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of Defence

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XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

30 November 2017

Dear xxxxxxxxxxxx,

Thank you for your email of 9 October in which you requested the following information:

*'In relation to the Cleaveland ACF camp to Northern Ireland 2017:*

1. *The Admin order, risk assessments and other documents that was used to approve the camp*
2. *Correspondence for a period of two months prior to the camp and after the camp relating to the Mourne a Mountain expedition Elroy of the camp. If a narrowed scope is needed please restrict this to correspondence with the person(s) charged with planning it, those who approved it and those who investigated it.'*

I am treating your correspondence as a request for information under the Freedom of Information Act (FOIA) 2000. A search for the information has now been completed within the Ministry of Defence, and I can confirm that information in scope of your request is held. A copy of the information which can be released is attached. An index of the information has been provided at Annex A below.

Please note that some information held by the Department falling within scope of your request is exempt from release under section 40 of the FOIA (Personal Information) and is therefore withheld. Section 40 of the FOIA is an absolute exemption and there is therefore no requirement to consider the public interest in making a decision to withhold the information.

If you have any queries regarding the content of this letter, please contact this office in the first instance. Following this, if you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail [CIO-FOI-IR@mod.uk](mailto:CIO-FOI-IR@mod.uk)). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely,

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

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**MINUTES OF THE COMDT CONF**  
**HELD ON WED 22 FEB 2017 AT CHO STOCKTON RD**

Present:



- Comdt
- Dep Comdt
- CEO
- Training Major
- OC A Coy
- OC B Coy
- OC C Coy
- PRO / Admin
- RSM
- TSA

Apologies:

QM

1. The meeting opened at 1900hrs.
2. The Comdt spoke on the following points:

[Redacted text block containing several lines of blacked-out content]

Following completion of Annual Camp reeves, detailed training programmes to be submitted to Comdt by 27 <sup>th</sup> March	All
[Redacted text]	
Annual Camp – Training Weekends leading up to annual camp should be structured so that cadets going to Annual Camp are in a position to pass and be awarded their next APC Star Badge whilst at that camp.	All

3. The Dep Comdt spoke on the following points:

SUBJECT	ACTION
Very impressed with NI Recce. Need to sell the experience at every opportunity to maximise participation.	All

Annual Camp cadet numbers expected to be circa 380	All
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

4. The CEO spoke on the following points:

SUBJECT	ACTION
[REDACTED]	[REDACTED]
CEO and QM have recee'd Beckingham Camp as backup location for Annual Camp. APC Training easily accommodated, but AT will require additional effort and replanning should this location end up being used.	All
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
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[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

6. The Training Major spoke on the following points:

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Distribution:  
All those present

### Risk Assessment for Rock Climbing

Organisation: Pathway Activities

Name/Assessor: ██████████

Activity: Rock Climbing Abseiling

Date Assessment: 10/03/16

Date Review: 10/03/17

Generic Risk assessment: Yes

The following steps relate to the RA Process.

Ser	Activity	Hazards Identified	Existing Controls	Residual Risk Acceptable YES or NO (step 4)	Additional Controls (step 5)	Residual Risk Acceptable YES or NO (step 6)
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Rock Climbing & Abseiling for all Areas	Access to Crag	Qualified staff to NGB standard Single Pitch Crags – SPA Assessed Multi-Pitch Crags – MIA Assessed Ratio Qualified instructor to students 1:12 SPA 1:2 MIA	Yes	Minimum of 2 supervisors	Yes
2		Access to Crag	Brief on safest route around crag	Yes		
3		Falling from a height	Climb with a safety rope Wear harness & helmet Closely & controlled supervision by qualified staff.	Yes	All equipment registered & checked	Yes
4		Injury (from fall)	First Aider on hand	Yes	Mobile Phone or radio on hand	Yes

5	Cuts & abrasions	First Aid Kit Trained First Aider on hand	Yes	First Aid Kit Checked	Yes
6	Head Injuries	Helmet worn at all times	Yes		
7	Rocks/ropes landing on head	Brief group – where to go & not to go. Not to throw things. Where to wear helmets – Calls if something is falling	Yes	Close supervision by staff	Yes
8	Clothing Jewellery	Clothing is appropriate & suitable for climate. Footwear done up, remove all jewellery which may get caught up in rocks	Yes	All PPE checked before climbing	Yes
9	Equipment worn incorrectly	Individuals helmets harnesses & clothing checked	Yes		
10	Equipment failure	All checked by activity leader before engaging in the climb	Yes	All PPE & ropes checked & registered	Yes
11	Security whilst climbing	<u>Rope Set-up</u> secure anchors, tied correctly, not rubbing on sharp edges, Karabiners correctly done up, Karabiners loaded correctly <u>If Group Belaying</u> Brief on method Constant supervision	Yes	All group activity monitored closely	Yes
12	Burning hands by abseiling too fast	Instructor to control speed if student going too fast	Yes	Wearing of appropriate gloves.	Yes



**Details of person responsible for carrying out this RA / Review**

<b>CONTROLS</b>	<b>NAME (print)</b>	<b>DATE</b>	<b>SIGNATURE</b>
Existing & Additional Controls Agreed –  Senior Instructor In-Charge			

<b>Staff Signatures</b>	Name	Date	Signature

**MINUTES OF THE COMDT CONF**  
**HELD ON WED 29 MAR 2017 AT CHQ STOCKTON RD**

Present:

[REDACTED]	Comdt
[REDACTED]	Dep Comdt
[REDACTED]	QM
[REDACTED]	Training Major
[REDACTED]	OC A Coy
[REDACTED]	2ic B Coy
[REDACTED]	OC C Coy
[REDACTED]	PRO / Admin
[REDACTED]	RSM
[REDACTED]	TSA

Apologies:

[REDACTED]	CEO
[REDACTED]	OC B Coy

1. The meeting opened at 1900hrs.
2. The Comdt spoke on the following points:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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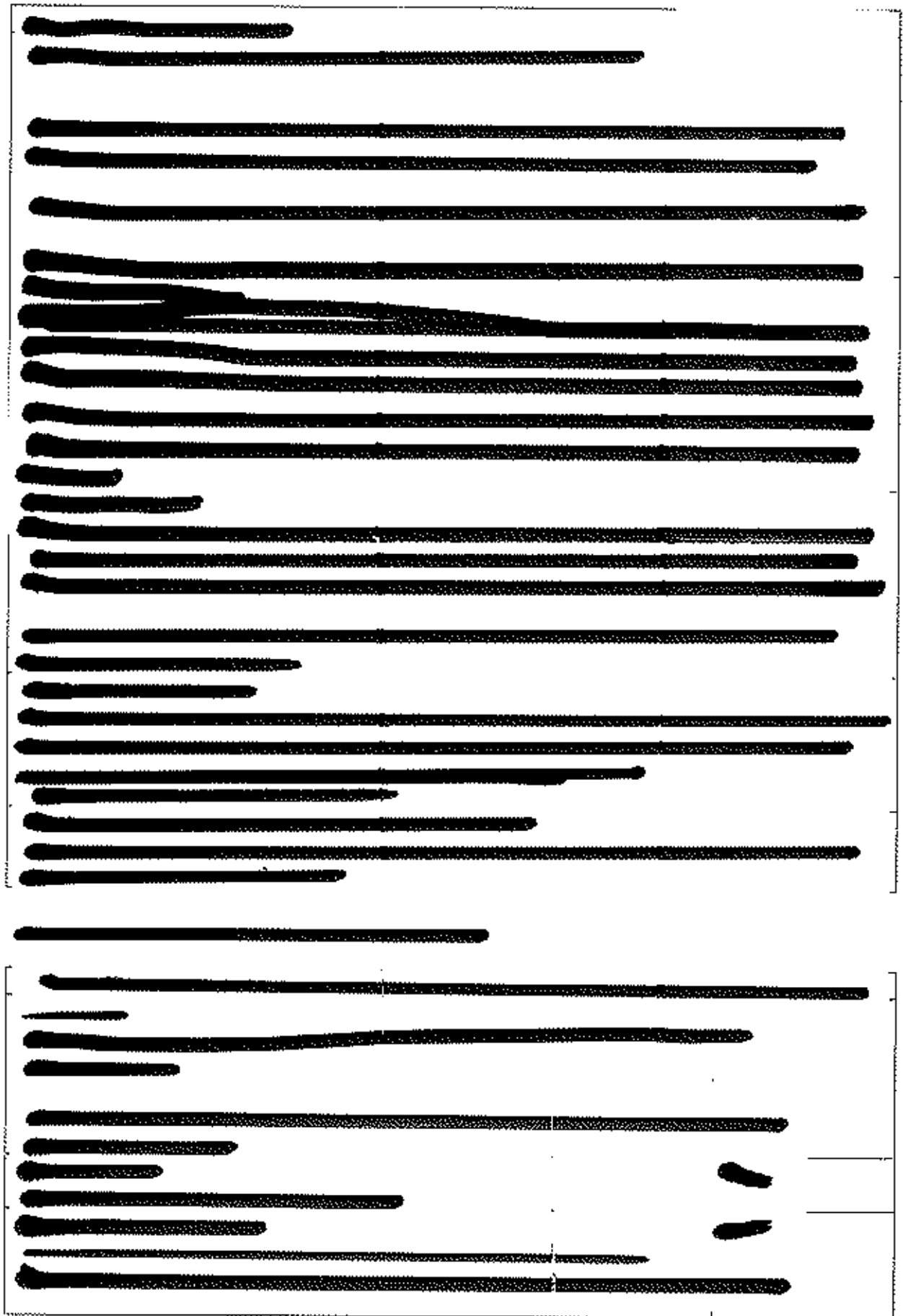
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]





[REDACTED]

[REDACTED]

6. The Training Major spoke on the following points:

SUBJECT	ACTION
<p><b>Annual Camp</b> Programme has now been prepared and distributed. Minor revisions necessary due to restrictions on Sundays</p> <p>Westminster shows the following currently accepted for the event 92 CFAV, 248 Cadets</p>	All
[REDACTED]	[REDACTED]

**JCIC**

All

There will need to be a JCIC before Annual Camp. With [redacted] now operating PI training nearly every other weekend it is proposed that a JCIC course runs alongside that training.

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

12. Annual Camp:

SUBJECT	ACTION
<b>Nominal Rolls</b> QM requested cadet and adult numbers to be confirmed ASAP to allow time for transport bookings	All
<b>Bedding</b> No bedding will be provided at Ballykinler. All will use sleeping bags.  Current sleeping bag stock will be collected into County HQ for dry cleaning before Annual Camp. These will be used for overnight fieldcraft, expeditions etc. New sleeping bags will be procured and used as bedding in camp. After camp old sleeping bag stock will be disposed of, and newly acquired sleeping bags will be used for future overnight events.	All

Distribution:  
All those present

MINUTES OF THE COMDT CONF  
HELD ON WED 26 APR 2017 AT CHQ STOCKTON RD

Present:

[Redacted list of names]

Comdt  
Dep Comdt  
CEO  
QM  
Training Major  
OC A Coy  
OC B Coy  
OC C Coy  
PRO / Admin  
RSM

Apologies:

[Redacted name]

TSA

1. The meeting opened at 1900hrs.
2. The Comdt spoke on the following points:

[Large redacted area containing the main body of the minutes]



[REDACTED]

4. The CEO spoke on the following points:

SUBJECT	ACTION
<b>Annual Camp Administration</b> Outstanding annual camp nominal rolls requested. OCs stated all were now complete and ready to be extracted from Westminster	AO to extract 27 <sup>th</sup> April
No hardship letters for camp funding assistance received to date. Cutoff date for these is Friday May 12 <sup>th</sup> .	OCs to remind DCs
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

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12. Annual Camp:

SUBJECT	ACTION
<p><b>Westminster Access for Star Group Training</b>            Company HQ Officers require county level access to administer their allocated star groups with immediate effect.</p>	AO
<p><b>Transport To Camp</b>            Ferry timings dictate a 05:30 departure from county area to allow arrival in time for a hot meal. No flexibility in mealtimes due to catering contracts in Ballykinler. Alternative is to travel overnight to allow a breakfast arrival, but would probably lose a day's training. Fuller detail to be supplied once full nominal roll has been extracted.</p> <p>Some debate about logistical details - transport of cadet luggage, who is to travel with cadets etc. Cadet luggage to travel by company TLS, hand baggage to be carried from bus on to ferry. HQ staff to travel on ferry with cadets, with exception of those required for advance party.</p>	QM AO
<p><b>Training Programmes</b>            Commandant expressed frustration at not yet being in possession of detailed, formal, written training programmes. These are required by 4 Brigade, overdue and urgently required as a priority.</p>	All

[REDACTED]

[REDACTED]

[REDACTED]

Distribution:  
 All those present



# CLEVELAND ARMY CADET FORCE



Army Reserve Centre  
Stockton Road  
Middlesbrough  
TS5 4AD

Tel: 01642 065261  
Fax: 01642 246011  
Email: [ne-cle-ceo@rfca.org.uk](mailto:ne-cle-ceo@rfca.org.uk)

CACF/Annual Camp:

See Distribution:

31<sup>st</sup> May 2017

## **EXERCISE EMERALD BULL ADMINISTRATIVE INSTRUCTION - CLEVELAND ARMY CADET FORCE ANNUAL CAMP – BALLYKINLER CAMP 22 JULY–04 AUGUST 2017**

### References:

- A. AC 14233 V1.7 May 16 ACF Regulations
- B. JSP 535 Cadet Training Safety Precautions
- C. Ballykinler Camp Training Area Standing Orders
- D. County Standing Orders and Procedures

Map Sheet: Ballykinler Series GSGS 6500, Sheet Ballykinler (NIR 10) Edition 2-GSGS.

### **INTRODUCTION**

1. Cleveland ACF will conduct their Annual Camp at Ballykinler Camp, Shore Road, Ballykinler, Northern Ireland BT30 8BX over the period Sat 22<sup>nd</sup> July until Fri 4<sup>th</sup> Aug 2017.
2. A detailed Training Programme for Annual Camp has been issued to Companies by the Training Major; it is also included at Annex A. This Annual Camp will be a hybrid camp comprising, Military Training, Fieldcraft, Adventure Training, Duke of Edinburgh Award, Cultural Experiences, Ranges and Sports.
3. It should be noted that a 4th Infantry Brigade Central ITC/SCIC and Range Courses Camp for the 5 Counties will be ran over the Annual Camp Season at Stainton CTC. Dates are to be confirmed.

### **BACKGROUND/HISTORY**

4. Since the Napoleonic wars over 200 years ago there has been a military presence at Ballykinler with regiments stationed there. Ballykinler camp is a well-known army camp based in County Down, during the events of the Irish war of independence when the rebels were captured and either executed or imprisoned, Ballykinler seemed to be an ideal place to send the captured rebels considering it already had a supply of huts. The camp was also used to hold Sinn Fein Political activists; mostly key figures in the area. Ballykinler Training Camp is owned and managed by DIO and also provides training for Police Force Northern Ireland (PSNI).

### **AIM**

5. The aim of this instruction is to confirm administrative arrangements necessary to ensure a successful camp.

## EXECUTION

### 6. **General Outline.** Annual Camp will take place in Five Phases:-

- a. **Phase One – Pre Advance Party**                      The pre advance party will deploy to Ballykinler on Wed 19<sup>th</sup> Jul 17. Details of the advance party will be issued by The QM.
- b. **Phase Two – Advance Party**                      Key enablers will deploy to Ballykinler on Thursday 20<sup>th</sup> Jul 17 to prepare for the arrival of the CFAVs and Cadets on Saturday 22 July 2017.
- c. **Phase Three – Main Party**                      Companies will deploy to Ballykinler on Saturday 22<sup>nd</sup> Jul 17.
- d. **Phase Four – Annual Camp**                      Cadet Annual Camp activities will be conducted between 22<sup>nd</sup> Jul-4<sup>th</sup> Aug inclusive, activities include Adventurous Training, Military Training, Ranges and Sports.
- e. **Phase Five – Recovery**                      The County will return to CACF drop-off locations on Fri 4<sup>th</sup> Aug 17 arriving late evening.

