

Understanding the Scout Canoe and Kayak Activity Permit Scheme



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Author	Chris Schultze – County Assessor, BCU Level 3 Kayak Coach
Approved By	Graeme Redrup, ACC Activities
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Glossary

NGB	National Governing Body
BCU	British Canoe Union
UKCC	United Kingdom Coaching Certificate
HQ	Headquarters
ACC	Assistant County Commissioner
DC	District Commissioner
CRB	Criminal Records Bureau
FSRT	Foundation Safety and Rescue Training
WWSR	White Water Safety and Rescue
Module 25	A Training Module relating to Assessing Learning
POR	Policy Organisation and Rules

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Surrey Scout County Water Activities Permit Guidelines - Canoeing and Kayaking

1.0 Introduction

The purpose of this document is to provide a quick reference guide:

- To candidates applying for canoe and kayak Permits under the Scout Association Policy Organisation and Rules (POR).
- Guidance for those who already hold permits for them to develop and further their experience.
- Guidance to County Activity Assessors to ensure there is consistency when giving advice on good practise and completing assessments. This document relates solely to Canoeing and Kayaking.

The document *does not* replace the factsheets and POR guidelines approved and published by The Scout Association.

2.0 Water Classification

	Scout Association Definition	BCU Equivalent
Class C	safe inland waters – see Appendix I	None
Class B1	sheltered inland waters and other sheltered water where currents and tides create no real danger	None to Grade 1
Class B2	the sea up to one mile from the shore, but excluding more dangerous waters close inshore; more sheltered parts of estuaries; large inland lakes and lochs; inland waters BCU Grade 2	Grade 1 and 2
Class B3	the sea up to three miles from the shore, but excluding more dangerous waters close inshore; busy commercial ports, exposed parts of estuaries; inland waters BCU Grade 3;	Grade 3
Class A	open sea more than three miles from the shore, and other dangerous waters close inshore; inland waters BCU Grade 4 and above.	Grade 4 and above

The Scout Association also separates water classifications into specific operating environments.

Classification	Definition
Open Inland	Inland non tidal waters including rivers of less than BCU Grade 1
River	Inland non tidal waters moving waters of BCU Grade 1 and above
Sea	On tidal waters (including inland tidal waters) where there is no intent of doing activities in surf
Surf	Where there is an intention of doing activities in surf (this is only available on B2-A class waters)
Holding a permit for B1 water in any of the environments mentioned above will enable you to operate in any other of the listed environments on B1 waters.	

3.0 What Are Adventurous Activity Permits?

In order to run canoeing and/or kayaking on waters classed as B1 or higher you will require an Adventurous Activities Permit.

Canoeing is described within the Scout Association as the use of open canoes powered by single bladed paddles. Use of sails (except improvised sails) and motors are covered by their respective Adventurous Activities Permits. Closed cockpit canoes are covered by kayaking Permits.

Kayaking is described within the Scout Association as the use of a kayak powered with a double ended paddle, in closed and open cockpit kayaks and closed cockpit canoes. It should be noted that Stand Up Paddle Boarding is seen by Scouting as a Kayak Craft.

Permits are issued separately for kayak and canoe, in open water, river, sea or surf environments. There are three permit types, Personal, Leadership and Supervisory.

3.1 Personal Permits

A personal Permit is only for young people (under 18) to participate in canoeing or kayaking with others who also hold personal Permits in the same type of craft.

Should a group comprising wholly of adults (over 18) wish to participate in canoeing or kayaking on B1 or higher waters then they can do so applying the 'Adult Groups In Adventurous Activities' rule. With a DC's approval, the activity can go ahead with no Permit holder present so long as each participant is over 18 and has signed a disclaimer stating they are aware of the risks and dangers involved in the activity.

Refer to Fact Sheet FS120087 for full details on Adult Groups in Adventurous Activities.

County Advisors Notes

Headquarters have confirmed that if running an “event” in which you have a mix of adults and young people that are then split into smaller groups engaged in Adventurous Activities. Those groups that solely comprise of over 18 participants can operate under the Adult Groups in Adventurous Activities scheme.

