

**TOM ROBERTS ADVENTURE CENTRE GUIDELINES FOR GROUPS ON**

**USE OF ACTIVITY EQUIPMENT**

**Please find below information to assist you with your stay. By accepting the booking offer and paying the deposits you confirm that you accept and will abide by these Guidelines for Use of Activity Equipment and by the information contained in the Terms and Conditions of Booking**

**A SIGNATURE WILL BE REQUIRED ACCEPTING COMPLIANCE to this document AND the ‘Terms and Conditions of Booking’. A sign off sheet will be provided at the arrival brief.**

**PUBLIC LIABILITY INSURANCE (PLI)**

TRAC have a PLI Policy covering our responsibilities to you whilst on site, including any prearranged activities run by us or supervised by us, as well as a warranty that our buildings and equipment are ‘fit for purpose’. As a general rule we will be hiring the site to you in a fit state for you to use for your activities, but we do NOT run the activities and as such do not take responsibility for these as you are responsible for planning and supervising them.

The TRAC PLI thus does not cover you in the event of your negligence or failure to adequately supervise those activities. You are therefore strongly recommended to check that your existing PLI and risk assessments cover all your group’s activities and /or take out an appropriate PLI and to check that any 3rd party you hire is also suitably covered.

The activity equipment is there for your enjoyment, but it is a fundamental principle of use that all activities and equipment must be properly supervised by responsible adults under the following guidelines:

All children, young people, activities and areas must be supervised by an adult AT ALL TIMES and in line with our website risk assessments. You must also complete your own risk assessments in advance of your stay and advise your public liability insurers that you have done so. You will remain responsible for your own group with respect to health and safety, including first aid cover (In emergency the centre manager is first aid trained).

There is a defibrillator on site for use in emergency. This is located in the dining room area on the servery hatch and will be accessible at all times. It is self-contained and explains in detail how it should be used when activated by opening it up. It is fitted with adult pads, but a set of children’s pads are available inside the bag if required (for use on small children up to 8 years old). THIS IS AN ESSENTIAL EMERGENCY ITEM AND MUST NOT BE MESSED AROUND WITH.

**Statement of Risk**

Participation in any adventure activities is not without risk as serious misuse could be fatal. By attending this site, you acknowledge that the activities can be dangerous with many inherent risks and hazards. As a consequence, personal injury, and sometimes fatality, can occur. You and all participants in your booking voluntarily assume and accept all such risks and waive the right to sue the Tom Roberts Adventure Centre for any personal injury or fatality by agreeing to the site rules and guidance and these Terms and Conditions.

All participants are required to agree to the site rules before participating in any activity and the responsibility rests with the hirer to ensure that all attendees are aware of this requirement and that they have ALL signed the ‘Guidelines For Use Of Activity Equipment’. All participants must therefore be directed by the hiring group to the ‘Guidelines for Use of Activity Equipment’ document so that they can sign this on arrival. Activities MUST remain locked and MUST NOT be used until the Group Leader has verified that all adults have read and signed this document.

This document, along with these ‘Terms and Conditions’, will have been sent to each group leader prior to arrival on site and are also available online on the website. These must be read prior to engaging in any activity and engagement in the activities by any user assumes that agreement to these conditions is accepted by all adult attendees and by the parents of the children under the care of the group leaders.

**Our liability to you**

Tom Roberts Adventure Centre, employees, directors and agents are not liable to you, the participants in your booking, or you or their dependants or legal representatives for any claim for any indirect or consequential loss or damage, including without limitation personal injury or financial loss or damage, whether such liability arises in breach of contract, tort (including negligence), statute or statutory duty save that nothing is intended to nor shall limit Tom Roberts Adventure Centre in respect of death or personal injury caused by the negligence of Tom Roberts Adventure Centre or of its employees, agents or contractors or affect the statutory rights of any person dealing as a consumer. Risk Assessments are available on the website to cover the physical equipment we provide but NOT the activities using this equipment. Our liability is limited to the physical condition of the equipment.

**Your liabilities**

You are responsible for carrying out your own risk assessments with regards to the activities you are undertaking and for appropriate Public Liability Insurance for these activities -Notify your public liability insurers of the dates you are attending the Centre and detail the activities you will be doing here. Make sure that your insurers know that instructors are not provided by us as part of your stay unless they are hired as a separate activity for Archery. Any external activity or catering providers must supply their own PLI. By using an external provider, you are accepting full responsibility for ensuring that they are suitably qualified and are competent to carry out the activities on your behalf and that they have suitable PLI that is adequate for your needs. TRAC accepts no responsibility for incomplete or inadequate 3rd party PLI or for 3rd party providers abilities to provide on your behalf.

**ZIP WIRE**

1. Only one person can use the seat at a time (except in the circumstance of an adult and a toddler) and must be seated at all times (e.g. standing up and bouncing on the seat is not allowed.)

