

Information Pack

- 1. Introduction to Suffolk Leisure Park
- 2. Terms and Conditions
- 3. Risk Assessments
- 4. Permission Slips with T&Cs (List and individual)

Introduction

With the diverse range of activities available at Suffolk Leisure Park we can accommodate groups of all sizes. You can do anything from mixing activities for a day out to booking a course of lessons. From experience we understand that arranging any type of activity requires much organisation. To try and help with this we have put together all standard documents for you to have in one pack. If there is any additional documentation needed, please do not hesitate to contact us and we will do all we can to help.

Standard Booking Conditions

- All slope activities require participants to have gloves, long sleeves and trousers.
- 2. Any decision made by the ski centre staff is final.
- 3. All participants must behave in a controlled and safe manner. Anybody not doing so will be removed from the slope or site with no refund
- 4. Supervising teachers/leaders are responsible for the behaviour of their pupils at all times.
- 5. Supervising teachers/leaders are responsible for ensuring pupils follow safety instructions.
- 6. 50 % deposit required on booking with full payment to be made no later than the first session booked. All cheques to be made payable to Suffolk Ski Centre.
- 7. There is no refund for missed lessons.
- 8. Payment to come direct from the school, not from individuals
- 9. Those wishing to do Open Practice must be up to the minimum standard of controlling their speed and direction, otherwise they will be removed from the slope without refund.
- 10. Any changes to the booking must be made in advance and agreed with Suffolk Ski Centre.
- 11. Payment made is for school activities only and cannot be transferred to another activity.
- 12. Only pupils & teachers who attend the booked school can take part in the activity.
- 13. Cancellation of any session within 24 hours will be charged.

Final numbers must be confirmed with Suffolk Ski Centre 14 days in advance so an invoice can be sent.

Risk Assessments

Ski Lesson Risk Assessment

Hazards	Risk	Control Measure
Wrongly fitted	Medium	Given safety talk before having equipment issued.
Wrongly fitted		Instructor inspects fitting of equipment before
equipment		leaving the building
Skis not carried	1	Instructed in proper handling of equipment to
properly	Low	avoid hitting other people
Cido stonning up the		Instructed to lean legs into slope to grip with the
Side stepping up the	Low	up-hill edges to avoid skis slipping from
slope		underneath. Must keep to green matting
		Instructed in the safe and correct way to fall,
Falling over	Medium	demonstrated by instructor and simulated by
		pupil.
		Instructor not to put pupil at risk or take out of
Skiing out of control	Medium	comfort zone. Instructor will only teach at the
		pace that they set.
	Low	All slope users must be up to minimum safe level.
Other slope users		Pupils taught ski way code during lessons to are
		aware of the dangers to themselves and others
	Low	Pupils instructed in safe use of drag lifts and
Falling off drag lifts		taught what to do it fall off. In event of a fall
raining on drag ints		instructor will be on hand to assist. Pupil to move
		away from drag track.
Steps down main slope	Low	Instructed how to walk in boots. Steps are gritted
Steps down main slope	LOW	in the event of frost. Rubber-matted track for grip
Bumping head if fall	Madium	Holmots available for use at ne outre charge
over	Medium	Helmets available for use at no extra charge.
		Teachers/organisers are primarily responsible for
Group/school	Low	the group. Instructors will manage the group
management		appropriately and remove any participant causing
-		risk to themselves or others or causing overall disruption.
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Snowboard Lesson Risk Assessment

Hazards	Risk	Control Measure
Wrongly fitted		Given safety talk before having equipment
Wrongly fitted	Medium	issued. Instructor inspects fitting of
equipment		equipment before leaving the building
Snowboard not	1	Instructed in proper handling of equipment
carried properly	Low	to avoid hitting other people
Malking up the slane	l au	Instructed to walk up green matting to avoid
Walking up the slope	Low	hitting other people
		Instructed in the safe and correct way to fall,
Falling over	Medium	demonstrated by instructor and simulated by
		pupil.
Snowhoarding out of		Instructor not to put pupil at risk or take out
Snowboarding out of control	Medium	of comfort zone. Instructor will only teach at
Control		the pace that they set.
		All slope users must be up to minimum safe
Other slope users	Low	level. Pupils taught ski way code during
Other slope users		lessons to are aware of the dangers to
		themselves and others
	Low	Pupils instructed in safe use of drag lifts and
Falling off drag lifts		taught what to do it fall off. In event of a fall
raining on urag into		instructor will be on hand to assist. Pupil to
		move away from drag track.
Steps down main		Instructed how to walk in boots. Steps are
slope	Low	gritted in the event of frost. Rubber-matted
зюрс		track for grip
Bump to head if fall over	Medium	Helmets available for use at no extra charge
		<u> </u>
		Teachers/organisers are primarily responsible for the group. Instructors will manage the
Group/school	Low	group appropriately and remove any
management		participant causing risk to themselves or
		others or causing overall disruption.