Example – Group 1 and Group 2 go away for a kayaking weekend. Group 1 has 8 adults all over 18 in it, Group 2 had a mix of under and over 18 year olds. Group 1 can operate under Adult Groups in Adventurous Activities Scheme. Group 2 are required to operate under the permit scheme.

Headquarters have also confirmed that if you have a group of young people that hold personal permits and are joined by adults who hold no permit at all then provided they are paddling as a group of peers (I.E. the adults takes *NO* leadership responsibility) those adults can paddle under the Adult Groups in Adventurous Activities scheme with the young people who will paddle with their own personal permits.

3.2 Leadership Permits

Leadership Permits allow the Permit holder to lead a single group. This Permit authorises the holder to lead a **maximum** of 8 craft or 12 people whichever is less.

A kayak Permit holder, when operating on B1 waters, can use this Permit to lead open canoes. Canoe Permit holders cannot use their Permit to lead kayaks.

Should a kayak Permit holder choose to lead canoes they must ensure they only have canoes on the water. Likewise if they are leading kayaking they must only have kayaks on the water. If a Permit holder has a kayak and a canoe Permit, they may lead a mixture of craft on the water in a single group.

See table below for an illustration on how this works.

Permit Held	Craft allowed on water at any one time		
	Canoe	Kayak	Canoe & Kayak
Canoe only	Yes	No	No
Kayak only	Yes	Yes	No
Canoe & Kayak	Yes	Yes	Yes

3.3 Supervisory Permits

A supervisory Permit is the highest authorisation available for canoeing and kayaking. It is implicit that you hold a leadership Permit before applying for a supervisory one.

Holding a Permit to supervise means you can supervise up to three groups. Each group can consist of a **maximum** of 8 craft or 12 people whichever is less.

All groups being supervised should have a means to communicate with the Permit holder who will need to be in or have immediate access to rescue craft (this may be another kayak or canoe) and be in a position to provide prompt assistance if required. It is expected that the supervisor will not be directly involved with the activity. For example they could not have three groups on the water and be the leader to one of those three groups.

A supervisor remains responsible for all the groups they are supervising and needs to designate responsible people with appropriate skills to be leaders of each group. That designated leader responsibility only lasts for the duration of the current activity. A designated leader can be a young person if they are up to the role.

4.0 Obtaining A Permit

The process of obtaining a Permit begins with the completion of an 'Application For Adventurous Activity Permit' form which is obtainable from Scout Base. Search for form ADACTPERMIT. This form can also be found in the documents sections of www.sswac.co.uk

Once submitted, an application is assessed. This assessment has four stages to it.

1. **Technical Competence** – Completed by a County Approved Assessor.
This could simply be examining already held NGB awards and prior knowledge of the applicant's ability **or** a practical assessment against the requirements set out by the Scout Association.
It could also comprise of a mixture of all the above.
2. **Scout Association Rules** – Either completed by the County Approved Assessor or responsible commissioner.
This assesses knowledge or POR. See appendix V for more detail.
3. **Child Protection** – Completed by the responsible Commissioner it ensures that a CRB check and child protection training have been completed (not necessary for personal permits). Where under 18's are applying for leadership Permits, a risk assessment should be completed.
4. **Personal Suitability** – Completed by a responsible Commissioner to ensure the applicant is suitable to be authorised to hold a kayak and/or canoe permit.

4.1 Personal Permits

Personal permits have no NGB equivalent at the present time.

County Advisors Notes

Having compared the Personal and the Leadership Permit assessment criteria there is one difference; the personal Permit has no criteria to assess group management where as the leadership Permit does. Consideration should be given to assessing the candidate for the Leadership permit. Scout Association HQ have confirmed young people, under 18, can be awarded Leadership Permits.

Refer to Fact Sheet [AC120902](#) and [AC120919](#) for full details on obtaining a Permit.

4.2 Leadership Permits

Leadership permits can be compared to the BCU and UKCC coaching scheme.

To hold a leadership permit, the applicant must have undergone a Scout Association CRB check. In order to apply for this, an applicant should speak to their relevant Commissioner.

Below is a simple conversion chart which, if you hold a BCU or UKCC paddlesport award, will help you easily identify what permit you could be entitled to. You must have completed the award within the 5 years previous to your application or be able to supply evidence that you have remained active within your discipline.

