

Outdoor Education Standard Operating Procedures



Douglaswood Residential

Douglaswood Residential SOP – P7 Programme

1. Arrival and Transport

Groups arrive via coach transport. Staff supervise boarding, disembarking and headcounts throughout journey. Behaviour expectations are set prior to departure.

2. Arrival and Induction

Lead instructor delivers site briefing covering fire procedures, boundaries, accommodation behaviour and daily routines.

3. Accommodation

Dormitory style rooms with gender segregation. Toilets and showers located within accommodation blocks. Staff supervise overnight.

4. Site Rules

Permitted: accommodation, activity areas (when supervised), dining areas.

Out of bounds: woodland areas, stores, roads, unsupervised activity zones.

5. Behaviour Expectations

Respect staff, peers and facilities. Maintain tidiness. Follow instructions at all times.

6. Safety

Daily staff briefings, first aid kits, communication devices required. Dynamic risk assessments ongoing.

7. General Risk Assessment

Transport, fire, supervision, behaviour, weather and emergencies managed through supervision, planning and clear procedures.

Day One – On Site Activities

Activities: climbing, zip crate stack, archery, orienteering

Risk controls include supervision, equipment checks and clear instructions.

Day Two – Water Activities

Canoe, SUP, raft sessions, buoyancy aids required. Qualified staff lead sessions.

Day Three – Burn Walk

Group rotations, transport logistics and instructor-led walking sessions.

Burn Walk

Safety is our priority.

All instructors **must** have read the SOPs for the activity they are delivering available at <https://www.ancrum.com/standard-operating-procedures>

Full time OLV staff responsibilities:

- Hold a 'start of day' briefing
 - Pass on any relevant medical information
 - Weather updates
 - Note / report any issues / concerns
 - Inform staff on numbers of participants
- All staff to always have a mobile phone and first aid kit at location.

Normal operational number

1 Instructor to 10 Participants

Note a second adult must accompany each group. Please see the following day plan, for the practical way in which this happens.

Burn walk timings:

Event	Time	Notes
Arrive DW	0930	Arrive at wet store, help to get the group kitted up and loaded into buses
Depart for burn walk	0945	Remember to take the box trailer with luggage on final day
Toilet stop at Glamis	1010	
Arrive un-load group, equipment and give group brief	1030	
First group + instructor and member of school staff depart in big bus		Begin session – Note this instructor must be able to drive a big bus.
Big bus returns for next group		Second group + 1 instructor
Big bus returns for next group		System continues till last group of students and member of school staff go with the instructor who has been driving the big bus for their session.
First group end session driven back to park		Instructor ensures all bags are accessible and school staff monitor group at park. The instructor then begins shuttle to pick up the other group.

Burn walk - Emergency Action Plan

Location 1: Newtyle Park changing area: (road access)

1 Bulb Park, Newtyle, Blairgowrie PH12 8UZ

<https://maps.app.goo.gl/Ni1dN5p3ToiC4VEo6>

What3Words: lobbed.bashed.gallping

BG: NO 298 415

56.56029325858859, -3.1432124535178705

Location 2: Burn walk Access Path (road access)

Blairgowrie, PH12 8SQ

<https://maps.app.goo.gl/w2hBSJ28UwaiXrsZ9>

What3Words: scrum.latest.bluff

BG: NO 306 419

56.564269, -3.129904

Location 3: Burn walk Gate and Bench (mid-way point) – Mountain Rescue required

BG: NO 309417

What3Words: overheat.patting.polar

1. Introduction

This Emergency Action Plan (EAP) outlines procedures to be followed in the event of an emergency at the Burn walk activity area. It is designed to ensure the safety and well-being of all visitors, staff, and volunteers.

2. Emergency Contacts

- In event of an emergency contact the emergency services as required. For guidance / advice contact the Ancrum representative onsite who will be able to contact the Centre Manager: Derek Napier
- Emergency Services (Police, Fire, Ambulance): 999
- NHS 24 (Non-Emergency Medical Advice): 111
- Local Hospital (Ninewells Hospital, Dundee): 01382 660111

3. Emergency Assembly Point

- Where possible all groups will be transported back to Newtyle railway walk car park. Here they can get changed and wait inside the vehicles.

