

Higher National Unit Specification

General information for centres

Unit title: Safe Practice in Outdoor Activities

Unit code: DD37 34

Unit purpose: This unit introduces the candidate to legislation, procedures and guidelines within the outdoor activities industry. It also highlights an awareness of safety features of equipment, recognition of appropriate clothing and how to resolve incidents of an outdoor nature.

On completion of the Unit the candidate should be able to:

- 1 Explain legislative procedures and guidelines which affect providers of outdoor activities.
- 2 Describe safety features of equipment and recognise appropriate clothing for outdoor activities.
- 3 Plan, perform and record rescue procedures for outdoor activities.

Credit value: 1 HN Credit at SCQF level 7: (8 SCOTCAT credit points at SCQF level 7*)

**SCOTCAT points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCOTCAT points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to doctorates.*

Recommended prior knowledge and skills: It is desirable that candidates should have satisfactorily completed SQA units at Intermediate 2 in Sporting Activities (outdoor activities) or above, be working towards National Governing Body Awards in Outdoor Activities and have or be working towards a recognised First Aid qualification. Ultimately entry is at the discretion of the centre.

Core skills: There may be opportunities to gather evidence towards core skills in this Unit, although there is no automatic certification of core skills or core skills components.

Context for delivery: If this Unit is delivered as part of a group award, it is recommended that it should be taught and assessed within the subject area of the group award to which it contributes.

This unit is included in the framework for the HNC/D Sports Coaching with Development of Sport.

General information for centres (cont)

Unit title: Safe Practice in Outdoor Activities

Assessment: The three Outcomes will be assessed separately:

Outcome 1	Six extended response questions
Outcome 2	One written report of 250 words minimum One 10-minute presentation on nominated subjects List and description of use of safety equipment
Outcome 3	Practical exercise at suitable location and written report of 150 words minimum Completion of accident and incident report form and risk assessment of 150 words minimum.

Higher National Unit specification: statement of standards

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The sections of the Unit stating the Outcomes, knowledge and/or skills, and evidence requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the knowledge and/or skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Explain legislative procedures and guidelines which affect providers of outdoor activities.

Knowledge and/or skills

- Risk assessment
- Incident and accident report procedures
- Adventurous Activities Licensing Authority
- Employer and employee responsibilities as required under the Health and Safety at Work Act 1974
- NGB guidelines
- Legislation and Procedures: Local Education Authorities
Voluntary organisations
Commercial organisations

Evidence requirements

To achieve this outcome, each candidate will require written evidence to demonstrate their understanding of all aspects of the knowledge and /or skills section.

The instrument of assessment will be 6 extended response questions and accurate responses are required for all questions. The evidence will be produced under supervised conditions.

Assessment guidelines

The candidate will provide written evidence to demonstrate their knowledge and understanding of the evidence requirements section.

Higher National Unit specification: statement of standards (cont)

Unit title: Safe Practice in Outdoor Activities

Outcome 2

Describe safety features of equipment and recognise appropriate clothing for outdoor activities.

Knowledge and/or skills

- clothing for outdoor activities
- equipment for outdoor activities
- uses of safety equipment

Evidence requirements

To achieve this outcome each candidate will require written evidence to demonstrate their understanding of all aspects of the knowledge and/or skills section.

The Instruments of assessment will be:

A written report or presentation (to include text and illustrations or diagrams) to describe the appropriate design features of one item of outdoor clothing. (See note below).

A written report or presentation (to include text and illustrations or diagrams) to describe the safety features of one item of equipment for outdoor activities. (See note below).

A list of personal and group safety equipment for a prescribed activity.

Note: Students must provide one written report and one presentation, and a list of equipment.

Assessment guidelines

Candidates are required to provide accurate written and oral evidence.

Outcome 3

Plan, perform and record rescue procedures for outdoor activities.

Knowledge and/or skills

Recognised rescue procedures for one outdoor activity to include:

- Situation assessment
- Plan to resolve incident
- Apply appropriate rescue techniques
- Appropriate First Aid
- Completion of an accident report form
- Completion of an incident report
- Risk assessment of activity for future use

Higher National Unit specification: statement of standards (cont)

Unit title: Safe Practice in Outdoor Activities

Evidence requirements

Each candidate must provide written evidence to demonstrate their understanding of all aspects of the knowledge and/or skills section.

