document.
Traffic, RTA leading to near miss, injury, major injury or death.	Staff, participants and volunteers	<ul style="list-style-type: none"> • Verbal briefing and dynamic warning of risks. • Supervise road crossings. • Highway Code maintained at all times. • Maintain clear line of sight with other TRC members of staff or Group Leads at all road crossings. • Use pedestrian crossings wherever possible. • TRC Staff/Group Leader at front and back at all times, (wearing high vis-vests if needed). • Walk in single file on narrow paths or quiet lanes. • High visibility vests to be worn by TRC staff and Group Leads.

		<ul style="list-style-type: none"> Participant needs and behaviour discussed prior to activity, noted on TRC Offsite Form if necessary.
Contact with dogs causing fear, minor/major injury possibly even death.	Staff, participants and volunteers	<ul style="list-style-type: none"> Health and safety briefing to include importance of not approaching dog/s. Verbal briefing, reminders of risk if approached by dog/s.
Extreme weather conditions leading to heat exhaustion, sunstroke, sunburn, dehydration, hypothermia, injury, serious injury/illness and possibly death.	Staff, participants and volunteers	<ul style="list-style-type: none"> Ensure group have access to fluids and drink breaks. Avoid prolonged exposure to sun. Ensure pre-visit information includes importance of wearing hats and sunscreen and promote the application of it during the day. All weather, tide, wind, precipitation and beach/swell conditions to be recorded on TRC Offsite Form and discussed between TRC staff and Group Leads where necessary, prior to activity taking place. Modify/alter/cancel session as necessary. Please refer to 5.21 Weather of this NOP document.
General public, physical or verbal abuse, abduction of children, safeguarding issues.	Staff, participants and volunteers	<ul style="list-style-type: none"> TRC staff/volunteers to be recognisable by logos on clothing and ID lanyard style badges. Regular headcounts. Staff to be vigilant - politely ask members of the public to leave group working area if necessary. Front and back markers to be designated with each group. Attempt to de-escalate any potentially confrontational situation if safe to do so. Be prepared to remove group to alternative area if necessary. Cancel activity ahead of risk/danger. Refer to 5) General Risk Assessments of the above NOP and notify police if appropriate.
Separation from group, absconding or lost person.	Participants	<ul style="list-style-type: none"> Regular headcounts. Guidelines given to children about what to do if separated. Ensure participants let leader know if they are leaving the group early. Clear boundaries for activities. Ensure good behaviour. <p>In the event of unacceptable behaviour, consider shortening sessions or even cancelling activity. Leader at front plus back marker when moving between activities.</p> <p>Refer to 5) General Risk Assessments of the above NOP and specifically 5.8 EAP Map.</p>

8.2 The Canopy Branch

Please also refer to the above NOP sections 1) – 6), and more specifically 7.1 BushCraft/Forest School, 7.4 Community Permaculture Garden and the TRC Dynamic FS/BS Risk Assessment for all detail required for the following offsite venue. All other venue specific information is detailed below and is developed/reviewed periodically and per annual review of this whole NOP document.

- Trewollack Farm minibus parking OS Grid Ref: SW 85572 35016
- Latitude: 50°10'35"N
- Longitude: 5°0'18"W
- Altitude: 67 m
- What3Words ///chromatic.zeal.trappings

- Activity delivery area OS Grid Ref: SW 85516 34923
- Altitude: 66m
- What3Words ///sped.jeeps.broads

Risk	Who it affects	How is this controlled
Falling into hidden, dry well, (2-2.5m deep).	Staff, participants and volunteers	<ul style="list-style-type: none"> • The 2-2.5m deep well is suitably and securely fenced off to any access, see photos below. • The well is hidden within a collection of trees, shrubs and thorn growth that prevents access. The landowners have no plan to clear the area around this. • The plan of use does strictly not include the section of woodland/meadow where the well exists. • The well is situated around 50m away from the planned/agreed activity site. • A strict briefing will be given each session, with each group/group leads. • Groups will be sub-divided where necessary for the activities and all movements will be assessed by TRC staff, volunteers, supporting group leads. • Ratios for offsite activities are 2:15. • Hazard tape will be place around the broader area of the well site, illustrating where not to go and remain in place for the whole session. • Participants under 13yrs will be accompanied to and from the outside front door of the onsite toilet. • Any developments of this specific risk will be discussed with the landowner and included in this document, if necessary.



Above: Images of fenced off dry well, approx. 2-2.5m deep. This is not in the proposed delivery area. Any attempt to advance towards this hazard by participants will be briefed and policed during all sessions by TRC staff.



Above: Proposed Fire-Square, seating and communal area, (away from canopy).