4. Medical Emergency Procedures

1. Assess the Situation: Check for dangers before assisting an injured person.
2. Provide First Aid: Use first aid kits carried by instructors – There are 4 safety bags provided for this session if a fifth group is required this group will be number 3 in the order. If external assistance is required call 999 and ask for police mountain rescue if not near to the road.
3. Inform other Staff and Centre Manager: They will assist and coordinate further actions.
4. Escort to Medical Help: If necessary, transport to the nearest hospital -Ninewells Hospital, Dundee (28 minutes away).
5. Emergency Di-fibulator is available outside the shop on the right, 2mins from the carpark towards town centre

5. Missing Person Procedure

1. Conduct an Immediate Search: Check nearby buildings, trails, and common areas.
2. Alert Centre Staff: Provide a description of the missing person.
3. Call 999 if Not Found Within 15 Minutes: Provide details such as last known location, clothing, and any medical concerns.
4. Organise a Search Party: If safe, coordinate a structured search in pairs.
5. Reunite & Assess: Once found, ensure they receive necessary care and support.

6. Severe Weather Plan

- Strong Winds/Storms forecast or a yellow weather warning – decision to continue assessment carried out by senior OLW / SMT.
- Amber / Red warning activity cancelled
- Lightning: Suspend outdoor activities and seek shelter in a substantial building.

7. Reporting & Reviewing Incidents

- All emergencies must be reported to the Centre Manager.
- An incident report form should be completed for documentation.
- Regular reviews and drills should be conducted to ensure preparedness.

8. Review and Training

- This EAP should be reviewed annually.
- All staff and volunteers should be trained on emergency procedures.

Prepared by: [Dave Slade]

Date: [17/03/2026]

Approved by: [Centre Manager- Derek Napier]

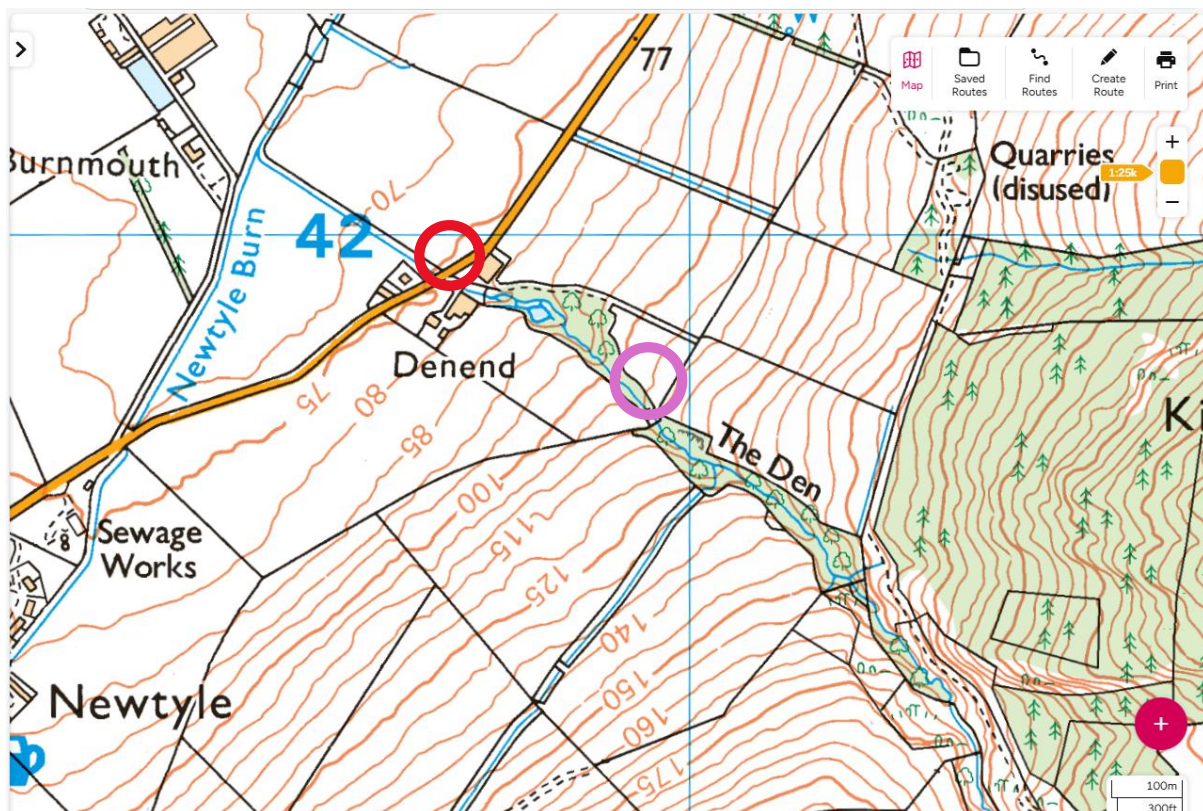
This plan ensures a coordinated response to emergencies, prioritising safety at the burn walk activity venue.

