

Outdoor Education Standard Operating Procedures

Team Building



Standard Operating Procedures: Team Building

Definition and Scope of Activities

The activities involved are all undertaken on foot and may be conducted on a day or half day basis.

The activity takes place mainly in public parks, although may take place in open land as part of a larger event.

Locations are mainly Tentsmuir, Monikie Country Park, Lochee Park, Clatto Country Park or any other suitable location with easy access (can also take place indoors).

The major activities covered within this section are as follows:

- Team challenges / problems
- Kite flying

The games and challenges are relatively low level in terms of risk, and don't involve and significant heights.

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

Team Building can take place all year.

Location Constraints

Consideration should be given to the suitability of the venue used and the ability of the participants. These activities are generally delivered in School Playgrounds, Playparks, Country parks and area of forests with relatively flat forest floors.

Tuition Ratios

The maximum tuition ratios are:

1 instructor to 15 participants is a suggested maximum supervision ratio at each 'games / challenge station'. Helpers such as OLW assistants, teachers, youth workers, prefects and sports leaders may supervise a station with a short induction to the challenge.

Tuition Leader Qualifications

An adult who has a 2 day First aid certificate and has been inducted to the 'games'

Equipment - Participants

Participants should wear clothing suitable for the weather and terrain.

Equipment – Group Safety

There should be on-site access to a first aid kit.

Access / Environment

Unfarmed land and moorland are rich habitats for a wide variety of flora and fauna which can be easily disrupted or damaged. The principle of minimal environmental impact is recommended.

RISK ASSESSMENT

ASSESSMENT REF NO: Team Building

Activity: T-building and Kite flying

Location: Various

Assessor DS, FO

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 through lifting / loading of heavy or awkward equipment.		x	x	Suitable lifting techniques, group management and safety brief.	2	3	6	None				
Slipping on or near equipment		x	x	Suitable safety brief. Appropriate footwear.	3	2	6	Consider the suitability of some challenges when it is particularly wet especially Planks and Crates.				
Equipment failure	x	x	x	Equipment checked before and during use. Damaged equipment must be removed and reported.	2	3	6	None				
Tripping / bumping into obstacles during blindfold games		x		Blind trail should be set up to avoid any obstacles that may cause serious injury. Any other blind fold games should be set up in open obstacle free area.	2	2	4	None				
Caught in kite lines / public entering flying area	x	x	x	Set area for flying and group to have instructions should anyone enter the flying area.	2	4	8	None				
Pulled off feet by kites	x	x	x	Wind speeds monitored and kite size and skill adjusted to suit. Ensure brake lines are used on large kites.	2	4	8	None				
Friction burn from kite lines / hit by flying kite.		x	x	Safety brief to include: Avoid handling kite lines without someone or something holding the kite and stopping it from launching. Participants should not stand in the 'cone of flying' zone any longer than is	1	2	2	Consider the use of gloves				

RISK ASSESSMENT

ASSESSMENT REF NO: Team Building

Activity: T-building and Kite flying

Location: Various

Assessor DS, FO

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					
				necessary. They may get hit from kite/ lines as a kite flies above them.								
Kite flying into hazards such as power lines		x	x	Flying zone free from obstacles.	5	1	5					

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

Ancrum Outdoor Centre, 10 Ancrum Road, Dundee DD2 2HZ Tel: 01382 435911
Web: www.ancrum.com Email: ancrum.centre@leisureandculturaldundee.com