General Practice

Hazards	Risk	Control Measure
		Customers asked on arrival of their ability
		and have to sign declaration agreeing they
Non-Safe Users	Low	meet the minimum requirements. Asked
Non-Sale Osers	LOW	again when kitted out and observation
		checks regularly done on slope. Any unsafe
		users will be removed.
		Rental technicians ask customers relevant
Wrongly fitted	Low	details and ability so can correctly set the
equipment	LOW	bindings. Technician inspects fitting of
		equipment before giving to the customer
		All skiers/boarders will meet the minimum
Losing control	Low	safety requirements. Anyone who attempts
Losing control	LOW	to ski/board beyond their capability will be
		removed from slope.
Bumping head if fall or collide with lift	Medium	Helmets available to use at no extra charge. Are compulsory for anyone using jumps.
		All slope users must be up to minimum safe
		level and respect the Ski Way Code. Anyone
Other slope users	Low	endangering themselves or other slope users
		will be removed from the slope.
Ctons down main		Instructed how to walk in boots. Steps are
Steps down main	Low	gritted in the event of frost. Rubber-matted
slope		track for grip
		Suitable viewing area at top of slope and at
	Low	half way. All areas are at least 2 metres from
Spectators		main slope. Spectators not allowed past half
		way point, signed to indicate. Spectators not allowed on to main run and will be removed
		if do so.
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Tobogganing Risk Assessment

Hazards	Risk	Control Measures
Abrasions Low	Low	All participants to wear gloves, long sleeves
	LOW	and long trousers to protect skin
Veering to edge of	Low	Raised embankment to stop users veering to
slope	LOW	the edge
		All users are told in the safety talk to keep to
Bumping in to other	Low	the path when walking up the slope and to
users	LOW	never enter the slope until everyone is
		completely clear and off the slope.
Bumping head if fall or collide with other user	Medium	Helmets are available to use at no extra charge. Advised to anyone nervous.
		Raised solid barrier between slope and steps
Sliding in to steps	Low	to prevent collision. Banking on slope to steer
		from barrier
		Clear instructions issued in safety talk before
Inappropriate use of	Low	toboggans handed out. Explained how to use
toboggan	Low	toboggan and correct conduct and behaviour
		for slope and surrounds.
Antisocial behaviour by participants	Low	Rules explained in safety talk. Those who
		continually break the rules will be removed
by participants		from the slope.
	Low	Explained in safety talk which slope can be
Participants trying to		used. Any attempt to use other slopes will be
use other slopes		stopped by a member of staff. All slopes are
		regularly monitored for safety to all
General condition of		Slope checked every morning as part of
slope causing issues	Low	opening safety checks. Any problems
0		reported for action to be taken
		Banking between slope run out and
Spectators at end of slope run	Medium	spectators' area to prevent spectators
	cara	entering slope. Benches provided for
		spectators to comfortably view the slope.
	Low	Teachers/organisers are primarily responsible
Group/school		for the group. Supervisors will manage the group appropriately and remove any
management		participant causing risk to themselves or
		others or causing overall disruption.

Ringo Risk Assessment

Hazard	Risk	Control Measures
Falling out ringo causing abrasions or fingers caught in matting	Low	All participants are to wear long sleeves, gloves and trousers at all times. Hands to keep hold of handles at all times. Matting inspected daily
Veering to the edge of slope, hitting grass and colliding with steps	Low	Released on the centre of the run by a member of staff. Steps are a minimum of 2 metres away from the run and protected.
Bumping head on Hanger or if fall over	Medium	Helmets available to use at no extra charge
Inappropriate behaviour and use of the slope, causing danger to themselves and others	Medium	Explanation and Instructions given of safe and correct use of the ringo at start of session in safety briefing. Any participant breaking ski centre rules will be removed from the ringo area. Ringo sessions are supervised at all times.
Participants using ringos on other slopes which are not suitable	Low	Explained during safety lecture which slope customers are allowed to use. Slope monitored by staff member
General condition of ringo run causing hazards	Low	All slopes checked every morning as part of the centres daily opening checks & monitored during sessions.
Position of spectators, causing risk of collision with ringo	Low	All Spectators to stay at the top of the ringo run and remain on path. Signs clearly label where spectators are allowed to go and monitored by staff.
Access to the slope and walking on the matting	Medium	Pathway leads directly to ringo run from top of slope. A flat area is provided for safe mounting of ringo. Explanation given in safety talk to take care and not to run on matting. All matting checked daily to identify and potential hazards and rectified immediately.
Users' expectations and understanding of dangers to themselves and others	Low	It could be perceived that a user may not understand that ringoing is by nature a physical activity that comes with inherent hazards. The customer is asked to read and sign a declaration form that explains this to them before participating in this activity.
Group/school management	Low	Teachers/organisers are primarily responsible for the group. Supervisors will manage the group appropriately and remove any participant causing risk to themselves or others or causing overall disruption.