BCU Coach	UKCC Coach	Permit Conversion
Level 1 Coach	Level 1 Coach	None
Level 2 Coach	Level 2 Coach	Any environment - B1 Waters
Level 3 Coach	Level 2 coach <i>with</i> Moderate Water Endorsement	Environment Specific B2 Waters
Level 4 Coach	Level 3 Coach <i>with</i> Advanced Water Endorsement	Environment Specific B3 - A Class Waters
All qualifications must be boat based, they cannot be bank based		

County Advisors Notes

The UKCC scheme is not craft specific for Level 2 coaches. Therefore it would be appropriate to award both a kayak and canoe Leadership Permit on the evidence of an applicant holding such an award, this is supported by the fact sheets supplied by The Scout Association as Level 2 conversion to the permit scheme does not state it is discipline specific, the Level 2 coach with Moderate water endorsement does.

Refer to Fact Sheet [AC120902](#) and [AC120919](#) for full details on Leadership Permits.

4.3 Supervisory Permit

The guidance issued by The Scout Association on Supervisory Permits is now specific to the adventurous activity it applies to. As with the personal Permits there is no NGB equivalent to the Supervisory Permit.

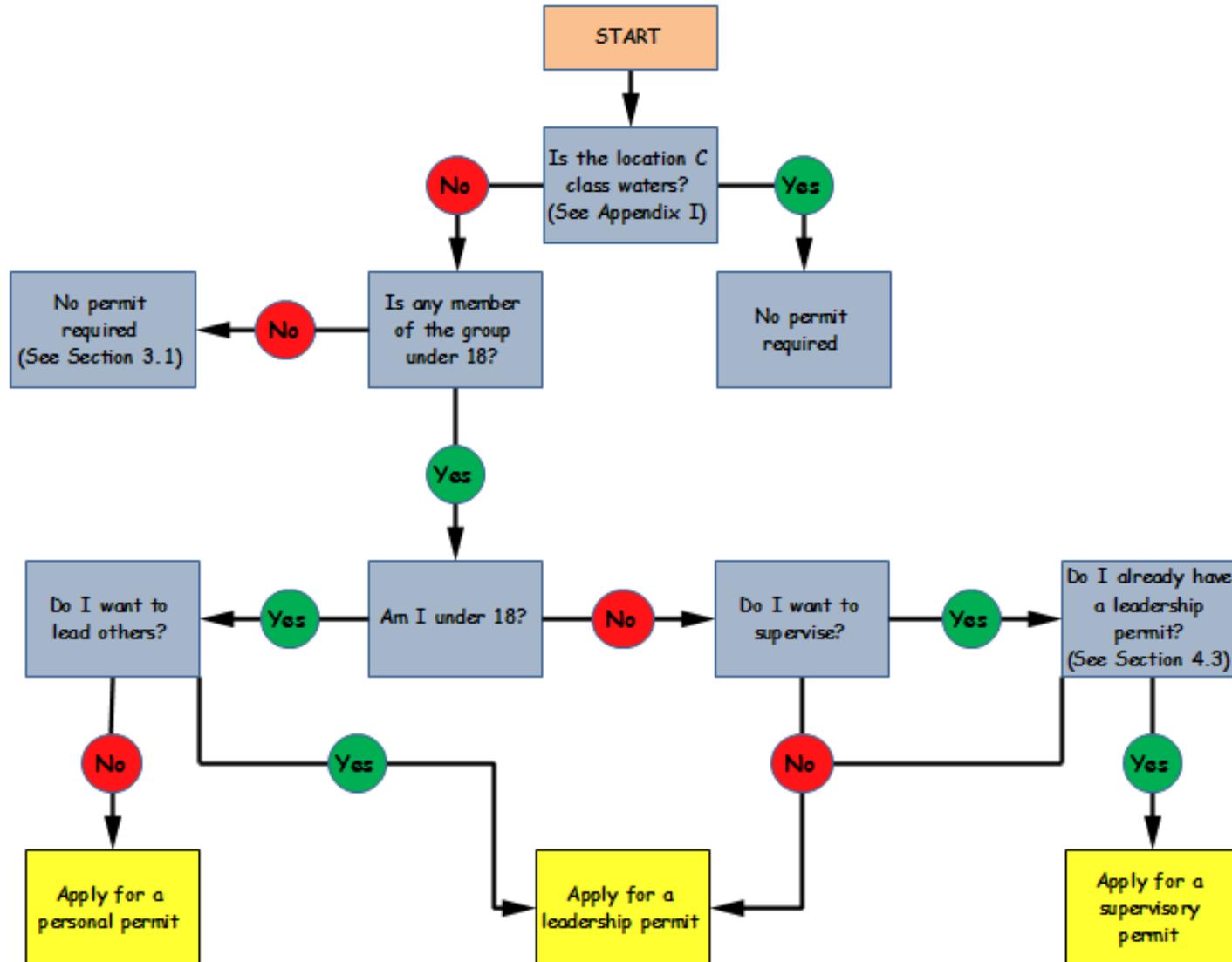
County Advisors Notes

NB: A Supervisory Permit for kayaking or canoeing carries considerable responsibility. When assessing applications for Supervisory Permits The Scout Association state that this is likely to be more theoretical assessment. SSWAC's view is it is best practice all applicants should undergo a practical, observed assessment to ensure the required standard is met.

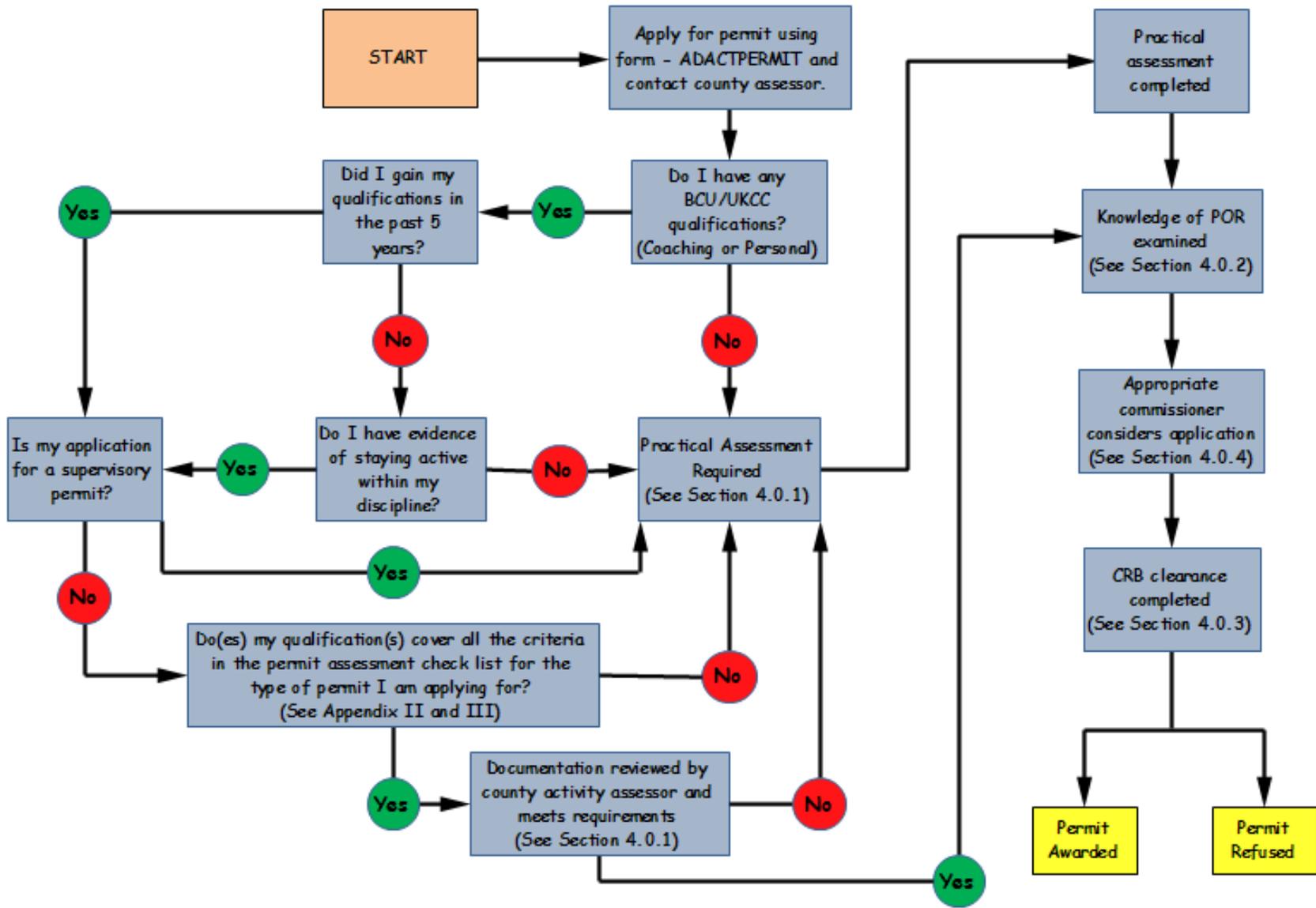
Any Supervisory Permit holder should hold a Leadership Permit. Normally Leadership Permits will already be held before a Supervisor one is applied for, but a Leadership and Supervisory Permit could be issued simultaneously.