Above left: Proposed area for Fire-Square – Above right: Inside the copse marked with an “X”. This will be used for activity, under x3 tarp shelters, with the choice of leaving and emerging into the meadow itself.



Final build before official use.

8.3 Churchtown Farm Loop

Please also refer to the above NOP sections 1) – 6), and more specifically 7.1 BushCraft/Forest School, 7.3 Navigation/DofE Expeditions, 7.4 Community Permaculture Garden, sections of 8.1 St Just-in-Roseland Church, (loop walk), and the TRC Dynamic FS/BS Risk Assessment for all detail required for the following offsite venue. All other venue specific information is detailed below and is developed/reviewed periodically and per annual review of this whole NOP document.

- Final riverside beach at OS Grid Ref: SW 84249 34673
- Altitude: 5 m
- What3Words ///lays.insolvent.torso

Risk	Who it affects	How is this controlled
<p>Falling into hidden river, impact on session or health of participant, hypothermia, drowning.</p>	<p>Staff, participants and volunteers</p>	<ul style="list-style-type: none"> • Please make reference to 7.3 Navigation/DofE Expeditions. • The whole walk is lined by the River Fal, which is ocean facing, saltwater and tidal, from St Just-in-Roseland Church to the riverside beach. • No activities take place in or across the water. • There is no wall, fence or barrier to prevent access to the water during the activity session, but a clear briefing is given about having “no access or entry to the river” at any time, way before activity delivery. • Activity altered or cancelled depending on behaviour or attention. • Activity altered or cancelled depending on river/ocean conditions and weather. • If groups are sub-divided, where necessary for the activities, all movements will be assessed by TRC staff, volunteers, supporting group leads, (participant line of sight always kept). • Ratios for offsite activities are 2:15. • Any developments of this specific risk will be assessed prior session and monitored dynamically during. • If any member of the offsite party/activity falls into the river, a suitable rescue will be initiated and depending on the severity of occurrence, weather and dynamic assessment, the following could be implemented by TRC staff: <ul style="list-style-type: none"> ○ Dry off and carry on with the activity. ○ Change clothes, (if applicable), and carry on with activity. ○ Participant taken back to TRC by group lead. ○ Activity cancelled and all-party members travel back to TRC, and appropriate action taken regarding drying off, supporting affected participant/s. ○ If rescue services are needed TRC staff to dial 999 and ask for Coastguard and follow

		<p>instructed protocols, (current phone signal is good on the final riverside beach).</p> <ul style="list-style-type: none"> • Activity made appropriate to weather conditions and terrain/time of year. • 25m throwline to be taken to the site by trained TRC staff upon every visit and made available/visible by the main activity area.
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Route taken and area used shown above, with both riverside beach locations marked A. and B., (total distance as a circular back to TRC is 4.8km/3 miles). Location photos below.

Risk	Who it affects	How is this controlled
Barbed wire, causing cuts and injuries.	Staff, participants and volunteers	<ul style="list-style-type: none"> • There are various lines of fencing throughout the whole walk that are topped with barbed wire. A briefing is given by TRC staff about this, and all participants are briefed by TRC staff before the activity starts and guided by TRC staff dynamically, as needed, to prevent contact with it.

Ticks and/or insect bites/stings.	Staff, participants and volunteers	<ul style="list-style-type: none"> Please make reference to 7.1 BushCraft/Forest School.
Participants becoming lost, separated from group.	Participants.	<ul style="list-style-type: none"> Please make direct reference to 7.3 Navigation/DofE Expeditions and sections of 8.1 St Just-in-Roseland Church, (loop walk), 5.4 Missing Person Procedure and 5.8 EAP Map.
Injuries or illness needing emergency evacuation to a nearby road and emergency transport, both circumstances getting worse because of time taken to get to emergency collection point, (road).	Staff, participants and volunteers	<ul style="list-style-type: none"> Distance to nearest roadside, from the final point of walk, (riverside beach), is approximately between 0.4 and 0.5km, (up to various access areas of Windmill Hill). The top track is separated from the road by a hedge and various cutaways allow pedestrian access through, the main access being where the bridle path meets the road near the opposite road entrance to Trewollack Farm). The closer to St Just-in-Roseland Church an incident occurs then the obvious evacuation route would be towards the quiet lane that leads to Church Town Farm and Pascoe's Yard. If needed TRC staff to direct emergency services or transport to these areas initially or plan accordingly otherwise. Walk is within current remit of 1km/30mins from roadside/civilisation at all times and sticks to recognised public bridleways and/permissive paths, (Mountain Training, UK).



The above illustrates location A., (left), and B., (right), final riverside beaches where craft and outdoor play sessions are facilitated depending on conditions, group ability/behaviour and other dynamic variables which are assessed on the day of delivery, (TRC Offsite Form).