



**North Ayrshire Council  
Educational Services  
Arran Outdoor Education Resource**

**SEA - KAYAKING**

**Course Information**



<b>Course Aim</b>	The aim of the Sea - Kayaking Course is to provide an opportunity to learn the skills and techniques associated with journeying safely in Sea - Kayaks.
<b>Programme</b>	<p>Meet at the Council Offices, Lamlash, Isle of Arran Activity Programmes are designed in conjunction with the Course Participants whilst taking into account the Weather Forecast Friday Eve: 18.30 - 21.30 hrs Saturday: 09.00 - 21.30 hrs Sunday: 09.00 - 21.30 hrs</p>
<b>Equipment</b>	All specialist equipment can be supplied including: Wet/Dry Suits, Life Jackets/ Buoyancy Aids, Spray Decks etc.
<b>Equipment to bring</b>	<p>You are Required to bring- See list attached. If you have your own equipment and it is of a good standard it is wise to use it.</p>
<b>Food</b>	<p>A packed lunch with a hot drink for full day Sessions. Coffee &amp; Tea will be provided. A break for Dinner will normally take place between 17.30 - 18.30 hrs (On some courses dinner is provided or is arranged at a venue agreed by the group).</p>

<b>Transport</b>	All transport to and from the various Venues will be provided by the Resource	
<b>Staffing</b>	The Staffing will be provided by the Resource: Nigel Marshall, Anne Lloyd, Alex Lumsden and Resource Associate Instructors.	
<b>Weather</b>	The Instructional Staff will adapt the programme to suit the weather conditions on the day - at no time will the safety of the group be compromised.	
<b>Administration</b>	Included	Consent Form NAC Insurance Cover Equipment List Medical Form Please return slip below



Please confirm your interest in this Course in writing on the slip below as soon as possible

Please reserve a place for me on the: SEA - KAYAK COURSE  
dated : 23rd - 25th May 2003  
Organised by the Arran O.E. Resource.

Enclosed are:

- My Consent Form.
- Payment - £85.00 + VAT = £100.00 (Non - residential fee).
- Cheques to be made payable to the Arran O.E. Resource.

I understand that the Course is physically demanding and I am water confident.

Signed: ..... Print Name: .....



## Sea Kayaking

### *Introduction*

*The aim of the Sea- Kayaking Course is to provide an opportunity to learn the skills and techniques associated with journeying in Sea - Kayaks.*

### *The Course*

*The Course content is based on the skills & techniques adopted and coached by the Scottish Canoe Association & British Canoe Union.*

### *Developing Skills*

*An introduction to Sea-kayaking usually takes place in a sheltered location and this part of a course concentrates on introducing the basic strokes and rescue techniques. For the client with more experience tuition normally takes place as part of a trip or expedition.*

*The method used to impart the course content is progressive and thorough since competence in basic strokes along with sound rescue techniques makes for a safe and enjoyable experience at sea.*

### *Boats*

*The Resource has a range of Sea-kayaks for use including: Skerries, Avocets, and Sea Lions.*

### *Expedition Equipment*

*All the specialist equipment required for a day trip or expedition can be supplied by the Resource. A list of other clothing etc. which you are required to bring is enclosed.*

### *Course Outline:*

*Friday Evening Session: Administration & Briefing, Equipment Issue and Practical Session.*