Refer to Fact Sheet [AC120902](#) and [AC120919](#) for full details on Supervisory Permits.

4.4 What Permit To Apply For?



4.5 Applying For a Permit



If at any point you are unsure about the process please contact a County Activity Assessor. Their contact details can be found in the County Directory or via the ACC Activities.

5.0 Becoming an Approved Activities Assessor

Being an Approved Activities Assessor is a County Appointment in which you are managed by the ACC Activities. In order to become an Assessor you need to complete an Adult Application form commonly referred to as the “AA” form. With that comes the completion of a CRB check.

In order to qualify as an Activities Assessor you must hold the appropriate NGB coaching qualification. This qualification proves your technical knowledge. If you obtained your technical knowledge more than 5 years prior to your application you will need to provide evidence that you have maintained your personal development (normally by updates through your NGB). You will also need to validate Module 25 of The Scout Association Adult Training Scheme.

After you have completed the AA form the ACC Activities endorses it and sends it to the Appointments Committee for approval.

If you are qualified to be an assessor in kayak and canoe and want to be approved as an assessor in both craft you will be need to complete an AA form for each.

You are required to attend at least two single day sessions in each 5 year period you hold a position as an assessor to ensure that you remain up-to-date.

County Advisors Notes

NB: It is suggested that you contact the ACC Activities before applying for Assessor Status so that they can talk through the process with you.

Once successful in becoming an Assessor you can opt to have a mentor allocated.

5.1 What Can I Assess?

Once you are an Approved Assessor, you can assess Personal, Leadership and Supervisory Permits. There is however a restriction as to what level you can assess. This is based on the NGB award you hold.

Please see the conversion table below:

BCU Coach	UKCC Coach	Assessor Level
	Level 1 Coach	None
	Level 2 Coach	B1 Waters
Level 3 Coach	Level 2 coach <u>with</u> Moderate Water Endorsement	B2 Waters
Level 4 Coach	Level 3 Coach <u>with</u> Advanced Water Endorsement	B3 and A Waters

You can only assess people for Permits in the discipline in which you hold an NGB award. UKCC Level 2 Award is not craft/discipline specific so you are authorised to assess both canoe and kayak Permits to the appropriate level.

If you hold BCU Coach qualification in both disciplines then you could assess for both canoe and kayak permits to the level that your award authorises you to. See table above.

Should you hold a discipline specific BCU Coach qualification, but are registered with the BCU as being able to assess the new UKCC awards or a UKCC coach award with a discipline specific water endorsement then you can assess Permits in the discipline you hold your Coach qualification in, to the level in the table above. You can also award Permits in another discipline, one level below that which your coaching qualification authorises you to, in the table above. Please see below example explanation for more clarity.

EXAMPLE

Coach X holds a pre-2010 BCU Level 3 kayak coach award and their BCU 3 star open canoe award. This allows Coach X to assess a kayak Permit on water up to and including B2 Waters and a canoe Permit up to and including B1 waters.