7. **Personnel.** All Cadets within the County may attend Annual Camp at OC's discretion. However all Cadets must have attended at least one Company weekend. All CFAV's (including Officers) may attend Annual Camp if there is gainful activity for them (Commandant's discretion).

### 8. **Coordinating Instructions**

- a. **Nominal Rolls.** The Annual Camp Event has now been closed on Westminster. Any further changes to nominal rolls must come from Coy Comds or Coy 2ICs to the County Admin Office.
- b. **Movement.** The move to and from camp will be covered in Annex B (to follow), private cars are not to be taken to camp.
- c. **Safety & Risk Assessments.** All CFAVs have a personal responsibility for the safety and welfare of Cadets and that responsibility overrides all other considerations.
  - (1) Any activity which falls outside the 'Safe System of Training' (SST) must have a written Risk Assessment submitted to the TSA via County HQ. JSP 535 Cadet Training Safety Precautions must be carried by all CFAVs.
  - (2) The Brigade Training Safety Adviser (TSA) will be in attendance to advise and authorise training.
- d. **Discipline.** The provisions of County Standing Orders will apply. Companies are to be in possession of Standing Orders at Annual Camp. All CFAVs are to be conversant with them and relevant paragraphs are to be read out to Cadets at Company Commanders opening briefings. The following should be highlighted:
  - (1) Where County Standing Orders and Ballykinler Training Area Orders are at variance, the provision of Ballykinler Standing Orders will apply.

(2) All CFAVs are hereby reminded that the term 'Cadet' applies to all listed personnel between 12 years and 18 years. Cadets are forbidden to purchase or consume any form of alcohol or tobacco during Annual Camp. CFAVs are therefore forbidden at any time from authorising any such purchases or consumption. It is also forbidden to consume alcohol or tobacco in front of Cadets; this also applies to Annual Camp Dinner Nights.

(3) All Cadets are to be warned that under no circumstances should knives, (other than a small pocket knife), be brought to camp. Sheath knives, lock knives and flick knives are strictly forbidden and any such knives found in Cadet's possession will be confiscated. Company Commanders are to check during First Parade at camp that this instruction has been complied with. All confiscated items should be immediately handed to the County HQ. Only parents or guardians may reclaim these items on return from camp.

(4) Sleeping accommodation areas are strictly out of bounds to all members of the opposite sex. The only exception to this rule is that the Orderly Officer/Medical Officer, for reasons of duty only, and Officers during inspections may enter all accommodation blocks. They must however be accompanied by an Adult of the same gender to the block visited. The County HQ is to ensure that at least one female CFAV is available in the female accommodation during the period 1900hrs – 0800hrs in order to assist the Orderly Officer/ Medical Officer as required.

(5) All Adults and Cadets will only be permitted to leave camp for the purpose of authorised training and visits in accordance with the programme. They are forbidden from leaving camp at any other time.

(6) Any breach of discipline by any Officer, Adult or Cadet must be reported to the CEO and Commandant and individuals will be removed off the camp and returned to Cleveland.

**Security.** The following points are to be noted:

(1) Cadets are confined to camp unless on supervised visits.

(2) CFAVs may not walk out of the Barracks at any time unless on structured activity. They must exercise the usual security measures as applicable at all times. All personnel leaving camp are to submit nominal rolls to the County Admin Office prior to departure & sign-in on their return.

(3) The following duties will be provided by the Duty Staff and organised by the County HQ.

a.	Duty Field Officer	(24 Hours)
b.	Duty Officer	(24 Hours)
c.	Duty Adult Male and Female	(24 Hours)
d.	2 x NAAFI AIs	(1800-2200hrs)
e.	Camp Guard/Fire Picket	(24 Hours)
f.	Duty Driver	(24 Hours)

(4) The Duty Officer or Duty AI must be located in the main office within 2 Bn ACF CTC.

(5) Whenever possible, all kit and equipment should be securely stored. All CFAV and Cadets must take a padlock. Money should be handed to Detachment Commanders on arrival and drawn as required with expensive belongings secured in the designated secured areas when leaving camp.

e. **Documentation.** All Cadets wishing to attend the Annual Camp must complete the following forms and return them to their Detachment Commander with full payment of £70.00 by Fri 27<sup>th</sup> Jun 17, these will be issued to individuals along with an information flyer but can also be found at Annex D. Company OC's/2IC's are to ensure a full documentation check of application forms is conducted prior to sending on to CHQ by Fri 7<sup>th</sup> Jul 17.

- (1) Consent Form
- (2) Data Capture Form
- (3) PARQ for use of the Assault Course (if required).

f. **Expected Daily Routine (TBC)**

Reveille	0630 – 0645hrs
Breakfast	0700 – 0800hrs
Conservancy Tasks/Room Inspection	0730 – 0830hrs
Sick Parade (Emergencies Only)	0800 – 0830hrs
County Muster	0830hrs
Training Periods	0900 – 1230hrs
Lunch	1230 – 1315hrs
Training Periods	1345 – 1700hrs
Sick Parade	1700hrs
Evening Meal (Cadets)	1730 – 1830hrs TBC
Evening Meal (CFAVs)	1800 – 1900hrs TBC
Sports Periods	1900 – 2030hrs
Free Time	2030 – 2200hrs
Lights Out	2230hrs

## SERVICE AND SUPPORT

### 9. Medical and Hygiene

- a. CFAVs suffering from any medical problems must report the matter to the County Medical Officer on arrival at camp (Contracted Nurse). This is an individual responsibility. A certificate will be issued for completion.
- b. The County Medical Centre is located in the main office building. The exact location will be physically shown to all CFAV and Cadets whilst conducting an orientation briefing of the camp.
- c. All personnel wishing to report sick, will first report to their Coy/Pl/Sect Commander, prior to attending a Sick Parade.
- d. All persons reporting sick must do so to the County Medical Centre. Sick Parade will be at 0800 & 1700hrs.
- e. Any Cadet requiring to be taken to the Medical Walk in Centre or local hospital must be accompanied by a CFAV of the same gender of the Cadet together with the relevant documentation. The vehicle driver is not to act as the accompanying CFAV.
- f. When training at Ballykinler any emergency requiring emergency services must go direct to telephone 101, then inform County HQ. (Civilian Telephone TBC).

g. All persons are to note that it is their personal responsibility to ensure they have sufficient supplies of any prescribed medication to cover the whole period of Annual Camp. Cadets are to hand in all prescribed medication to the Medical Officer on arrival in Ballykinler Camp; this includes insulin which will be stored in the fridge in the Medical Centre.

h. Commanders will ensure that all Cadets wash properly, and shave (if applicable), before attending for breakfast each morning.

i. Periods have been set aside in the Training Programme for Commanders to ensure that all Cadets bathe regularly during camp period.

j. Commanders will ensure that they hold regular foot inspections throughout the camp period (and record them); this is essential after all Route Marches and exercises. They will also guide Cadets into wearing the correct type of socks in order to minimize foot problems.

k. The Administrative Officer/Medical Officer will visit the Medical Centre daily and compile a sick parade state.

l. If an accident or incident occurs, the Officer responsible for the Activity must report the matter to the Cadet Commandant and CEO as soon as possible. After obtaining any required medical support, Range Control must be informed with details of the accident/incident. Any incident involving a Cadet will be reported to the parents/guardians. The Officer responsible must insure the Accident Form is completed and passed to the Administrative Officer within 6 hours.

m. Local Hospital addresses and telephone numbers are as follows:

Downe Hospital  
9a Pound Lane  
Downpatrick  
Co Down  
BT60 6JA

Follow the road directional signs for Belfast when travelling through Downpatrick

Telephone 028 4461 3311

Ulster Hospital  
Upper Newtownards Road  
Dundonald  
Belfast  
Telephone 028 9055 3100

## 10. Finance

a. CFAVs appointed to the establishment and attending camp will be in receipt of the Voluntary Allowance (VA), unless they have superseded their maximum days.

b. All CFAV are under MOD rulings for VA at camp.

c. It should be noted that CFAVs VA for camp will be added to Westminster and uploaded for approval on return from camp (the intent is that the VA will go in to banks at the end of August where possible).

d. All CFAVs are advised that up to 14 days VA's expended for Annual Camp are taken from Training Year 2017/18.



- e. Cadets are to be instructed in how to safeguard their money. On arrival at camp, they are to hand in their money to the Detachment Commander for safe keeping. This will be issued as required at daily opportunities.
- f. All Cadets should be warned not to retain large sums of money on their person, but to deposit it with their Detachment Commander and draw it as required.
- g. Annual Camp cost for Cadets will be £70. Cadets will not to be charged more than this amount. Full payment must be made by 27<sup>th</sup> Jun 17 to their relevant detachment.

#### 11. **Equipment**

- a. The QM will brief all CQMSs on equipment to be taken to camp. CQMSs will be allocated stores on arrival. Separate detail will be issued for persons travelling on the Advance Party.
- b. Personal equipment (less one carry bag which can be taken on coach) must be moved on baggage vehicles.

12. **Weapons.** The county will be using L36A2 (SA80) and LSW and a variety of other weapons allowed to be used by the Army Cadet Force.

13. **Ammunition.** Only the following natures of ammunition have been allocated for camp:-

- a. RD 5.56mm Live (quantity yet to be confirmed).
- b. RD 5.56mm Blank (quantity yet to be confirmed).
- c. RD .22 (quantity yet to be confirmed).
- d. Shotgun Cartridges (quantity yet to be confirmed).

#### 14. **Accommodation**

- a. Ballykinler Camp is a large training camp with excellent facilities. Accommodation will be allocated to Companies by the QM.
- b. All CFAVs are reminded that the normal dress in Messes after 1800hrs is, unless specifically on duty, a pair of trousers (not jeans) and a collared shirt (polo shirt is acceptable) and equivalent for ladies. A suit/jacket and tie will be required for hosting visitors and the dress for Mess Dinners will be advised by respective PMC's.
- c. Although the Commandant has agreed to a relaxation of dress regulations in both Messes, dress in the Mess should be of sober nature.
- d. The RSM is appointed as the County Fire Officer for the period of camp, he is to ensure that the attention of all persons is directed to Camp Fire Orders immediately upon arrival. A general fire practice will be held within the first 24 hours of arrival at camp on the instructions of the Administrative Officer.
- e. Basic bedding for the camp is provided; Coys are to provide their own sleeping bags.
- f. Allocation of accommodation will take place on arrival at camp by CQMSs. Personnel are not to change accommodation without permission from the CQMSs. CQMSs are responsible to the RQMS for all their accommodation.
- g. CQMSs are to ensure that all their barrack rooms, ablutions, toilets and general areas allocated are thoroughly cleaned before the Deputy Commandants daily inspection.

h. Female accommodation is out of bounds to all males, and in the same way, females are not to enter male accommodation. However, female accommodation will be inspected each morning by the Deputy Commandant or his representative.

i. All accommodation is designated as a no smoking area. Anyone found smoking in accommodation will have disciplinary action taken against them as well as being removed from camp. The County 'No Smoking Policy' applies.

j. On occupation of accommodation, CFAVs are to ensure they walk all Cadets along the 'Means of Escape' from accommodation. This must be carried out. Company 2ICs are to inform the CEO when this is complete.

#### 15. Feeding

a. Feeding for all Officers/Adult Instructors/Cadets will take place in the Main Dining Room, all cutlery and crockery will be provided, Cadets will however require KFS and mug for use when participating in field activities.

b. Packed meals will be booked 24 hours in advance. The QM representative (only) will pick up packed meals from the main kitchen.

c. All ORP has been demanded for each Company's exercise. ORP will be issued to CQMS's by the QM/CSA.

#### 16. Transport General

a. Minibuses will be available for the camp. The minibuses will be controlled by the Motorised Transport Officer (MTO). Companies should submit bids for use no less than 48 hours in advance where possible.

b. Coaches will be used for journeys outside the local area.

c. The County has been allocated a mix of transport for the move to camp and training during camp. Details will be issued by the QM and MTO with regards to the movement of stores.

d. There is no POL Point in Ballykinler Camp; local civilian petrol stations will be used throughout the duration of camp.

#### 17. Transport (TSU NI)

TSU NI are requested to loan the following Vehicles

- a. 6 Mini Buses 15 / 17 Seaters
- b. 3 Combi Vans
- c. 3 Cars (Estates)
- d. Coaches as requested on the FMT 1000s

#### 18. Individual Clothing and Equipment

a. Attached at Annex C is Packing List for CFAVs and Cadets.

b. Clothing will be packed into two items of luggage only, a suitcase or large holdall and a day sack.

19. **Canteen Facilities.** Canteen facilities are available for all Cadets for the sale of soft drinks, snacks and light refreshments. These will consist of the 'Tri Bar' and a locally run snack bar (when operating out of camp). Opening times will be published on Camp Orders.

20. **IT Equipment.** IT equipment will be taken by County HQ, with a limited photocopying capacity available. Companies should take laptops and printers. Westminster access will be available.

#### 21. **Military Telephones**

a. Under no circumstances are private calls to be made from official camp telephones.

b. No telephone calls will be made on the official lines between 0900hrs and 1300hrs daily, except in extreme emergency, and only then with the permission of the CEO.

c. The Administrative Officer will maintain a record of all outgoing calls made on the civilian system. All calls will be limited to a maximum of five minutes, and a special note will be made of any calls in excess of this time giving the reasons, and the name of the person making the call.

#### 22. **Personal Communications**

a. It is strongly advised that any expensive communication equipment is not taken to camp by Cadets. If equipment is taken, it is recommended that sufficient insurance is taken in the event that an item is lost, stolen or broken as Cleveland ACF will not be liable or take any responsibility for loss or damage of such equipment. During training a secure area will be provided to store valuable items and prevent them from damage during activities, it is recommended that these areas are used.

b. **Mobile Phones.** Ballykinler Camp has good communications and phone reception with 3G/4G signals available. Parents/Guardians are to ensure a sufficient phone credit is applied to phones prior to deployment as it is not known if Top-up Cards are available locally.

c. **WIFI.** There is WIFI available (It is hoped that a free system will be rolled out to the site prior to our arrival but this is subject to the work being completed on time).

d. **Social Media.** The County Facebook Page, will provide a daily blog to show activities and photographs <https://www.facebook.com/ClevelandACF>.

### **SAFEGUARDING**

23. The CEO is the County Designated Safeguarding Officer (Lt [REDACTED] will be the DSO for this camp); prior to Annual Camp all Adults will receive a presentation on the Safeguarding of Cadets. Within 12 hours of arrival at Ballykinler Camp, all Cadets will receive a similar brief. Any instances that breach the high standards will not be tolerated and will be actioned immediately.

24. Where a Cadet is identified having committing an offence, the individual will be isolated from the remainder of the Cadets and the parents/guardians informed. Options will then be discussed with parents/guardians regarding the removal of the cadet from Ballykinler Camp.

25. There is no facility to return a Cadet from Ballykinler Camp for instances of home sickness, if it is believed that a Cadet suffers from such issues, the parents/guardians should not allow the individual to attend.

26. **Compassionate Cases.** In the event of a significant injury/illness of an immediate family member, only on confirmation of this by the Joint Casualty Compassionate Cell will the Ministry of Defence fund and return a Cadet to the Cleveland. Any other instances will be by direct collection by a family member.