Map:

Red circle access point (location 2 above)

Purple circle gate and bench mid-point (location 3 above)

B road is called Blub Park Road



Douglaswood MAD Operational Plan

Safety is our priority; the day **MUST** not start until all safety checks are completed.

All instructors **must** have read the SOPs for the activity they are delivering available at <https://www.ancrum.com/standard-operating-procedures>

Lead staff responsibilities:

- Hold a 'start of day' briefing and 'end of day' meeting
 - Pass on any relevant medical information
 - Weather updates
 - Note / report any issues / concerns
 - Inform staff on numbers of participants
- Allocate staff to sessions
- Hand out radios to staff – Importance of Comms, radios must be at all activity sites. All staff to have fully mobile phone and first aid kit at location.
- Set day timing / breaks / lunch and order
- Check daily sign off sheets for wall / zip / crate: At start and end of day

Normal numbers max 10-12 on each activity

Zip

1 qualified staff: Other adult / staff may assist with safety system at base of tree.

Briefing of participants **must** include "Lean back so I can see your clip is attached" before they begin to climb.

Max 3 persons on the platform

Climbing wall:

2 staff (1 RCI / CWI + inducted assistant)

Crate Stack:

1 Staff member – Inducted

Ground anchor must be used

Archery:

1 Staff member

No arrows to be left un-attended

Orienteering:

1 staff member

DW- Emergency Action Plan

Location:

Douglaswood Scout Centre, Dundee DD5 3QH

<https://maps.app.goo.gl/CA211Gj2bLGfL255A>

What3Words: daydream.teacher.gent

BG: NO 485 414

56.562018028293515, -2.8379918257078214

Access to site along farm track off the B978

Helicopter landing on field outside main entrance

1. Introduction

This Emergency Action Plan (EAP) outlines procedures to be followed in the event of an emergency at Douglaswood Scout Centre. It is designed to ensure the safety and well-being of all visitors, staff, and volunteers.

2. Emergency Contacts

- In event of an emergency contact the emergency services as required. For guidance / advice contact the Ancrum representative onsite who will be able to contact the Centre Manager: Derek Napier
- Emergency Services (Police, Fire, Ambulance): 999
- NHS 24 (Non-Emergency Medical Advice): 111
- Local Hospital (Ninewells Hospital, Dundee): 01382 660111
- Local Fire Station: Forfar Community Fire Station (15 minutes away)
- Local Police Station: Letham (12 minutes away)

3. Emergency Assembly Point

- Car Park at South side of estate, near to staff lodge near main entrance to estate. See attached map.

4. Fire Emergency Procedures

1. Raise the Alarm: If a fire is discovered, activate the nearest alarm point and notify staff.
2. Evacuate the Building: Leave through the nearest safe exit and proceed to the assembly point. Do not stop to collect belongings.
3. Call 999: Provide the location (Douglaswood Scout Centre, Dundee) and details of the fire.
4. Roll Call: The group leader or designated person should account for all individuals.
5. Firefighting: Only attempt to extinguish a small fire if trained and it is safe to do so.
6. Wait for Emergency Services: Do not re-enter the building until authorised by fire services.

5. Medical Emergency Procedures

1. Assess the Situation: Check for dangers before assisting an injured person.
2. Provide First Aid: Use first aid kits available from kitchen in each accommodation block. If serious, call 999.
3. Inform Staff or Centre Manager: They will assist and coordinate further actions.
4. Escort to Medical Help: If necessary, transport to the nearest hospital -Ninewells Hospital, Dundee (28 minutes away).
5. Emergency Di-fibulator stored in Largs building Kitchen area

6. Missing Person Procedure

1. Conduct an Immediate Search: Check all nearby buildings, trails, and common areas.
2. Alert Centre Staff: Provide a description of the missing person.
3. Call 999 if Not Found Within 15 Minutes: Provide details such as last known location, clothing, and any medical concerns.
4. Organise a Search Party: If safe, coordinate a structured search in pairs.
5. Reunite & Assess: Once found, ensure they receive necessary care and support.