The Instrument of assessment will be:

A practical exercise based on a simulation, supported by a written report which includes:

An initial assessment of the situation, and how to resolve incident. (Minimum 150 words).

A recognised HSE accident report form.

An incident report completed.

A five step risk assessment for the activity (minimum 150 words).

For the practical exercise the candidate will contribute as part of a team to perform a practical rescue. To ensure each candidate contributes to the team effort involved in the rescue, there should be close supervision of this process. Candidates who do not meet this requirement should be assessed on the rescue individually.

Assessment guidelines

The Outcome can be assessed by the use of prescribed practical exercise scenarios, which will be selected from a range of outdoor activities and presented to the candidates.

Administrative Information

Unit code: DD37 34

Unit title: Safe Practice in Outdoor Activities

Superclass category: PL

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Higher National Unit specification: support notes

Unit title: Safe Practice in Outdoor Activities

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

Guidance on the content and context for this Unit

The unit is part of a group award; all outcomes will be of benefit to those candidates working towards NGB awards in outdoor activities.

The unit introduces candidates who will be beyond beginner level, to the legislative side of the industry and also the need to know more about the clothing and equipment than just using it.

The candidate will be of a level as to perform and assist in resolving incidents. In these circumstances it is likely the unit will be delivered in year one of an HND award.

Outcome 1

Explain legislative procedures and guidelines which affect providers of outdoor activities..

The following range of suggestions for each knowledge/skill may be used as part of the content for this outcome

Risk assessment

- The legal requirements
- When must it be applied?
- The Health and Safety Executive five-step process to risk assessment.

Incident and accident reporting procedures

- RIDDOR – Reporting Injuries, Diseases and Dangerous Occurrences Regulations
- 1985.
- Fatalities and major injuries
- Where an employee is off work for more than three days
- Record keeping of reportable accidents
- Completion of Accident Report Forms
- Detailed incident report methods

Adventurous Activities Licensing Authority

- Activity Centres (Young Persons Safety) Act 1995
- Background information as to why it was imposed
- Activities within the licence
- What the inspectors are required to inspect?

- Geographical areas covered by inspector

Higher National Unit specification: support notes (cont)

Unit title: Safe Practice in Outdoor Activities

Employer and Employee responsibilities as required under the 1974 Health and Safety at Work Act

- Employer safety policy statement
- Provision of safe and healthy working conditions
- Provision of adequate training
- Make available appropriate safety devices and protective equipment
- Encourage the elimination of hazardous activities or the reduction of any risk to acceptable levels

Employee

- Work safely and efficiently
- Use protective clothing and equipment provided
- Report accidents or near misses
- Only participate in hazardous activities when fully trained and authorised to do so

*Note this is a small range from the requirements of the 1974 Act, more may be added if required.

National Governing Bodies Guidelines

- Kayaking/canoeing)
- Skiing) Minimum qualification requirements for two environments
- Mountaineering) for each activity
- Maximum instructor/client ratio for the above
- Implications of ignoring these recommendations

Legislation and Procedures

- Local education authorities
- Commercial organisations
- Voluntary organisations
- Safe arrangements for the organisation of visits as stated in Scottish Office Education and Industry Department Circular 10/94 and subsequent updates. Examples of information in these documents are:
 - Guidance on planning and managing visits
 - Staffing the visits – insurance
 - Parental consent – emergency procedures
 - Equipment – common law
 - RIDDOR – reporting of injuries, diseases and dangerous occurrences regulations 1985.

Higher National Unit specification: support notes (cont)

Unit title: Safe Practice in Outdoor Activities

Outcome 2

Describe safety features of equipment and recognise appropriate clothing for outdoor activities.

A few suggestions may include:

Kayak

Buoyancy (front – rear – central)
Grab hoops
Quick release backrest

Skis

Brakes
Din settings
Binding release

Clothing

Wet suit
Dry suit
Gortex material

Note

References should be made to the Personal Protective Directive, which states that clothing, and equipment issued to employees must be ‘CE’ marked by the manufacturers.

Equipment Lists

Hillwalking

Personal

First Aid kit
Whistle
Torch
Bivvy Bag
Watch

Group

Group shelters
30m of 8mm security rope
Emergency rations
Spare map – compass
Spare batteries – bulbs and mobile
Mobile phone

Higher National Unit specification: support notes (cont)

Unit title: Safe Practice in Outdoor Activities

Outcome 3

Plan, perform and record rescue procedures for outdoor activities.

