

# 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<br>What makes the hazard less risky?<br>What makes these controls effective?                                           | Risk        |          |        | Further actions<br>Avoid<br>Control at source<br>Take advantage of technology<br>Protect all<br>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 <sup>st</sup> 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: Derek Napier

Signature: D Napier

Date: 9<sup>th</sup> April, 2026

**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

**Review Date: April 2027**

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