7. Severe Weather Plan

- Strong Winds/Storms forecast or a yellow weather warning – decision to continue assessment carried out by senior OLW / SMT.
- Amber / Red warning activity cancelled
- Lightning: Suspend outdoor activities and seek shelter in a substantial building.
- Flooding: Move to higher ground if needed. Avoid flood-prone areas.
- Lightning: Suspend outdoor activities and seek shelter in a substantial building.

8. Security Threat (Intruder, Suspicious Package, or Violent Incident)

1. Do Not Engage the Threat.
2. Call 999 and Provide Details.
3. Secure Buildings Where Possible.
4. Evacuate to a Safe Area if Necessary.
5. Follow Police Instructions Upon Arrival.

9. Reporting & Reviewing Incidents

- All emergencies must be reported to the Centre Manager.
- An incident report form should be completed for documentation.
- Regular reviews and drills should be conducted to ensure preparedness.

10. Review and Training

- This EAP should be reviewed annually.
- All staff and volunteers should be trained on emergency procedures.

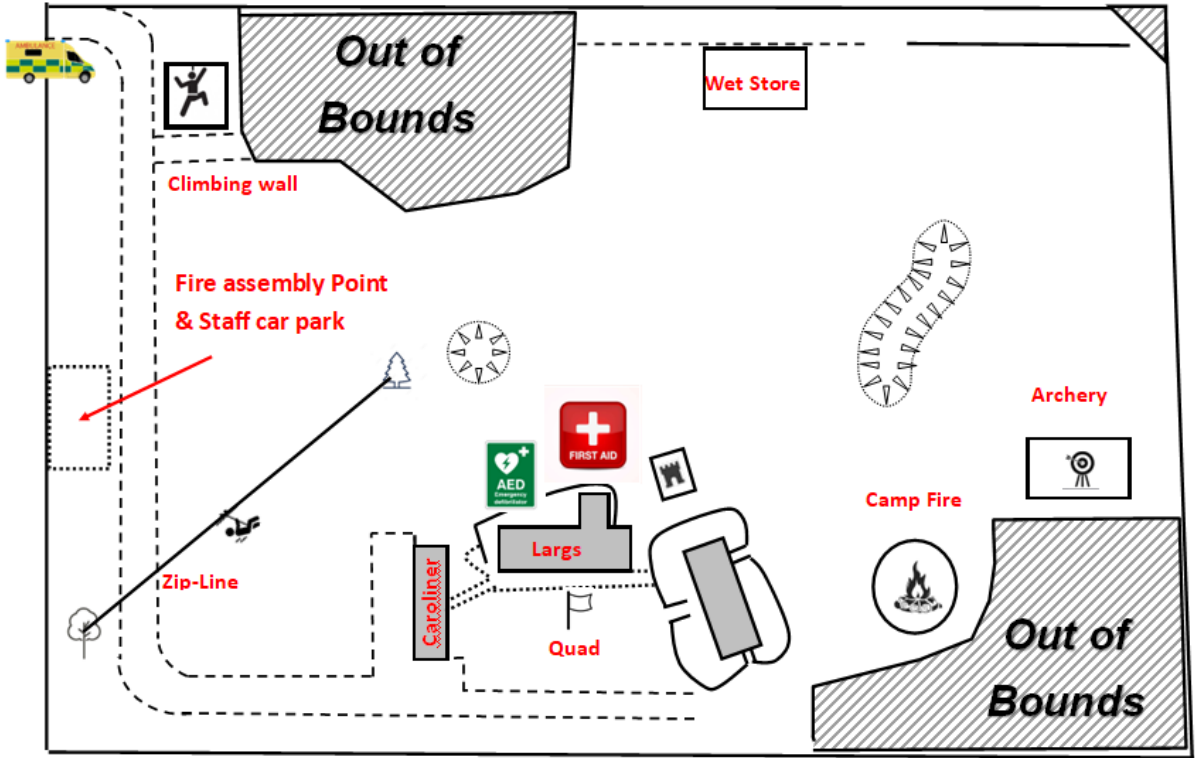
Prepared by: [Dave Slade]

Date: [17/03/2026]

Approved by: [Centre Manager- Derek Napier]

This plan ensures a coordinated response to emergencies, prioritising safety at Douglaswood Scout Centre.

