

General Guidelines to Planning a Visit which involves Adventure Activity

Delivery of Adventure Activities

For the purposes of this document, Adventure Activities can be delivered by three main operators:

- An outside supplier: a provider that is external to the LA/Employer or the group who are planning the visit
- Staff from the establishment who are planning the visit: e.g., a teacher from a school runs a canoe club or a youth worker takes club members skiing
- Specialist staff from the LA: this could be through the LA Outdoor Centre or LA outdoor specialist staff who travel around the LA area delivering Adventure Activities

The flowchart in the toolkit shows who is responsible for preparing the required paperwork.

Role of the Visit Leader

As with all visits, leaders are responsible for preparing the Visit Plan and Risk Assessment for the trip as a whole. However, if the adventure activity element is being delivered by someone other than staff from the establishment the risk assessment of the adventure activity is the responsibility of the activity provider. However, the visit leader needs to check that a risk assessment is in place.

The Visit Leader should ensure that the employer's system for managing and approving visits is followed. Most employers have a system that ensures that any visit which involves an adventure activity is approved or overseen by a Technical Expert.

Role of the LA/ Employer

The LA/Employer must ensure that adequate Risk Assessments are available for their staff to carry out any hazardous activity that may be part of their job. Adventure Activities necessarily include risks that can be significant and generic Risk Assessments must therefore be available for staff to use and adapt for their specific visit. Generic risk assessments for a range of activities can be found in the toolkit.

Role of the Adventure Activity provider

The activity provider is responsible for preparing their own Risk Assessments and ways of working to deliver safe activities. They need to co-operate with the visit leader to help them prepare the visit plan.

If the Visit Leader is also the provider, then they need to carry out both roles.