*Saturday: Journey & Technique Sessions*

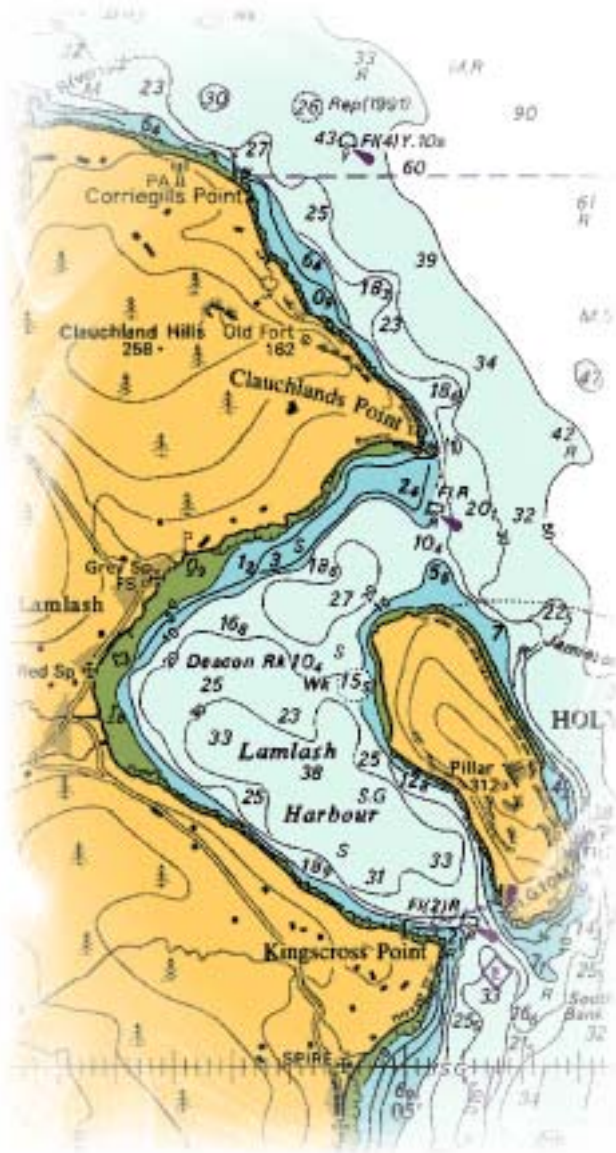
*Saturday Evening - Theory Session*

*Sunday: Journey & Technical Session - Debrief.*

### *Contact Details:*

*Tel. 01770 600532 Fax 01770 600083*

*Email [arranoutdoor@north-ayrshire.gov.uk](mailto:arranoutdoor@north-ayrshire.gov.uk)*



# Non-Residential Course - General Information

## Educational Services

### Arran Outdoor Education Resource



#### Introduction

The Arran Outdoor Education Resource provides a range of Non-Residential Educational Outdoor Activity Courses. These are designed to suit the specific requirements of the client and may be land or water based.

Listed below are examples of some of the Non – Residential Courses provided by the Resource:

Primary School Outdoor Activity Courses.  
Primary School Environmental Courses.  
Secondary School Outdoor Activity Courses.  
Secondary School Curriculum based Courses.

Summer Schools Outdoor Activity Courses.

Introduction to Sailing Courses.  
RYA Sailing Courses.  
RYA Power Boat Courses.  
Small Boat Maintenance Courses.  
VHF Radio Telephony Courses.

Introduction to Sea Kayaking.  
SCA Kayak Qualification Courses.

Introduction to Hill Walking Courses.  
Mountain Navigation Courses.  
Winter Mountain Skills Courses.

First Aid at Work Courses  
Emergency Aid & Standard First Aid Courses



Where the course is activity based emphasis is made on the use of activities to access the more remote and interesting parts of the island not normally frequented by the casual visitor. This is achieved through careful guidance and tuition by fully qualified staff.

The Policies and Procedures of the Arran Outdoor Education Resource comply fully with the North Ayrshire Council Per. Circulars and Educational Services std. Circulars.





### **The ARRAN OUTDOOR EDUCATION RESOURCE**

Is registered with the **Adventure Activities Licensing Authority** as licensed to provide specific activities under the following headings:

**KAYAKING, SAILING, WINDSURFING, PADDLE SURFING, HILL WALKING, MOUNTAINEERING, ABSEILING & ROCK CLIMBING (Specific Sites only), MOUNTAIN BIKING.**

The Arran Outdoor Education Resource has also been inspected by both the **Royal Yachting Association** and **Scottish Canoe Association** and is approved as a **Recognised Teaching Establishment** by both of these **National Governing Bodies**.

