



Adventures Unlimited Scotland CIC

SC413978

## “Code of Conduct” for adults working with Adventures Unlimited Scotland CIC

### Health and safety issues

Please be careful when lifting heavy objects (i.e. canoes). Everyone should observe correct lifting techniques and the correct number of people should be involved. If in doubt please ask!

If you climb onto a minibus or trailer roof whilst loading or unloading equipment you do so at your own risk.

Only those trained in Manual Handling should physically move a person with a disability. Always use hoists and wheelchair ramps when available (these should only be used by persons trained in their use).

When assisting a person with disabilities in or out of boats, canoes, over uneven ground etc, help them to help themselves by guiding hands and feet, do not lift or take their weight. Try to position yourself to be of assistance should the person slip or fall, without endangering your own safety.

On no account hold a person’s hand or arm whilst they are climbing in or out of boats. If they slip you may injure their shoulder. Instead, take a firm grip of the buoyancy aid if you feel that such support is necessary. Make sure that you will not be pulled in/over as well!

Give simple, clear instructions in a quiet and calm voice without overloading the person with information.

For hazardous activities please be familiar with the Risk Assessments we have prepared. The Instructor has final responsibility for all issues concerning the safe operation of the activity and all safety instructions must be followed. For any potential or actual accident we have a reporting form which must be filled in by a responsible adult present at the time on the incident.

### Behaviour

Please treat all our participants with respect. As a role model when on activities we expect you to avoid smoking, drinking alcohol, swearing and generally disrespectful behaviour at all times. If a young person fails to behave in an acceptable way towards you please refer this immediately to the instructor in charge of the activity. Please do not take action yourself.

### Child Protection issues

It is a requirement of the Directors that all adults who help with activities undergo a Police Check. It is imperative that you read and implement the guidelines in our Child Protection Document.

I have read and accept the above guidelines and the Child Protection Guidelines.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

