



Appendix 7

RISK ASSESSMENT GUIDANCE – SPECIALISED ACTIVITIES

ADVENTURE ACTIVITIES USING LICENSED PROVIDERS

Certain activities when undertaken by children or young people under 18 years unaccompanied by a parent need a license when commercial companies sell them, or when local authorities provide them without a charge. Caving, climbing, trekking and water sports (except rowing) are such activities.

The Adventure Activities Licensing Service can advise about licensable activities. Their address is;

**Adventure Activities Licensing Service, 44, Lambourne Crescent,
Cardiff Business Park, Llanishen, Cardiff CF14 5GG.**

Tel: 02920 755 715 Fax: 02920 755 757

website: <http://www.aala.org>

The event leader must check:

- Whether the provider is legally required to hold a license for the activities it offers and if so, that the provider actually holds a license.

ADVENTURE ACTIVITIES USING NON-LICENSABLE PROVIDERS

Not all providers are required to hold a license. Commercial bodies and local authorities are exempt if their activities fall outside the scope of the regulations. Not holding a license does not imply a lack of safety. It might simply mean the provider or the activity is not licensable.

If proposing to use a non-licensable provider, the event leader should obtain assurances in writing from the provider that:

- Risks have been assessed and that the provider's staff are competent to instruct and lead children and young people of the groups age range on the activity. Competence could be demonstrated by holding the relevant National Governing Body (NGB) award where it exists or through successful participation in an NGB approved in-house scheme.
- The equipment is appropriate and that its safe condition is checked before each use.
- Operating procedures conform to the guidelines of the National Governing Body for the activity where this is appropriate.
- Clear management of safety systems in place.
- There is appropriate provision for first aid.
- There are emergency procedures (including arrangements for informing next of kin and alerting the group leader); that the provider's staff are competent in the procedures and will hold emergency phone numbers and addresses of group members; that the group will have a fire drill as soon as possible on arrival at the provider's base.