

Everyone's Adventure Freelance and Staff Sign Off Requirement Framework

- This document details a framework to which Everyone's Adventure use to decide if a freelancer / staff member has the correct knowledge and experience to provide an outdoor activity session for their customers.
- Everyone's Adventures sign off requirement framework is a living document and will be reviewed and updated when necessary.
- This document is **not to training programming**. It is a framework to ensure the freelancer / staff member already has sufficient knowledge and experience.
- This document has been produced by industry experts in conjunction with national governing bodies guidance.
- Minimum requirements - All freelancers / staff are required to have a current first aid qualification, DBS check, and experience providing outdoor activities.
- All freelancers / staff members will be given access to Everyone's Adventures standard operating procedures (SOP), emergency action plan (EAP), and risk assessments through the staff portal on Everyone's Adventures website.
- They are required to read through the following documents prior to their sign off:
 - Standard operating procedures (SOP).
 - Emergency action plan (EAP).
 - The relevant activity risk assessment.

This document includes the following:

Activity:	Page No.
Archery	2-3
Axe Throwing	4-5
Bushcraft (Fire Lighting)	6-7
Canoeing – Guided	8-9
Kayaking – Guided (Sit on top)	10 -11
Laser Tag	12 - 13
Paddleboarding – Guided	14 - 15
Pioneering	16 - 17
Perch Pool Watersports Hire	18 - 19
Team Challenges	20 - 21
Residentials (Activity Camps)	

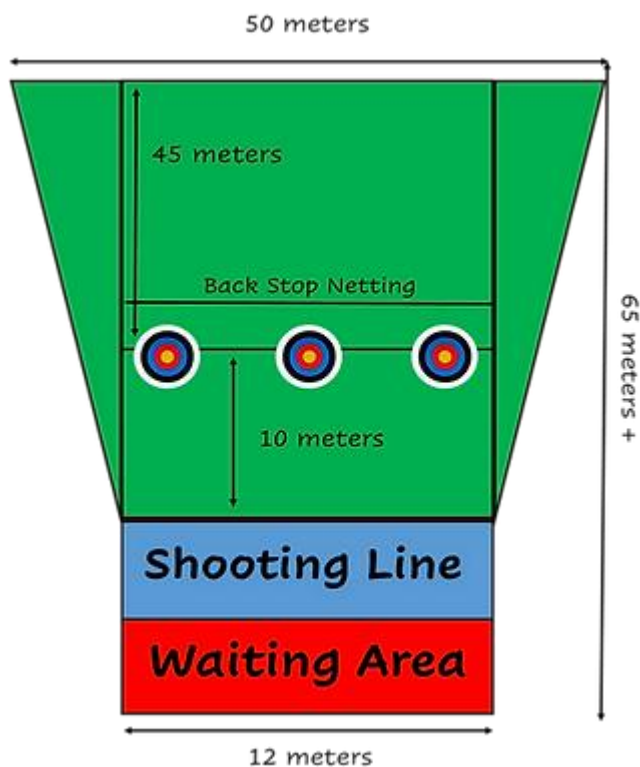
Archery - Sign off check list:

We require a freelancer or staff member to hold an Archery GB Instructor or have a minimum of 1 year of experience providing this activity.

This sign off check list will take place prior to the participants arriving.

Regardless of their qualification or experience, the freelancer or staff member must successfully complete the following to be signed off:

1. Have they read through and understood the following documents: SOP, EAP, and Archery Risk Assessment.
2. Have they set up the range and activity equipment in line with the space requirements stated within the SOP and Archery Risk Assessment documents.



3. Can they demonstrate a what to look for when completing pre-use checks on equipment:
 - **Arrows** – Straight, no signs of damage on point, shaft, knocking point, and has 3 fletchings.