#### **North Ayrshire Council - Policy & Procedures**

The Instructional Duties carried out by Staff are done in compliance with the North Ayrshire Council Guidelines. The Council is at the forefront of developing good practise and safe procedures in the instruction of outdoor activities and as such, employs staff who are well qualified and experienced.

#### **The Staff Team**

The A.O.E.R. operates with a Co-ordinator, three full time members of Instructional Staff and Temporary Specialist Instructors as required for specific activities. In addition there is a Secretary to assist with the administration and a Cook and Assistant Cook for the provision of meals.

#### **The Staff and their Qualifications**

##### **Mr N.A.Marshall - Resource Co ordinator - 28 Years Experience in Outdoor Education**

Teaching Certificate in Outdoor Education  
Principal Royal Yachting Association Teaching Establishment  
Royal Yachting Association Senior Instructor  
Royal Yachting Association Advanced Powerboat Instructor  
British Canoe Union, Senior Instructor Sea, (Coach Level 3) E2 Examiner.  
Mountain Leader Winter  
Royal Lifesaving Society - Open Water Supervisor Award  
HSE First Aid Standard Certificate  
Senior Helmsman for Royal National Lifeboat Institute - Lamlash, Isle of Arran (19 years)

##### **Miss Anne Lloyd - Resource Instructor - 28 Years Experience in Outdoor Education**

Teaching Certificate in Outdoor Education  
British Canoe Union Senior Instructor Sea (Coach Level 3).  
British Canoe Union Senior Instructor Inland (Coach Level 3).  
Mountain Leader Summer  
Mountain Leader Winter Training  
Royal Yachting Association Level 2 Dinghy Sailing.  
Royal Yachting Association Powerboat Level 3  
British Orienteering Association Instructor  
SNSC Nordic Ski Leader  
HSE First Aid Standard Certificate  
Royal Lifesaving Society – Open Water Supervisors Award

**Staff and their qualifications contd. see next page.**



---

**The Staff and their Qualifications - contd.**

**Mr Calum Mc Nicol - Resource Instructor - 7 Years Experience in Outdoor Education**

Higher National Diploma in Sports Coaching with Sports Development.  
RYA Yachtmaster Instructor (Cruising).  
RYA Senior Instructor  
RYA Windsurfing Level 3 Instructor  
Advanced Powerboat Instructor.  
BCU Level 4 Coach Inland and Sea.  
BCU Five Star assessed Inland and Sea.  
Scottish Canoe Association Canoe Instructor.  
Scottish Canoe Association White Water Safety.  
Scottish Canoe Association Manual Handling Training.  
Scottish Rafting Association Raft Guide Level 2.  
Snowsports Scotland SNSC Alpine tutor.  
Snowsports Scotland SNSC Artificial Boarding Instructor.  
British Association of Ski Instructors Grade 1 I.S.I.A.  
British Association of Ski Instructors Current Trainer.  
British Association of Ski Instructors Grade III Snowboard Instructor.  
British Association of ski Instructors Off Piste Mountain Safety (Tignes).  
SPA Trained.  
Summer Mountain Leader.

**Mr Alex Lumsden - Resource Instructor (Trainee) - 4 Years Experience in Outdoor Education**

NC in Sports & Recreation.  
Computing Scotvec Modules.  
SCA Level 3 Kayak Coach.  
RYA Dinghy Sailing Instructor.  
RYA Level 2 Windsurfing Coach.  
Canoeing Safety Test.  
RYA Powerboat Level 2 & Safety Boat.  
RYA Powerboat Instructor.  
British Orienteering Federation Instructor.  
Scottish Mountain Leader.  
St. Andrews Ambulance Association First Aid at Work.  
Full Driving Licence.