The candidates should be familiar with planning, performing and recording a range of rescues for a minimum of three activities. The range may be selected from the following:

- Kayaking/canoeing
- Hillwalking
- Snow sports
- Climbing
- Mountain biking

First Aid

The candidates should as a minimum be familiar with how to treat:

- Simple fractures
- Head injuries (laceration, tissue damage)
- Unconscious casualty
- Hypothermia

Risk Assessment

The candidate should be familiar with how to write a 5-step risk assessment, which will include:

- List of hazards
- Who is at risk
- Evaluate the risk (are existing precautions adequate?)
- Record findings
- Review periodically.

Guidance on the delivery and assessment of this Unit

The unit will be best delivered along with or after HN coaching units in outdoor activities as some of the skills/knowledge may compliment this unit.

Outcome 1

A good starting point to this outcome may be discussion on the Lyme Bay disaster and/or some other incident and the resulting implications. A wide range of documents from the booklist should be made available for candidates classroom use.

Higher National Unit specification: support notes (cont)

Unit title: Safe Practice in Outdoor Activities

Outcome 2

For information regarding clothing and equipment the candidates should be guided towards retailers, manufacturer, distributors, catalogues and the wide range of web sites that are available. For the ten minute presentation the candidate will be expected to provide visual evidence of their subject i.e. articles of clothing, pair of skis, a kayak etc. The presentation therefore, may be classroom based, in an outdoor store or on location for an activity. Talks, which develop into wider discussion, should not be discouraged as long as the evidence requirements for the activity are fulfilled.

Outcome 3

For obvious safety reasons the scenario set should reflect the qualification and experience of the assessor and the capabilities of the candidates. The scenario will be strictly monitored and controlled. With that in mind examples may include water incidents within inland sheltered water or of a maximum Grade One moving water. Ski incidents may take place at a dry ski slope or if on snow probably no more than a Blue Run. Hill walking incidents will probably be at local lowland hills or country parks.

National Governing Body guidelines will dictate the group size that may be taken outdoors likely to number around eight. It is feasible to assess that amount with one scenario although it is likely that at least two will be necessary to reflect the activities in which candidates participate. The personnel required to act as injured, capsized, lost etc will likely come from within the candidates peer group, however, the use of willing guinea pigs would be beneficial.

Open learning

Because of the practical nature of this unit and the assessment structure, open learning would not be an option.

For further information of Open and Distance Learning, please refer to the SQA publication, Assessment and Quality Assurance of Open and Distance Learning (SQA 2000).

Special needs

This Unit specification is intended to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering special alternative Outcomes for Units. For information on these, please refer to the SQA document *Guidance on Special Assessment Arrangements* (SQA, 2001).

General information for candidates

Unit title: Safe Practice in Outdoor Activities

This Unit will provide you with the basic knowledge in terms of Health and Safety Legislation, procedures and guidelines that are requirements within the Outdoor Activities Industry.

The Unit requires that you investigate and report on a range of outdoor clothing and equipment and thereby broaden your knowledge and understanding of these aspects of the industry. The Unit has a practical element in which you will be required to perform and take part in a range of rescues for outdoor activities.

The Unit has three learning outcomes and will be assessed by the following:

Outcome 1	6 extended response questions
Outcome 2	One written report One ten-minute presentation One equipment list with explanations
Outcome 3	Plan for a rescue Perform correct rescue procedures Complete accident/incident report form Provide a risk assessment for the activity

Bibliography

Guidelines and operating procedures for Local Education Authorities
Commercial Organisations and the Voluntary Sector to include Guides and Scouting Associations
Health and Safety at Work Act 1974 (relevant sections)
Activities, Licensing Association Procedures for Inspection
HSE Five Step Guide to Risk Assessment
National Governing Body Handbooks to include The British Canoe Union
The British Association of Snowsport Instructors
Mountain Leader Training Board
The Royal Yachting Association
Mountain Craft and Leadership by E. Langmuir
A Guide for Outdoor Education in Scotland by P Higgins, C Loynes and N Crowther
First Aid Manual
Safe Practice in Physical Education by British Association of Advisors and Lecturers in Physical Education