The operating standard is a summary of the requirements for the management of the activity. This document is supported by the:

These Procedures represent the minimum level for operation of all off-site activities. Necessary variations from the precise requirements detailed in this document are acceptable as long as an equal standard of safety is achieved, and the variation from these requirements is detailed on a site specific risk assessment.

**Pre departure checks**

* On-site staff need to be notified about Departure and return time
* The whole group must have suitable clothing for the weather and activity
* The correct PPE must be taken for the whole session
* A first aid kit must be taken
* A emergency shelter and an ability to make a hot drink taken when appropriate
* An ability to make phone calls

**Useful contact information**

|  |  |  |
| --- | --- | --- |
| **Contact** | **Telephone** | **Address** |
| **Boundless Outdoors Malvern** | **01684 574546** | Old hollow, Malvern. Worcs. WR14 4NR |
| **Malvern Out Patients** | **01684 612600** | 185 Worcester Road, Malvern, Worcestershire WR14 1EX |
| **Worcester A&E** | **01905 763333**  | Charles Hastings Way, Worcester WR5 1DD |
| **NHS direct** | **111** |  |
| **Nuala Dalton** **(Operations Manager)** | **07971 887101** |  |
| **Emma Chambers** | **07495753369** |  |
| **Luke Griffiths** | **07854 314742** |  |
| **Nicholas Hands (CEO)** | **07759 284401** |  |

**If in doubt phone 999 or 112**

Does the causality need further outside medical assistance?

Phone 999 and make causality stable. Once it's safe to do so ring centre operations manager and centre

Phone 999 and make causality stable. Once it's safe to do so ring operations manager and centre

**NO**

**YES**

**NO**

**NOT SURE**

**YES**

**YES**

**NO**

**NO**

**YES**

Assess casualty

**Is ABC present?**

Deal with any medical issues and manage session as appropriate

Start CPR and phone 999. Once it's safe to do so notify operations manager and centre

Move casualty and group away from danger if safe to do so, and assess medical situation

Make provision to transport causality the nearest hospital or back to the centre

Make causality stable and phone Centre Operations Manager for clarification.

Can the causality move by themselves or with help?

Remove group from the situation

**Is the casualty in immediate danger?**