#### COMMUNICATIONS

25. The following are details of contact details for next of kin:-

Telephone: Duty Officer (24 hours) [REDACTED]

Address: Rank and Name  
Cleveland ACF  
Ballykinler Camp  
Shore Road  
Ballykinler  
Northern Ireland  
BT30 8BX

Rear Party: County HQ (0830-1630 Weekdays Only) [REDACTED]

(Original Signed)

[REDACTED]  
Major  
Cadet Executive Officer  
for Commandant

#### ANNEXES:

- A. Training Programme
- B. Movement Instruction
- C. Packing List
- D. Consent Form, Data Capture Form and PARQ

Distribution:

Action:

Commandant  
Deputy Commandant  
County HQ  
Company Commanders  
CFAVs

Information:

SO2 Cadets HQ 4 Infantry Bde  
OC CTT HQ 4 Infantry Bde  
North of England RFCA  
TSA

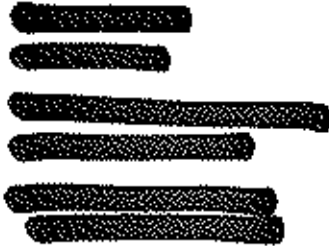
EX EMERALD BULL CAMP TRAINING PROGRAMME

	Sat 22-Jul-17	1 Sun 23-Jul-17	2 Mon 24-Jul-17	3 Tue 25-Jul-17	4 Wed 26-Jul-17	5 Thu 27-Jul-17	6 Fri 28-Jul-17
<b>A Coy - 1*</b>	Outbound Travel & Camp Admin	Range Day 1	Range Day 2	Cadre Comd Disposal	FTX Day 1	FTX Day 2	Cultural Visits
<b>B Coy - 1*</b>	Outbound Travel & Camp Admin	APC Day 1	APC Day 2	AT Day 1	AT Day 2	Cultural Visits	Range Day 1
<b>C Coy - 2*</b>	Outbound Travel & Camp Admin	FTX Day 1	FTX Day 2	FTX Day 3	Cultural Visits	AT Day 1	AT Day 2
<b>Snr Cdt</b>	Outbound Travel & Camp Admin	Cultural Visits	Range Day 1	Range Day 2	FTX Day 1	FTX Day 2	FTX Day 3

	7 Sat 29-Jul-17	8 Sun 30-Jul-17	9 Mon 31-Jul-17	10 Tue 01-Aug-17	11 Wed 02-Aug-17	12 Thu 03-Aug-17	13 Fri 04-Aug-17
<b>A Coy - 1*</b>	APC Day 1	SAAM / Jnr Cdt Comp	APC Day 2	AT Day 1	AT Day 2	Comdt Parade / Packup & Cleanup	Inbound Travel
<b>B Coy - 1*</b>	Range Day 2	SAAM / Jnr Cdt Comp	FTX Day 1	FTX Day 2	Cadre Comd Disposal	Comdt Parade / Packup & Cleanup	Inbound Travel
<b>C Coy - 2*</b>	Range Day 1	SAAM / Jnr Cdt Comp	Range Day 2	Exped Day 1	Exped Day 2	Comdt Parade / Packup & Cleanup	Inbound Travel
<b>Snr Cdt</b>	Exped / AT Day 1	SAAM / Jnr Cdt Comp	Exped / AT Day 2	Exped / AT Day 3		Comdt Parade / Packup & Cleanup	Inbound Travel



## CLEVELAND ARMY CADET FORCE



Army Reserve Centre  
Stockton Road  
Middlesbrough  
TS5 4AD

Tel: 01642 065261  
Fax: 01642 246011  
Email: ne-cle-ceo@rfca.org.uk

23 May 2017

### EX EMERALD BULL – MOVEMENT ORDER

#### GENERAL

1. Cleveland ACF will move to Ballykinler Annual Camp 2017 in a 3 phase move:
  - a. Phase 1 - Pre Advance Party
  - b. Phase 2 - Advance Party (CQMS Party)
  - c. Phase 3 - Cadet Move

#### EXECUTION

2. **Phase 1.** Pre Advance Party will move on 19th July 2017 at 1700hrs and free running under the direction of CQM. Composition, ie, Veh reg No's, personnel, is at Annex A.
3. **Phase 2.** Advance Party (CQMS Party) under control of CSA, will depart on 20th July 2017 at 0500hrs. Composition, ie, Veh reg No's, personnel, is at Annex A.
4. **Phase 3.** Main Body will depart from Company first Pick up Points (PUP) on 22nd July 2017 at 0001hrs approximately, they will then move through the PUP's as per Para.7 then to Coy RVs ETA Ballykinler 1100hrs, lunch 1300hrs approximately.
  - a. A Coy 4 x Coaches
  - b. B Coy 3 x Coaches
  - c. C Coy 2 x Coaches
5. Once all coaches arrive at Coy RV points, the Coy Transport Officer (CSM's) will then release the Coach for the journey to Ballykinler Camp, each coach escort requires the precise numbers for their coach and this must be passed to Coy Transport Officer on arrival at Coy RV points. Coach Escorts for the move, are to report to Coy Transport Officer on arrival at Coy RV points, and is to ensure that all Coach Escorts have a Mobile contact number and then pass this on to the Coy Transport Officer.

6. The Coys CQMS (Vans) will depart 20th July 0500hrs with the Vehicle Party (CQMS Party) is at Annex A.

7. **Coaches & PUP Points/Coy RVs**

a. Main Body (Adults & Cadets) (22/07/17)

**A Coy Coach 1 PUP Start 0001hrs** Hartlepool ARC onward to Norton TAC(Coy RV point) onward to Ferry Terminal.

**A Coy Coach 2 PUP Start 0001hrs** Hartlepool ARC onward to Billingham onward to Norton ARC (Coy RV point) onward to Ferry Terminal.

**A Coy Coach 3 PUP Start 0001hrs** Hardwick (Hartburn) Det onward to Norton ARC (Coy RV point) onward to Ferry Terminal.

**A Coy Coach 4 PUP Start 0001hrs** Conyers School Yarm, onward to, Norton ARC (Coy RV point) onward to Ferry Terminal.

**B Coy Coach 1 PUP Start 0001hrs** St Peter's Det onward to Parkwood Det onward to Brambles Farm Det(lytton St) onward to Coulby Newham ARC (Coy RV point) onward to Ferry Terminal.

**B Coy Coach 2 PUP Start 0001hrs** Ingleby Barwick onward to, Thornaby Det onward to Coulby Newham ARC (Coy RV point ) onward to Ferry Terminal.

**B Coy Coach 3 PUP Start 0001hrs** Burlam Road Det ,onward to Coulby Newham ARC (Coy RV point ) onward to Ferry Terminal.

**C Coy Coach 1 PUP Start 0001hrs** Cadet Hut Loftus onward to Freebrough School onward to Guisbrough Det onwards to Cadet Hut Saltburn onwards to Redcar Academy (Coy RV point) onward to Ferry Terminal.

**C Coy Coach 2 PUP Start 0001hrs** Normanby Det ,Redcar Town Det , onward to Redcar Academy (Coy RV point) onward to Ferry Terminal.

8. **Escorts** There will be a requirement for each bus to have an escort, OCs are requested to nominate one male and one female escort per Coach. Coach escorts are to search the coaches prior to passengers boarding and once again on arrival to ensure no hand luggage or personal kit has been left on the coach. The senior member of each company escorts is to phone County HQ [REDACTED] once their coaches have arrived at their Company RV with numbers. In all emergencies contact County HQ (Tel [REDACTED])

9. **Dress** All ranks are to travel in civilian clothing with no Cadet or Military markings.

10. **Baggage** All baggage is to be moved to the Company collection points as below by Thursday the 20th July 2017 0800hrs, the CQMS's will have a CombiVan or LWB van from Friday the 14th July to move the baggage and arrange pick-ups from the Detachments. [REDACTED] and [REDACTED] will collect the baggage from the collection points on the 20th July 2017 from 0800hrs, they will have 7.5 Tonne TLS, and the Companies are requested to supply a handling party on the Thursday, they are to liaise with [REDACTED] Direct for timings.

11. The Baggage TLS will depart from Stockton Rd ARC Saturday the 22nd July 0100hrs approximately, as per annex A, it will deal with any late baggage. For all on the coach move they will only be allowed 1 piece of small hand luggage, and only civilian, no army type day sacks.

- a. A Coy Collection Point Hartlepool/Norton ARC
- b. B Coy Collection Point Coulby Newham ARC
- c. C Coy Collection Point Guisbrough Town Det
- d. HQ Stockton ARC

12. **Private Vehicles** Any vehicle left at CHQ MUST be parked on the left hand side of the car park (nearest to ACF building) vehicles are left at owners risk and must be taxed and insured.

#### **SUMMARY**

13. The coaches were booked from the figures submitted to CHQ a while back, for a multitude of reasons these figures may have changed slightly, and it may mean a couple of cadets get off one bus to get on another bus, this can only be decided on the day, therefore OCs are requested to think carefully when nominating their bus escorts and not pick most junior/ youngest St.

14. CAA 'C' Coy is always at the end of a phone [REDACTED] if anyone has any questions.

[REDACTED]  
[REDACTED]  
Capt  
CAA 'C' Coy  
for Commandant



**PRE ADVANCE PARTY COMPOSITION (19/07/17)**

DRIVER	COMD	VEHICLE	TRL	VRN	REMARKS
[REDACTED]	[REDACTED]	Ford Transit Van LWB	NIL	[REDACTED]	

**ADVANCE PARTY COMPOSITION (20/07/17)**

DRIVER	COMD	VEHICLE	TRL	VRN	REMARKS
<b>CONVOY 1</b>					
[REDACTED]	[REDACTED]	7.5 Tonne TLS	NIL	TBC	
[REDACTED]	[REDACTED]	7.5 Tonne TLS	NIL	TBC	
[REDACTED]	[REDACTED]	7.5 Tonne TLS	NIL	TBC	
[REDACTED]	[REDACTED]	Ford Transit Van LWB	NIL	TBC	
[REDACTED]	[REDACTED]	Ford Transit Van LWB	NIL	TBC	
[REDACTED]	[REDACTED]	Ford Transit Van LWB	NIL	TBC	
[REDACTED]	[REDACTED]	Ford Transit Connect	NIL	[REDACTED]	
[REDACTED]	[REDACTED]	Ford Transit Minibus	NIL	[REDACTED]	[REDACTED]

**FREE RUNNING (22/07/17)**

DRIVER	COMD	VEHICLE	TRL	VRN	REMARKS
[REDACTED]	[REDACTED]	Ford Transit Connect	NIL	[REDACTED]	
[REDACTED]	[REDACTED]	7.5 Tonne TLS	NIL	TBC	

## **EX EMERALD BULL KIT LIST**

### **GENERAL CLOTHING**

All ACF Uniform - Boots, Shirts, Trousers, Jacket, Beret, Belt, Twisters etc  
Boots (Spare pair for fieldcraft if you have two pairs)  
Green/Brown T Shirts – Minimum x 2  
Woolen Thick Socks (Must) – Minimum x 3 pairs  
Civvies – Evenings  
Old Civvies – Kayaking (Something light in case you get wet when out Kayaking)  
Sports Kit (Sports training & Competitions) & SWIMMING KIT (Kayaking)  
Underwear (Plenty – Minimum x 10)  
Socks (Plenty – Minimum x 10)  
Waterproofs – Civilian and DPM (If held, issued if not)  
Trainers – 1 Pair for Sports & 1 Old Pair for kayaking (They may get wet)

### **ADMIN**

KFS & Mug  
Wash Kit – Tooth paste, Brush, Soap, Flannel, Shaving kit (If req), Shampoo, Shower gel  
Towels X 2 (Hand & Bath & 1 Old one for Kayaking)  
Small First Aid Kit (No sharp objects)  
Boot Cleaning Kit (Polish, Duster, Brushes)  
Sewing Kit & Spare Buttons (you might have rank and APC badges to add)

### **EXTRAS**

Torch & Spare Batteries  
Notepad, Pen & Pencil  
Iron (If you have room)  
Coat Hangers  
Padlock with 2 keys  
Spending Money

### **NOTE**

1. You must aim to fit all of your kit into one large suitcase +/- a Bergan
2. Do not take valuables such as Stereo's, jewelry etc
3. Keep 1 spare locker key for your Detachment Commander or Company HQ

**CADET FORCE CERTIFICATE FOR ATTENDING ACTIVITIES  
PART 1 - CONSENT FORM**

**Cadet Details**

<b>Detachment</b>		<b>Company</b>	
<b>First Name</b>		<b>Surname</b>	
<b>Date of Birth</b>		<b>Gender</b>	
<b>Parent/Guardian Name</b>		<b>Parent/Guardian Phone Number</b>	

**Event Details**

<b>Start date</b>	<b>End date</b>	<b>Event</b>	<b>Location</b>	<b>Remarks</b>
22/07/17	04/08/17	Annual Camp	Ballykinler, N Ireland	

**Activity Details**

Below is a list of any and all of the non-standard activities outside of the Army Proficiency Certificate (APC) Syllabus that will be happening on the event. Permission to undertake the APC Syllabus was given when the cadet enrolled in the ACF.

<b>Ser</b>	<b>Activity</b>	<b>Remarks</b>	<b>Consent Given</b>
1	Adventure Training	Includes water activities	Yes / No
2	Shooting		Yes / No
3	Sports	Includes swimming	Yes / No
4	Command Tasks		Yes / No
5	Assault Course		Yes / No

**Consent by Parent/Guardian**

- I consent for the above named cadet to be allowed to take part in the activities listed above and the APC Syllabus.
- I understand that acceptance for the activities will be subject to the complete discretion of the ACF Cadet Commandant.
- I certify to the best of my knowledge that the above named cadet is fit to attend and that all the information on this form is accurate and up to date. 'The cadet is not suffering from an infectious disease'<sup>1</sup> and has not been in contact with any case of infectious disease during the previous 3 weeks.
- I understand that withholding essential medical information may prevent the cadet from attending unit activities. (Please note whilst minor ailments can be dealt with anything that prevents them from taking part in the activities may require them to be collected and taken home).
- I authorise the ACF Commandant (or in their absence the senior of his representatives present) to give permission for the above named cadet to receive emergency medical care<sup>2</sup>.
- I understand that if the cadet is unable to carry on with activities then I may have to collect them from the activity.
- I declare that my contact details, the cadet's medical details and the cadet's dietary requirements have not changed since \_\_\_\_\_ OR I have completed Part 2 – Data Capture Form in full.

Name ..... Relationship to Cadet .....

Signature ..... Date .....

<sup>1</sup> Infectious diseases eg measles etc

<sup>2</sup> Every effort will be made to contact you for your consent should the cadet need to receive any emergency dental, medical or surgical treatment (including anaesthetic) as considered necessary. However it may not always be possible.

**INTENTIONALLY LEFT BLANK  
(FOR BACK TO BACK PRINTING)**

**PART 2 – DATA CAPTURE FORM**

**Your Contact Details**

1. You or your representative must be available at all times while the cadet is on the activity.

Parent/Guardian's Details		Alternative Next of Kin Details	
Name		Name	
Relation to Cadet		Relation to Cadet	
Phone Number		Phone Number	
Address		Address	

**GP's Details**

Practice Name		Doctor's Name	
Phone Number		Address	

**Dietary Requirements**

2. Any dietary requirement for our cadets can only be catered for if they are known in advance of the activity; please list any requirements below.

Ser	Requirement	Remarks
1		
2		
3		

**Medical Details**

3. If the above named cadet suffers from any medical condition, the training staff must be made aware of it to allow the correct precautions and actions to be taken. Answering the following questions will assist with this.

**Medical Conditions**

4. Does the cadet suffer from any of the below conditions? Please delete as appropriate.

Condition	Answer	Remarks
Asthma	Yes / No	
Chest Complaints	Yes / No	
Wheezing or Hay Fever	Yes / No	
Migraine	Yes / No	
Fits	Yes / No	
Faints	Yes / No	
Bad Period Pains	Yes / No	
Musculoskeletal Disorders i.e. Back Pain	Yes / No	
Nervous Disorders	Yes / No	
Any Other (Provide Details)	Yes / No	

## Medical Treatment

5. If the cadet is currently undergoing any medical treatment (including taking medication<sup>3</sup>) please complete the information below.