* No more than 2 persons are to be waiting on the ‘launching’ platform and/or the steps.
* The zip wire should only be used when no one is walking in its pathway.
* It is recommended that the door is padlocked when not in use.
* The rope on the bottom of the seat is only to be used to pull the seat back up to the start and not to increase users speed on the way down.
* The rope should be coiled and held by the rider to prevent it catching on exit from the launch platform.
* Under no circumstance must any one climb /lean or walk on etc. or jump onto the safety ‘mats’ –they are there to be used only in the event of an emergency-i.e. the user accidently falls off the seat or launch platform
* There is a weight limit of 16 stone (approximately 102 Kg)

**ROPE SWING**

Campers waiting to use the swing must stand behind the paving slabs from which position they must launch themselves; only one user at a time; no taking a ‘running jump’.

* There must be a leader to ensure users safely land on arrival to minimise possibility of falling into the ditch.
* Leaders must make sure that the ditch is clear of any obstructions before allowing the swing to be used.

**THE LAKE**

1. **Aim:**

The lake area provides the opportunity for leadership skills exercises (raft building etc), for using paddle boats, rafts, and other boats and so we endeavour to ensure safe use of the lake area (which includes the whole area right around the lake). This must therefore be used within certain guidelines. Responsibility for safe use of water activities remains with you, the user. You must therefore ensure you comply with the guidance given below. TRAC only provide raft building materials, paddle boats and row boats. Use of any other water borne craft provided by a 3rd party of brought onto site by attendees is at your own risk

1. **Lifejackets**

Lifejackets/buoyancy aids must be worn by all persons using, or waiting to use, the lake. Lifejackets must be a snug fit and must be fastened and tightened appropriately before entering the lake area and kept on in this manner during the use of the lake area. There must be a designated adult to oversee this work.

1. **Keys**
2. The gate to the lake area is locked when not in use. The key can be obtained from the TRAC Centre Manager by a leader of the group. No-one should enter the area without this key which represents permission from the Centre Manager to use the lake area.
3. **Whilst on the lake**

Supervising adults

a. When the lake area is in use, there must be a minimum of 4 adults supervising the activity.

b. These should be positioned in the following areas: -

Two on ‘dry land’ to assist users fit their life jackets, get in and out of boats and ensure the remainder stay on the paved area

Two on the Lake itself strategically positioned to cover the whole lake especially behind the Island (alternatively someone can be positioned on the shore for the same purpose); TRAC provides two boats for this purpose being either a flat-bottomed boat or an inflatable dingy and a green wooden rowing boat.

c. No one is allowed on the lake until the adults are in their “rescue/patrol” boats/canoe or available specifically for this task on the lakeside. (This applies equally when using rafts). The adults on the lake may use the TRAC’s inflatable dingy (by prior arrangement), the wooden rowing boat, the flat-bottomed boat, a paddle boat or, if they are suitably qualified and competent, a TRAC kayak or one of your own. The supervising adults should be aware of position of the life buoys sited on the side of the lake and how to use them, should carry a whistle and make use of these if they identify someone in trouble.

5. Paddle boats

a. Paddle boats should be unchained by a leader before campers are invited to come down onto the floating jetty once the Paddle boats are ready for use. They must be assisted into the boats with the boat turned parallel to the jetty. No one under 8 years of age must be in boat without a person of at least 8 years of age. Larger paddle boats should normally be used by person(s) with a combined weight of no more than 102 Kg/16 stone.

b. Smaller Paddle boats may only be used by person(s) with a combined weight of no more than 50 Kg/8 stone.

6. Kayaks/Canoes/Stand Up Paddle (SUP) Boards

These can be used on strict understanding that there are enough adequately qualified and experienced instructors e.g., they have an appropriate and up-to-date canoeing qualification from the British Canoeing Union or similar, especially with regards to a capsize. We do not provide these normally but can suggest external providers that you can approach who know the site if required.

**ADVENTURE PLAYGROUND**

**Wet Weather**

Leaders must make a judgement as to how safe it is to use the course in the event of wet weather; in particular the trampolines should only be used when the ‘floor’ has dried out.

**Access**

Access is only through the small gate –the fencing rails are not there to be climbed over. The gate will remain locked and must only be opened by the responsible adult supervising the activities.

**Tower**

Campers must not be allowed to sit on top of, or climb over etc, the climbing tower.

**Trampoline**

Only one person at a time is to be on each trampoline. Remove shoes / footwear before use.

**Other Elements**

Leaders must make a judgement on how many people can use the remaining equipment at the same time.

**ARCHERY**

All sessions must be run and supervised by suitably qualified and experienced adults and strict adherence to nationally recognised safety rules is essential. Such groups must ensure that they have PLI for this activity.

**FISHING**

The Lake has been stocked to enable groups to catch fish. Any group wishing to use the lake must satisfy the Centre Manager of the competence of the supervising leader; everyone fishing must have a current fishing licence. See separate guidelines for fishing.

**GO-KARTS**

There must be adequate numbers of adult supervision for the track and supervisors must always have sight of the Go-Karts. Spectators must not sit on the sandbags but away from the track.

This Information above was approved March 2022 – last reviewed December 2023