

Outdoor learning Activities on Arthurs Seat/Holyrood Park



LOCATION: ARTHURS SEAT, HOLYROOD PARK, EDINBURGH

START AND END: DYNAMIC EARTH GR: NT267737

Grid reference points to note:

Based on prior discussions with the Group Leader, in response to weather conditions, time or other limiting factors the Guide will determine the stops for the tour from those described below:

- **CAMSTONE QUARRY GR: NT270735**
Consideration of layered rock, wave rock, dried rock and ice rock
- **ST ANTONY'S WELL GR: NT273736**
Consideration of lava flow
- **ST ANTONY'S CHAPEL GR: NT275737**
Consideration of sedimentary and igneous rocks
- **DASSES (CENTRE) GR: NT274735**
Consideration of sedimentary and igneous rocks
- **HUNTERS BOG GR: NT273733**
Consideration of bog, plants and a holistic view of volcano
- **HUTTONS SECTION GR: NT271728**
Consideration of Hutton's work, enormity of his discovery.

Content

- | | |
|--|------|
| 1. Standard Operating Procedures; generic | pg 3 |
| 2. Standard Operating Procedures; the responsibilities of the guide(s) | pg 4 |
| 3. Emergency Response Flow Chart | pg 6 |
| 4. Risk Assessment | pg 7 |

Standard Operating Procedures; generic

- All Guides are deemed competent and trained in emergency first aid before leading on a guided walk.
- All Guides will have previously walked the full route and be familiar with the terrain and alternative paths.
- Guide to group participant ration will not exceed 1 Guide for every 15 children/attendees. Teachers/group leaders will still be expected to maintain the ratio required by Dynamic Earth of 1 teacher/adult helper to 5 children at nursery age, 10 children at primary school age and 15 children at secondary school age.
- Sessions, while delivered with a focus on the development of skills and outcomes must primarily be safe and enjoyable.
- Responsibility for the safety of the group while with the Guides lies with the Guides themselves, however, group leaders/teachers are expected to maintain acceptable levels of behaviour within the group. Responsibility for individual participants remains with the group leader/teacher who are obliged to remove them from the tour should the Guide feel concern for the safety of the rest of the group.
- Guides have authority to alter the duration of the tour or location, within site specific parameters, if in their judgement they feel it necessary to do so.
- Guides are responsible for ensuring that any equipment used or required is safe and serviceable. Any damage or deterioration must be noted and reported as soon as is practical to do so.
- Guides carry the responsibility for ensuring that they and their participants respect the environment they are in and respect the rights of others to use that environment.

Standard Operating Procedures; the responsibilities of the guide(s)

PREPARATION AND PLANNING

- Knowledge of the route. Guides must be familiar with the proposed routes with in-depth knowledge to ensure they can safely and effectively change or shorten a route should the Guide feel it necessary to do so.
- The Guide must ensure they have been provided with sufficient knowledge of the group; age, numbers, leaders, ability, health problems etc.
- The Guide must check the weather forecast before taking a group out and ensure that the group have the correct clothing and footwear. The Guide reserves the right to cancel or redirect the tour should he/she feel weather conditions/group apparel is a limiting factor.
- The Guide must check they are carrying the necessary equipment, first aid kit and group shelter before setting out and that all kit is in serviceable condition.
- The Guide must complete a daily risk assessment before taking a group out.
- The Guide must be familiar with the Emergency Procedures and 'Emergency Response Flow Chart'.