Ser	Condition	Treatment	Remarks (including frequency of medication)
1			
2			
3			

## Vaccinations

Question	Answer	Remarks
Are the cadet's childhood immunisations up to date?	Yes / No	
Date of anti-tetanus?		

## Over the Counter Medication

6. The following over the counter medication may be available if required. Please indicate which may be used for the above named cadet.

Condition	Answer	Remarks
Pfasters	Yes / No	
Skin And Scalp Symptoms eg Bite and sting creams	Yes / No	
Eye and Mouth Symptoms eg Eye drops and Sore throat tablets	Yes / No	
Coughs Colds and Flu eg Double action pain relief or Ibuprofen (pain relief and anti-inflammatory)	Yes / No	
Stomach Symptoms eg Travel sickness (tablets) and sickness/ bloating	Yes / No	
Allergy/Hay fever eg Anti-histamine (tablets)	Yes / No	
Bowel Symptoms eg abdominal cramps, acute diarrhoea	Yes / No	
Pain Symptoms eg Paracetamol or Ibuprofen	Yes / No	
Sunscreen	Yes / No	
Aftersun	Yes / No	

<sup>3</sup> Any medication that is to be handed into the Cadet Force Staff should be clearly marked with name and full instructions.

**CADET FORCE CERTIFICATE FOR ATTENDING ACTIVITIES**

**PART 1 - CONSENT FORM**

**CFAV Details**

<b>Detachment</b>		<b>Company</b>	
<b>First Name</b>		<b>Surname</b>	
<b>Date of Birth</b>		<b>Gender</b>	
<b>NOK Name</b>		<b>NOK Phone Number</b>	

**Event Details**

<b>Start date</b>	<b>End date</b>	<b>Event</b>	<b>Location</b>	<b>Remarks</b>
22/07/17	04/08/17	Annual Camp	Ballykinler, N Ireland	

1. I respectfully request authority from the Commandant to attend the above event.
2. I certify to the best of my knowledge that I am fit to attend and that all the information on this form is accurate and up to date.
3. I certify that I am not suffering from an infectious disease<sup>1</sup> and have not been in contact with any case of infectious disease during the previous 3 weeks.
4. I authorise the ACF Commandant (or in their absence the senior of his representatives present) to give permission for me to receive emergency medical care<sup>2</sup>.

**Signature** ..... **Date** .....

<sup>1</sup> Infectious diseases eg measles etc

<sup>2</sup> Every effort will be made to contact your NOK for consent should you be unable to give it in an emergency. However it may not always be possible.

**INTENTIONALLY LEFT BLANK  
(FOR BACK TO BACK PRINTING)**



**PART 2 – DATA CAPTURE FORM**

**Your Contact Details**

1. The information given on this form will be updated on Westminster and then destroyed.

Next of Kin Details		Alternative Next of Kin Details	
Name		Name	
Relationship		Relationship	
Phone Number		Phone Number	
Address		Address	

**GP's Details**

Practice Name		Doctor's Name	
Phone Number		Address	

**Dietary Requirements**

2. Any dietary requirement can only be catered for if they are known in advance of the activity; please list any requirements below.

Ser	Requirement	Remarks
1		
2		

**Medical Conditions**

3. Do you suffer from any of the below conditions? Please delete as appropriate.

Condition	Answer	Remarks
Asthma	Yes / No	
Diabetes	Yes / No	
Allergies	Yes / No	
Chest Complaints	Yes / No	
Faints	Yes / No	
Musculoskeletal Disorders i.e. Back Pain	Yes / No	
Any Other (Provide Details)	Yes / No	

**Medical Treatment**

4. If you are currently undergoing any medical treatment (including taking medication) please complete the information below.

Ser	Condition	Treatment	Remarks (including frequency of medication)
1			
2			
3			

**CIVILIAN USE OF OBSTACLE COURSE PHYSICAL ACTIVITY READINESS QUESTIONNAIRE**

1. Please complete the all details below.

Participants Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Tel: \_\_\_\_\_

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

Emergency contact name and telephone number: \_\_\_\_\_

2. Please read the following questions and complete the declaration overleaf.

Ser	QUESTIONS RELATING TO YOUR MEDICAL HEALTH
1	Has your <sup>1</sup> doctor ever said that you have a heart condition and that you should only do physical activity recommended by a doctor?
2	Is your doctor currently prescribing drugs (for example water pills) for blood pressure or a heart problem?
3	Do you ever feel pain in your chest when you do physical activity?
4	In the past month, have you had chest pain when you are not doing physical activity?
5	Do you ever feel faint or have spells of dizziness?
6	Do you suffer from shortness of breath at any time or a respiratory condition that would prevent you from doing physical activity?
7	Do you have any joint problems (including neck, back & hip) that could be made worse by exercise, including jumping and landing?
8	Are you pregnant or have you given birth in the last 6 months?
9	Do you have a condition requiring medication or are you taking medication, which would prevent you from doing physical activity?

3. **If you have completed this PARQ in advance of the scheduled activity and your health status changes prior to the start of your activity it is your responsibility to inform the instructor.**

4. Your ability to undergo the activity will be monitored during the warm-up which will also provide a functional assessment of your ability to proceed onto the Obstacle Course. If the PTI/Activity Supervisor determines that, based on his/her assessment, you are not up to the required standard; you will be refused access to the Obstacle Course.

<sup>1</sup> If completed by a parent/guardian the term you/your used throughout refers to your son/daughter.

5. In accordance with the Data Protection Act 1998, the MOD will collect, use, protect and retain the information on this form in connection with all matters relating to personnel administration and policies.

6. The PARQ will be held for a period of 3 years following the activity, after which it will be destroyed.

**Declaration**

**I have read and understood the Medical Health Questionnaire above and declare that:  
\*I/My Child (\* delete as applicable) does/does not suffer from any of the conditions mentioned or any other condition or injury that would prevent me/them from taking part in physical activity;**

**Signature:**  
(Parent/Guardian if under 18 years of age)

**Print Name:**

**Date:**

**REVIEW**

Event/Activity Title (e.g. Insert Course Name/No): \_\_\_\_\_

This PARQ must be reviewed with the participant on the day of the activity and appropriate action taken if there are any significant changes since originally signed.

**Instructors Signature:**

**Print Name:**

**Date:**

**To be signed below by Supervising Officer:**

**Signature:**

**Print Name:**

**Date (day of activity):**

MINUTES OF THE COMDT CONF  
HELD ON WED 31 MAY 2017 AT CHQ STOCKTON RD

Present:

[Redacted names]

Comdt  
Dep Comdt  
CEO  
QM  
Training Major  
OC A Coy  
OC B Coy  
OC C Coy  
PRO / Admin  
DofE Officer  
Adv Trg Officer  
Shooting Officer  
RSM  
TSA

Apologies:

[Redacted name]

Sports Officer

1. The meeting opened at 1900hrs.
2. The Comdt spoke on the following points:

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

6. The Training Major spoke on the following points:

SUBJECT	ACTION
---------	--------

<p><b>Cadet Qualifications</b>          Concern expressed at cadets registered for camp but not yet passed Basic</p> <p>Due to some cadets being very close to completion of their current star level, there will need to be some adjustment to training groups for annual camp.</p>	All
<p><b>Training Groups</b>          Paperwork and programmes for camp are now in.          Adult staffing finalised.          3 staff for each group to be provided for NI ACF</p>	All

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

17. Annual Camp:

SUBJECT	ACTION
<p><b>Westminster Access for Star Group Training</b>                      Company HQ Officers require county level access to administer their allocated star groups with immediate effect.</p>	AO
<p><b>QM</b>                      Transport to and from Ballykinler now booked                      Low level detail to be discussed with CSMs and CQMSs</p> <p>[REDACTED]</p> <p>Sleeping bags – all to be issued (old ones for fieldcraft/exped, new ones for use in accommodation), individuals not required to bring their own.</p>	
<p><b>CEO</b>                      VIP visits anticipated:                      25<sup>th</sup> July – Brigadier Lowe ( Dep Comd Cadets)                      26<sup>th</sup> July – RFCA Arrive pm (Lt Gen Brims/Brig Baker, Varn Jassal,                      [REDACTED]                      27<sup>th</sup> July – RFCA visit, Brigade Comd arrives                      31<sup>st</sup> July – [REDACTED] Med Branch                      Also expecting adhoc visits from local units (eg PSNI are on site)</p>	All
<p><b>Admin Officer</b>                      408 places booked on ferry for main body and HQ parties. Like for like swaps (ie NOT additional bookings) possible until next conference (June 28<sup>th</sup>)</p> <p>7 hardship grant requests approved. OCs and DCs to be informed</p>	All
<p><b>TSA</b>                      AT package includes Airsoft and "Practical Pistol". Current Pams and Regulations don't cover this. TSA requires separate brief on detail of this training and how it is authorised.</p>	TSA Trg Maj AT Offr Coy Trg Offrs

[REDACTED]

[REDACTED]

[REDACTED]

Distribution:  
 All those present





## CLEVELAND ARMY CADET FORCE



TA CENTRE  
STOCKTON ROAD  
MIDDLESBROUGH  
TS5 4AD

Tel: 01642 242414/Fax: 01642 246011

References: Dofe Bronze 2\* Expedition

13 June 2017

**ADMINISTRATION INSTRUCTION- DofE**  
**BRONZE + 2\* EXPEDITION ANNUAL CAMP**  
**1<sup>ST</sup> - 2<sup>ND</sup> August 2017**

- A. Discoverer Series Ordnance Survey Northern Ireland Sheet 29 OS 1:50 000
- B. Standing Order CTC Ballykinler Camp/Northern Ireland ACF Orders
- C. Cadet Training Safety Precautions- Red Book
- D. APC (ACF) Syllabus AC 71101
- E. Cadet Training Manual Vol 1 & 2
- F. Expedition Guide to Duke of Edinburgh 20 Conditions
- G. Risk Assessments dated CACF-RA-E-001

### INTRODUCTION

1. This Administration instruction is to confirm details of the Expedition package as per the County Training Officers (CTO) block programme 2 Star, taking place over Tuesday 1<sup>st</sup> to Wednesday 2<sup>nd</sup> Aug 2017 in the Lower Mourne Mountains Northern Ireland.

### AIM

2. The aim of this two day Expedition is to allow Cadets at Bronze DofE level to either, complete a practice Expedition or undertake a Qualifying Expedition as part of the process of the Duke of Edinburgh award, as well as complete their 2 Star Expedition if required.

### PROGRAMME

3. The Events Programme is laid out as a Main Events List (MEL) for the Preparation & Expedition, depicted as ANNEX A to this Administration Instruction.

### DRESS

4. The Dress for all personnel during these two days will be suitable civilian clothing & footwear for an expedition, no military uniform or military ruck sacks to be carried.

### FEEDING

5. Please refer to the notes on the Main Events List (MEL)

## **TRANSPORT**

6. As laid down by the MTO for each training wing for Annual camp, (as a note) a minimum of two x Minibuses required as safety vehicles on route & overnight camping + Store vehicle.

## **MEDICAL**

Any casualty requiring Casvac will be co-ordinated by County DofE Officer, the following procedure should be employed:

If possible Minor injuries and Minor Sickness will be treated on the area by qualified personnel, (First Aid Qualified) if necessary the casualty may be evacuated by a suitable vehicle on site, to a local hospital for further assistance by the emergency services.

For serious casualties an ambulance will be requested, then informs County DofE Officer. All staff and cadets are to be reminded that, however serious they think the accident or injury is they are to contact the emergency services by telephone mobile phone dependant on signal plus any other means deemed to be safe.

The following information must be passed to the DofE Officer ASAP.

- 1) Nature of Accident
- 2) Location of Accident
- 3) Number & Nature of Casualties
- 4) Assistance required
- 5) RV for Ambulance

In the event of tasking an Ambulance, selecting any feature-6 figure Grid is to be given as close to the accident as possible. Any RV is to be manned and the Ambulance guided to the scene. Additional Medical Points- the following further points are to be noted:

Every cadet should be in possession of their own small first aid –kit; every adult should be in possession of at least three medical report forms.

In the event of any injury occurring, medical form must be completed in triplicate, once completed these forms are to be handed to AO County HQ within 6 Hours.

Any adult or cadet who sustains an injury or form of sickness that renders them unable to continue with training may, depending on the severity and nature of that injury or sickness be required to return to CTC Ballykinler Camp.

Particular attention must be given by all participants' staff and cadets to the effects of the Wet/Cold and or the effects of the heat during the adventurous journeys.

### **Location of Emergency Services**

#### **Local Hospital**

Downe Hospital, 9a Pound Lane, Downpatrick, Co. Down, BT60 6JA Tel: 028 4461 3311

Ulster Hospital, Upper Newtownards Road, Dundonald, Belfast, Tel: 028 9055 3100

## SAFETY BRIEFING

A safety briefing and Outline of activity will be given for all participating adults/cadets at the beginning of day one, which will cover actions in the event of an Emergency during Pre journey Activities at allocated locations and alternative routes.

The safety brief will cover:

Risk Assessments

Medical Points and actions on injury

Carriage in vehicles

Actions in an Emergency-on route

Actions if lost-on route

Action on Fire in tents

Standing orders for civilian campsites

Behaviour to the general public and outline of events


## EQUIPMENT

The journeying will be taking place on public footpaths, all participants cadets & Adults will wear civilian clothing throughout the two days, NO UNIFORM or DPM MTP kit cadets can wear their cadet boots if that's all they have. (NO TRAINING SHOES or JEANS).

County will provide stores

Annex B Issue from CQMS

Serial	Item	Quantity	Remarks
1	Mess tins	80	
2	Roll Mat	80	
3	Compass	15	
4	Water Bottle	80	
5	Sleeping Bag	80	

Serial	Item	Quantity	Remarks
1	Tents	40	2 person or 3 person tents
2	Waterproof Tops	80	
3	Waterproof Trs	80	
4	Stoves	40	gas
5	Radios	10	
6	Spare gas	30	
7	Torches	25	
8	Rucksacks	80	
9	Jerry cans	15	
10	Hi Vis Vests	20	
11	Black bin bugs	60	
12	Sheet 29 maps	15	
13	Ration packs ORP	80	24hr mixed letters veggie?
14	Whistles	15	
15	Map cases	15	
16	Toilet Tents + Buckets	4	See Pathways 

### Kit personal to be taken by cadets

Serial	Item	Quantity	Remarks
1	Boots		Combat boots can be worn walking boots
2	Suitable trousers		Not thick trousers or jeans
3	Fleece/jacket		
4	Tops- t-shirts		
5	Socks- thick		Not nylon
6	Wash kit		
7	Towel		
8	Undergarments		
9	Nightwear		
10	Hat & Gloves		
11	Trainers/flip flops		For campsite activities
12	Personal first aid kit		
13	Knife, fork, spoon		
14	Plate/bowl		
15	Pan scrubber		
16	Tea towel		
17	Money		
18	Emergency food rations		
19	Medication		If taking any
20	Torch		If not issued

### **COMMAND AND SIGNAL**

Overall Command of the Adventurous journey and expedition will rest with County DofE Officer

Mobile Tel: [REDACTED]

Other numbers will be relayed for the two days to all that need them.

