

**BOLTON SCHOOL**  
**STANDARD OPERATING PROCEDURE**

<b>Activity</b>	HILL WALKING (summer and winter) including local walks and the Duke of Edinburgh Award	
<b>Introduction</b>	Standard operating procedure and risk assessment for undertaking hill walks with groups from Bolton School.	
<b>Instructor minimum competency</b>	<p><b>Leader</b></p> <p><b>Summer conditions (mountains above 600m)</b> Summer mountain leader</p> <p><b>Summer conditions (below 600m)</b> Summer mountain leader trained or statement of competence</p> <p><b>Summer conditions local walks (below 300m and on well defined paths)</b> Summer mountain leader trained or statement of competence</p> <p><b>Winter conditions</b> Winter mountain leader or Winter mountain leader trained with statement of competence</p>	<p><b>Assistant Leader</b></p> <p><b>Summer conditions (mountains above 600m)</b> Summer mountain leader trained</p> <p><b>Summer conditions (below 600m)</b> Summer mountain leader trained or statement of competence</p> <p><b>Summer conditions local walks (below 300m and on well defined paths)</b> Summer mountain leader trained or statement of competence</p> <p><b>Winter conditions</b> Winter mountain leader trained</p>
<b>Normal ratios</b>	<p><b>Summer conditions</b> 1:12 1:14 when undertaking DofE expeditions Groups maybe larger but this would be assessed on a group-by-group basis, and the experience of the instructor taken into consideration. An assistant instructor will support the instructor and allow the group to choose a more challenging route then might have been possible, although they also allow an extra 4 participants to join the walk it must be kept in mind that the larger group size will restrict the route choice.</p> <p><b>Winter conditions</b> 1:8</p>	
<b>Safety equipment (instructors)</b>	<p><b>Summer</b></p> <ul style="list-style-type: none"> <li>• First aid kit</li> <li>• Mobile phone</li> <li>• Group shelter appropriate to size of group</li> <li>• Spare clothes</li> <li>• Flasks/water bottles (time of year)</li> <li>• Maps and compass</li> </ul> <p><b>Instructors should consider</b></p> <ul style="list-style-type: none"> <li>• Torches</li> <li>• Hill rope (if)</li> <li>• Suntan cream</li> <li>• Spare food</li> <li>• Extra water</li> </ul>	<p><b>Winter</b></p> <ul style="list-style-type: none"> <li>• 2 x blizzard bags</li> <li>• 2 x survival bags</li> <li>• Hill rope</li> <li>• 2 x insulating mats (roll mats)</li> <li>• Extra spare food</li> <li>• Ice axe</li> <li>• Crampons</li> <li>• Repair kit for the above</li> </ul> <p>On very rare occasions a snow shovel and probe.</p>
<b>Safety equipment (participants)</b>	<b>Summer</b>	<b>Winter</b>

	<p><b>Instructors should give consideration to equipping their students with the following:</b></p> <ul style="list-style-type: none"> <li>• Spare clothing</li> <li>• Hats (sun / woolly)</li> <li>• Gloves</li> <li>• Boots,(depending on terrain but definitely check for appropriate foot wear)</li> <li>• Boots must be worn if going on expedition, or on a full mountain day.</li> <li>• Waterproof top and bottoms</li> <li>• Personal medication</li> </ul>	<p><b>In addition to summer</b></p> <ul style="list-style-type: none"> <li>• Ice axe</li> <li>• Crampons</li> <li>• helmets</li> </ul>
<p><b>Suggested pre activity briefing</b></p>	<p>Instructors should consider:</p> <ul style="list-style-type: none"> <li>• Briefing on how the session will run</li> <li>• Hill etiquette and environmental issues, such as throwing stones, graffiti</li> <li>• Use of group safety equipment i.e. Kisu, flask</li> <li>• Dangers of becoming separated from rest of the group</li> <li>• Hazard of injuries in a remote setting</li> </ul>	
<p><b>General safety procedures</b></p>	<ul style="list-style-type: none"> <li>• All specialist equipment such as crampons must be fitted correctly prior to departure.</li> <li>• Instructors should also carry their personal repair kit for winter conditions.</li> <li>• Helmets will be worn by instructors and pupils whilst training in the use of crampons and ice axes.</li> <li>• While practising self-arrest crampons will not be worn.</li> <li>• When wearing crampons the instructor will ensure that the crampons are strapped on correctly.</li> <li>• Lead instructors should ensure that if a group is split during a walk both the lead instructor and any assistants have suitable group safety equipment within the new groups. Such a split should be communicated back to base as soon as possible.</li> <li>• Participants will have varying abilities and this should be considered when planning a route. If required escape routes should be used in planning the route to accommodate slow progress due to differing abilities within the group.</li> </ul>	
<p><b>End of session</b></p>	<ul style="list-style-type: none"> <li>• Clean kit and return to store</li> <li>• Report and damaged kit</li> <li>• Report any accidents</li> </ul>	