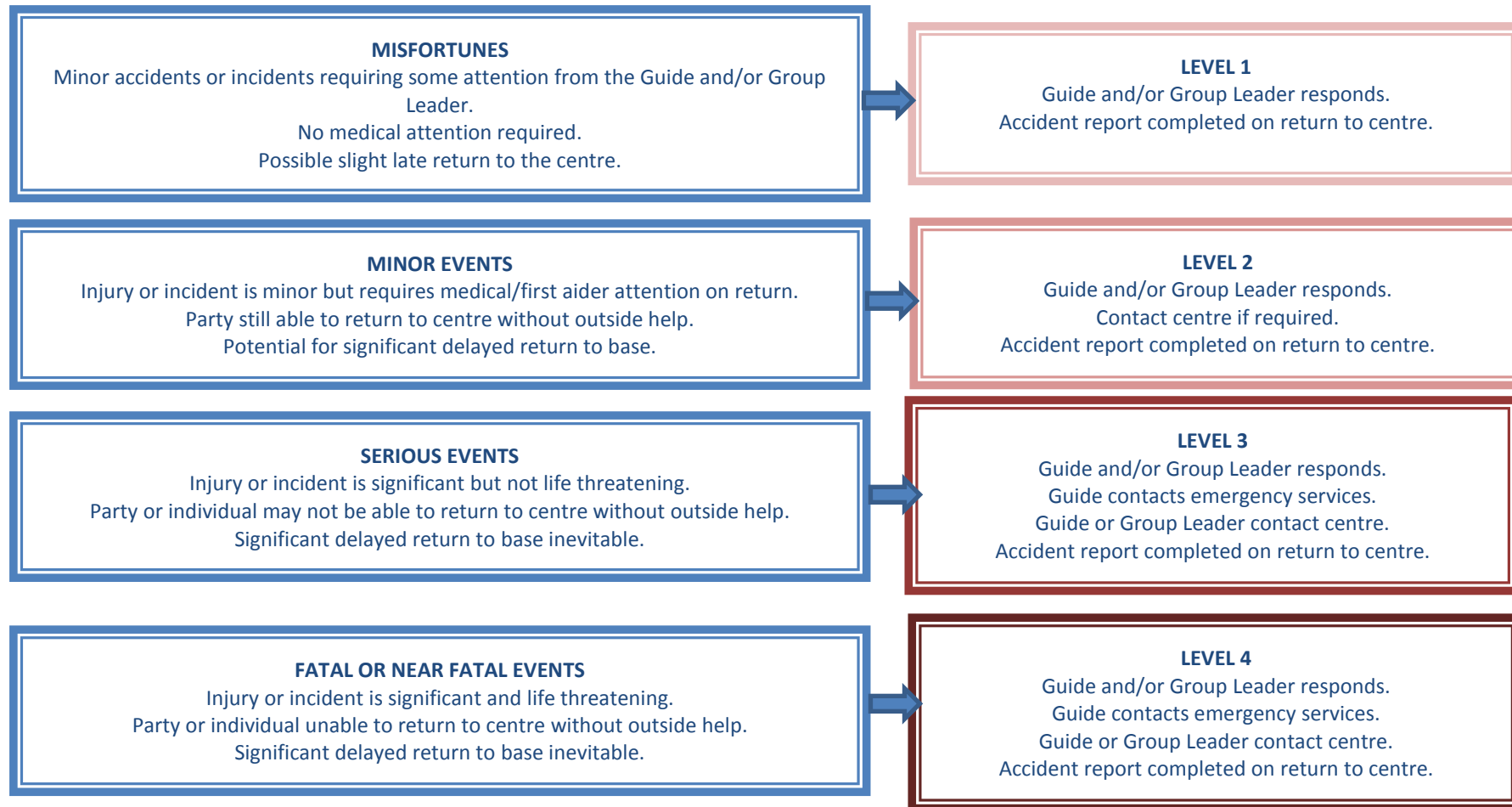
COMMUNICATION

- The Guide must ensure the group is properly briefed.
- The Guide must explain any potential hazards before they are encountered.
- The Guide must ensure the centre is kept informed of any departure from the programme.
- The Guide must ensure all instructions/briefings are repeated when necessary throughout the tour.
- The Guide must ensure that the centre has an expected return time and that a designated person within the centre is responsible for checking progress of the group should this time not be met.
- The Guide must ensure their mobile phone is fully charged before heading out on a tour.

INSTRUCTION AND TEACHING

- Safety of the group is paramount.
- The Guide must be prepared to adjust the session content as appropriate, on-the-spot, and to reflect the needs of the participants based on their level of knowledge and experience.
- Ensure that the group are adequately prepared for activities proposed including pencils, magnifying glasses etc.
- The Guide must be aware of the needs of the group with regard to age, warmth, toilet requirements and so on.
- The Guide needs to be enthusiastic, flexible and dynamic in their approach, involving participants in the activities; boredom can lead to lack of attention to personal safety and that of others.