- **Bows** – Correct size bows has been selected for participants. No signs of damage on limbs, handle, and sting knocks. Has an arrow rest. String is in good condition, and two brass knocks.
 - **Targets** – Boss stands are opened fully and are in good condition. Straw bosses are placed on stands and are placed at the back of the stand arms.
 - **Ground quivers** – 1 or 2 per target. Placed in line with targets. Are in suitable condition.
4. Does their activity and safety brief cover the following points:
- Explain different areas - Waiting line, Shooting line, Target line, Overshoot.
 - How to fit arm guard and on which arm to fit it on.
 - How to hold the bow
 - Body and feet position
 - How to load the bow
 - How to draw, aim, and release.
 - STOP command.
 - Where they can point the arrow when loaded.
 - How to collect arrows safely – One hand on target, special awareness, walking, points down.

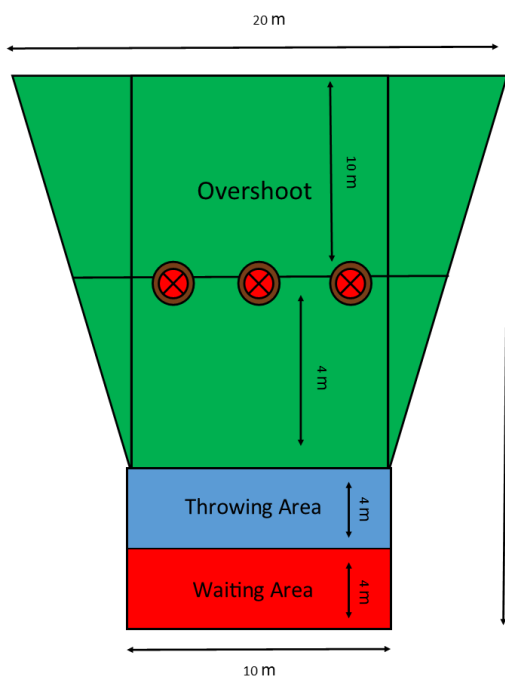
Axe Throwing - Sign off check list:

We require a freelancer or staff member have a minimum of 1 year of experience providing this activity.

This sign off check list will take place prior to the participants arriving.

Regardless of their experience, the freelancer or staff member must successfully complete the following to be signed off:

1. Have they read through and understood the following documents: SOP, EAP, and Axe Throwing Risk Assessment.
2. Have they set up the range and activity equipment in line with the space requirements stated within the SOP and Axe throwing Risk Assessment documents.



3. Can they demonstrate a what to look for when completing pre-use checks on equipment:
 - **Axes** – Minimal signs of damage, no splinters, cracks, and head securely attached. Head has an edge sharp enough to enter target.
 - **Targets** – Boss stands are opened fully and are in suitable condition. Wooden rounds are placed on stands and are placed at the back of the stand arms.
4. Does their activity and safety brief cover the following points:
 - Explain different areas - Waiting line, Throwing line, Target line, Overshoot.
 - How to hold the axe.

- Body and feet position
- How to prep, aim, and release.
- STOP command.
- Where they can point the axe.
- How to collect axes safely – One hand on target, special awareness, walking, axes to one side of them.

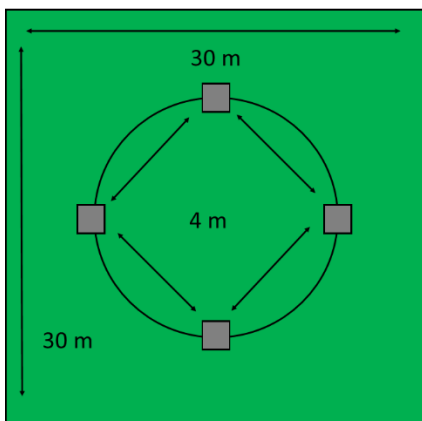
Bushcraft (Fire lighting) - Sign off check list:

We require a freelancer or staff member to hold an IOL Bushcraft Instructor or have a minimum of 1 year of experience providing this activity.

This sign off check list will take place prior to the participants arriving.