Why Knot Adventure High Ropes Risk Assessment

Hazard	Risk	Control Measures
Fall from height causing death or serious injury	Low	Staff and participants clipped to safety line at all times. Correctly fitted helmets and harnesses worn by all staff and participants. Participants' ascent controlled by trained instructor via safety rope. Fan descender controls speed of descent. Equipment checked by instructor before descent.
Equipment failure causing death or serious injury	Low	All equipment is checked by instructors prior to use. Weekly equipment checks carried out.
Objects falling from structure	Low	Correctly fitted helmets must be worn within designated area. Base of tower and immediate area out of bounds to spectators
Impact on body when landing	Low	When coming down wall participant is lowered gradually by Gri-Gri to allow for slow, smooth descent and landing. Landing areas have gravel pits to absorb impact
Contact with wall during ascent or descent causing injuries	Low	Correctly fitted helmets worn while climbing. Correct technique described by trained instructors. Suitable clothing should be worn (including footwear). Long hair and loose clothing or items of jewellery safely tucked away. Instructors trained in rescue techniques
Belay equipment causing cuts, bruising or crush injury	Low	Instructors trained in correct use of belay equipment. Belay equipment checked for defects prior to each use.
Trip hazards in situ Ground Anchors	Low	Ground anchors clearly marked to avoid injuries (sprains, cuts and bruises)
Ascending / descending ladders or access staples causing death or serious injury	Medium	Correctly fitted helmets and harnesses must be worn at all times. Only trained staff to access the structure.
Structural Failure causing death or serious injury	Low	Hand holds checked weekly. Main structure checked monthly by construction team. All components and constructional methods subject to testing by an independent engineer.
Adverse Weather conditions	Medium	Weather reports monitored. Activity suspended during periods of high winds or electrical storms
Unauthorised access	Low	Instructor and Site staff to brief on 'Out of Bounds' areas. Climbing wall sealed off with locked doors. Warning signs in place advising of danger. Low level access impossible without the use of a ladder
Group/school management	Low	Teachers/organisers are primarily responsible for the group. Instructors will manage the group appropriately and remove any participant causing risk to themselves or others or causing overall disruption.

Mini-Golf Risk Assessment

Hazard	Risk	Control Measures
Tripping or slipping on low parts of the course	Medium	Warning signs of low trips hazards placed on entrance door and around the course.
Being struck by golf ball	Low	Only use of specialised rubber headed clubs to prevent over hitting of ball. Signs with rules of play explaining safe use of club and ball. Large groups to be supervised.
Being struck by a golf club	Low	"Rules of play" sign on entrance explaining that a full swing is not necessary. Large groups to be supervised.
Unsafe users	Low	All large groups to be supervised. Regular checks made when course is in use and unsafe users removed.

Driving Range Risk Assessment

Hazard	Risk	Control Measures
Tripping or slipping when		Sensible use of steps. Edge of each step
	Low	marked with yellow paint, handrail provided
using access steps		and lights at night.
		Signs displaying warnings to users not to step
Entering out onto range causing		out onto the range for safety reasons. Yellow
risk of being struck by golf balls.	Low	floor paint acting as line barrier together with
		shingled area 2 metres beyond the bays.
		Large groups to be supervised.
		One person per bay. Each bay divided
		protecting other users. Enter into each bay
Struck by golf club.	Low	from rear, metal frames restricting spectators
		and other users from walking too close to the
		bays.
Stray golf balls due to		Nets from each bay encouraging users to aim
accidental or deliberate slice or	Low	accurately down the range. Any stray shots
hook.	Low	are restricted by nets.