Access to main road



Wet N Wild Operational Plan

Safety is our priority;

All instructors must have read the SOPs for the activity they are delivering available at

<https://www.ancrum.com/search/content?keys=sop>

Lead instructor – A full time OLW, allocated on planning sheet

Responsible for

- Allocation of staff to sessions
- Holding safety briefing with all activity staff before first session
 - Weather update
 - Session times and group number split
 - Medical info on groups
 - Any issues or day restrictions
 - Ratio number check
- Ensuring all visitors are briefed in fire safety / action
- Ensure flow of the day

All activity staff are responsible for ensuring that sessions are managed in line with the SOP and RA documents.

Weather restrictions : to be added

Sea cadets SOPs implications to be added e.g. max 30 persons on pontoon

Timeline:

Group A	Group B
1030 – 1100 Change	1030 – 1200 Dry
1100 – 1215 Wet	1200 – 1230 Lunch
1230- 1300 Change	1230 – 1300 Change
1300 – 1330 Lunch	1300 – 1430 Wet
1330 – 1500 dry	1430 – 1500 Change
1510 – load on buses	1515 – load on buses
1600 – arrive at DW	1600 – arrive at DW

Kit process: All wetsuits and helmets to be washed at cadets and loaded into buses, at end of day at DW, wetsuits and helmets returned to wet store ready for next day.

Buoyancy aids: Keep one set dry if possible. All BAs hung back on rails at cadets ready for next day

Dry session: Zorb and Champs 24 pax (max)

Following initial safety brief group will progress directly to kit up at the top of the ramp. Once checked group begin activity, the group should be issued with dry BA, after session they take this off before going for lunch / depart

Buoyancy aid

Waterproof top (as required)

Ratios:

Champs – 1:6 In each boat

Zorb 1:12

Wet session: 24 pax (max) Canoe and SUP

Start on Rafted canoes, followed by 'wet' session

- 3 x rafted canoes
 - Canoes are rafted and left afloat, bailers to be fitted, extra seats in rafts
 - 2 x single canoes left on jetty for use as deemed appropriate
 -
- Giant SUP and Jetty jumping
 - Session length dependent on water / air temperature
 - Qualified staff to remain in full control of the session
 - ??Helmets??
- Numbers
 - 1:12 + assistant
 - 13-16 2x qualified staff
 - 17-24 2x qualified + assistant

Still to develop plan for sessions where more than 48 persons booked in.

Sea Cadets - Emergency Action Plan

Location:

Dundee sea cadets, East Camperdown St, Dundee DD1 3LG

<https://maps.app.goo.gl/N3cu6JoJxqst7MFo8>

What3Words: ropes.often.rivers

BG: NO 413 306

56.46436607242892, -2.953530974858436

1. Introduction

This Emergency Action Plan (EAP) outlines procedures to be followed in the event of an emergency at Dundee Sea cadet's centre. It is designed to ensure the safety and well-being of all visitors, staff, and volunteers. Ancrum OLWs will manage / coordinate emergencies which happen during an activity, Dundee Sea Cadet officers on-site will have responsibility for emergencies which happen outside of activities. Both parties will work together to ensure the most appropriate and timely action is taken in the event of an incident.

2. Emergency Contacts

- In event of an emergency contact the emergency services as required. For guidance / advice contact the ancrum representative onsite who will be able to contact the Centre Manager: Derek Napier
- Ancrum will contact Sea cadets senior officers
- Emergency Services (Police, Fire, Ambulance): 999
- NHS 24 (Non-Emergency Medical Advice): 111
- Local Hospital (Ninewells Hospital, Dundee): 01382 660111

3. Emergency Assembly Point

Turn right out of main gate and follow fence to area behind boat shed, outside of fence

4. Fire Emergency Procedures

1. Raise the Alarm: If a fire is discovered, activate the nearest alarm point and notify staff.
2. Evacuate the Building: Leave through the nearest safe exit and proceed to the assembly point. Do not stop to collect belongings.
3. Call 999: Provide the location and details of the fire.
4. Roll Call: The group leader or designated person should account for all individuals.
5. Firefighting: Only attempt to extinguish a small fire if trained and it is safe to do so.
6. Wait for Emergency Services: Do not re-enter the building until authorised by fire services.