Regardless of their qualification or experience, the freelancer or staff member must successfully complete the following to be signed off:

1. Have they read through and understood the following documents: SOP, EAP, and Bushcraft Risk Assessment.
2. Have the slaps and fire pans set up in a semi-circle or full circle in line with the space requirements stated within the SOP and Bushcraft Risk Assessment documents.



3. Can they demonstrate a what to look for when completing pre-use checks on equipment:
 - **Fire Strikes** – You have enough for 1 per fire pan and they are in useable condition.
 - **Fire Pans** – They are cool to touch, free from debris, and have no holes or cracks. They are placed in the middle of a slab.
 - **Slaps** – Bigger than the fire pan and are placed on top of wet grass.
 - **Water** – 10 litre water container is full and is in a easy to access location.
4. Does their activity and safety brief cover the following points:
 - Tie up hair and remove baggy clothing.
 - Different methods of lighting fires.
 - Fire triangle.
 - Demo of lighting a fire using striker and cotton wool.

- Burn safety – Don't touch the pan once the fire is lit, once an object is placed on the fire it cannot be removed, only items supplied by the instructor can be burnt.
- No walking through the fire circle, only walk around the outside.
- Methods of extinguishing a fire.

Canoeing - Sign off check list:

We require a freelancer or staff member to hold:

British Canoeing Paddlesport leader qualification or above and a minimum of 1 year of experience providing this activity.

This sign off check list will take place prior to the participants arriving.

Regardless of their qualification or experience, the freelancer or staff member must successfully complete the following to be signed off:

1. Have they read through and understood the following documents: SOP, EAP, and watersports Risk Assessment.
2. Have they set up the activity equipment in line with the SOP and guided watersports Risk Assessment document.
3. Have paddled the stretch of water with Daniel Pritchard to see the following:

Everyone's Watersports

Hire Card
For your safety, do not go past the red boundary lines.
(Iford and Tuckton bridge)



The Yellow marker is our private slipway.
The blue markers are other landing points.

Contact number - 01202 028109

Ensure you return on time to avoid a late return fee.

4. Can they demonstrate what to look for when completing pre-use checks on equipment:
 - **Boat** – No holes, cracks, or splits in the hull of the boat. Seats are attached and secure. Both handles are sturdy and secure.
 - **Paddles** – Correct sizes have been selected for participants. No signs of damage on T grips, shafts, or blade.
 - **Buoyancy aids** – Correct sizes have been selected for participants. Zips, clips and straps are in working condition.
 - **Group kit bag** - Has a XXL waterproof. Has a XXL fleece. Group Shelter. Spare water bottle. - Spare piece of rope.
 - **Slipway** – No dips, holes, or bumps visible. Surface is in suitable condition to walk or stand on.
 - **Launching point** – Is sheltered and is clear of high-risk hazards (example sunken boats).

5. Does their activity and safety brief cover the following points:
 - How to correctly fit a buoyancy aid.
 - How to select the correct size paddle.
 - How to move forwards, backwards, and basic steering.
 - What to do in the event of a capsize.
 - Slipway safety.
 - Explain different areas, where to wait while the group is getting on.
 - Good manual handling.
 - Trip check points. (Always staying in sight of the instructor).

6. Demonstrate a rescue.

Kayaking (Sit on Tops) - Sign off check list:

We require a freelancer or staff member to hold:

British Canoeing Paddlesport leader qualification or above and a minimum of 1 year of experience providing this activity.

This sign off check list will take place prior to the participants arriving.

Regardless of their qualification or experience, the freelancer or staff member must successfully complete the following to be signed off:

7. Have they read through and understood the following documents: SOP, EAP, and watersports Risk Assessment.
8. Have they set up the activity equipment in line with the SOP and guided watersports Risk Assessment document.
9. Have paddled the stretch of water with Daniel Pritchard to see the following:

Everyone's Watersports

Hire Card
For your safety, do not go past the red boundary lines.
(Iford and Tuckton bridge)



The Yellow marker is our private slipway.
The blue markers are other landing points.