Inside Lodge Risk Assessment

Hazard	Risk	Control Measures
		All equipment is to be kept in the racks
Equipment	Low	to avoid hitting or tripping staff and
		customers
		Wet floor signs displayed and floors
Wet floor	Low	regularly mopped. Mats down on anti-
Wet 11001	LOW	slip flooring to prevent staff or
		customers slipping
Failed lighting	Low	Emergency lighting throughout building.
raneu ngiiting	LOW	Exit signs clearly displayed
	Low	Fire exits to the front and side of
Fire		building. Emergency Exit signs light up.
		Assembly point in car park
Standing on drawing pins	Low	Lodge is cleaned daily. Any litter or sharp
and litter	LOW	objects picked up
Falling objects	Low	All trophies are pushed back against the
Falling objects		wall and shelves securely supported.
Tripping on flooring	1	All carpets are flush to the floor and
Tripping on nooning	Low	replaced if damaged
	_	All doors are fitted with closers to avoid
Slamming door	Low	slamming and fingers getting caught or
		being hit by door

External Areas Risk Assessment

Hazard	Risk	Control Measures
		When decking is wet signs are put out to
Slippery Decking	Low	indicate and be careful; when there is
		frost the decking is gritted.
Fencing collapse	Low	"Do not climb" signs on fences. Any
rending conapse	LOW	damage repaired immediately
Patio / Paving	Low	Daily checks performed. Any loose slabs
		are cordoned off until levelled again.
Visibility	Low	External lights around building, on
	LOW	pathways and in car park
Steps	Low	Checked daily for any damage. Repaired
Steps	LOW	as needed

COVID-19

Scenario	Risk	Measures
Opening doors	Medium	Handles regularly cleaned and one-way system through
Opening doors	Medium	building to minimise contact
Handling		All equipment kept separate after use until has been
Equipment	Medium	cleaned with disinfectant. Boots used will be left 24
Ечирпіспі		hours before being re-issued.
		All activities are outside. One-way system into / out the
Contact with other	Low	building to avoid congestion. Segregated seating/waiting
customers	2000	areas. Markings on steps and queueing areas with 2m
		distancing.
		Screen on Reception. Counter keeps distancing to 1m+.
Contact with staff	Low	Any supervising to be done from a 2m distance; where
		not possible masks will be worn.
		More frequent cleaning will be done. Hand sanitizer
Toilets / Cleaning	Medium	available outside toilets. Only 1 toilet open to avoid
Tonets / eleaning	Wicalam	congestion; 1-in-1-out. All high contact areas regularly
		cleaned with disinfectant spray.
	Low	Anyone exhibiting any symptoms will not come in to
		work until tested and received negative results. Any staff
Staff Health		been in contact with a positive case will self-isolate for
		14 days minimum. Minimal contact between staff during
		shifts, keeping 2m distance where possible.
Dining at safe	Med/Low	Tables moved further apart and dining capacity reduced
distance		to make space with plenty of clearance room.
Handling of cutlery	Low	Cutlery only put out when food ordered. Condiments
& condiments		served in small coupe dishes for indoor dining &
		individual sachets for takeaway.
Staff to staff	Low	Minimal work force. Front of house staff only to enter
contact		kitchen when absolutely necessary.
		Staff and customers encouraged not to touch/lean on
Surface Touching	Low	tables or bar to avoid contact. Areas to be regularly
		cleaned with disinfectant spray.
Gatherings	Medium	All site visitors are expected to follow the Rule Of 6, as
		correct at time of visit. Staff will monitor and intervene
		as required to ensure no gathering accumulate
Parties	Low	Any party had at the facility strictly follows all current
		guidelines and rules implemented by the government

SCHOOL/GROUP	DATE/S	TIME
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The use of the slopes for skiing, snowboarding, ringos and tobogganing are by nature physical and demanding sports which have inherent hazards associated with them. Whilst SSC does take all necessary precautions to try and ensure the safety of all participants, unfortunately accidents may occur. For your own protection it is essentials to have arms and legs covered for skiing, boarding and ringos; for tobogganing it is recommended that arms and legs are covered at all times. Gloves are required at all times. Helmets are available to use if you wish to. Any equipment issued is non-transferable

If you suffer from back or neck pain, carry a previous injury, or are pregnant we recommend that you do not participate. We also recommend all valuables and glasses are removed prior to slope use.

TO WARN YOU: THE TOBOGGAN MAY SWERVE & TURN DURING DESCENT, AS A RESULT <u>YOU MAY ROLL OFF</u> THE TOBOGGAN. RINGOS WILL SPIN & GO BACKWARDS DURING DESCENT. THE LIFT IS USED TO ASSIST WALKING TO THE START OF THE RINGO RUN; THIS CAN BE PHYSICALLY CHALLENGING. SHOULD YOU FIND THIS DIFFICULT WE RECOMMEND USING THE STEPS. SHOULD YOU NOT FEEL COMFORTABLE WITH ANY OF THIS WE WOULD ADVISE THAT YOU DO NOT PARTICIPATE.