**1. Course Details**

Course Title: \_\_\_\_\_

Course Dates: From \_\_\_\_\_ To \_\_\_\_\_

**2. Group/ Participant Information**

Name of School/Organisation \_\_\_\_\_

Full Name of Participant \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Town \_\_\_\_\_ Work \_\_\_\_\_

Post Code \_\_\_\_\_ E-mail \_\_\_\_\_

**3. Medical Information**

a) Do you suffer from any conditions requiring medical treatment, including medication?      **Yes**      **No**

If **Yes**, please give **Details** below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) To the best of your knowledge, have you been in contact with any contagious or infectious diseases in the last four weeks?

**Yes**      **No**

If **Yes** please give **Details** below:

\_\_\_\_\_  
\_\_\_\_\_

c) Are you allergic to any medication?      **Yes**      **No**

If **Yes** please give **Details** below:

\_\_\_\_\_  
\_\_\_\_\_

d) Have you had a Tetanus Injection in the last ten years?      **Yes**      **No**



---

**3. Medical Information (contd)**

**e) Family Doctor**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

**f) Medical Consent**

I agree to receiving medical treatment, including anaesthetic, as considered necessary by the Medical Authorities present in the event of my sustaining an injury.

I undertake to inform the Arran Outdoor Education Resource as soon as possible of any change in my medical circumstances between the date signed and the commencement of the visit.

Signed by \_\_\_\_\_ (Date) \_\_\_\_\_

Print Name \_\_\_\_\_

**4. Special Dietary Requirements**

Have you any special dietary requirements.

If Yes, please give details:

\_\_\_\_\_

**5. Watersports Courses (May – September)**

Please confirm that you are Water Confident.

I understand that participation in watersports could result in immersion in cold water.  
I am confident that if properly equipped and trained I will be able to participate in this activity.

Signed by \_\_\_\_\_ (Date) \_\_\_\_\_

Print Name \_\_\_\_\_



**5. Contact Information**

Name \_\_\_\_\_  
Address \_\_\_\_\_ Tel. (Home) \_\_\_\_\_  
Town \_\_\_\_\_ Tel. (Work) \_\_\_\_\_  
Post Code \_\_\_\_\_ Mobile \_\_\_\_\_

Other contact address if appropriate

Name \_\_\_\_\_  
Address \_\_\_\_\_ Tel. (Home) \_\_\_\_\_  
Town \_\_\_\_\_ Tel. (Work) \_\_\_\_\_  
Post Code \_\_\_\_\_ Mobile \_\_\_\_\_

**10. Insurance**

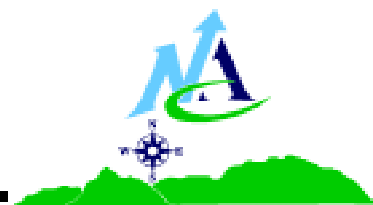
I acknowledge the receipt of the details of the insurance cover as supplied with the Information pack.

Signed by \_\_\_\_\_ (Date) \_\_\_\_\_

Print Name \_\_\_\_\_

**Please ensure the information supplied in this form is correct.**

**A copy of this Form must be retained at the Resource Office and the Youth Hostel**



**Confidential**

In the interest of your health and safety, this form must contain accurate and current information.

**Name of School/Organisation** \_\_\_\_\_

**Full Name of Participant** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Name of General Practitioner** \_\_\_\_\_

**Address** \_\_\_\_\_ **Tel. Number** \_\_\_\_\_

**Town** \_\_\_\_\_

**Post Code** \_\_\_\_\_

**Nature of Illness – Medical Condition** \_\_\_\_\_

**Medication**

- use one section for each different medicine (e.g. 1 Ventolin, 2 Bectide).
- include emergency medication.
- include any other relevant information (e.g. 'as required' - is there a maximum daily dose?)

**Seizures/ Fits**

Do you suffer from this condition **Yes** **No**

If **Yes**, date of last **Seizure/ Fit** \_\_\_\_\_

Warning signs preceding a **Seizure/ Fit** (if any) \_\_\_\_\_

**Management** (specific to you, including emergency procedures).

	<b>Name of Medicine</b>	<b>Dosage (e.g. 5ml)</b>	<b>Time (e.g. 08.30hrs)</b>
1.			
2.			
3.			
4.			