Contact number - 01202 028109

Ensure you return on time to avoid a late return fee.

10. Can they demonstrate what to look for when completing pre-use checks on equipment:

- **Boat** – No holes, cracks, or splits in the boat.
- **Paddles** – Correct sizes have been selected for participants. No signs of damage on shafts or blades. Paddles can be easily changed from left to right-handed.
- **Buoyancy aids** – Correct sizes have been selected for participants. Zips, clips, and straps are in working condition.
- **Group kit bag** - Has a XXL waterproof. Has a XXL fleece. Group Shelter. Spare water bottle. - Spare piece of rope
- **Slipway** – No dips, holes, or bumps visible. Surface is in suitable condition to walk or stand on.
- **Launching point** – Is sheltered and is clear of high-risk hazards (example sunken boats).

11. Does their activity and safety brief cover the following points:

- How to correctly fit a buoyancy aid.
- How to select the correct size paddle.
- How to move forwards, backwards, and basic steering.
- What to do in the event of a capsize.
- Slipway safety.
- Explain different areas, where to wait while the group is getting on.
- Good manual handling.
- Trip check points. (Always staying in sight of the instructor).

12. Demonstrate a rescue.

Laser Tag - Sign off check list:

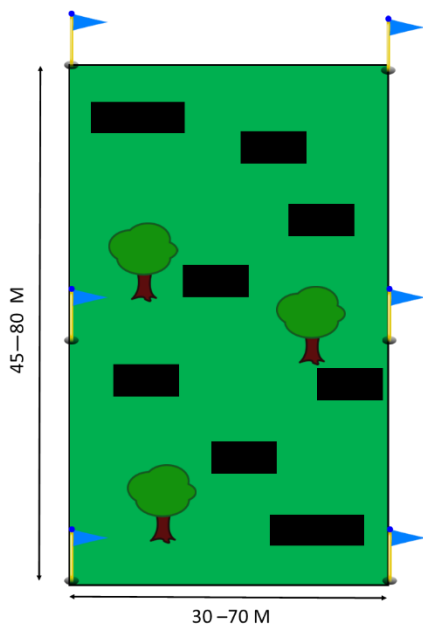
We require a freelancer or staff member to have assisted on at least 2 sessions prior to attempting being signed off on this activity.

This signs off check list will take place prior to the participants arriving.

Regardless of their experience, the freelancer or staff member must successfully complete the following to be signed off:

1. Have they read through and understood the following documents: SOP, EAP, and Laser Tag Risk Assessment.
2. Have the Battlefield set up using the best nature cover the site has to offer while following the space requirements stated within the SOP and Laser Tag Risk Assessment documents.

Image on the left is a mobile set up – Image on the right is a moors valley set up.



3. Can they demonstrate a what to look for when completing pre-use checks on equipment:
 - **Guns** – You have enough for 1 per participant. Switched on and paired with a headband. No cracks, splits, or sharp edges. Trigger and reload button are working. Both parts of the sight are attached.

- **Headbands** – You have enough for 1 per participant. Switched on and paired with a gun. No cracks, splits, or sharp edges. Fitted to a clean inner hygiene band.
- **Barricades** – Place equally around the gaming area. Stake is pressed firmly down into the ground and are not split, cracked, or have sharp edges. Material is free from rips.
- **Remote** – You have a game remote, which is fully charged. You will also have a key and whistle.

4. Does their activity and safety brief cover the following points:

- Activity area boundaries.
- How to use the activity equipment (buttons, sound effects, scoring, aiming).
- Moving carefully, acting sensibly, playing fairly.
- Shouting help when once requires the following, first aid, gun maintenance, or has become lost.
- Different game objectives. (TDM x2, Push and hold x1, and golden gunner x1)

Paddleboarding - Sign off check list:

We require a freelancer or staff member to hold:

British Canoeing Paddlesport leader qualification, British Canoeing sheltered water SUP award or above, and a minimum of 1 year of experience providing this activity.