5. Medical Emergency Procedures

1. Assess the Situation: Check for dangers before assisting an injured person.
2. Provide First Aid: Use first aid kits available from kitchen in each accommodation block. If serious, call 999.
3. Inform Staff or Centre Manager: They will assist and coordinate further actions.
4. Escort to Medical Help: If necessary, transport to the nearest hospital -Ninewells Hospital, Dundee (15 minutes away).
5. Emergency Di-fib on outside wall of centre

6. Missing Person Procedure

1. Conduct an Immediate Search: Check all nearby buildings, trails, and common areas.
2. Alert Centre Staff: Provide a description of the missing person.
3. Call 999 if Not Found Within 15 Minutes: Provide details such as last known location, clothing, and any medical concerns.
4. Organise a Search Party: If safe, coordinate a structured search in pairs.
5. Reunite & Assess: Once found, ensure they receive necessary care and support.

7. Severe Weather Plan

- Strong Winds/Storms forecast or a yellow weather warning – decision to continue assessment carried out by senior OLW / SMT.
- Amber or Red weather warning cancel activity avoid travel.
- Lightning: Suspend outdoor activities and seek shelter in a substantial building.

8. Security Threat (Intruder, Suspicious Package, or Violent Incident)

1. Do Not Engage the Threat.
2. Call 999 and Provide Details.
3. Secure Buildings Where Possible.
4. Evacuate to a Safe Area if Necessary.
5. Follow Police Instructions Upon Arrival.

9. Reporting & Reviewing Incidents

- All emergencies must be reported to the Centre Manager.
- An incident report form should be completed for documentation.
- Regular reviews and drills should be conducted to ensure preparedness.

10. Review and Training

- This EAP should be reviewed annually.
- All staff and volunteers should be trained on emergency procedures.

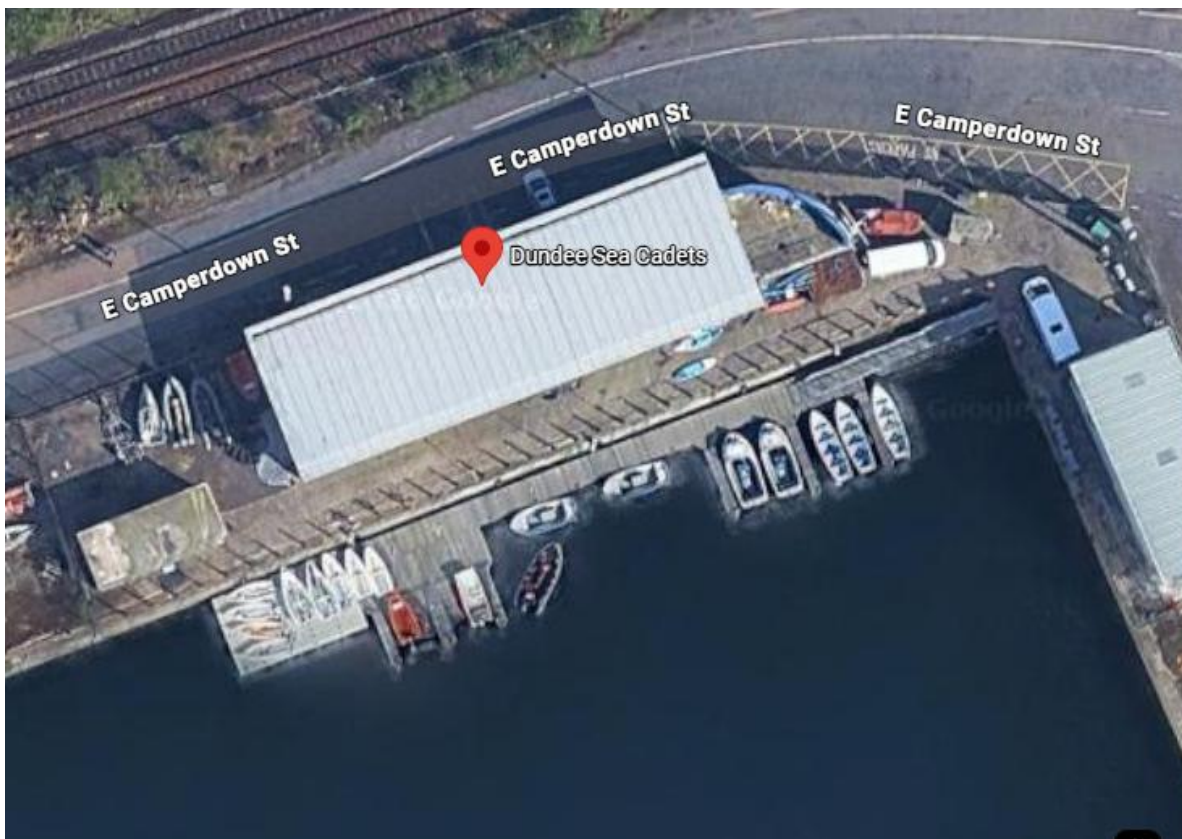
Prepared by: [Dave Slade]

