

# Application for Authorisation for Hill Walking



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This is one of a set of factsheets on Mountain Activities introduced in February 2001. In particular it replaces FS120401.

It provides the information required for an applicant seeking Authorisation to lead or lead and supervise hill walking activities with Members of The Scout Association.

## Why an Authorisation Scheme?

The rules of the Scout Association relating to hill walking are contained in *Policy, Organisation and Rules*. The benefit of the Authorisation Scheme is that it assists District Commissioners to ensure that those leading or supervising hill walking have demonstrated to a County/Area Hill Walking Assessor that they have the technical competence necessary to undertake the activity safely with young people in the area to be visited. It shows clearly to parents that those who introduce young people to these activities have been authorised by The Scout Association and that their sons'/daughters' training will be guided by an authorised person.

It must be stressed that this Authorisation Scheme is for the safe encouragement of all hill walking activities, within the overall context of the development of young people, by means of Scout training. It is not a qualification for use outside The Scout Association.

## Clarification of Terms

To be given an Authorisation to **lead a party** means that the authorised person must be with, or in close proximity to, the party at all times - so that although young people should be given the chance to "lead", the party leader can take direct responsibility at any moment. The party leader

must be in a position to make all the safety related decisions first hand.

To be given an Authorisation to **lead and supervise (up to 3) parties** means that the authorised person firstly meets the criteria to lead a party. Secondly, their skills are such that the responsibility for leading a party can safely be delegated to a designated leader. The authorised person must, however, be in the locality of the activity *i.e.* in a position to supervise effectively, albeit from a distance (ideally no more than 3 kilometres if on foot or 10 kilometres in a vehicle).

When the leader who is authorised to lead and supervise is not with the party then a **designated leader** for the party must be appointed. This designated leader will be in a position to make all decisions first hand in accordance with the briefing provided by the leader who has been authorised to lead and supervise. The designated leader does not require a separate Authorisation.

There are no age limitations on those seeking Authorisation but some constraints on those under 18 years. A young person - with appropriate training and experience - can be the authorised or designated leader.

## Party Size

Our rules, in this context, are quite simple. No one party must be greater than seven or less than four in number - at least one authorised/designated leader and a maximum of six others. If a group has more than seven members in the area then separate parties must be formed (exceptionally, where a party contains two authorised leaders, the total party size maybe increased to eight). They must move either on different routes or, if on the same route, with a clear time and distance

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separation between them. This time and distance separation is defined as four to five minutes. On easy ground this equates to 300 – 400 metres, but will be less on more difficult ground. The minimum size of party is four except under the very limited circumstances of POR 40.1 (b).

Some possible examples of party make-up:

**A single party of at least four but no more than seven:**

A leader who has been authorised to lead the activity in the area to be visited.

No more than six other members, who could be young people or adults.

**A party of at least four but no more than seven young people (with no authorised leader in the party):**

A separate leader authorised to lead and supervise the activity in the area to be visited.

A member of the party (young person) as the designated leader.

**A group of more than seven but no more than 14:**

The group must form either 2 or 3 parties.

If there are sufficient authorised leaders, the group may split into 2 or 3 parties, each with its own authorised leader and no more than six other members, who could be young people or adults.

IF NOT (e.g. there is only one authorised person - who must be authorised to lead and supervise):

One party with a leader who has been authorised to **lead and supervise** the activity in the area to be visited plus no more than six other members, who could be young people or adults.

One or two other parties each with a designated leader (not separately authorised) plus no more than six other members, who could be young people or adults.

The parties must be on the same or a nearby route (within 2 to 3 kilometres) with a clear time and distance separation between them.

**For groups of more than 14:**

There is a limit to the number of parties that can be on the same route with a clear time and distance separation between them such that the authorised leader can supervise the other parties from a distance. **No one may lead/supervise more than three parties** and only then if they are on the same or very similar routes. Separate authorised leaders should be sought.