This signs off check list will take place prior to the participants arriving.

Regardless of their qualification or experience, the freelancer or staff member must successfully complete the following to be signed off:

1. Have they read through and understood the following documents: SOP, EAP, and watersports Risk Assessment.
2. Have they set up the activity equipment in line with the SOP and guided watersports Risk Assessment document.
3. Have paddled the stretch of water with Daniel Pritchard to see the following:

Everyone's Watersports
Hire Card
For your safety, do not go past the red boundary lines.
(Iford and Tuckton bridge)



The Yellow marker is our private slipway.
The blue markers are other landing points.

Contact number - 01202 028109

Ensure you return on time to avoid a late return fee.

4. Can they demonstrate what to look for when completing pre-use checks on equipment:
 - **Board** – No holes or splits in the board. Leash attached and secure. Middle handle is attached and sturdy.
 - **Paddles** – Are able to be adjusted easily. No signs of damage on T grips, shaft, or blade. Minimal movement around the joining sections of the paddle.
 - **Buoyancy aids** – Correct sizes have been selected for participants. Zips, clips and straps are in working condition.
 - **Group kit bag** - Has a XXL waterproof. Has a XXL fleece. Group Shelter. Spare water bottle. - Spare piece of rope
 - **Slipway** – No dips, holes, or bumps visible. Surface is in suitable condition to walk or stand on.
 - **Launching point** – Is sheltered and is clear of high-risk hazards (example sunken boats).

5. Does their activity and safety brief cover the following points:
 - How to correctly fit a buoyancy aid.
 - How to set their paddles to the correct size.
 - How to move forwards, backwards, and basic steering.
 - When it is safe to stand.
 - Board and body position.
 - What to do in the event of a capsize / falling in.
 - Slipway safety.
 - Explain different areas, where to wait while the group is getting on.
 - Good manual handling.
 - Trip check points. (Always staying in sight of the instructor).

6. Demonstrate a rescue.

Pioneering - Sign off check list:

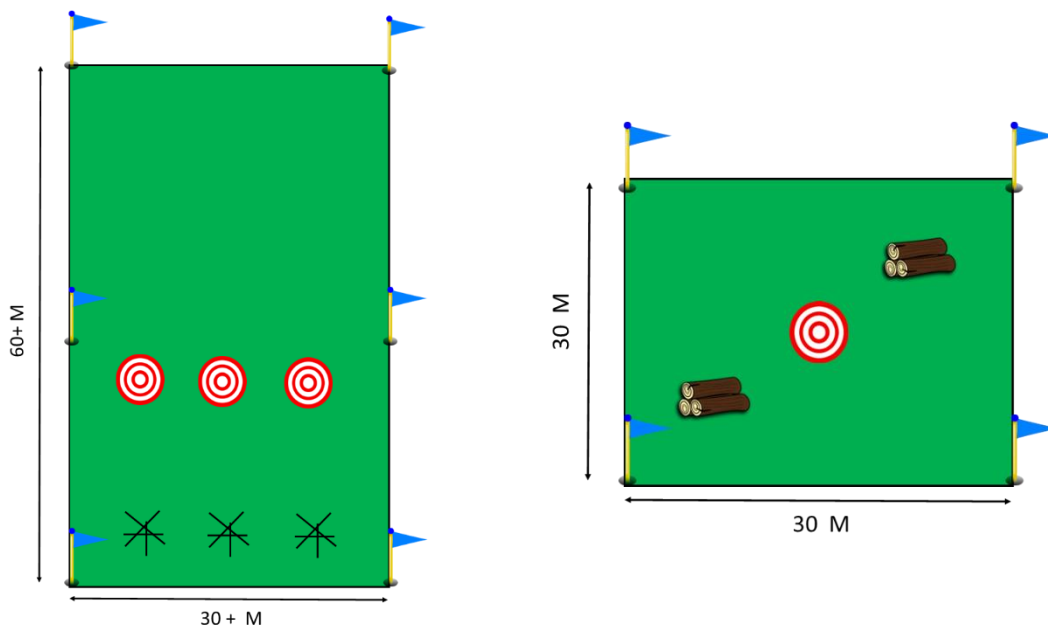
We require a freelancer or staff member to have assisted on at least 2 sessions prior to attempting being signed off on this activity.