[REDACTED]  
County DofE Officer for Commandant  
Cleveland ACF

Distribution

#### Internal

Commandant  
Dep Commandant  
Trg Major  
OC C  
QM  
MTO  
TSA  
CSA

CLEVELAND ACF

2\* EXPEDITION & DofE BRONZE AUG 2017

MEL

ANNEX A

Ser	Date	Activity	Activity Type	Location	DS	Remarks
	01/08/17					
1	0830-0900	Selection of teams Dofe teams of (7) 2 star expedition teams of (10)	Admin	Star group muster area	All	
2	0900-1030	Kit issues and packing	Admin	Star group stores	All	See kit list Annex B
3	1030-1100	Safety briefing	Admin	Camp	All	Capt Adams to deliver
4	1100-1130	Issue routes and final checks	Admin	Camp	All	
5	1130-1200					
6	1200-1330	Transport to start point	Admin	MT	All	This could take several trips depending on transport
7	1330-1400	Set off teams	Expedition	Mourne Mountains	All	
8	1400-1700	Planned activities Climbing/Abseiling	Expedition	As above	All	Pathways staff
9	1700-1800					
10	1800-1900	Cave exploration	Expedition	As above	All	Pathways staff
11	1900-2000	Briefing for day 2	Expedition	As above	All	
12	2000-2200	Free time	Expedition	As above	All	
13	2200-2230	Lights out	Expedition	As above	All	
	02/08/17					
1	0630-0645	Reveille	Expedition	Mourne Mountains	All	
2	0645-0700					
3	0800-0900	Strike camp + pack kit	Expedition	As above	All	
4	0900-0930	Set teams off	Expedition	As above	All	
5	0930-1200	Complete route	Expedition	As above	All	
6	1200-1300					
7	1300-1400	Return to Ballykinler	Admin	Camp	All	
8	1400-1430	De- briefing	Admin	Camp	All	
9	1430-1530	Hand in kit	Admin	Camp	All	
10	1600	End of Expedition	Admin	Camp	All	

**CLEVELAND ARMY CADET FORCE RISK ASSESSMENT PROFORMA**

Unit / Formation: **CACF**

Name / Assessor: **[REDACTED]**

Activity / exercise: **Expedition on Foot**

Date Assessment: **14/6/17**

Relevant

Review Date:

References / Publications/Procedures :

- AC 14223 ACF Regulations
- AC 72008 Cadet Training Safety Precautions
- AC71849 Army Cadet Adventure Training and Other Challenge Pursuits Manual
- JSP 419

Generic Risk assessment: **Yes/No**

Steps relate to the Risk Assessment process.

Ser	Activity /Element (Step 1)	Hazards identified (Step 2)	Existing control (Step 3)	Is the Residual Risk Acceptable Yes / No (Step 4)	Addition controls required (Step 5)	Is the Residual Risk Acceptable <sup>1</sup> Yes / No (Step 6)
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Preparation	Participant's ill prepared to conduct activity.	a. Where possible A Recce of activity area/location to be conducted prior to event. b. Assessment of area made immediately prior to start of activity and risk assessment updated to include any risks not previously identified. c. Participants are to receive orders/brief detailing activity aims and objectives and a safety brief highlighting any hazards/procedures etc. d. Personal kit and equipment is to be prepared in accordance with activity instruction. e. An inspection to be conducted prior to deployment to ensure individuals and equipment are prepared for the activity and any corrective action required is to be taken prior to the start.	Yes		

<sup>1</sup> If residual risk remains consult Chain of Command

Ser	Activity /Element (Step 1)	Hazards identified (Step 2)	Existing control (Step 3)	Is the Residual Risk Acceptable Yes / No (Step 4)	Addition controls required (Step 5)	Is the Residual Risk Acceptable? Yes / No (Step 6)
(a)	(b)	(c)	(d)	(e)	(f)	(g)
2	Preparation	Existing Medical condition/injury	<p>a. Cadets should be physically fit and free from injury prior to participating</p> <p>b. Identify cadets with pre-existing condition prior to commencement of event.</p> <p>c. Cadets to have note from parent/Doctor giving details permitted limits of physical activity.</p> <p>d. A list of medical conditions will be issued to all staff.</p> <p>e. A check that the cadet does have enough medication before leaving Det location to carry out activity.</p> <p>f. Any cadet requiring extra supervision will be identified.</p> <p>g. Asthmatics are to be identified and a check made to ensure that they have inhalers/medication available</p>	Yes		
3	All Activities	Public	<p>a. Safety brief to all</p> <p>b. Cadets are to stay in pairs or small groups at all times.</p> <p>c. AI's supervision at all times.</p> <p>d. Report anything/anyone suspicious to I/C</p> <p>e. Where possible keep training away from private land and bird nesting sites.</p> <p>f. Anticipate choke points &amp; short cuts.</p>	Yes		
4	All Activities	Security	<p>a. Security brief given to all.</p> <p>b. Everyone to remain vigilant at all times.</p> <p>c. Report anything/anyone suspicious to I/C.</p> <p>d. Outside agencies contacted if required.</p>	Yes		
5	All Activities	Theft	<p>a. Security precautions reiterated during the brief.</p> <p>b. Everything must be secure &amp; not left unattended.</p>	Yes		

Ser	Activity /Element (Step 1)	Hazards identified (Step 2)	Existing control (Step 3)	Is the Residual Risk Acceptable Yes / No (Step 4)	Addition controls required (Step 5)	Is the Residual Risk Acceptable <sup>1</sup> Yes / No (Step 6)
(a)	(b)	(c)	(d)	(e)	(f)	(g)
6	Public Access	Loose animals - dogs	a. Safety brief to all b. Cdts told not to approach. c. Cdts are to be supervised at all times.	Yes		
7	Expedition	Inclement weather	1. Sufficient instructor ratios. 2. Foul weather clothing carried. 3. Check weather forecast. 4. Briefing. 5. Group shelter / Emergency equipment carried by instructor. 6. Alternate route available.	Yes		
8	Expedition	Trips and falls	1. Safety brief. 2. Correct footwear worn. 3. First aid kit carried. 4. First Aider available. 5. Training. 6. Remind on hillside walking skills	Yes		
9	Expedition	Getting lost	1. Planned routes held by base. 2. Escape route held by base. 3. Maps/compasses. 4. Briefing. 5. Adequate map reading training. 6. Communications. 7. Base search party. 8. Briefing on "Lost Procedure"	Yes		
10	Expedition	Fatigue / Exhaustion	1. Sufficient instructor ratios. 2. Physical assessments prior to departure. (Challenge matched to abilities) 3. Rest breaks. 4. Instructor vigilance. 5. Suitable diet (High energy to prevent onset of fatigue and hypothermia)	Yes		



Ser	Activity /Element (Step 1)	Hazards identified (Step 2)	Existing control (Step 3)	Is the Residual Risk Acceptable Yes / No (Step 4)	Addition controls required (Step 5)	Is the Residual Risk Acceptable? Yes / No (Step 6)
(a)	(b)	(c)	(d)	(e)	(f)	(g)
11	Expedition	Thirst, hunger	Food and water carried.	Yes		
12	Expedition	Hot / cold weather	<ol style="list-style-type: none"> <li>1. Training and briefing.</li> <li>2. Correct equipment and clothing to be worn and carried.</li> <li>3. Recognition of symptoms of illness.</li> <li>4. Instructor to carry emergency equipment.</li> <li>5. Check weather forecast before deployment</li> </ol>	Yes		
13	Expedition	Burns and scalds whilst cooking	<ol style="list-style-type: none"> <li>1. Training in the safe use of cooking equipment.</li> <li>2. Gloves to be worn to handle hot items.</li> <li>3. Correct stove and fuel to be used.</li> <li>4. Avoid spills.</li> <li>5. Fuel carried in approved container.</li> <li>6. Students fully trained on the correct refuelling procedures.</li> <li>7. Students briefed on the appropriate locations to use stoves and that in bright sunlight flames can be difficult to see.</li> <li>8. Students checked on competence to use stoves.</li> </ol>	Yes		
14	Expedition	Fire in tent	<ol style="list-style-type: none"> <li>1. Training.</li> <li>2. Safety brief.</li> </ol>	Yes		
15	Expedition	Sunburn	Sun screen to be used	Yes		
16	Expedition	Blisters	<ol style="list-style-type: none"> <li>1. Boots fitted correctly.</li> <li>2. Quality socks worn.</li> <li>3. Feet prepared properly prior to activity.</li> <li>4. Correct first aid administered.</li> </ol>	Yes		
17	Expedition	Food poisoning	<ol style="list-style-type: none"> <li>1. Training in hygiene of cooking and eating equipment.</li> <li>2. Training in personal hygiene.</li> </ol>	No	Water issued by G4 Staff	Yes

12-07-17

DComdt  
All Coy Comds  
Trg Maj

RSMI

## CACF ANNUAL CAMP SAFEGUARDING PLAN

### References:

- A. ACF Regulations 2016, Section 2, Part 2.1
- B. UNOCINI Framework for Safeguarding in NI.

### General

1. Cleveland ACF County will conduct their annual camp at Ballykinler CTC over the period 22 Jul – 5 Aug 17. The normal duty of care towards the cadets as applicable to young people equally applies in Northern Ireland; i.e. the outcomes are the same; but some of the procedures differ slightly.
2. I place Safeguarding high on my priority list and there is to be no compromise when the safety and welfare of our young people are concerned. Every adult who is on camp is to meet my expectations of high standards of care towards our young people. There are no exceptions.
3. As Commandant I am the Duty Holder with regard to Safeguarding and the DCE and Lt [REDACTED] are the managers of the Safeguarding Framework supporting me. All queries should be directed to either one of them if any Cadet or Adult has a query or concern regarding safeguarding on Annual Camp.
4. The following information in the letter is to help all adults understand how safeguarding is to work on annual camp this year.

### Some Safeguarding Basics

5. Everyone who has attended Annual Camp will have had the annual Safeguarding update from the DCSO. As a refresher please note the following points:
  - a. Remain vigilant for signs of abuse/inappropriate behaviour of cadets by either Adults or cadets.
  - b. Report any concerns you have using the County concerns form.
  - c. Treat everyone with respect.
  - d. Constructive praise is a powerful force to change behaviour.
  - e. When giving feedback to a cadet deal with the behaviour, not the person.
  - f. Always be visible to another adult when dealing with a cadet.
  - g. Should an occasion when you need to be alone with a cadet you must inform the DCSO or Coy Comd. Spend the minimum time necessary alone with the cadet. The DCSO or

Coy Comd should note where you are and will check frequently. A written record of this is to be made and passed to the DCSO<sup>1</sup>This is about safeguarding both parties.

- h. Be with another adult if there is a requirement to enter cadet accommodation.
- i. Do not enter the accommodation of the opposite gender.
- j. Do not treat cadets to drinks <sup>2</sup>or snacks whilst on camp.

6. The DCE will brief all adults on this plan on the first evening of Annual Camp.

### **NI Procedures**

7. The procedures for dealing with Safeguarding are slightly different in NI than England. However, should an adult have a concern about a young person they are to take the following action:

- a. **If you believe there is an immediate threat to life or safety they should call 999 and report the incident to the Police Service of Northern Ireland (PSNI). Then call the DCSO.**
- b. If there are other safeguarding issues they should call the County DCSO immediately, or at the earliest opportunity. Contact details are given below. The adult should use the County Concerns Report Form. Copies are held in each of Company Offices.
- c. The DCSO will contact the Gateway service team of the South East Area Trust who will provide advice and guidance on the next steps.

### **For adults who witness or are reporting a safeguarding incident:**

- 8. Place the young person(s) in a place(s) of safety with an adult(s) watching over their welfare. This adult(s) is to be monitored by a second adult.
- 9. If an adult is involved place that adult in a location where they are not in contact with other adults or cadets.
- 10. If the person is in immediate danger call 999, take steps to minimise the threat and inform the PSNI who will provide further guidance.
- 11. Call the DCSO who will provide further advice on what action to take.
- 12. Do not attempt to interview any party involved in the incident.

### **Procedures if a Cadet makes a disclosure**

- 13. This is part of the Annual Safeguarding brief.
- 14. Here is a short reminder:
  - a. Tell the young person they will be listened to. Reassure them what they say will be in confidence but, you have a duty to report what they tell you to the DCSO and the local authorities who are responsible for safeguarding young people.
  - b. Listen to what the young person tells you.

---

<sup>1</sup> Ton include Date, Time Location, Time spent alone with cadet, reason and description of what was said and any actions conducted.

<sup>2</sup> Which includes alcoholic beverages.

c. Take notes as comprehensively as possible and then pass to the DCSO. Use the County Disclosure reporting form and attach any notes taken at the time. Copies are held in the CEO's office. Copies are held in each of Company Offices.

d. Do not ask questions of the young person.

#### **DCSO Procedures**

15. If an incident is reported by either an adult or cadet ensure the parties involved are in a place of safety or isolated from the remainder of the camp personnel and are monitored

16. If an emergency the Police will be involved and you are the Liaison

17. If the incident is not an emergency contact the SE Trust Gateway and they will provide guidance on how to proceed.

#### **18. Contact Details:**

PSNI – 999

County DCSO

DCE NE RFCA [REDACTED] (22/23 Jul and 26/27 Jul)

All other times: [REDACTED]

SE Trust Gateway:

Office hours: 0300 1000 300

Out of Hours:

028 950 49999

028 905 65444

NSPCC: 0808 800 5000

Home LADO Contacts in the Tees Valley Children's Hub Leaflet. Copy held in CEOP's office. Only the DCSO should make contact.

#### **Actions to take should a cadet be involved in a Police Safeguarding Investigation**

19. DCSO is to inform the Cadet's Parents:

a. Stating that their child has been involved in a safeguarding incident and that the police are conducting an investigation. Reassure the parents that the PSNI will advise them of the details of the incident

b. The DCSO is to give the parents the contact number for the police.

c. No further information is to be given to the parents as this may potentially compromise the police investigation.

20. The DCSO is to have a dialogue with the parents to see if they wish to travel to NI to be with their child. The County Non Public Fund will pay for T&S whilst the County is at annual camp. Thereafter T&S becomes the parents' responsibility.

21. In the context of funding travel and subsistence; we make no distinction whether the cadet is a victim or perpetrator, until any Police charges are made.

22. The DCSO is to make the necessary travel arrangements in conjunction with the County AO back in Cleveland.

### Summary

23. We are here to give the Cadet in the County a fun and challenging experience. Part of that is to ensure we have our safeguarding framework in place and that every adult accepts no compromise when it comes to the safety and welfare of our cadets.

24. Their parents have given us a huge responsibility to care for and help them grow their children into constructive citizens who are a success in their respective lives.

25. Treat their children with the respect they deserve. If you have any doubts or questions contact me or the DCSO.



Commandant

August 2017

See Distribution

**THE INFORMATION IN THIS LEARNING ACCOUNT (1a) IS BASED UPON INFORMATION KNOWN AT THE TIME OF SIGNATURE AND MAY BE INACCURATE; CONSEQUENTLY IT MUST BE VIEWED AS A PROVISIONAL REPORT AND NOT A DEFINITIVE VERSION OF EVENTS.**

**LEARNING ACCOUNT – CLEVELAND ARMY CADET FORCE (ACF) ANNUAL CAMP 2017 MOURNE MOUNTAINS 2\* AND DUKE OF EDINBURGH EXPEDITIONS – 1-2 AUGUST 2017.**

References:

- A. ACF Regulations 2016.
- B. ACF APC Training Manual -- Chapter 8.
- C. Army Cadet AT and OCP Manual (Army Code 71849).
- D. Duke of Edinburgh's Award Expedition notification process NI.  
<http://www.dofe.info/en/content/cms/leaders/expedition-areas/mournes/>  
[http://www.dofe.info/en/content/cms/takepart/notice-boards/northern-ireland/northern\\_ireland\\_exp/](http://www.dofe.info/en/content/cms/takepart/notice-boards/northern-ireland/northern_ireland_exp/)

1. **Overview** The event was part of Cleveland ACF's annual Camp over the period 22 Jul - 4 Aug 17; held at Ballykinler CTC, Northern Ireland. Over the period 1-2 Aug there were two expeditions groups in the Mourne Mountain Areas:

- a. APC 2\* and Dof E Expeditions in the Slieve Binnian/Analong River area (south Mourne Mountain Area)
- b. 3\* Expedition – Slieve Donard and Meelmore area (North Mournes - Donard area).

2. The former was a large group comprised of 72 Cadets; split into 8 teams of 9 cadets. Each group has a nominated AI Team Leader. Although when SI [REDACTED] came down with a medical issue the DofE Officer took the decision to join two groups together under one Team Leader.

