



1. Background

- a. Since opening in 1986, we have built a reputation for exciting and adventurous activities. Our excellent safety record has been maintained by reducing the real dangers to a very low level while keeping a high level of adventure and perceived risk.

2. Responsibility

- a. As each Guide is ultimately responsible for the total safety of their session, he or she must make the final decision on whether to proceed with the session, to change it, reschedule or to cancel it altogether.
- b. Guides must always err on the side of caution.
- c. All activities should be tailored to the level of the group and run within the activity standard operating procedures

3. Qualifications

- a. Guides leading an activity session must have a first aid qualification; plus an appropriate safety award for water based activities. National Governing Body awards are used as benchmarks of good practice; these are then verified and backed up by in-house training and assessment following a syllabus agreed with the technical advisor and run by them or a member of staff approved by them.
- b. Ultimately, Guides must meet the satisfaction of the Head Guide before leading or assisting any adventure activity.
- c. Where no recognised qualification is available, standard operating procedures will be written by the Head Guide and/or technical adviser as guidance and standards on current best practice developed.

4. Locations

- a. Several locations such as Porthclais and Abereiddy in North Pembrokeshire, and Manorbier (summer only) and Freshwater West in South Pembrokeshire have Emergency phones with direct dialling to the Coastguard. All Guides must know where these are. Similarly, other locations are patrolled at certain times of the year and it is good practice to make ourselves known to those on duty.

- b. There are several AED's (Automated External Defibrillator) in the area, click the map for more information on locations:



5. Sustainability principles

- a. Social, economic and environmental sustainability principles run throughout this document, these principles form the very core of what we do and are embedded with safety and customer service. Working in unison they enhance the customer experience and enable TYF to minimise our impact whilst maximising our influence.
- b. Guides and TYF staff are responsible leaders to inspire positive change in keeping within our mission to "help people fall so deeply in love with nature that it changes the way they live" and to "inspire generations with low-carbon, eco-friendly outfitted adventures whilst learning in the wild and beautiful St. David's peninsula."

6. Running sessions

- a. Adventure sessions will start from 8:30 in the morning and then several sessions can start at various times throughout the day. Each session is generally 3.5 hours long, which includes changing time and travel/walking to the venue.

7. Duty of Care:

- a. We owe a Duty of Care to our neighbours not to cause them injury by negligent acts or omissions. Neighbours are those people who are likely to be injured by your acts or omissions. Your actions should be those of a "reasonable person" with your particular skills and qualifications. The Duty of Care is increased for those in an elected position, and for those who take responsibility for juniors. This special Duty of Care (in loco parentis) is "to act as a reasonably prudent parent would." In this respect:
 - i. It is reasonable to treat children differently as they grow older. There is a progressive transfer of responsibility.
 - ii. It is reasonable to say that a child under the age of 16 will never be left on his/her own whilst under the charge of TYF.
 - iii. It is reasonable to treat individuals differently when they are experienced in an activity as to when they are a novice.
- b. To ensure the correct Duty of Care is employed, the planned session must take into account the age and known capacity of participants, and exercise sound judgement in accordance with their knowledge and experience. All actions should also follow well developed and accepted practice.



- c. When working with schools, youth groups or unsupervised children TYF guides should remain with their group over lunch unless handover of loco-parentis has been agreed in advance with the group leaders. Such agreement should be in writing and notes made on the logistics sheet for the day.
 - i. In 'extreme' environments for instance on a Coastal Explorer loco parentis cannot be passed on as these individuals will be unskilled in this environment. On these sessions staff will be paid for their lunch break but are expected to remain in control of the group.
- d. When working with Adult groups the following must be considered:
 - i. If you are stopping on session for lunch, for example a coastal explorer on a beach and or in close proximity to elements that require an NGB or equivalent (an extreme environment), duty of care remains in the guide's hands.
 - ii. If leaving that "extreme environment" i.e going into an urban setting, moving on to a suitable stretch of coast path or on to a campsite, it is acceptable to assume competence in responsible adults, therefore duty of care is no longer in the guides hands. This must be confirmed verbally at the given time.