**When is Authorisation NOT Required?**

**Terrain Zero**

The Association does not require formal Authorisation for Scouting activities on routes which meet **ALL** the following criteria, which are based on the Regulations made under the Activity Centres (Young Persons Safety) Act 1995:

- 1 Below 500 metres above sea-level.
- 2 Within 30 minutes travelling time of a road which can take an ordinary road-going ambulance or a building which is occupied (such as a farm) or another means of summoning help (such as a telephone box).
- 3 Has no element of scrambling (no part of the route requires the use of hands in order to proceed).

*“Travelling time” means the time it would take a person to walk by the quickest safe route; and for this purpose a person shall be deemed to walk at 5 kilometres per hour and to take, in addition, one minute for every 10 metres of increase in the height above sea level of any uphill section of that route.*

*“Winter” means when winter conditions, including snow and ice, prevail or are forecast; this cannot be defined by a portion of the year. Summer means any condition not covered under “winter”.*

Examples of such routes are given in the Factsheet FS120418 *The Scout Association’s Authorisation Scheme for Activities in Moors, Hills & Mountains.*

If ALL the above criteria apply to ALL the areas you plan to visit, then no application for Authorisation is necessary. NOTE however that

the requirements of Rule 37.1 and Rule 37.3 still apply, and your District Commissioner's explicit approval may be required.

### When is Authorisation Required?

A Leader does require Authorisation for either Summer or Winter conditions for areas which do not meet all the above criteria. The level of Authorisation required will vary according to the conditions (Summer or Winter) and the area to be visited:

#### Terrain One:

It is envisaged that the majority of Scout activities will take place in this terrain. If the route meets **ANY ONE** of the following criteria, it lies in Terrain One:

- 4 Is below 800 metres but more than 500 metres above sea-level.
- 5 Is more than 30 minutes but less than 3 hours travelling time from a road which can take an ordinary road-going ambulance or a building which is occupied (such as a farm) or another means of summoning help (such as a telephone box).

In addition, although the route may possibly traverse rough or rocky ground, **there must be no scrambling** (i.e. the result of a slip or fall is unlikely to be more than a grazed knee or cut hand).

*"Travelling time" means the time it would take a person to walk by the quickest safe route; and for this purpose a person shall be deemed to walk at 5 kilometres per hour and to take, in addition, one minute for every 10 metres of increase in the height above sea level of any uphill section of that route.*

*"Winter" means when winter conditions, including snow and ice, prevail or are forecast; this cannot be defined by a portion of the year. Summer means any condition not covered under "winter".*

Examples of such routes are given in the Factsheet FS120418 *The Scout Association's Authorisation Scheme for Activities in Moors, Hills & Mountains.*

The applicant for assessment must either hold a Walking Group Leader Award or demonstrate the experience and skills equivalent to the assessment standard of that award.

*Note: From 1st January 2005 anyone applying for Authorisation for Terrain One must have completed at least the training course of the Walking Group Leader Award, or have been formally exempted by a Mountain Training Board.*

#### Terrain Two:

If the route meets **ANY ONE** of the following criteria, it lies in Terrain Two:

- 1 Is over 800 metres above sea-level.
- 2 Has an element of scrambling (part of the route requires the use of hands in order to proceed).
- 3 Is more than 3 hours travelling time from a road which can take an ordinary road-going ambulance or a building which is occupied (such as a farm) or another means of summoning help (such as a telephone box).

*"Travelling time" means the time it would take a person to walk by the quickest safe route; and for this purpose a person shall be deemed to walk at 5 kilometres per hour and to take, in addition, one minute for every 10 metres of increase in the height above sea level of any uphill section of that route.*

*"Winter" means when winter conditions, including snow and ice, prevail or are forecast; this cannot be defined by a portion of the year. Summer means any condition not covered under "winter".*

Examples of such routes are given in the Factsheet FS120418 *The Scout Association's Authorisation Scheme for Activities in Moors, Hills & Mountains.*

The applicant for assessment must either hold a Mountain Leader Award (Summer or Winter depending on the Authorisation requested) or demonstrate the experience and skills equivalent to the assessment standard of that award.