\_\_\_\_\_  
 \_\_\_\_\_

I confirm that I requires the above medicine, and that it may be administered by a non-medically qualified person. I agree to notify the AOER immediately of any change to this information.

**Signed** \_\_\_\_\_ (Date) \_\_\_\_\_



---

## **Educational Excursions - Insurance for Off-site Activities**

### **1. PUBLIC LIABILITY AND EMPLOYERS' LIABILITY INSURANCE**

North Ayrshire Council is covered by its Public Liability and Employers' Liability Policies against claims resulting from fault of the Council or negligence on the part of one of its employees, full-time or part-time. Officially approved activities are therefore covered. Activities can be officially approved either by the Head of the Establishment or else by the person who has been delegated responsibility for the care of those involved.

### **2. PERSONAL ACCIDENT AND TRAVEL INSURANCE**

There are two separate authority Policies covering Personal Accident and Travel Insurance as follows:

- a. Group Personal Accident Policy - applicable to staff only. (Detailed at Appendix 1).
- b. Travel Policy including cover for Off Site Activities both within and outwith the United Kingdom. (Detailed at Appendix 2).

The Policies apply to activities approved by the Head of the Establishment or the person delegated by the Head to be responsible for the care of those involved. Pupils are covered by the Personal Accident Insurance Policies when they are under general supervision although not necessarily accompanied at given times.

Please note that if Off Site Activities include anyone other than pupils and teachers (such as other adults whether employees or not, volunteers or helpers) this information need not be notified in advance to the Insurers.

Copies of all notifications should be forwarded to the Education Department, Cunninghame House, Irvine, marked for the attention of the Head of Service.

### **3. EXCLUSIONS**

Certain activities are excluded from the Policies and these are clearly stated in the appendices applicable to individual Policies. Any activity, which is not listed, should, in general, be taken to be covered. Where there is some doubt, advice should be sought from the Insurance Section, Tel No 01294 324515.

Cover for extra curricular organised team games is available for pupils, only where occurring away from the school Personnel supervising such games are, also, covered. It is, of course, the duty of Heads of Establishments to ensure that pupils in activities that make use of potentially hazardous environments are supervised by suitably experienced and qualified teachers or other adults, and that the relevant standard circulars and health and safety codes of practice are adhered to.

Cover for pupils in organised sports tournaments, within or outwith the United Kingdom, is provided for activities away from the school. All other aspects including travel and baggage are covered, parents or guardians should be advised of the position.

### **4. CLAIMS**

Claims on the Policies should be made through the Director (Educational Services). All correspondence concerning claims should be accompanied by receipts for medical expenses, where appropriate, and any other related correspondence should be copied to the Director.

With regard to the Travel Policy referred to in 2(b) above, the Insurance Company is **ACE Europe**. In the event of an accident, the leader of a group may require the services of ACE Rescue:

Telephone Number: 0870 607684



---

## **5. NOTIFICATION**

All proposed foreign trips must be advised to the Department of Finance prior to departure.

Details of trips within the British Isles should be returned quarterly in arrears.

The following information must be included in the notification:

- Number of Pupils/Participants
- Number of Staff/Supervisors
- Mode of Travel
- Destination
- Date of Trip
- Description of Trip e.g. Cultural Exchange, Adventurous Activities etc.
- Main Activities.

## **6. EVENTS**

With respect to organising holding outdoor events, either by the Council or an external organisation permitted to use land or property owned or occupied by the Council the organisation should be directed to the Insurance Section.

The applicant will be provided with a pack to guide them through the considerations for arranging an event.



**GROUP PERSONAL ACCIDENT POLICY - APPLICABLE TO STAFF ONLY**

**Cover**

All members of the Council staff are covered against accident by this Policy while engaging in official activities.