When authorising permits on B1 waters you do not need to have the discipline specific qualifications for the environment they are assessed in (Open Water, River, Sea) however this is advisable. Assessing permits for B2 waters and above you will require qualifications in that environment to be able to authorise a permit of that type.

County Advisors Notes

When completing assessments it is good practice to keep a record of this, whether it be a paperwork exercise or a practical assessment. It could be needed as evidence in the future.

5.2 How to Award Permits

There are two types of assessments.

1. Examination of prior experience – this would be examining evidence of an applicants prior experience such as NGB awards, log books and rescue training ensuring they conform to the criteria set out in the Assessment Checklist for the discipline and level of Permit they are applying for.
2. Practical Assessment – a complete practical assessment of all the criteria set out in the Assessment Checklist for the discipline and level of Permit they are applying for.

County Advisors Notes

NB: It may be that an assessment can consist of both an examination of prior experience and a practical assessment if the prior experience is not sufficient to fulfil the Assessment Checklist criteria. When an application is made for a Supervisory Permit it is recommended that an assessment is completed in all cases due to the responsibility entrusted in that type of Permit.

5.3 What Levels to Award Permits At

Should you be asked to complete an examination of prior experience to award a Permit, the table below is a guide to what qualifications are required for Permits to be issued in this way. The below table relates to the post 2007 BCU star award criteria and UKCC Awards.

NGB Qualification to Scout Permit Award Conversion			
Environment	Class of Water		
	B1	B2	B3 and A
Open Inland	3 Star** FSRT	4 Star Leader WWSR	5 Star Leader AWWSR
River		4 Star Leader Coastal Navigation and Tidal Planning	5 Star Leader Open Water Navigation and Tidal Planning
Sea			
Surf		4 Star Leader Advanced Surf Safety and Rescue	5 Star Leader Advanced Surf Safety and Rescue
Notes: ** For B1 permits <u>only</u> the flat water elements of the award need to be completed. <ul style="list-style-type: none"> • It would be at the Approved Assessors discretion in relation to imposing any restrictions to Permits, particularly concerning tidal waters, to those with non-tidal qualifications and vice versa. • You may also wish to consider restrictions around group sizes and locations. • When young people (under 18) apply for Permits consideration should be given concerning restrictions to operate under supervision of appropriate adults. (qualified or unqualified) 			

The below table is how the pre 2007 BCU star awards and Coach Qualifications can be best converted across to the permit scheme. The assessment criteria for a permit takes precedence and the below has not been split into environment types and so this should simply be used as a guide to assessing prior learning combined with further assessment in line with the permit scheme.

NGB Qualification to Scout Permit Award Conversion			
Class of Water	Permit Type		
	Personal	Leadership	Supervisory
B1	3* FSRT	L2 FSRT	L2 FSRT + Assessment
B2	4* WWSR	L3 WWSR	L3 WWSR + Assessment
B3	5* WWSR	L4 WWSR	L4 WWSR + Assessment
A	5* WWSR	L4 WWSR	L4 WWSR + Assessment

It may be that an applicant does not meet the complete Assessment Criteria Checklist when producing evidence of prior experience, but can meet the technical and/or Emergency Procedure sections. Personal, Leadership and Supervisor permits all have different assessment criteria and so it's essential you ensure you are using the correct checklist when completing an assessment.

County Advisors Notes

The star awards mentioned above are the new BCU awards. The old BCU awards can still be used as Approved Prior Learning to meet the assessment criteria.

Permits should be awarded to an individual's competency and requirement. This may mean putting restrictions on the Permit such as tidal, non-tidal, geographical location and group size. Note that maximum groups sizes are quoted in Section 3 of this document. It is recommended that tidal and non-tidal are specifically mentioned on the Permit when signed off by the Assessor.

Example:

1. Leadership Permit recommended for non-tidal B1 waters with a maximum of 8 boats or 12 people, whichever is the lesser.

Refer to Fact Sheet FS120102 for full information on conducting assessments.