The management accepts no responsibility whatsoever for any loss or injury resulting from any persons' involvement in the use of the slopes, except where this loss or injury results from the negligence of Suffolk Ski Centre employees or agents.

It is a requirement by the Suffolk Ski Centre insurers that <u>all participants</u> are required to be signed in on this form, with a parent/guardian signing on behalf of any participant under 16 years, thereby authorising them to take part. By signing this form, you accept all of SSC's terms, conditions and regulations and will accept any staff decision. See reverse for full T&C's. We recommend you watch the safety video and insist on receiving a full briefing before commencing with your activity.

DATE	TIME	FIRST AND SURNAME (Print)	AGE IF UNDER 16	SIGNATURE	PARENT/ GUARDIAN COUNTER SIGNATURE

TERMS & CONDITIONS

It is required that all the following terms and conditions are adhered to at all times. If you do not agree with or follow these, we reserve the right to cancel your session and cease your activity.

- All slope users have a duty of care to take measures to avoid injury to themselves and others.
- It is our duty to monitor the participation of your activity. Any decision made by staff is final. Rudeness towards staff will not be tolerated.
- Parents/guardians are responsible for the supervision of their children. We request you familiarise yourself with the relevant rules and information to help staff enforce with minors.
- Footsteps, seating areas and paths are provided for safe movement whilst on site. We
 request slope users and spectators keep to these designated areas and not venture on to
 grass/fenced off areas.
- No refund will be offered as a result of mechanical failure of any uplift facility.
- Bookings will go ahead at all times, regardless of weather, unless staff deem it unsafe to continue.
- Any person deemed to be acting in an unsafe, destructive, disruptive or aggressive manner will be removed from the activity or site without refund or credit.
- Ski and board lessons:
 - Tuition is only permitted by authorised instructors.
 - Lessons run at the pace of the least experienced and at a level deemed safe by the instructors
 - o Any decision made by your instructor is final
- Ski and board practice:
 - All slope users must meet the minimum safety requirements of being able to control speed and direction, link turns, use of a drag/button lift and stop on command. Any person that does not meet these requirements will be removed from the slope without refund or credit.
 - Helmets are compulsory for the use of jumps, rails and slalom poles.
 - Slope users must follow the FIS safe way code and respect other slope users.

• Ringos:

- Age and time restrictions apply to sessions. This is for your safety and enjoyment and will be enforced by staff.
- o The lift is physically demanding. If you struggle to use it there are footsteps provided.
- Spectators must not step on to or through the lift track and remain a safe distance away.
- We recommend removing any loose items before taking part.

Tobogganing:

- o Slopes are watered regularly. As a consequence, you may get wet.
- Age and time restrictions apply to sessions. This is for your safety and enjoyment and will be enforced by staff.
- O You may roll off, spin round and go backwards.
- o Please use the step; do not walk up the slope.
- We recommend removing any loose items before taking part.

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- It is our duty to monitor the participation of your activity. Any decision made by staff is final. Rudeness towards staff will not be tolerated.
- Parents/guardians are responsible for the supervision of their children. We request you familiarise yourself with the relevant rules and information to help staff enforce with minors.
- Footsteps, seating areas and paths are provided for safe movement whilst on site. We request slope users and spectators keep to these designated areas and not venture on to grass/fenced off areas.
- No refund will be offered as a result of mechanical failure of any uplift facility.
- Bookings will go ahead at all times, regardless of weather, unless staff deem it unsafe to continue.
- Any person deemed to be acting in an unsafe, destructive, disruptive or aggressive manner will be removed from the activity or site without refund or credit.
- We recommend removing any loose items before taking part.
- Ski and board lessons:
- o Tuition is only permitted by authorised instructors.
- o Lessons run at the pace of the least experienced and at a level deemed safe by the instructors
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- Ski and board practice:
- All slope users must meet the minimum safety requirements of being able to control speed and direction, link turns, use of a drag/button lift and stop on command. Any person that does not meet these requirements will be removed from the slope without refund or credit.
- Helmets are compulsory for the use of jumps, rails and slalom poles.
- Slope users must follow the FIS safe way code and respect other slope users.
- Ringos:
- o Age and time restrictions apply to sessions. This is for your safety and enjoyment and will be enforced by staff.
- The lift is physically demanding. If you struggle to use it there are footsteps provided.
- O Spectators must not step on to or through the lift track and remain a safe distance away.
- Tobogganing:
- Slopes are watered regularly. As a consequence, you may get wet.
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- O Slopes are watered regularly. As a consequence, you may get wet.
- o Age and time restrictions apply to sessions. This is for your safety and enjoyment and will be enforced by staff.
- O You may roll off, spin round and go backwards.