This signs off check list will take place prior to the participants arriving.

Regardless of their experience, the freelancer or staff member must successfully complete the following to be signed off:

1. Have they read through and understood the following documents: SOP, EAP, and Team Challenge Risk Assessment.
2. Have they set up the different team challenge stations in line with the space requirements stated within the SOP and Team challenge Risk Assessment documents.

Image on the left is a Giant Catapult up – Image on the right is a Gutter Run set up.



3. Can they demonstrate a what to look for when completing pre-use checks on equipment:
 - **Wood** – You have enough for the activity, 4 poles per catapult, and 15 battens for gutter run. No sharp edges or large splinters noticeable.
 - **Rope** – You have enough for the activity, 4 ropes per catapult, and 10 ropes for gutter run.

- **Elastic slings** – Check all knots. Elastic is not showing through the outer protective material. Material is free from rips.
- **Balls** – Have enough for 1 ball per person.

4. Does their activity and safety brief cover the following points:

- Activity area boundaries.
- How to tie a clove hitch.
- How to square lash.
- How to check knots after a group has tied them.
- How to shoot catapult.
- Standing behind the catapults when shooting.
- Two people support catapult when shooting.
- How to score points.
- How to dismantle equipment safely.

Perch Pool Watersports Hire - Sign off check list:

We require a freelancer or staff member to hold:

British Canoeing Paddlesport leader qualification or above and a minimum of 1 year of experience providing this activity.

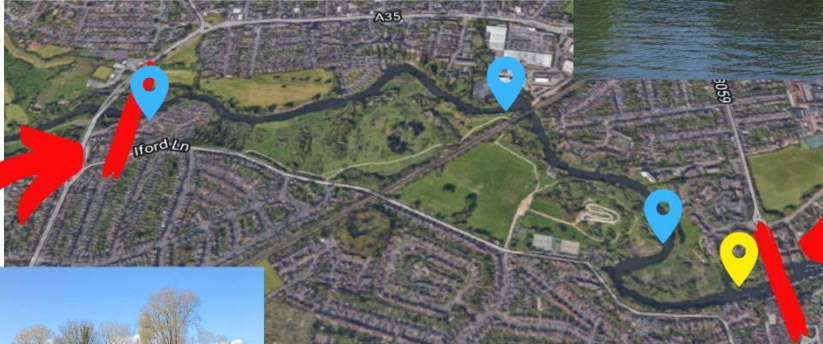
This sign off check list will take place prior to the participants arriving.

Regardless of their qualification or experience, the freelancer or staff member must successfully complete the following to be signed off:

1. Have they read through and understood the following documents: SOP, EAP, and watersports hire Risk Assessment.
2. Have they set up the activity equipment in line with the SOP and guided watersports hire Risk Assessment document.
3. Know how to process payments via Fareharbor or via our card machine.
4. Understand the sign in process (Contact details captured and Condition of hire agreed to).
5. Have paddled the stretch of water with Daniel Pritchard to see the following:

Everyone's Watersports

Hire Card
For your safety, do not go past the red boundary lines.
(Iford and Tuckton bridge)



**The Yellow marker is our private slipway.
The blue markers are other landing points.**

Contact number – 01202 028109

Ensure you return on time to avoid a late return fee.