3. [REDACTED]

4. **Background** The expeditions were part of Cleveland ACF Annual Camp. The expedition group was a mixture of the following:

- a. Duke of Edinburgh Bronze Award Qualification Expedition – 1x Group of 9 cadets
  - b. Duke of Edinburgh Bronze Award Practice Expedition – 2 x Groups of 9 cadets in each group.
  - c. 5 x ACF APC 2\* qualification expedition groups.
  - d. Each group had a nominated ACF Adult Volunteer Team Leader.
5. The overall expedition package lead was [REDACTED] ACF – Cleveland ACF County DofE Officer. Copies of all adults and cadets on the expeditions is attached.
6. The expedition was conducted in the Southern Mourne Mountains around the Annalong River Valley up to the area between Slieve Lamagan and Rocky Mountain. The Mourne Mountains area is classified as Wild Country by the DofE.
7. Copies of the route card and maps are attached.
8. A generic risk assessment was constructed. However, the majority of the cadets had not conducted expeditions in mountainous areas prior to this expedition package.
9. Kit Checks against the Admin instruction kit list were made before the Cadets departed on 1 August 2017.

#### 10. **What Happened**

**1 Aug 17.** The groups made their way to the designated campsite without incident. There was a river crossing to make over a prepared crossing point using stepping stones.

**2 Aug 17** Overnight the weather had deteriorated and was raining consistently and heavily. The adults leading the groups decided to change course as the route included a river crossing that was no unfordable. The groups retraced their steps from the day before; which meant that the groups had to make a river crossing. The river was too fast and deep to ford. [REDACTED] The team leaders instructed the groups to erect their tents for shelter. Between 1045hrs and 1130 hrs the Team leader SMI [REDACTED] called the emergency services. After calling the emergency service a team of adults and ACF Professional Support Staff arrived to assist the groups. The mountain rescue team and emergency services arrived approximately an hour later and assisted with the extraction of the cadets and adults from the area.

#### 11 **First Aid/Medical Arrangements** The party requested and was issued with:

- a. 3 x Life Venture Mountain Leader first aid kits (none of these returned to stores and have been subsequently written off by the Commandant). (14 pax covered by each 1<sup>st</sup> aid kit).

- b. 2 x Army issue 10 pers First aid Pack. (20 pax covered).
- c. The first aid packs covered 62 pax. With approx. 90 pax on the expedition there was insufficient first aid cover for the total party.
- d. 1 x Sports leader pack held in a minibus.
- e. 1 x Army issue stretcher (Carried by one group).
- f. Mobile phones were carried by Team leaders.
- g. 8 x Icom 2 way radios were issued to the group.

12. **Why the incident happened** The incident happened through a mixture of factors:

- a. The planning was not conducted with sufficient due diligence. The classification of the terrain effected the planning and preparation of the expedition.
- b. The weather conditions deteriorated quickly overnight and unexpectedly the groups found themselves in difficulty conditions that they were unprepared nor experienced to deal with. There was not sufficient notice take of the weather forecast before or during the expedition through the use of dedicated mountain weather sources.
- c. Sufficient notice was not taken of the use of best practice kit lists and appropriate training given to cadet on how to pack a rucksack for an expedition.

13. **Immediate issues that have been identified**

a. **Issue 1**

**Issue – Terrain allocated the wrong classification – DofE Expeditions.**

**Observation** The planning assumption was made on the basis the expeditions were to be conducted in “normal country.”

**Discussion** The expedition groups were a mixture of DofE and APC 2\* expeditions. Simple research and a dialogue with the ATC DofE officer highlighted that there is a clear process to gain permission from the DofE organisation on designated wild country areas. The Mourne is a designate wild country area by the DofE.

This would have triggered the DofE officer to apply for permission to run the expeditions using the Green Expedition Notification forms.

Consultations with a NI DofE assessor on the route of the expeditions highlighted that DofE NI only gives permission for Bronze Expeditions in the Mourne in exceptional circumstances.



**Telephone conversation with the DofE officer highlighted he was unaware of the DofE notification process for Wild Country areas. He took the word of an AT Consultant employed by the County to deliver activity packages during the camp during the Annual Camp recce.**

**A simple check with the DofE Governing body would have clarified the classification of terrain and given firmer direction to the planning of the DofE expeditions.**

**Conclusion** The DofE officer made a number of erroneous assumptions based on incomplete knowledge of the DofE expedition planning process in NI; the prime one being the classification of terrain. Had he consulted with the governing body for DofE he may have taken a different approach toward the planning of the expedition.

**Recommendation:** Any future DofE expeditions in any of the 32 areas classified by the DofE must have a Green notification form accompanying the planning documentation and be signed by the TSA.

b. **Issue 2**

**Issue – Terrain allocated the wrong classification – 2\* Expeditions.**

**Observation** The APC syllabus has clear definitions on types of terrain and the qualifications and adult to Cadet ratios. It also has a strongly worded sentence on 2\* cadets should not be conducting expeditions in Wild Country.

**Discussion** The APC Syllabus is very clear in its definition on terrain has a number of classifications as shown in Page 1B-1 to Reference C. In this case planning was made on the assumption that the terrain was classed as Normal Country, which has the following definition in Reference C:

**Normal Country – Enclosed Farmland** on page 1C-1 the fuller definition is Lowland areas which are not more than 90 minutes from a refuge (a road accessible by a road going ambulance or a permanently inhabited building served by such a road).

**Wild Country (Mountainous)** – mountainous areas containing steep rocky ground requiring technical skill and exposed to harsh and unpredictable weather, where walkers are dependent on themselves and remote from immediate help.

The Mourne Mountains fulfils the latter of these two categories. The definition is regardless of height above sea level.

Had the recommendation in 1 above been followed prior to the expeditions the DofE officer, who was expedition leader would have changed the expedition planning detail in that:

The ratios of 1:6 instead of 1:9 would have been adhered to.

Each group would have been supervised/accompanied by a ML(S) qualified adult instead of a person who has demonstrated outdoor ability and supervisory skills through experience of prior walking and lightweight camping.

**Conclusion** The wrong classification of terrain caused a number of erroneous planning conclusions to be made with respect to the experience of cadets, adult to cadet ratios and how the groups were prepared for the expeditions.

**Recommendation** The APC Star Syllabus and Dof E processes should be looked at to see if there are any areas in the latter that could be used to improve Reference C.

c. **Issue 3**

**Issue – Weather Forecast checks**

**Observation** The only weather check completed was done using a simple weather app similar to the BBC weather app; Accuweather.

**Discussion** Protocol for expeditions in mountainous areas and other areas is for a checking of the weather forecast for the duration of any expedition. There are a number of specialist web sites providing detailed weather forecasts for expeditions.

No specialist weather forecasts were sought prior or during the expedition.

**Recommendation** Training is given to the County AT and DofE officers in the use of specialist weather websites; especially wild country areas as classified by the DofE.

d. **Issue 4**

**Issue – Feeding of cadets**

**Observation** One statement highlighted that many cadets were unable to have a breakfast on the morning of 2 Aug due to pressure to get moving by the CFAVs leading the groups.

### **Discussion**

Low energy levels from a lack of breakfast in a significant number of cadets no doubt contributed to the resilience of cadets in adverse weather conditions and their ability to cope physiologically with the wet windy weather.

### **Recommendation:**

CFAVS should be made aware of the importance of maintaining energy levels during strenuous activities.

## **e. Issue 5**

### **Issue – Use of water proof clothing during incident**

**Observation** A dialogue with the CSA has highlighted that on handing kit back in the same day water proofs in a significant number of cases were found in the bottom of rucksacks and unused (dry).

### **Discussion**

A kit check was completed prior to the departure. Every cadet had a set of waterproof clothing. Anecdotal evidence from the County CSA is that when the equipment was returned to him on 2 Aug the waterproofs were in the bottom of the ruck sacks and unused.

Effective packing of rucksacks is part of the DofE Syllabus and the APC expedition syllabus. Clear guidance and pragmatic advice it to ensure waterproof clothing is easily accessible at all times in a rucksack.

### **Recommendations:**

That packing and carrying of equipment is a distinct lesson in Reference B -- Section 5 Load Carrying. This particular lesson should be revised to incorporate accessibility of waterproofs. This is an example of good cross-pollination with the DofE which has a good schematic on how to pack a rucksack. Note how explicit the position of waterproofs is on the diagram.

[https://www.dofeshopping.org/wp-content/uploads/2016/08/How\\_to\\_pack\\_your\\_rucksack\\_image.pdf](https://www.dofeshopping.org/wp-content/uploads/2016/08/How_to_pack_your_rucksack_image.pdf)

There is no mention of waterproofs in the current Instructors notes on Reference B.

Adults leading or supervising expeditions should ensure waterproof clothing is easily accessible at the start and during expeditions.

f. **Issue 6**

**Issue – Kit Lists**

**Observation** No survival bags were issued to any of the groups. The kit list was not detailed enough in the administration instruction to give novices sufficient guidance on what or how to pack for a demanding overnight expedition.

**Discussion** DofE Kit list provided a sufficient level of guidance on what to pack for an expedition, it also includes survival bags to be carried by groups. None were issued. This could have prevented some of the cadets becoming hypothermic than the tents the groups tried to use in the emergency situation.

**Recommendations:**

Expedition kit lists to use DofE Kit list as a start point with omissions as an exception with reasons justified.

Survival bags to be mandatory part of group kit lists for all expeditions.

g. **Issue 7**

**Issue – Checks of Planning by External Commercial Providers**

**Observation** The TSA has no requirement to scrutinise expeditions supervised by an external provider.

**Discussion** In this case the TSA does not have a requirement to make checks on expeditions being provided by a commercial provider. AS he was assured that the 2\* expeditions were being provided under a commercial provider there is not the mandatory requirement for the TSA to make the appropriate checks.

In this particular case is clear that the external provider was only engaged to provide climbing, abseil and scrambling activities once the cadets had reached the campsite

**Recommendations:**

TSAs are given the remit to scrutinise all expedition planning regardless of provider. This is to ensure all the requirements of Section 4 to Reference D have been complied with.

g. **Issue 8**

**Issue – Emergency Planning readiness**

**Observation** Anecdotal evidence suggests that Cadet HQ staff needed training in emergency planning.

**Discussion** There was shown to be a need for the Cadet HQ to have training in emergency planning, especially during periods of annual camp. This would assist with the dealing with the Press, Parents and local emergency services etc.

**Recommendations:**

HQ RC consider this as part of the requirements of the DDH to hold a practice and provide the training and resources to conduct an exercise at least once before the commencement of annual camp periods.

14. **Good Practice – Detail of Good Practice Identified** The actions by the Adult Staff on the ground in difficult weather conditions greatly assisted with the extraction to a place where the cadets and adults could be extracted with greater ease.

15. Their action was prompt and apposite that prevented a situation from becoming more serious in terms of human cost than it actually did.

#### **Immediate action to prevent recurrence**

16. **Scrutiny of expedition planning.** All future expeditions are to be scrutinised by the TSA until further notice and a suitable qualified CFAV is appointed as AT and/or DofE Officers.

17. Any expedition is scrutinised by a qualified person with at least one of the following MLTB Qualifications<sup>1</sup>:

- a. Lowland Leader
- b. Hill and Moorland Leader

18. The County should consider obtaining a number of personnel qualified in each of these National Qualifications. These qualifications are available through CCAT.

19. I would also recommend that the county take full advantage of the Mountain First aid course being run by CCAT.

#### **20. Kit Lists**

a. Expedition kit lists to use DofE Kit list as a start point with omissions as an exception with reasons justified. I recommend that the Cadet AT publications look to this as a start point for the publication of their own APC Expedition kit list.

b. The APC lesson plans on expedition planning (Reference B) need review to include resources to enable the lesson series to be delivered by an instructor with little or no experience. Another suggestion is that this is removed from the APC Syllabus book (Reference B) and placed within Reference C.

c. Survival bags to be mandatory part of group kit lists for all expeditions at a ratio of at least 1 bag per 2 participants.

21. **First Aid Requirements** There must be a first aid requirements paragraph in future exercise instructions. This should detail how first aid is to be covered during the expedition. There was no first aid requirement detailed in the Admin Instruction to guide the CQM/CQMS on what was needed for the Expedition period. Consequently as shown above there was insufficient First Aid coverage for the expedition party.

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<sup>1</sup> These are the minimum qualifications and scrutiny is only permitted for the terrain for which they are qualified. Where mountainous terrain is being used the County should seek guidance from a current ML.

**Future recommendations for consideration:**

22. **TSA**s – As policy consideration HQ RC should consider how far should TSAs go towards the scrutiny of all Cadet Expeditions to provide an additional level of scrutiny for Af and DofE Officers regardless of provider. In this case there was no scrutiny by the TSA, as he was informed the Expeditions were being run by an external commercial provider.

23. **APC Expedition Syllabus.** The APC Expeditions should reflect the guidance given for DofE expeditions with regard to classification of terrain etc. My recommendation is that APC expeditions fall under the remit of the DofE officer and the same planning process is used that includes the TSA, regardless of type of expedition or provider.

24. **ML Qualified person:** The commandant should consider having an experienced ML qualified advisor on the county HQ staff or on a consultancy basis to scrutinise all expedition planning at for Mountainous terrain. There is currently no suitable qualified person in the county for these type of expeditions.

  
Deputy Chief Executive

**MINUTES OF THE COMDT CONF**  
**HELD ON WED 27 SEP 2017 AT CHO STOCKTON RD**

Present:

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Comdt  
CSA for QM  
Training Major  
OC A Coy  
OC B Coy  
OC C Coy  
PRO / Admin  
DofE Officer  
RSM  
TSA

Apologies:

[REDACTED]  
[REDACTED]  
[REDACTED]

Dep Comdt  
Sports Officer  
AT Officer

1. The meeting opened at 1900hrs.
2. The Comdt spoke on the following points:

SUBJECT	ACTION
<b>Mournes Incident</b> Reviews should now be complete  [REDACTED] [REDACTED] [REDACTED]	

3. The Dep Comdt was not present:

SUBJECT	ACTION



4. The CEO was spoke on the following points:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

<b>Annual Camp PXR</b> This year's now complete but lacking in detailed critique of areas that did not work well or suggested improvements. Future PXR's to include such detail.	
[REDACTED]	[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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Distribution:  
All those present

DAIB/17/018

21 August 2017

See Distribution

**DAIB/17/018 - DEPLOYMENT RECORD INTO AN INCIDENT INVOLVING ARMY CADETS DURING A HILL WALKING EXPEDITION IN THE MOURNE MOUNTAINS, NORTHERN IRELAND ON 2 AUG 17**

References:

- A. AC 14233 - Army Cadet Force Manual.
- B. AC71101 - Army Cadet Training Manual.
- C. JSP 419 - Adventurous Training in the UK Armed Forces.
- D. AC 71849 - Army Cadet Adventurous Training and other Challenge Pursuits Manual.