5.4 Restricted Permits

If an applicant is assessed for a permit and does not have all the skills or experience to meet all areas of the assessment checklist it is appropriate to award them a permit with restrictions provided:

- The assessor is of the opinion they have the ability to operate safely in the environment and craft they will be in.
- Any restrictions placed on a permit are justified based on the skills shown/not shown
- The assessor explains to the applicant what they would need to see in order to be remove / adjust the restrictions in the future.

This has been confirmed by The Scout Association. If an applicant meets all of the assessment criteria it is generally accepted they will be awarded an un-restricted permit.

6.0 Moderation

Moderation provides a way of checking robustness of the permit scheme and ensuring consistency. Each County is required to carry out a self moderation, this is done by the MAPS. The areas are divided into 'minimum standards' and 'good practice'.

The minimum standard of direct relevance to assessors is:

- All assessments by county assessors have been seen or reviewed by another assessor in the last two years

The good practise guide directly relevant to assessors is:

- All assessors have worked with an assessor from a different county within the last two years

County Advisors Notes

Wherever possible practical assessments will be conducted by two assessors. If this is not feasible then once an assessment has been completed by one assessor they have a responsibly for having professional discussion with another assessor to moderate the assessment. This process should be documented.

If assessment is an examination of prior learning/qualifications there is no requirement for two assessors to complete the process but they should continue to moderate through discussion to ensure consistency.

Refer to Fact Sheet FS120106 for full information on moderation.

Appendix I - 'C' Class Waters

What are Class C Waters?

Class C waters *must* be non-tidal. They are inland lakes, lochs and other stretches of placid water which are less than 100 metres wide throughout the region being used and where surface turbulence is limited to regular waves produced by wind action. This may include rivers or canals which are less than 100 metres wide throughout the region being used.

It also includes public boating ponds and similar where it is possible to walk out following a capsized, along with larger stretches of water with no doubt, greater depth.

There can be circumstances where water classified as Class C waters, on the day of the activity, would no longer remain Class C.

Do I need an Adventurous Activity Permit?

All water activities on Class C waters except power boating are approved by a leader provided they follow the standards contained within the factsheet "Class C Waters". This allows a variety of activities to take place on Class C waters without the requirement for the leader of the activity to hold an Adventurous Activities Permit. This includes canoeing and kayaking.

County Advisors Notes

NB: It should be noted that POR allows for spontaneous events to be approved by activity leaders. Good planning should mean an opportunity to seek approval by the activity leader's District Commissioner (DC) in line with the Class C waters Fact Sheet.

Should a DC seek advice from any Surrey Scout County Activity Assessor or Advisor in relation to activities on Class C waters, they should consider each individual case. Surrey Scout County Activity Assessors and Advisors should provide advice on whether the proposed location of the activity falls within the Class C Waters definition. They should not decide on the activity leader's suitability but can offer guidance to the DC. It is the responsibility of the DC to make the final suitability assessment prior to approving it.

Note to DC's – If in doubt, get in touch with the SSWAC team and one of us will be more than happy to offer advice and guidance. You can do so using our email addresses enquiries@sswac.co.uk or advisor@sswac.co.uk initially.

Refer to Fact Sheet [FS120623](#) for full details on Supervisory Permits.

Appendix II - Permit Assessment Checklist – Canoe and Kayak

Core Skills	Open Inland			River			Sea			Surf		
	P	L	S	P	L	S	P	L	S	P	L	S
Responsibilities												
• Be aware of the limits of your own abilities												
• Choose objectives appropriate to the group												
• Plan effectively in advance including selecting a suitable venue and contingency plans												
• Knowledge of rules/regulations which govern the use of water												
• Able to identify when remote supervision is not appropriate in running canoeing/kayaking												
Group Management												
• Establish a clear means of communication with the group												
• Demonstrate the ability to maintain line of sight within the group and surrounding environment												
• Show an understanding that the group leaders must combine good planning with making honest decisions and judgements in advance												
• Know how to position themselves to most effectively manage the group												
• Able to identify group members with the skills and experience to be able to lead an activity as a designated leader under supervision.												
• Able to set up appropriate monitoring systems to supervise effectively activity groups.												