The benefits are:

Death	
Total Disablement (Permanent)	5 x annual salary
Loss of Limb(s) or Eye(s)	
Loss of Hearing	
Temporary Total Disablement	50% of wages
Temporary Partial Disablement	50% of wages

**Exceptions**

This section does not cover Death or Disablement directly or indirectly resulting from:	
Description	
Exception 1 Suicide & Hazardous Pursuits	An Insured Person A) Committing or attempting to commit suicide or intentionally inflicting self injury B) Flying or taking part in other aerial activities except while travelling in an aircraft or helicopter as a passenger and not as aircrew. C) Taking part in mountain rock climbing necessitating the use of ropes or guides, potholing, caving, racing of any kind (other than on foot or while yachting on inland or territorial waters) or winter sports (other than skiing, curling or skating or those organised by outdoor activity centre). This will only be excluded if it is regarded, as non-occupational i.e. not endorsed by NAC.
Exception 2 Gradual Cause	A cause gradually operating upon the Insured Person
Exception 3 Alcohol or Drugs	Alcoholism or drug addiction of an Insured Person.
Exception 4	Any physical or mental defect or infirmity which was known to the Insured Person at the time of the occurrence of Bodily Injury unless it has been declared to and accepted in writing by the Insurers. However, if the period of disablement is prolonged but not directly or indirectly caused by such physical or mental defect or infirmity the Insurers will pay for the period of disablement, which would have arisen, had the physical or mental defect or infirmity not existed.
Exception 5	Undertaking an excursion against the advice of a qualified medical practitioner or for the purpose of obtaining medical treatment.
Exception 6	Pregnancy or Childbirth.



**Travel Insurance**

**Off Site Activities within and out with the UK: Personal Accident**

**Cover**

This Policy applies to pupils or voluntary adult helpers and provides cover for bodily injury or death resulting solely and directly from accident caused by violent and visible means. The extent of compensation is shown in the following table.

<b>Benefits</b>		
	<b>Pupils</b>	<b>Adults</b>
<b>Death</b>	£3,500	£5,000
Loss of one or more limbs or one or both eyes	£20,000	£20,000
Permanent total disablement from gainful employment of any and every kind.	£20,000	£20,000
Temporary disablement from usual occupation. A) Temporary Total Disablement per week.	Nil	£50***
B) Temporary Partial Disablement per week.	Nil	£25***
Note: For cover for full time employees under this heading, see Appendix 1. *** payments made for a maximum of 104 weeks		

<b>Exceptions</b> This section does not cover expenses directly or indirectly resulting from:	
<b>Description</b>	
Exception 1 Suicide & Hazardous Pursuits	An Insured Person A) Committing or attempting to commit suicide or intentionally inflicting self injury. B) Flying or taking part in other aerial activities except while travelling in an aircraft or helicopter as a passenger and not as aircrew.
Exception 2 Gradual Cause	A cause gradually operating upon the Insured Person
Exception 3 Alcohol or Drugs	Alcoholism or drug addiction of an Insured Person.
Exception 4 Pre-existing Defects	Any physical or mental defect or infirmity which was known to the Insured Person at the time of the occurrence of Bodily Injury unless it has been declared to and accepted in writing by the Insurers. However, if the period of disablement is prolonged but not directly or indirectly caused by such physical or mental defect or infirmity the Insurers will pay for the period of disablement which would have arisen had the physical or mental defect or infirmity not existed.
Exception 5	Undertaking an excursion against the advice of a qualified medical practitioner or for the purpose of obtaining medical treatment.
Exception 6	Pregnancy or Childbirth.