*Note: from 1st January 2005 anyone applying for Authorisation for Terrain Two must have completed at least the training course of the*

*Mountain Leader Award (Summer or Winter as applicable) or have been formally exempted by a Mountain Training Board*

### **Winter Conditions**

The Scout Association follows the Health and Safety Executive's definition set out above. In amplification of this statement leaders should note that snow/ice cover is not the only defining feature. Severe cold, high winds and shortened daylight hours will also add to the hazards.

### **Competence in Hill Walking**

Competence in hill walking will be assessed by the County/Area Hill Walking Assessor, who will take into account documentary evidence. In almost every case, a practical assessment will be required.

### **Emergency Aid Training**

Applicants, including young people, applying for Authorisation in Terrain One must have completed The Scout and Guide Associations' First Response Course within the three-year period prior to the application. Holders of a valid First Aid Qualification, where the syllabus equals or exceeds that of a First Response Course, especially in respect of hypothermia and hyperthermia, meet this requirement.

Applicants applying for Authorisation in Terrain Two must hold a valid First Aid Qualification. Suitable qualifications would be:

- 1 Nationally set by a reputable body (RYA, BCU, St John Ambulance, MLTB, HSE, etc.)
- 2 Involve training of at least 16 hours duration.
- 3 The qualification would be examined or assessed (rather than being based upon attendance).
- 4 At least some part of the assessment would be carried out by a doctor, health professional or recognised (St John Ambulance, HSE, British Red Cross etc.) examiner
- 5 Would be valid for no longer than 3 years.
- 6 Cover the following topic areas in some detail:
  - Principles of First Aid

- Initial response to First Aid situation
- Emergency Life Support (DRABC)
- Shock
- Causes & treatment of unconsciousness
- Bleeding (major & minor)
- Heat exhaustion, heatstroke & hypothermia\*
- Burns & Scalds
- Fractures & soft tissue injuries

\* In some cases otherwise appropriate courses (eg. most HSE First Aid at Work courses) do not cover these topics. In these cases District Commissioners should be satisfied that the causes, diagnosis and treatment is known.

### **Applying for Authorisation**

In completing the attached application form you are openly and honestly stating your background knowledge, experience and recent activity. You will be aware of the importance of party leadership when with young people and the areas of responsibility as a leader or supervisor of any particular hill walking activity.

You should complete the attached form providing as much detail as possible. Please use additional sheets of paper if space on the form is inadequate and if you wish to add information not covered in any of the spaces available.

Attach to the application form copies of the following:

- Certificate of Attendance at a First Response Course or the appropriate First Aid qualification.
- Any formal qualification such as the Walking Group Leader Award or the Mountain Leader Award (Summer or Winter).
- A log of your activities in mountain areas for the past three years. An example of a suitable log sheet is included in this Factsheet.

In making your application you must be familiar with the relevant chapters of *Mountaincraft and Leadership* by Langmuir (see bibliography) and the relevant Factsheets (see Application Form).

## **What Happens Next?**

Once the form has been signed by yourself (and, if appropriate, the Group Scout Leader), it should be forwarded to the District Commissioner or other responsible Commissioner.

The District Commissioner will signify that they are satisfied as to your suitability as a leader responsible for the welfare of young people. This especially refers to your maturity or ability to lead and/or supervise them.

The application form will then be passed to the appropriate County/Area Hill Walking Assessor (either directly or through a County/Area Adviser, Registrar or Co-ordinator). It is probable that the Assessor will contact you initially to find out any additional information that may be required. If a practical assessment is required - and it usually will be - the Assessor will make the necessary arrangements and outline what will be looked for.

If you have heard nothing within one month of submitting your application to the relevant Commissioner, you should first contact them for advice on who it was forwarded to so you can follow this through.