6. Can they demonstrate what to look for when completing pre-use checks on equipment:
 - **Boat** –No holes, cracks, or splits in the boat.
 - **Board** – No holes or splits in the board. Leash attached and secure. Middle handle is attached and sturdy. No damage to the fin box or fin. Fin fit securely to the board.
 - **Paddles** – Kayaks - Correct sizes have been selected for participants. No signs of damage on shafts or blades. Paddles can be easily changed from left to right-handed. Paddleboards - Can be adjusted easily. No signs of damage on T grips, shaft, or blade. Minimal movement around the joining sections of the paddle.
 - **Buoyancy aids** – Correct sizes have been selected for participants. Zips, clips and straps are in working condition.
 - **Slipway** – No dips, holes, or bumps visible. Surface is in suitable condition to walk or stand on.
 - **Launching point** – Is sheltered and is clear of high-risk hazards (example sunken boats).
 - **Throwline** – Place a throwline down by the slipway to assist participants if needed.

7. Does their activity and safety brief cover the following points:
 - How to correctly fit a buoyancy aid.
 - How to select the right size or adjust a paddle
 - Set boundaries of hire.
 - How to sit on your boat or Kneel on your board.
 - How to move forwards, backwards, and basic steering.
 - What to do in the event of a capsized.
 - Slipway safety.
 - Always paddle on the right-hand side.

- What to do when you encounter other members of the public. (Motorboats, fishermen, other paddlers).
- Good manual handling.
- Importance of arrive back on time and taking a means of communication.

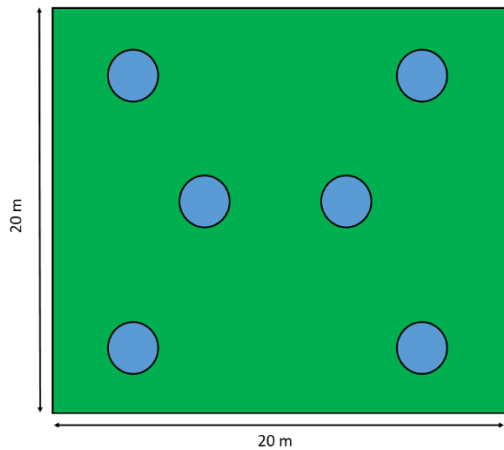
Team Challenges - Sign off check list:

We require a freelancer or staff member to have assisted on at least 2 sessions prior to attempting being signed off on this activity.

This signs off check list will take place prior to the participants arriving.

Regardless of their experience, the freelancer or staff member must successfully complete the following to be signed off:

1. Have they read through and understood the following documents: SOP, EAP, and Team Challenge Risk Assessment.
2. Have they set up the different team challenge stations in line with the space requirements stated within the SOP and Team challenge Risk Assessment documents



3. Can they demonstrate a what to look for when completing pre-use checks on equipment:
 - **Wood** –No sharp edges or large splinters noticeable.
 - **Rope** – You have enough for the activity, and they are in good useable condition.
 - **Bolts** – All have a nut screw on and are hand tight.
 - **Elastic slings** – Check all knots. Elastic is not showing through the outer protective material.

4. Does their activity and safety brief cover the following points:
 - Activity area boundaries.
 - Clear activity objective briefs.
 - Progression of difficulty of each activity.
 - Combs cycle – Plan, Do, Review, and Apply.
 - How to score points.
 - How to review the activity with the group.