Date: [17/03/2026]

Approved by: [Centre Manager- Derek Napier]

This plan ensures a coordinated response to emergencies, prioritising safety at Dundee Sea Cadets. It forms an addition to the Dundee Sea cadet's emergency action plans

Site Picture



DESCRIPTION OF TASK / ACTIVITY	P7 RESIDENTIALS
LOCATION	DOUGLASWOOD SCOUT CENTRE

Item	What are the hazards?	What are you already doing, i.e. what Control Measures are already in place?	Further Actions Required	Implementation Plan for Further Actions
1	Issue with transporting group members • Getting on/off transport • Behaviour • Rest breaks • Driver behaviour if applicable	Ensure: • Adequate staff ratio • Getting on/off transport is supervised • Clear procedures for behaviour • Rest breaks are supervised • Regular head counts are carried out • Driving standards are safe at all times	Issue staff with group list to assist with head count at activity venues	
2	Issue in accommodation: • Fire • Safety overnight • Unsuitable accommodation • "Free time" • Security of possessions	Ensure: • Adequate staff ratio • Dynamic risk assessment is carried out • Fire procedures are adequate • Fire practice is carried out • There is suitable gender segregation • Adequate supervision arrangements exist • Group will be safe and secure overnight • Belongings will be secure • Brief the group	Check with accommodation that disabled room provided can be adequately supervised by staff	

Item	What are the hazards?	What are you already doing, i.e. what Control Measures are already in place?	Further Actions Required	Implementation Plan for Further Actions
3	Issue around the residential venue - Traffic “Free time” - Other hazards (identify them in Visit Plan)	Ensure: - Prior knowledge of the venue if possible - Adequate staff ratio - Dynamic risk assessment is carried out - Assess any dangers from traffic/roads - Behaviour code explained to group - Identify suitable supervision techniques - Brief the group	Meet with pupils to establish behaviour code On arrival pupils will be shown areas they may / may not use	
4a	Incompetent external provider leading programme of activities Risk Assessments are the provider’s responsibility	Ensure: - Suitable programme has been agreed - Provider is aware of any medical issues - Provider will look after the welfare of group - Clear hand-over at start/finish of sessions - Provider is insured	All activities shall be led by Ancrum staff and any external provider of any activity shall be vetted by Ancrum Management Team.	
4b	Incompetent establishment staff leading programme of activities - Plan not clear to all staff - Supervision arrangements not clear - Risks not assessed	Ensure: - Dynamic risk assessment carried out - Clear plan for session exists - All staff are able to carry out allocated tasks - Supervision arrangements are established - Behaviour code explained to group - Meeting times/places clearly established - Group briefed for session	Group leaders to be issued with group list. Group meeting each morning to explain plans for the day.	

Item	What are the hazards?	What are you already doing, i.e. what Control Measures are already in place?	Further Actions Required	Implementation Plan for Further Actions
5	Adverse weather - Effect on transport - Effect on programme	Transport: - Obtain weather forecast if necessary - Carry out dynamic risk assessment - Consider effect of weather on travel - Abandon visit if weather too extreme Programme: - Issue clothing advice and - Check group clothing if necessary - Carry spare clothing when necessary - Have a Plan B available for programme	Ancrum Leader will check forecast on the morning of departure and raise any concerns with visit leader.	
6	Emergencies - Need to obtain outside assistance - Need to contact home establishment - Need for information on group members - Need to contact parents	Senior Officer at home establishment: - Provides 24/7 contact - Holds list of participants - Holds parent contact numbers Staff on visit: - Hold list of participants - Hold parent contact numbers - Hold medical details - Medicines available to appropriate people - Carry mobile phones		
Prepared by:		Dave Slade	Date:	19/03/2026
			Date for review:	19/03/2027

Item	What are the hazards?	What are you already doing, i.e. what Control Measures are already in place?	Further Actions Required	Implementation Plan for Further Actions
Checked and Approved by:	Derek Napier		Date:	19/03/2026