Emergency Response Flow Chart



Standard Operating Procedure: Outdoor Education

Arthurs Seat and Holyrood Park

2016.2017



HEALTH AND SAFETY RISK ASSESSMENT

Department: Education

Workshop: Outdoor Activities

TASK	HAZARD			INITIAL RISK		CONTROLS	RESIDUAL RISK	
	Hazard Description	Hazard Effect	Person at risk	Hazard Severity	Likelihood	List controls required	Hazard Severity	Likelihood
	Describe all hazards for the task based on observations. Additional hazards may be caused by interaction with other work	Describe all effects that may be caused if the hazard was to occur	Name all types of persons at risk	Identify the severity with no controls in place for each hazard Low/med/high	Identify the likelihood for each hazard with no controls in place Low/med/high	List all controls for each hazard, if PPE is used it must be specifically described. If a control can only be verified by documentation then it must be available. Controls MUST reduce severity, Likelihood or both	Identify the severity with controls in place for each hazard Low/med/high	Identify the likelihood for each hazard with controls in place Low/med/high
Walking around Holyrood Park	Exposure to weather	Cold and/or wet weather could cause hypothermia. Hot and sunny weather resulting in dehydration or heat stroke.	ALL	High	Med	Teachers and/or parents will be informed what clothing is required by the participants for the fieldtrip before they come. Ensure all participants have suitable clothing before setting off from ODE. In hot weather all participants must carry water. Leaders will carry a storm shelter and a mobile phone. If the weather is not suitable then the workshop will be cut short, postponed or cancelled.	Low	Low
Walking around Holyrood Park	Rough terrain causing trips, slips or falls	Bumps, cuts and bruises or potential sprains or breaks.	ALL	High	High	Adequate footwear will be required by all who are participating in the workshop. Footwear will have ankle support to avoid injuries and will have decent grip to avoid slipping. A first aid kit will be carried by the leaders with at least one person first aid trained.	Med	Med
Walking	Pre-existing medical conditions	Pre-existing medical	ALL	High	Low	Ensure any participant who has a pre-	Low	Low

Standard Operating Procedure: Outdoor Education

Arthurs Seat and Holyrood Park

2016.2017

around Holyrood Park	flaring up due to activities	conditions flaring up as a result of activities.				existing medical condition has informed both their teachers and the staff taking them on the trip. They must carry with them any medication they require, including inhalers. One member of staff will be first aid trained and carry a mobile phone.		
Walking around Holyrood Park	Exposure to allergy triggers e.g. Hay Fever, Bee/Wasp stings.	Itching and swelling of affected area. Severe allergies could result in anaphylaxis.	ALL	High	Low	Leaders will be aware of any allergy sufferers and ensure that they have appropriate medication e.g. antihistamines or epi-pen before the group leaves ODE. One member of staff will be first aid trained and carry a mobile phone.	Med	Low
Looking at rocks in Camstone quarry and near Hutton's section	Loose rocks from cliffs falling on people	Injuries to the head	ALL	Med	Low	Site will be assessed frequently to ensure areas that are visited are safe for participants. Participants will be made aware of potential loose rocks at the quarry and told to keep a distance from it for safety.	Med	Low
Crossing Queen's Drive	Being hit by a car or cyclist	Severe injury or death	ALL	High	Med	Only use crossing areas and cross the road as one big group rather than separately. Leaders will say when road is safe to cross and will wait on the crossing until all the participants have crossed safely. Fluorescent jacket to be worn by leader and marker present in the road.	Med	Low
Walking between sites	Potential loss of participants from the main group	Exposure to weather conditions, injuries from slips or trips, danger from cliffs and the road, approached by strangers.	ALL	High	Med	Leaders will ensure all participants are present and ready to move to the next site after each stop. One leader will guide the group from the front and one will remain at the back to ensure the whole group is still together. Teachers will also ensure all participants are present. Clear boundaries will be set	Med	Low

Standard Operating Procedure: Outdoor Education

Arthurs Seat and Holyrood Park

2016.2017

Walking between sites	Broken glass and/ plastic from rubbish	Cuts and grazes.	ALL	Med	Med	when participants are undertaking activities to ensure they do not enter dangerous areas. Leaders to check sites on arrival and participants will be made aware of any potential hazards at the site. Footwear will have ankle support to avoid injuries and will have decent grip to avoid slipping. A first aid kit will be carried by the leaders with at least one person first aid trained.	Med	Low
Walking between sites	Collision with Runners, cyclists or dogs	Bumps, cuts and bruises or potential sprains or breaks. Participants fear of dogs.	ALL	Med	Med	Advise participants to aware of other park users. Stay off the cycle path where possible. Groups will have leaders at front and rear of group to stay aware of any potential hazards. Advise participants to remain still when approached by a dog if they are uneasy about it.	Low	Low
Shaking rocks within a container to break them up.	Getting small particles in eyes. Dropping or letting go of the container mid-shake.	Itchy and irritated eyes. Bruising.	All	Low	Low	Ensure supervision. Instruct pupils to keep a hold of the container and not open it.	Low	Low

Date: July 2016

Review Date: July 2017