
FSC OPERATIONAL CODES OF PRACTICE

No. P1: OUT OF CLASSROOM GENERIC CONTROL MEASURES (in the United Kingdom)

Essential for: All Heads of Unit
All FSC Education Staff

NOTE: Tutor is taken to mean anyone employed by FSC to teach or lead an activity or fieldwork out of the classroom. This includes Project staff, Centre-based staff, Associate tutors, Activity leaders and Freelance instructors. Group is taken to include any person who is part of an FSC organised course. This includes Visiting Staff and Adults. Should: would normally happen unless there was a good, justifiable reason why not

At all times:

- G1:** Tutors must be aware of and follow the **FSC Operating Code of Practice (OCoPs)** where appropriate and should follow any relevant centre specific emergency procedures.
- G2:** Tutors should be familiar with and follow any relevant sections of FSC **Technical Equipment Policy** and / or FSC **Equipment Method Statements**.
- G3:** Tutors must ensure an **alternative plan** is available, either as a change in location or activity and Tutors must understand under which circumstances it should be put into action.
- G4:** Tutors should take part in all **training and development** requested by FSC
- G5:** Tutors should ensure adequate **hygiene guidance and provision** is available where necessary
- G6:** Tutors should ensure items to be **lifted** are of appropriate size for the individuals within a group and brief or demonstrate to individuals the correct methods of carrying and lifting equipment and / or people.
- G7:** Centres should ensure that equipment is fit for purpose and should ensure **damaged or inappropriate equipment** is removed from Group use.
- G8:** Tutors should ensure all session **equipment** is kept, used and stored appropriately.
- G9:** FSC centres should make provision, where necessary, for **wet weather clothing and / or sun protection** for all centre based Groups engaged in out of classroom activities.

When planning a course or activity prior to activity or session:

- G10:** Tutors should make a **pre-visit** to the field or activity site.
- G11:** Tutors should be aware of any individual's **medical, behaviour or disability needs** prior to the course and plan for them.
- G12:** Tutors should ensure that any necessary **PPE (Personal Protective Equipment)** is available for the Group.
- G13:** Tutors should be aware of alternative **access and egress routes** and choose a "route through" or "part of" the environment that is appropriate to the Group, weather and activity being undertaken and take account of the **specific hazards** within the environment.

Before the activity

- G14:** Tutors must be familiar with the Site Background Information
- G15:** Tutors should use an up-to-date weather forecast and knowledge of the area/site and use this to advise Groups on the appropriate personal equipment needed for the session e.g. footwear, hydration etc
- G16:** Tutors should communicate the appropriate sections of the **FSC Behaviour Standards** to Groups.
- G17:** Tutors should **brief groups** on appropriate behaviour for each site taking account of potential **hazards** as appropriate:
 - other life forms-when working in the vicinity of farm animals or handling plants and animals
 - people - traffic, obstruction, abduction, stranger danger
 - environment -slopes, big drops, sharp objects within the environment

During the activity or session:

- G18:** Tutors should have immediate access to an **FSC safety sack** which includes the **WICs (working information cards)** and be trained in the use of the safety sack contents.

- G19:** Tutors must ensure all members of their Groups are appropriately **supervised and briefed**, e.g. out of bounds areas
- G20:** Tutors should ensure that the **site used and pace of the activity** is appropriate for the Group and the activity.
- G21:** Tutors should ensure that organised **after dusk** activities or fieldwork are appropriately lit.
- G22:** Tutor s must not allow groups or individuals to **throw items**, unless part of a managed activity.
- G23:** Tutor s must not allow groups to enter water, buildings, mines, caves or other structures unless following FSC Activity Specific OCoP

After the activity or session:

- G24:** Tutors must ensure that all accidents and incidents are recorded, using current FSC and centre procedures.

Public No. 1 Environments – Additional Control Measures for Specific Environments	
<u>Built</u>	1. Tutors should ensure the Group are aware of any necessary emergency procedures.
<u>Marine</u>	<ol style="list-style-type: none"> 1. Tutors must be familiar with the tidal regimes of the site and the effect these have on the area. 2. Tutors should be aware of the additional control measures necessary for shore survey work carried out on a rising tide. 3. Tutors should brief Groups on safety procedures when working near or around cliffs. 4. Tutors should be aware of any areas of quicksand, thixotropic sand or soft mud and manage the group appropriately 5. Tutors must consider the weather and site conditions prior to and during the visit, in relation to the water conditions. 6. Tutors should inform Groups that no-one should approach or handle any unknown containers or objects. 7. Flowing Water e.g. estuaries and sea: A site specific risk assessment must be completed and tutors should be signed off for a particular site and follow the site specific risk assessment. 8. Still Water e.g. harbours: Students may enter the water to mid-thigh height providing there is suitable access and egress AND the substrate is appropriate AND the water flow can be considered still. Tutors should have immediate access to a throw-line, unless the bank is within easy reach and the water is below knee height.
<u>Freshwater</u>	<ol style="list-style-type: none"> 1. Flowing Water e.g. rivers: A site specific risk assessment must be completed and tutors should be signed off for a particular site and follow the site specific risk assessment. 2. Still Water e.g. canals or ponds: Students may enter the water to mid-thigh height providing there is suitable access and egress AND the substrate is appropriate AND the water flow can be considered still. Tutors should have access to a throw-line, unless the bank is within easy reach and the water is below knee height. 3. Tutors must consider the weather and site conditions prior to and during the visit in relation to the water conditions.
<u>Woodlands</u>	<ol style="list-style-type: none"> 1. Tutors must consider the weather and site conditions prior to and at the time of the visit. 2. Tutors must be aware of alternative access and egress routes for potential use in the event of normal exits being blocked or an emergency e.g. fire 3. OCoP on Trees should be followed for FSC woodlands. 4. Tutors should make Groups aware of the hazard of low branches.
<u>Farms</u>	<ol style="list-style-type: none"> 1. Tutors should brief students on behaviour around machinery, grain stores, stacked bales, slurry pits etc. 2. Tutors should ensure the Group are aware of any necessary emergency procedures.
<u>Rural, Moorland and Mountain (non-AALS)</u>	<ol style="list-style-type: none"> 1. Tutors should take a route through the environment that is appropriate to the Group, weather and activity being undertaken and take account of the specific hazards within the environment.