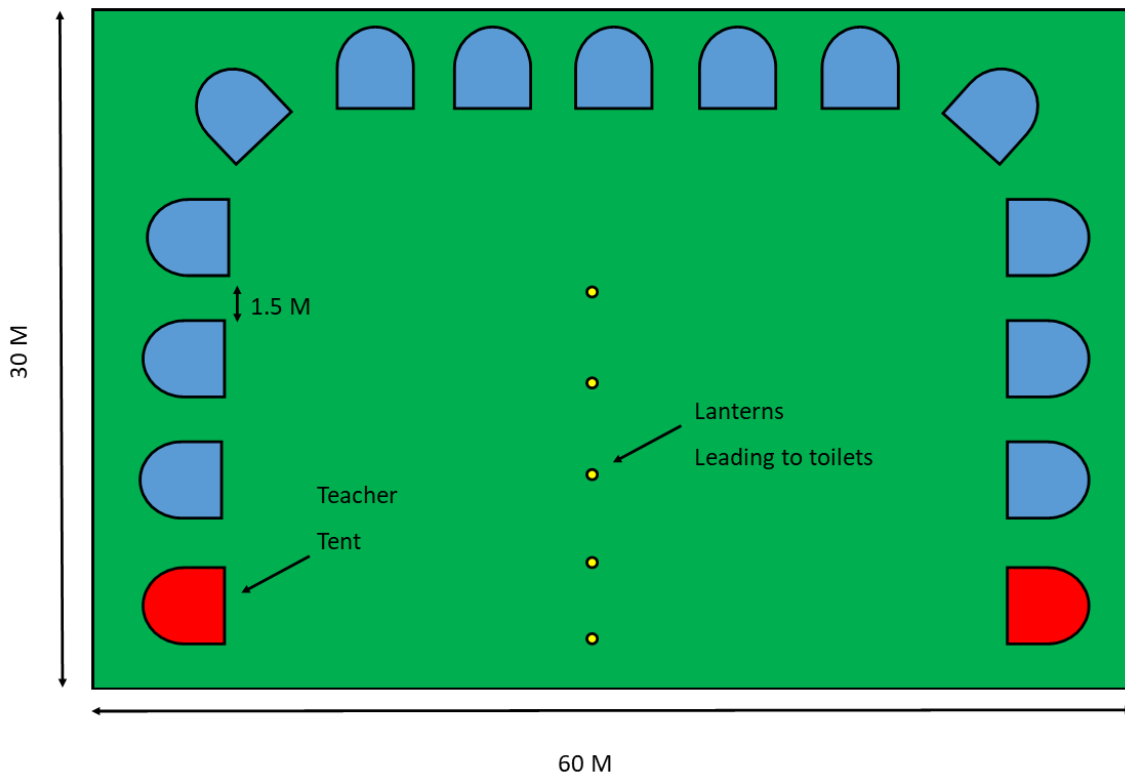
Residentials - Sign off check list:

We require a freelancer or staff member to have assisted on at least 2 camps prior to attempting being signed off on this activity.

This signs off check list will take place prior to the participants arriving.

Regardless of their experience, the freelancer or staff member must successfully complete the following to be signed off:

1. Have they read through and understood the following documents: SOP, EAP, and Camping Risk Assessment.
2. Have they set up the tents in a semi-circle with the opening facing towards the toilets, and in line with the space requirements stated within the SOP and camping Risk Assessment documents.



3. Can they demonstrate a what to look for when completing pre-use checks on equipment:
 - **Tents** –Enough tents for participants and staff. All tents are in good condition, no rips, zips work, and waterproof. 8 tent pegs for each tent. Tents are clean.
 - **Lanterns** – Changed and working. Placed in a line leading to the toilets.

4. Does their activity and safety brief cover the following points:
 - Tents set up in a semi-circle facing towards toilets.
 - Maximum of 3 people per pop up tent or 8 people per bell tent.
 - How to set up your tent.
 - Tent rules – Only enter or exit the tent using the door. No open flames in the tent. No use of aerosols in tents. Only the people staying in the tent can be in that tent. Shoes off when in their tent and shoe on outside the tent.
 - How to clean and pack down their tents without losing any equipment.

5. Have they stored the camp food safely and correctly. Stored inside kitchen inside school or activity centre.

6. Have they set up the BBQ, Cooking gazebo, and serving table.

7. Do They know how to cook and prepare the following:
- Burgers and Hotdogs, ready-made pasta, and salad.
 - Cut up fruit and ready-made pastries.
 - Cheese, Ham, or Tuna wraps, fruit, Crips, and a cake.