---

### **Miscellaneous Contingencies**

The Company will indemnify the Insured on behalf of the person concerned in respect of:

- 1 any loss sustained by any person
  - a. who had arranged to join the Educational Excursion failing to do so  
or
  - b. curtailing the Educational Excursion by returning home before its completionas a direct consequence of death, illness, quarantine, accidental bodily injury, compulsory quarantine where the Insured Person is a participant, unemployment of parent/guardian or any other cause totally outwith the control of the Insured Person;
- 2 any additional expenses reasonably incurred by the Insured due to compulsory cancellation or curtailment of the Educational Excursion;
- 3 loss of deposits due to compulsory abandonment by the Insured of the Educational Excursion for the whole party;
- 4 any additional expenses reasonably incurred by reason of strikes, locked out workers, riots, and/or civil commotion which could not have reasonably been anticipated at the commencement of the Educational Excursion;

The limit of the Company's Liability under Miscellaneous Contingencies shall be £5,000 in total other than item 4, where the benefit is £50 per person.

### **Transport Delays**

If the Educational Excursion is not completed within the period of Insurance due to delay or interruption of Public Transport Services, the Period of Insurance shall be automatically extended without additional premiums for such period as may be reasonably necessary for the completion of the journey.

### **Additional Expenses due to Riot, Strike, Civil Commotion**

The company will indemnify the Insured in respect of all expenses reasonably incurred as a direct result of enforced extension or abbreviation of an educational excursion, for reason of riot, strike or civil commotion, provided that the party shall not proceed to any place where it may reasonably be anticipated at the date of commencement of the journey that strike, riot or civil commotion is likely to occur. Limit for any one person - £50.00.

### **Personal Baggage**

Compensation will be paid for loss of baggage up to a limit of £1500 (£250 for each single item) per person.

### **Money**

Compensation will be paid for loss of money occurring on or after the commencement date of the journey up to a value of £500 per person, provided the loss is reported to the Police within 24 hours of discovery.

Note: There is no cover for money held in custody for pupils prior to an excursion.

### **Special Conditions**

- 1 Where canoeing or sailing of any kind is undertaken, the teachers or other adults in charge must be qualified to the standard specified in the NAC Off-site Activities Manual.
- 2 For yachting and canoeing, life jackets must be worn by all Insured Persons and for all other sailing (except in rowing boats) life saving equipment must be carried in the vessel.

**Clothing & Equipment Checklist**  
**Educational Services**  
**Arran Outdoor Education Resource**



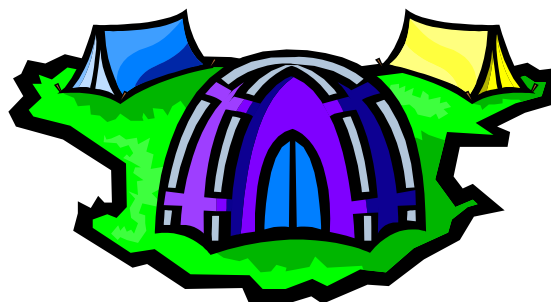
The clothing and sundries listed below are recommended to make participation in the activities of the Resource a comfortable and enjoyable experience. There is no need to purchase specialist equipment, this will be supplied by the Resource Store. However if you have outdoor equipment of your own and it is appropriate to the activity we would encourage you to use it.

Item	Checklist	√
1	Warm clothing to wear with a Drysuit or wetsuit	
2	Old Trainers, Sailing Shoes or Wet Suit Boots	
3	Woollen Hat	
4	Wash Gear for Showers	
5	Spare sweater	
6	Woollen Hat, Sun Hat	
7	Sun Glasses	
8	Sun Cream	
9	Packed Lunch & Hot Drink	
10	Change of clothing for theory sessions	

The Arran Outdoor Education Resource can provide all the specialist equipment listed below free of charge.

Specialist Equipment	
Waterproof Bag	Sea - Kayak
Waterproof Suit	Paddle
Wetsuit or Drysuit	Spray Deck
Lifjacket or Buoyancy Aid	Spare Paddles

Expedition equipment will be supplied as appropriate to the course.



**PLEASE NOTE YOU ARE LIABLE FOR THE REPLACEMENT COST OF LOST OR DAMAGED EQUIPMENT.**