

Outdoor Education Standard Operating Procedures



April 2026

Standard Operating Procedures: Glenfarg Railway Tunnel Walk

Definition and Scope of Activities

Exploration of non-operational railway tunnels, near Glenfarg

The major activities covered within this section are as follows:

- Guided circular walk through the above railway tunnels

Precautions to Minimise Hazards

It is essential that the Standard Operating Procedures are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

Tuition Ratios

The tuition ratios are:

1 Leader to 10 participants

Tuition Leader Qualifications

Minimum qualifications for leading groups at the tunnels are:

- Walking leadership award such as LLA or above
- Hold a valid minimum 2 day First Aid Certificate.
- The Leader must also complete the in-house induction.

Equipment - Participants

All participants must have access to windproof/waterproof/protective clothing, appropriate to conditions, and suitable footwear.

Equipment – Group Safety

Staff must have access to a torch while in the tunnels.

Additional group safety equipment should be carried including: -

- First Aid Kit
- Group Shelter

Additional equipment to be considered depending on conditions:

- Warm drink
- OS map (1:50000 scale)

Access / Environment

There may be access restrictions due to land use. The railway is soon to be reinstated which will deem the tunnels no longer suitable for walks.

RISK ASSESSMENT

ASSESSMENT REF NO: Hillwalking 1

Activity: Tunnel Walk

Location: Glenfarg Railway Tunnel

Assessor: DH, DS

Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk
	Public	Client	Leader		Probability	Severity	Rating					
Weather / hypothermia / heat stroke		x	x	Staff should monitor weather conditions prior to walk. Appropriate equipment and food / drink.	2	4	8	None				
Panic		x	x	Instructors should carry a torch, explain the trip before commencement of trip.	1	2	2					
Ill fitting equipment and equipment failure		x	x	Check equipment prior to and during activity.	1	2	2	None				
Injuries from falling objects		x	x	Staff to monitor icicles on the tunnels roof and make group aware of this on cold frosty days.	1	1	1	None				
Slips / trips / falls		x	x	Staff to assist group with route choice after 1 st tunnel has been exited due to boggy/ wet terrain and fallen down trees.	1	2	2	None				
Slips / trips / falls in the tunnels		x	x	The option of using torches must be available to clients if required. Staff to ensure groups stay away from obstructions in the tunnels.	1	2	2	None				
Loosing group member		x	x	Instructors should carry a torch.	1	4	4					

Further actions approved by:

Signature:

Date: April 2027

Urgency of Action = (20>Very High) (16-20 High) (9-15 Moderate) (4-8 Low) (1-3 Very Low)

Severity = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

Probability = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

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