

Outdoor Education Standard Operating Procedures



Shelter Build & Bush Craft

Standard Operating Procedures: Shelter Build/ Bush Craft

Definition and Scope of Activities

The activities involved are all undertaken on foot.

The activity takes place mainly in forests, or coastal environments.

Locations are mainly Tentsmuir, Crombie Country Park, Lairds Loch, Templeton woods or any other suitable forest with easy access.

The major activities covered within this section are as follows:

- Shelter Building
- Cooking
- Whittling
- Bush Craft Skills

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.

The specific hazards identified in Risk Assessment are not exhaustive and additional hazards or combinations may arise during the course of an activity necessitating ongoing attention to minimise or control the risk(s) to a manageable level.

Seasonal Constraints

Shelter Building can take place all year round.

Location Constraints

If estate grounds are being used where shooting takes place then the estate to be contacted prior to visit.

Tuition Ratios

The maximum tuition ratios are:

- 1 instructor to 10 participants

Tuition Leader Qualifications

An adult who has a 2 day First Aid certificate and holds a bushcraft award or has a leadership NGB award e.g. TCL, LLA, ML.

Adults who have group leadership experience (6mths in leadership roles) can run sessions following an induction.

Equipment - Participants

Depending on activity / weather

- Gloves
- Waterproof / warm clothing

Equipment – Group Safety

Depending on activity / weather

- First aid
- Group shelter
- Water/ or Access to

Access / Environment

There may be access restrictions due to land use.

The principle of minimal environmental impact is recommended.

RISK ASSESSMENT

ASSESSMENT REF NO: TeamBuilding 1

Activity: Bush Craft skills

Location: Various

Assessor: FO, DH

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					
Injury from equipment	x	x	x	All equipment checked prior to and during activity, Clients shown correct techniques for use of knives / axes etc	2	2	4	Consider the use of hardwearing gloves Consider the suitability of clients for using sharp tools.				
Shelter collapse		x	x	Leader to assess the structures during all stages of construction and take active steps should it be unstable	2	4	8	None				
Injury from or during lifting moving materials	x	x	x	Group shown good lifting techniques and safety brief on hazards and group control.	4	2	12	None				
Slip / trip / fall / glass / dog muck etc	x	x	x	Staff should check the area for any hazards	4	2	8	None				
Fire	x	x	x	Fire to be under control. Leader to supervise and give good safety brief.	2	4	8	None				
Food Poisoning		x	x	Food should be cooked following basic food hygiene standards in an outdoor environment. Consider use of low risk foods	1	4	4	None				

Further actions approved by: Derek Napier

Signature: D Napier

Date: 9th 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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