<ul style="list-style-type: none"> • Able to ensure that designated leaders are aware of their responsibilities. 												
Risk Assessment												
<ul style="list-style-type: none"> • Know how to complete a Risk Assessment 												
<ul style="list-style-type: none"> • Able to effectively identify the hazards and risks and know how to reduce or remove them, during canoeing/kayaking 												
<ul style="list-style-type: none"> • Able to train participants to carry out their own dynamic risk assessments. 												
<ul style="list-style-type: none"> • Able to complete a risk assessment and identify those factors that are likely to change gradually or quickly. 												
<ul style="list-style-type: none"> • Able to identify emergency procedures in a number of situations 												
Weather												
<ul style="list-style-type: none"> • Knowledge of where to gain weather information 												
<ul style="list-style-type: none"> • Knowledge of how weather conditions can affect canoeing (eg water levels, speed, wind direction and strengths), and how this may effect permit operations. 												
Technical												
<ul style="list-style-type: none"> • B1 Waters - Ability to paddle to the standard of the BCU3 star (flat water elements only) 												
<ul style="list-style-type: none"> • B2 Waters - Ability to paddle to the standard of the BCU 4 star leader (discipline specific) 												
<ul style="list-style-type: none"> • B3 and A Waters - Ability to paddle to the standard of the BCU 5 star leader (discipline specific) 												
<ul style="list-style-type: none"> • Ability to identify and explain water features, their effects and utility 												
<ul style="list-style-type: none"> • Understand use of paddle and all relevant paddle strokes 												

• Understand and be able to teach use of paddling techniques												
• Experience in a variety of environments for canoeing/kayaking												
• Experience of working with a variety of different activity groups in canoeing												
Emergency Procedures												
• Knowledge of relevant procedures in the event of an accident												
• B1 Waters - Ability to carry out the skills required for the BCU Foundation Safety and Rescue												
• B2 Waters - Ability to carry out the skills required for the BCU White Water Safety and Rescue												
• B2 Waters - Ability to carry out the skills required for the BCU Coastal Navigation and Tidal Planning												
• B3 and A Waters - Ability to carry out the skills required for the BCU Advanced White Water Safety and Rescue												
• B3 and A Waters - Ability to carry out the skills required for the Open Water Navigation and Tidal Planning												
• Ability to carry out the skills required for Advanced Surf Safety and Rescue												
Equipment												
• Knowledge of personal equipment required, how it is used and the importance of it being the appropriate size for the user												
• Knowledge of group equipment required and how it is used												
• Understanding of additional equipment required by the leader												
• Knowledge of the different types of canoe available and what types of water they are suitable for												

Notes (use over leaf if required)

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Appendix III - Knowledge of Scout Association Rules

This check may be carried out either by the Assessor or the relevant Commissioner. Surrey Scout County recommend this knowledge check is conducted by the Assessor.

The full Scout Association rules written in POR, cover a wide range of topics. For the purposes of Adventurous Activity Permit assessments chapter 9 - Activities is appropriate. The key sections for paddle sports are:

- 9.7 - Adventurous Activity Permit Scheme
- 9.42 - Water Activities - General
- 9.43 - Life Jackets and Buoyancy Aids
- 9.44 - Classification of Waters
- 9.45 - Water Activity Permits
- 9.46 - Boats
- 9.47 - Charter Vessels

Additionally the general principles below relating to activities apply:

- 9.1 - Activity Rules - Application
- 9.2 - Preparation
- 9.3 - In Touch
- 9.4 - Risk Assessment
- 9.5 - Emergency Procedure

An understanding / appreciation of the Fundamentals of Scouting in Chapter 1 and Key Policies in Chapter 2 is required.

The guidance given in factsheets FS120084 - Scout Led Activities, details the responsibilities of those leading activities (see below) and identifies other relevant factsheets to support the rules quoted above.

The steps required to run Scout led activities are:

- 1) Check POR rules
- 2) Check factsheets
- 3) Check if a permit is required - **Yes for paddle sports except on class C waters)**
- 4) Check whether further insurance is required- **No for paddle sports**
- 5) Check whether HQ needs notifying- **No for paddle sports**
- 6) Complete a risk assessment
- 7) Follow "In Touch" Procedure