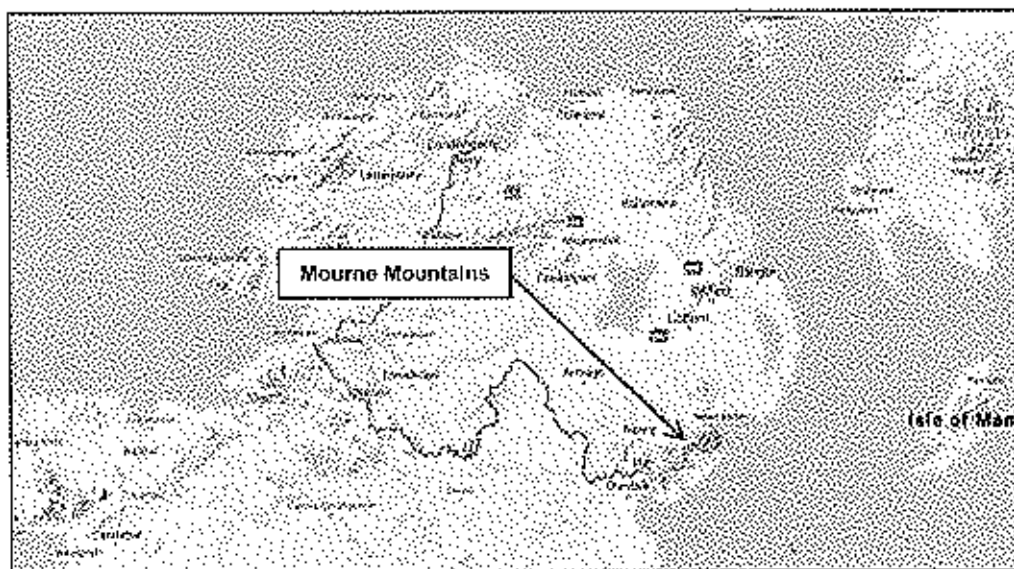
**Handling Instruction.**

This record provides a brief summary of the information gathered during the DAIB's recent deployment to the above incident. Based on this information, it has been determined that a DAIB safety investigation is not required. Should further information come to light, which may impact that decision, the DAIB should be contacted for further advice.

The record is not the result of a full investigation and thus any information or analysis contained therein should *not* be considered as definitive. This record is *not* a substitute for a unit or other investigation by the relevant chain of command, nor does it preclude further consideration by the relevant Regulator or other authority.

**Introduction**

1. **Notification.** The Defence Accident Investigation Branch (DAIB) was initially notified at 1458 on 2 Aug that a group of Army Cadets and Adult Instructors from the Cleveland Army Cadet Force (ACF) had got into difficulties during a walking expedition in the Mourne Mountains, Northern Ireland (see Figure 1) resulting in 8 Cadets being rescued by the emergency services.



**Figure 1 – Mourne Mountains, Northern Ireland**

2. **Deployment.** A decision was taken to deploy an investigation team of 3 x DAIB Investigators (1 x Ops and 2 x Eng), who arrived in Ballykinler, Northern Ireland on 3 Aug. The aim of the DAIB deployment was to conduct a triage of the occurrence to enable determination of the appropriate level of any required safety investigation.

### Narrative

3. The Cleveland ACF deployed to Ballykinler Camp on 22 Jul for their 2 week annual camp (Exercise EMERALD BULL) with 273 Cadets and 65 Adult Instructors. The aim of the camp was to provide an opportunity for the Cadets to progress along the Army Proficiency Certificate (APC) programme (References A and B), which included ranges, fieldcraft exercises, adventure training, cultural visits and a hill walking expedition. During the hill walking phase of the camp 18 of the Cadets were attempting the Bronze level Duke of Edinburgh's (DofE) Award, 9 Cadets were practising for the DofE Award and 46 Cadets were conducting a physical pursuit exercise as part of their 2 Star<sup>1</sup> APC progression military training<sup>2</sup>.

4. The hill walking expedition was a 2 day activity starting on 1 Aug from a car park (see Figure 2, Start Point), followed by an overnight camp (see Figure 2, Camp Site) and returning to a car park (see Figure 2, Finish Point) on 2 Aug. The Cadets were divided into 8 teams of between 9 and 10 Cadets accompanied by an Adult Instructor, except for Teams 4 and 7 which were each led by a Cadet. The walk on 1 Aug passed without incident, in good weather, with all teams successfully navigating to the camp site. On arrival the DofE Cadets completed a number of other planned activities (climbing, abseiling and caving) as part of their Bronze Award; this was facilitated by an external provider (Pathways)<sup>3</sup>.

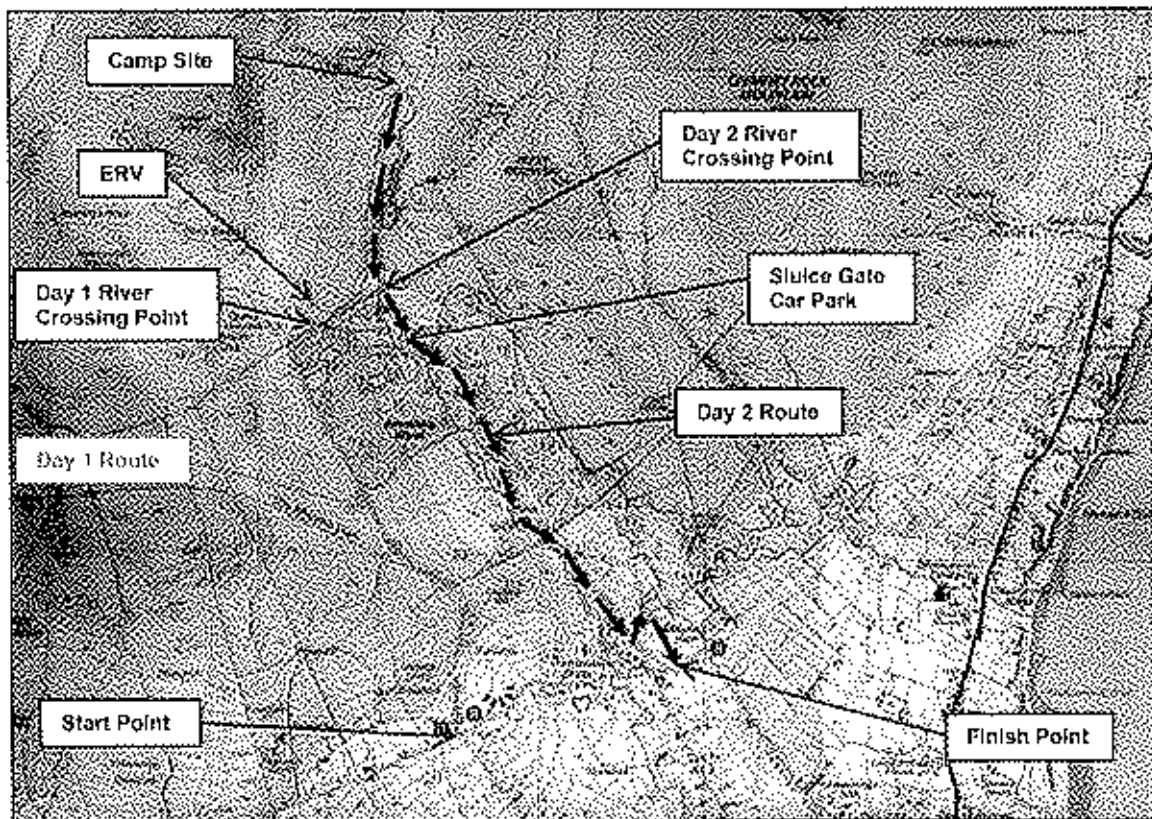


Figure 2 – Route Map Day 1 and 2

<sup>1</sup> The APC Star progression gets more challenging each year, with Cadets rising through the star levels to achieve 4 Star or even Master Cadet level over time.

<sup>2</sup> The remaining 200 Cadets were involved in other activities in accordance with the Training Programme.

<sup>3</sup> Pathways has over 30 years experience in training and supporting young people using fully qualified and accredited instructors to teach outdoor pursuits, team-building and leadership skills ([pathwayactivities.co.uk](http://pathwayactivities.co.uk)).

5. During the evening of 1 Aug the weather changed with rain falling for most of the night. At 0830 on 2 Aug the Exercise Director contacted one of the Team Leaders by telephone to inform him that because of the bad weather the teams were to move off the mountain ahead of schedule. At approximately 0930, after packing their tents and personal equipment, the teams moved from the camp site at intervals of 5 -10 minutes. The order of march was Team 3, Team 1, Team 2 (including Team 4), Team 8, Team 6 (including Team 7), and Team 5. During the movement down the mountain the teams moved at differing speeds which led to Team 3 being overtaken by Team 1, Team 2 (including Team 4) and Team 8.

6. Therefore, Team 1 arrived at the Day 2 River Crossing Point (see Figure 2) first and decided that although the river was in spate<sup>4</sup>, it was passable. Team 1 successfully crossed the river and continued to the finish car park, arriving at approximately 1030. They were met by the Exercise Director and the crew of the support vehicle; the Exercise Director then drove Team 1 back to Ballykinler Camp.

7. Team 2 (including Team 4) and Team 8 were the next teams to arrive at the Day 2 River Crossing Point and were joined here by Team 3. They deemed the river to be impassable, at which point a telephone call was made to the Exercise Director to inform him of this. The Exercise Director told them that there was a passable bridge upstream of their location and they should use this to cross the river. After searching up stream for the bridge for approximately 200 - 300m a decision was taken by the Leader of Team 8 that the ground was unsuitable for the teams. This information was communicated to the Exercise Director via a civilian hand held radio, and a decision was taken to revert to the route used on Day 1 to extract the remaining 7 teams from the mountains.

8. Team 6 (including Team 7) and Team 5 were moving together along the Day 1 route when a member of Team 6 'collapsed'. After initial treatment the Cadet informed the Team Leaders that she was well enough to continue, and therefore the teams moved off in a south-westerly direction towards the Day 1 River Crossing Point. However, a short while later the same Cadet 'collapsed' again and a decision was taken by the Leader of Team 6 to erect a tent to provide shelter whilst treatment was administered; this location became known as the Emergency Rendezvous (ERV) Point (see Figure 2). The other Team Leaders were notified by radio of the situation and this resulted in Team 2 (including Team 4), Team 8 and Team 3 all making their way to the ERV. After an initial period of treatment, and no apparent improvement in the condition of the Cadet, a decision was made between Team Leaders 6 and 5 that the emergency services needed to be called. At approximately 1113 Team Leader 6 dialled 999 and informed the controller that they had a casualty, in addition to another 73<sup>5</sup> Cadets on the mountain.

9. When the other teams arrived at the ERV it was discovered that a number of the Cadets were suffering from lower limb injuries and the effects of the cold and wet weather. First Aid was administered by the Adult Instructors and Cadets to those in need in hastily/partially erected tents, however some Cadets were lying on the ground exposed to the elements. The Leader of Team 8 tasked some of the Cadets to erect more tents while he checked for casualties; [REDACTED] Subsequently, the Team Leaders began treating casualties and relaying information from the mountain to the Support Team at the Finish Point.

10. On receiving a situation update from the Leader of Team 5 the Support Team decided to make their way to the ERV with the support vehicle and 2 others minibuses that had arrived at their location. Having secured access through a locked gate, they moved along the track through Annalong Wood (the reverse of the Day 2 Route) to the Sluice Gate Car Park (see Figure 2). During this journey the convoy was joined by an Ambulance. On arrival at the Sluice Gate Car

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<sup>4</sup> A sudden flood in a river, especially one caused by heavy rains or melting snow.

<sup>5</sup> At this point there were in fact only 64 Cadets and 5 Adult Instructors on the mountain.



[REDACTED]

Park the Paramedic from the Ambulance and the Support Team dismounted to travel on foot to the ERV. They eventually arrived at a location where they could see the ERV but could not reach it due to the swollen river. Therefore, a decision was taken to look for an alternative route through Annalong Wood to the ERV. Whilst looking for an alternative route they met up with a member of Pathways who had been alerted to the incident and had deployed to the area to assist. He produced a rope which the Support Team used to cross the river to get to the ERV. On arrival at the ERV the Paramedic began the process of triage, while the Support Team began heating and distributing food and drink to the Cadets and Adult Instructors.

11. At an unknown time the Mountain Rescue Team arrived on the scene and sought to determine which Cadets were fit to walk from the mountain and those who would need to be stretchered off. Forty-five Cadets walked off the mountain under the control of the Mountain Rescue Team and the Leader of Team 8. A further 19 Cadets were stretchered from the scene and transported to the Start Point Car Park (see Figure 2) which acted as the Incident Control Point (ICP) for the Emergency Services.

12. [REDACTED]

[REDACTED] The remainder of the Cadets and Adult Instructors were taken to Annalong Community Centre for triage and treatment. All of the Cadets and Adult Instructors had returned to Ballykinler Camp by 2230.

### Observations

13. Although no detailed investigation or analysis of this accident was conducted, the following observations were noted during the DAIB deployment:

a. **Terrain classification.** The Exercise Director had assumed that the Mourne Mountains were classified as 'Normal'<sup>6</sup>, and therefore planned the expedition for both the 2 Star ACP training and the DofE expedition based on that assumption. This was incorrect as the Mourne Mountains are classified as 'Mountainous - Wild Country' due to the harshness and unpredictability of the weather in that area. Therefore, initial analysis suggests that the Mourne Mountains were not suitable for 2 Star ACP training, despite the activity taking place in the lowlands (less than 600m above sea level). The Mourne Mountains may be suitable for DofE Bronze Award training because the area has been used by Northern Ireland based civilians and Cadets in the past.

b. **Risk assessments.** The Risk Assessment (RA) for both the 2 Star ACP and the DofE activities were combined into a single generic document which was produced in Jun 17. Initial analysis suggests that the RA was not fit for purpose as some of the hazards and mitigations/control measures identified were not adhered to i.e. instructor ratios, water obstacle crossings, pre-existing medical conditions<sup>7</sup> and body weight to carried load ratio, nor were they briefed to the participants. Additionally, the hazards and controls identified for inclement weather were assessed as inadequate for the Mourne Mountains. The Risk Assessment should have been updated on arrival in Northern Ireland, and particularly after the Exercise Director had completed his recce of the routes on 29 Jul.

<sup>6</sup> Normal is defined as lowland areas which are not more than 30 minutes from a refuge (a road accessible by a normal road-going ambulance or a permanently inhabited building served by such a road) and less than 600 metres above sea level. Wild Country is defined as mountainous areas containing steep rocky ground requiring technical skill and exposed to harsh and unpredictable weather, where walkers are dependent on themselves and remote from immediate help (JSP 419, Chapter 2, Section 4 (Reference C) and AQ71849, Annex B, Section 3 (Reference B)).

[REDACTED]

████████████████████

c. **Emergency planning.** During the planning phase there were no alternative routes or ERV points identified or briefed to the participants. Although an ERV had been established during the incident, this was not pre-planned and only became an ERV as the incident unfolded.

d. **Qualifications and Supervision.** Initial analysis could not determine the level of qualifications and experience required to lead and supervise the Cadets during the expedition for both the 2 Star and DofE Teams. It is suspected that some of the leaders/supervisors were not sufficiently qualified or experienced to lead expeditions in the Mourne Mountains, and this became apparent as the incident unfolded as they were unable to deal with the situation. Also, there was a lack of adequate supervision for 2 of the teams as Team 4 and Team 7 did not have an Adult Instructor specifically dedicated to their team, and therefore they were effectively led by a Cadet for the 2 days of the activity.

e. **Instructor to Student ratios.** Initial planning for the 2 Star activity was based upon a 'Normal Country' terrain instructor to student ratio of 1:10<sup>8</sup>. However, this was exceeded on the first day with the loss of the Leader from Team 7, which effectively meant that the Leader from Team 6 was responsible for 19 Cadets (a ratio of 1:19). Also, the Leader of Team 4 did not deploy with his Team on the first day, which left the 2 DofE Teams with only one Leader for 18 Cadets (a ratio of 1:18) which exceeds the recommendation of teams of 4 - 7 students<sup>9</sup>. Therefore, the student to instructor ratios were exceeded for the 2 Star and DofE teams, during the planning and deployment. On arrival at the ERV on 2-Aug there were only 5 Adult Instructors with the 64 Cadets remaining on the mountain (a ratio of almost 1:13) which exceeded all of the recommended ratios.

f. **Personal equipment.** All Cadets were issued with some equipment for the expedition including waterproof clothing<sup>10</sup>. As this clothing was Personal Protective Equipment (PPE) it should have been checked to ensure that it was suitable for the intended activity. The Cadets who were interviewed stated that the waterproofs kept out the rain for only 10 - 15 minutes and after that were effectively useless as PPE, with all stating that they were soaked through 'to the skin' within 30 minutes. Having inspected the waterproof equipment and listened to the Cadets, it is the opinion of the investigators that the PPE was ineffective and unsuitable for use in anything other than a light shower. Also, PPE should be subject to a mandatory routine inspection and be checked for serviceability before use; no records were available and there was evidence that some of the waterproofs were either unserviceable or in need of repair.

g. **Emergency equipment.** Adult Instructors were directed within the RA to carry emergency equipment, without specifying what this was. Initial analysis suggests very little emergency equipment was carried and that had the Adult Instructors been carrying items such as ropes and space blankets then they would probably have been able to safely treat and extract the Cadets from the mountains without having to call upon the Emergency Services. Also, there were only 6 First Aid kits available for the 8 teams, and those that were available were inadequate in terms of their size and contents.

h. **Communications.** The primary method of communications for the activity was a short range civilian radio system with a fall back plan to use mobile phones, however this was not articulated in the Exercise Administration Instruction. Therefore, it was considered that the communications plan was not sufficiently robust to deal with an emergency situation. Additionally, no spare batteries had been issued with the radios for the activity.

