

For general good practice with all activities remember the following:

- The activity should be appropriate for the group's age and ability.
- Adequate staffing is essential and it is strongly recommended that all those involved are fully briefed.
- Transport to and from venues should be well planned and considered.
- Ensure sufficient insurance cover at all times.
- Approval / permission forms from parents / guardians should be obtained.
- A qualified First - aider and first aid kit must be available.
- Your local authority may require a 'hazardous activity' form (or similar) to be obtained and completed in advance of the activity or visit.
- Ensure all participants have suitable clothing and footwear.
- A mobile telephone for emergency use and a contingency fund should be taken on a visit.
- An 'emergency plan' is recommended.
- Medical information should be acquired for all participants if appropriate, in advance of activities or fieldwork.