Public No. Activities – Additional Control Measures for Specific Activities (non ALAA)	
<u>Mammal Surveys (excluding Bats)</u>	<ol style="list-style-type: none"> 1. Licence holder should directly supervise the handling of animals. 2. Tutors should ensure correct handling techniques are used and gloves are used if necessary. 3. Tutors should ensure plastic bags and / or boxes are available to contain mammals. 4. Tutors should normally ensure that food used during trapping does not contain nuts.
<u>Soil Analysis</u>	<ol style="list-style-type: none"> 1. Tutors should advise Groups on the specific hazards of working with ovens. 2. Centres should ensure the OCoP on Electrical Items is followed.
<u>Coppicing</u>	<ol style="list-style-type: none"> 1. Tutors should demonstrate and give verbal briefing on cutting methods, direction of fall and danger zones. 2. Tutors should consider providing hard hats if working with trees above head height.
<u>Walking</u>	<ol style="list-style-type: none"> 1. If appropriate tutors should make Groups aware that the early treatment of blisters is important. 2. Tutors should ensure the route set has escape routes, is suitable for the Group and can be appropriately supervised. 3. Tutors should be competent at the level of navigation needed and familiar with the type of terrain.
<u>Orienteering</u>	<ol style="list-style-type: none"> 1. Tutors must ensure that the group is prepared for the level of course set, for example warm-up activities, reminders to carry inhalers, navigation skills tests etc.
<u>Path Building</u>	<ol style="list-style-type: none"> 1. Tutors should ensure tools used and activities undertaken are appropriate for the Group.
<u>Team Games</u>	<ol style="list-style-type: none"> 1. Tutors should ensure all games are designed or adapted for the abilities of the Group. 2. Tutors should warn the Group of any specific hazards related to a particular game e.g. collision. 3. Tutors should consider use of helmets and spotting where the Group are working off the ground.
<u>Shelter Building</u>	<ol style="list-style-type: none"> 1. Tutors should continually assess the stability of the Groups shelters, especially when dismantling. 2. Tutors should advise groups on an appropriate location to build the shelter and movement around the shelters. 3. Tutors should advise groups of an appropriate method of handling and / or breaking wood as necessary.
<u>Free Time in Centres</u>	<ol style="list-style-type: none"> 1. Tutors should set the boundaries and the duration of the free time. 2. A site risk assessment must be completed. 3. All recreational equipment should be secure and fit for purpose. 4. Centres should be adequately lit after dusk. Any low level ceilings should be marked and a programme of regular cleaning and maintenance should be in place. 5. Students should be made aware of code of conduct within the centre, any specific centre hazards and the method for contacting a member of FSC staff.
<u>Fire Lighting</u>	<ol style="list-style-type: none"> 1. Tutors should ensure an adequate means of extinguishing the fire is available and that the fire is extinguished at the end of the activity. 2. Tutors should ensure that fires are not left unattended. 3. Tutors should ensure that the Group is briefed on a correct method of building and lighting a fire. 4. Tutors must ensure that rocks and bricks are not used in direct contact with the fire as a means of containment. 5. Tutors should ensure that any food cooked on the fire is of low infection risk e.g. popcorn, bread mix, marshmallows etc. 6. Tutors should ensure boundary zones and access to these is understood by students.
<u>Vehicle Travel</u>	<ol style="list-style-type: none"> 1. Tutors should ensure appropriate loading and storage of luggage. 2. Tutors should ensure access and egress from the vehicle is appropriate. 3. Tutors may need to warn groups of low roofs. 4. Tutors should ensure a list of passengers is available and an emergency plan to deal with RTAs and breakdowns is available. 5. Tutors should ensure seatbelts are worn at all times when the vehicle is in operation and groups should be briefed on an appropriate code of conduct. 6. OCoP IM15 FSC Vehicles should be followed.