Tour; Fire and Ice; the sculptures of Edinburgh / Walking in the footsteps of giants

**LOCATION:** ARTHURS SEAT, HOLYROOD PARK, EDINBURGH

**START AND END:** DYNAMIC EARTH GR: NT267737

**THE TOUR**

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

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**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

**MISFORTUNES**
Minor accidents or incidents requiring some attention from the Guide and/or Group Leader.
- No medical attention required.
- Possible slight late return to the centre.

**LEVEL 1**
- Guide and/or Group Leader responds.
- Accident report completed on return to centre.

**MINOR EVENTS**
Injury or incident is minor but requires medical/first aider attention on return.
- Party still able to return to centre without outside help.
- Potential for significant delayed return to base.

**LEVEL 2**
- Guide and/or Group Leader responds.
- Contact centre if required.
- Accident report completed on return to centre.

**SERIOUS EVENTS**
Injury or incident is significant but not life threatening.
- Party or individual may not be able to return to centre without outside help.
- Significant delayed return to base inevitable.

**LEVEL 3**
- Guide and/or Group Leader responds.
- Guide contacts emergency services.
- Guide or Group Leader contact centre.
- Accident report completed on return to centre.

**FATAL OR NEAR FATAL EVENTS**
Injury or incident is significant and life threatening.
- Party or individual unable to return to centre without outside help.
- Significant delayed return to base inevitable.

**LEVEL 4**
- Guide and/or Group Leader responds.
- Guide contacts emergency services.
- Guide or Group Leader contact centre.
- Accident report completed on return to centre.
### Copy of Health and Safety Risk Assessment: Tour; Fire and Ice; the sculptures of Edinburgh / Walking in the footsteps of giants

<table>
<thead>
<tr>
<th>TASK</th>
<th>HAZARD</th>
<th>INITIAL RISK</th>
<th>CONTROLS</th>
<th>RESIDUAL RISK</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hazard Description</td>
<td>Hazard Effect</td>
<td>Person at risk</td>
<td>Hazard Severity</td>
</tr>
<tr>
<td></td>
<td>Describe all hazards for the task based on observations. Additional hazards may be caused by interaction with other work</td>
<td>Describe all effects that may be caused if the hazard was to occur</td>
<td>Name all types of persons at risk</td>
<td>Identify the severity with no controls in place for each hazard</td>
</tr>
<tr>
<td>Walking around Holyrood Park</td>
<td>Exposure to weather</td>
<td>Cold and/or wet weather could cause hypothermia. Hot and sunny weather resulting in dehydration or heat stroke.</td>
<td>ALL</td>
<td>High</td>
</tr>
<tr>
<td>Walking around Holyrood Park</td>
<td>Rough terrain causing trips, slips or falls</td>
<td>Bumps, cuts and bruises or potential sprains or breaks.</td>
<td>ALL</td>
<td>High</td>
</tr>
<tr>
<td>Walking around Holyrood Park</td>
<td>Pre-existing medical conditions flaring up due to activities</td>
<td>Pre-existing medical conditions flaring up as a result of activities.</td>
<td>ALL</td>
<td>High</td>
</tr>
</tbody>
</table>
### Standard Operating Procedure: Outdoor Education

**Arthurs Seat and Holyrood Park**

*September 2014-August 2015*

<table>
<thead>
<tr>
<th>Walking around Holyrood Park</th>
<th>Exposure to allergy triggers e.g. Hay Fever, Bee/Wasp stings.</th>
<th>Itching and swelling of affected area. Severe allergies could result in anaphylaxis.</th>
<th>ALL</th>
<th>High</th>
<th>Low</th>
<th>Will be first aid trained and carry a mobile phone. 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Looking at rocks in Camstone quarry and near Hutton’s section</td>
<td>Loose rocks from cliffs falling on people</td>
<td>Injuries to the head</td>
<td>ALL</td>
<td>Med</td>
<td>Low</td>
<td>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.</td>
</tr>
<tr>
<td>Crossing Queen’s Drive</td>
<td>Being hit by a car or cyclist</td>
<td>Severe injury or death</td>
<td>ALL</td>
<td>High</td>
<td>Med</td>
<td>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.</td>
</tr>
<tr>
<td>Walking between sites</td>
<td>Potential loss of participants from the main group</td>
<td>Exposure to weather conditions, injuries from slips or trips, danger from cliffs and the road, approached by strangers.</td>
<td>ALL</td>
<td>High</td>
<td>Med</td>
<td>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 when participants are undertaking activities to ensure they do not enter dangerous areas.</td>
</tr>
</tbody>
</table>