After the practical assessment the County/Area Hill Walking Assessor will make a recommendation to your District Commissioner. This will be based not only on the terrain you seek Authorisation for, but on your competence shown during the assessment. The District Commissioner issues the Authorisation based on the recommendation made by the Assessor.

All authorisations will be time limited, and have a maximum validity of five years. This does not stop you from seeking a re-Authorisation before the expiry date if you have further experience so that your competence can be re assessed.



**APPLICATION FOR ACTIVITY AUTHORISATION – HILL WALKING**

Please complete this form adding any additional information on a separate sheet of paper:

**PERSONAL DETAILS**First Name(s) Surname Title Date of Birth Maiden Name  
(if applicable) Address 

Telephone

Day Evening Mobile Fax e-mail Health Factors  
(things that may affect  
the activity eg  
diabetes, asthma) Please give details  
of membership of  
any (relevant) club  
or society **SCOUTING DETAILS**Current Scouting  
appointment  
(if any) Group District County Previous Scouting experience  
(if any)

## EMERGENCY AID TRAINING

Please indicate if you have attended a First Response Course or hold a First Aid Certificate - see next section *(and attach a photocopy of the relevant paperwork)*:

Course /  
Certificate

Date

## ACTIVITIES FOR WHICH AUTHORISATION IS SOUGHT

In which geographical location(s) do you want to carry out these activities?

Terrain One Area(s)

*Applications for Authorisation for Terrain One must hold the Walking Group Leader Award or demonstrate the experience and skills equivalent to the assessment standard of that award AND have attended a First Response Course within the three years prior to this application.*

Terrain Two Area(s)

*Applications for Authorisation for Terrain Two must hold the Mountain Leader Award (Summer or Winter) or demonstrate the experience and skills equivalent to the assessment standard of that award AND hold an Adult First Aid Qualification (which includes hypothermia and hyperthermia) - valid at the time of the authorisation assessment.*

Under what conditions will these activities be carried out?

Summer

Winter

*(tick box(es))*

Do you intend to camp above 500 metres?

YES / NO

Is your role to be:

Leading

Leading and Supervising

*(tick box)*

Is this your first application for authorisation? If **NO** please give details of previous applications.

How many years experience have you relevant to these activities?

*Please give a log of your activities during the past three years; a suitable form is provided with this Factsheet - or attach a copy of your logbook.*

Please give details of relevant training courses attended:

*Please attach photocopies of all relevant documents including logbook and qualification certificate (if appropriate).*

## APPLICANT'S DECLARATION

I have read and understood POR - Activity Rules. I am familiar with the appropriate chapters of Mountaincraft and Leadership by Langmuir plus the Factsheets: *The Vital Culture*, *Risk Assessment* and *Application for Authorisation*.

Applicant's Signature

Date

## GSL'S AND DC'S COUNTER SIGNATURES

I am satisfied as to the maturity, ability to lead and supervise young people and the general suitability of the applicant (and confirm that a Confidential Enquiry has been completed).

GSL's  
Signature

Print  
Name

Date

DC's  
Signature

Print  
Name

Date

## ASSESSOR'S RECOMMENDATION

I recommend that authorisation be given within the following limits:

Assessor's  
Signature

Print  
Name

Date

## DC'S AUTHORISATION

Name

Group

*(if applicable)*

I hereby grant authorisation to the above within the following limits:

Valid until:

*(not more than 5 years from date of issue)*

DC's Signature

Date

**NOTE:**

**Details contained in this form may be held on a computer database - for record purposes only - by the relevant County / Area / District.**

## HILL WALKING EXPERIENCE

Date	Region / Peak	Role	Relevant Comments [weather, route, group details, notable events]	Nights in Camp

Date	Region / Peak	Role	Relevant Comments [weather, route, group details, notable events]	Nights in Camp

Date	Region / Peak	Role	Relevant Comments [weather, route, group details, notable events]	Nights in Camp

Date	Region / Peak	Role	Relevant Comments [weather, route, group details, notable events]	Nights in Camp