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<sup>8</sup> The instructor to student ratio for 'Mountainous - Wild Country' is 1:6 (References C and D).

<sup>9</sup> Reference A and DofE guidance.

<sup>10</sup> The waterproof clothing was locally purchased by the ACF.

[REDACTED]

i. **Exercise planning.** During the planning of the activity it had been assumed that both activities (2 Star and DofE) could be combined into a single expedition. However, the activities are governed by different rules and guidelines which led to a degree of confusion as to the requirements for each i.e. location of the activity, supervision, qualifications and instructor/student ratios.

j. **Command and control.** The Exercise Director maintains that he delivered a centralised briefing to all participants prior to departing from Ballykinler. However, many of the Cadets and Adult Instructors did not recall receiving this brief and were therefore unaware of the procedures to be adopted in the event of an emergency. Additionally, on 2 Aug the Exercise Director had left the exercise area in order to drive Team 1 back to Ballykinler, and therefore he was not in a position to exercise effective command and control of the incident, or provide advice and guidance to the Adult Instructors.

k. **DofE expedition.** It was unclear whether the expedition met the conditions required by the DofE Bronze Award scheme as the planned distance was only approximately 9kms; the requirement is for an expedition of 24kms<sup>11</sup>. Additionally, it was unclear on how the Assessor and the Supervisor of Team 4 would be in a position to assess the teams during the expedition. The Assessor (who was also the Exercise Director) and the Supervisor were not in the vicinity of the overnight camp site, and on Day 2 they were both waiting at the Finish Point. Additionally, the Supervisor for Team 4 did not deploy with his team on either day, leaving that responsibility to a Silver DofE Cadet; it is unclear whether this was permitted under the DofE assessment guidelines.

l. **Weather forecast.** The weather forecast was obtained using a mobile phone which would not have provided the level of fidelity required for an expedition in the Mourne Mountains. There was a Joint Services Mountain Training Centre (JSMTTC) Detachment only 50m from the ACF Offices in Ballykinler Camp who could have provided a more accurate and detailed weather forecast, which would have enabled a more thorough dynamic risk assessment to have been conducted. It was not clear whether the ACF were aware of the JSMTTC Detachment, but it is understood that units are briefed on arrival at Ballykinler of their existence.

m. **Post incident management.** During interview it was noted that some of the Cadets and Adult Instructors had been affected by the incident, however there appears to be no provision for Trauma Risk Management (TRiM) practitioners/coordinators within the ACF.

#### **Further actions and/or lines of enquiry**

14. Following a review of the DAIB Triage Report by DG DSA, it has been decided that a DAIB safety investigation is not required and therefore the DAIB will take no further action. Although the triage is not an in-depth investigation, the DAIB advises that the following actions and/or lines of enquiry are considered by **HQ Regional Command** to help prevent a reoccurrence:

- a. Review and confirm the terrain classification of the Mourne Mountains in terms of their suitability for use by Cadets.
- b. Investigate the detail contained in the ACF Expedition Risk Assessments and associated control measures in order to assess whether the process is being conducted satisfactorily.
- c. Determine the level of qualifications and experience required to lead and supervise Cadets on expeditions, and ensure that this is clearly articulated in the appropriate publications.

---

<sup>11</sup> This is also a requirement of the 2 Star Test in accordance with Reference D.

- [REDACTED]
- d. Review the instructor to student ratios for Cadet activities, and ensure that this is clearly articulated in the appropriate publications.
  - e. Investigate the suitability of the PPE provided for Cadets on expeditions.
  - f. Review what emergency equipment should be carried by Adult Instructors when leading DofE and Cadet expeditions.
  - g. Establish whether combining 2 distinct activities (2 Star and DofE) into a single expedition is a Safe Practice.
  - h. Confirm that the expedition met the conditions required for both the DofE and 2 Star tests in terms of distance, supervision and assessment.
  - i. Review the planning, command and control, and emergency procedures employed on the expedition to ensure they were executed effectively.
  - j. Investigate how ACF expeditions routinely gain weather information, and whether this provides the necessary level of detail to enable accurate dynamic risk assessments to be conducted.
  - k. Review the requirement for TRIM within the ACF, and determine how the ACF would access TRIM practitioners if required.

**Point of contact**

15. The DAIB POC is [REDACTED] Land Ops 2.

[REDACTED]  
Gp Capt  
Hd DAIB

Distribution List:

Action:

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RC-Cdts-XO  
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4Bde-CTT-HQ-OC  
4Bde-Cadets-SO2  
Cleveland ACF-Comdt

25 Aug 17

See Distribution

## **4 INFANTRY BRIGADE POST INCIDENT REVIEW - CLEVELAND ACF MOURNE MOUNTAINS**

References:

- A. Learning Account – Cleveland Army Cadet Force (ACF) Annual Camp 2017 Mourne Mountains 2\* and Duke of Edinburgh Expedition – 1-2 August 2017 dated Aug 17.
- B. DAIB/17/018 - Deployment Record into An Incident Involving Army Cadets During A Hill Walking Expedition In The Mourne Mountains, Northern Ireland On 2 Aug 17 dated 21 Aug 17.
- C. Cadet Advisory Note – 17/001 dated 9 Aug 17.

### **Introduction**

1. This Post Incident Review (PIR) is an initial response to Refs A and B and seeks to where necessary put in place procedures to ensure that such an incident does not occur again. Whilst being careful not to stifle the creativity of cadet activities we must provide assurance to the Army, the CFAVs, cadets and their families that due diligence is carried out before any risk to life activity is undertaken.

### **Background**

2. The two reports at Ref A and B catalogue the contributing factors which led to this incident. The key, overriding factor however is that the rules and regulations which govern expeditions of this nature were not properly followed, and that due diligence was not carried out by the Cadet CoC. In particular, and unusually, the Training Support Advisor (TSA) was not consulted on the details of the plan and was not involved in the verification of the activity. It should be noted that in current cadet policy the formation HQ is not involved in assuring cadet activity.

### **4 Infantry Brigade Recommendations**

3. **Training Safety.** It is critical that all Risk to Life (RtL) activity<sup>[1]</sup> is approved and assured by the Bde HQ through the Cadet Training Team. The TSA is the linchpin within this as he is assigned to the ACF County HQ, and best positioned to work with the Exercise Author to ensure that the training adheres to the mandated safety levels including supervision, risk assessments, equipment and trained personnel.
4. **Safety Management System.** HQ RC are currently developing a Safety Management System which includes a Training Approval Form (TAF) that will be available on the WESTMINSTER platform, this process must ensure that the TSA is involved at all stages of planning, delivery and assurance to eliminate incidents such as these.
5. **Oversight and Assurance.** Delivery of activity can be delegated, but the risk always lies with the DDH (ACF County Commandant). To enable command led assurance, Col Comdts will provide command assurance of RtL activity to the DComd at Bde level Cadet Management Boards.

<sup>[1]</sup> All activity above detachment level that has a degree of risk and is conducted offsite (DofE, military and civilian provider delivered AT, Live Firing, training in unusual climatic conditions, Water Based Activity, Field Exercises, overnight activity)

[REDACTED]

6. **Terminology and Culture.** Risk Assessments in Cadet Safety are referred to as generic or dynamic, the former does not highlight the importance of the document and should be renamed to prevent further lip service being paid to it.

7. **Mixed Training.** The Army Proficiency Certificate (APC), Adventurous Training and Duke of Edinburgh Scheme (DofE) are all governed under different policies. Expeditions under different training policies must be subject to separate risk assessment and planning.

**Summary**

8. There were a number of procedural issues that inherently led to the incident in the Mourne Mountains. It is believed that implementation of the aforementioned recommendations would establish a robust process that would significantly reduce the likelihood of future occurrence.

O W Stokes MBE  
Brig  
Comd 4 Inf Bde and HQ NE

Distribution:

COS RC  
ACOS Cadets

Copy to:

DComd 4 Inf Bde and HQ NE



Deputy Commander  
Headquarters 4<sup>th</sup> Infantry Brigade and  
Headquarters North East  
Baden-Powell House  
Scotton Road  
CATTERICK GARRISON  
North Yorkshire, DL9 3JS

Telephone: [REDACTED]  
Fax: [REDACTED]  
E-Mail: [REDACTED]

Brigadier MP Lowe MBE  
Deputy Commander Cadets  
Headquarters Regional Command  
Floor 1, Zone 3  
Montgomery House  
Queen's Avenue  
ALDERSHOT  
Hampshire  
GU11 2JN

14 September 2017

*Dear Brigadier Matt*

**CLEVELAND ARMY CADET FORCE  
MOURNE MOUNTAINS POST-INCIDENT INVESTIGATION**

The highly publicised incident on the Mourne Mountains earlier this year has been investigated by the Defence Safety Authority and the Brigade Headquarters. These investigations have provided significant detail on what happened, and uncovered some of the issues that led to the incident unfolding in the way it did. The purpose of this letter is to detail where and why those issues arose and offer my recommendations to the Commandant, in order to avoid any repetition.

The Mourne Mountains incident was portrayed by the press as being significantly more serious than it actually was. In reality there was [REDACTED] and a small number of wet and cold cadets, but it could easily have been more serious, and it is clear the conditions for potential and serious failure had existed for some time.

I have conducted a series of interviews with those responsible for training in the Cleveland Army Cadet Force (ACF): the Commandant, [REDACTED] the Duke of Edinburgh's Award Scheme (DofE) Officer and the Training Safety Advisor (TSA).

The genesis of the Mournes incident was in February 2017 when the DofE Officer went on his reconnaissance of Ballykinler. He was given an expedition route, marked map, route card and risk assessment by the Pathway Adventure Activities Group who were to provide some adventure training activities for the County, which he was assured was suitable for Bronze level expeditions and had been used many times by them. As he explained, he believed this removed his planning responsibility, a significant error. He did not



[REDACTED]

subsequently check the area to determine its 'wild country' status, and remained unaware of this until after the incident.

The DofE Officer constructed a plan to deliver the expedition for 50-60 cadets, using County resources. At no time did he intend to use civilian Mountain Leaders (MLs), and this plan was known by the [REDACTED] who discussed it prior to it being published on WESTMINSTER. The only role for civilian MLs was to provide the planned activity at the campsite, in this case scrambling and abseiling. Earlier in the year the TSA had advised the Commandant to cancel an expedition due to a lack of qualified instructors in the County, advice which the Commandant followed, but the TSA was not shown the instruction for the Mourne expedition.

At the pre-Camp Conference, chaired by the Commandant, the expedition was discussed. [REDACTED] briefed that the expedition was being delivered by MLs from a civilian provider, assuring the Commandant and TSA that all qualified personnel and safety measures were in place. The TSA asked if the [REDACTED] wanted him to go over the plan, but was told that wasn't necessary as it was being delivered by a civilian provider. Why the [REDACTED] briefed this plan is not known, although his apparent intention to keep the TSA away from what was actually happening is a cause for concern.

The expedition set off as planned from Ballykinler Camp to the Mourne Mountains. The DofE Officer had walked the route prior to the expedition and was confident that it was suitable. He knew that the ratios for instructors to students was 1:6 for wild country, 1:7 for DofE expeditions and 1:10 for Army Proficiency Certificate expeditions. He remained unaware of the Mourne wild country status, and by now the number of cadets had grown to 77. He realised the best ratio he could achieve was 1:9, and that those cadets who were on the expedition for DofE purposes would not be able to be supervised according to the required ratio. He admits that despite knowing what he was doing was wrong, he did not raise this with the [REDACTED] as he knew no more instructors were available. This failing was compounded when he allowed two of the adult volunteers to spend the night with him in a car park some 2.5km from the expedition campsite. Supervision ratios were now at 1:11, and his location and the campsite were separated by an area of natural water run-off. The MLs had left the expedition once the planned activity was complete.

The DofE Officer's decision to spend the night in a van in a car park was taken on the basis of the assessor having to be remote from the expedition by DofE guidelines. However, having allowed one adult to stay in the van due to a minor medical issue he failed to realise that his responsibility now lay with the safety of the cadets. He could offer no reason why he let the other adult stay overnight in the van.

Overnight the rain came in at an unusually heavy rate and in the morning the decision was taken by the adults at the campsite to make their way off the hill and to camp. They also informed the Mountain Rescue as the waterways that surrounded them were now full and difficult to cross safely with their ACF equipment. The DofE Officer was on the wrong side of one of the waterways, now a torrent, and was unable to assist or advise. This was first known at County HQ when the [REDACTED] phoned him at 0600. The Commandant found out shortly afterwards. The TSA went to County HQ to find out where the civilian MLs were, and was told by the [REDACTED] that the DofE Officer had stood them down. The MLs were never going to be there, less for the planned activity, and this seems a blatant attempt to shift blame to the DofE Officer.

The recovery of the cadets off the hill was well executed when one considers the supervision ratios and the weather conditions. There were no serious casualties and this is testament to the common sense and leadership shown by the adults with the expedition, some of whom

████████████████████

were young adult volunteers who had only recently been senior cadets completing their own DofE Gold qualification. But that the ██████████ was unable to provide nominal rolls to the Commandant or the TSA, or a contingency plan for an early extraction undermined the efforts of these people.

The DofE Officer was honest enough to admit his failings, his misunderstanding of his responsibilities, his naivety in accepting routes and advice from others which he subsequently didn't check, and his poor decision making on the night of the expedition that saw him and two other adults too far away from the cadets to be of any use. He stated clearly that had he known the Mourne Mountains were 'wild country' then the expedition would never have been on the Mournes that night, but his failure to check is a significant one.

Regrettably the ██████████ doesn't consider himself as responsible in any way for what happened, and feels he was misled by the DofE Officer. He considers the DofE Officer to have actively kept the TSA away from the planning of the expedition and to be responsible for the incident. I would suggest that his insistence at the Commandant's Conference that the TSA need not get involved is a decisive point in this catalogue of errors, although his assurances are no reflection of the exercise instruction discussed with and subsequently issued by the DofE Officer. As ██████████ he should have known what was going on, and he either did not, or chose to misrepresent it in a dangerous way.

The TSA considers the responsibility for the poor execution of this expedition to lie with the ██████████. He accepts that ultimately the Commandant is accountable for all activity, but notes that the Commandant relies totally on the advice of the TSA and has yet to disagree with it. Any attempt to keep the TSA away from this activity could have had far more serious consequences than it fortunately did.

The Commandant believes he was kept in the dark over the expedition, as was his TSA. He has lost confidence in his ██████████ and his DofE Officer.

My advice to the Commandant consisted of 3 points:

Get more value from your Deputy Commandant, ██████████. He has responsibilities for training and yet knew no more than the Commandant when the issue broke. He is not a commandant yet, and needs to get his hands a bit dirtier in the planning and supervision of activity.

Remove the ██████████ from appointment. The Commandant has lost faith in his ability to plan and execute training safely.

Consider removing the DofE Officer from appointment. He is responsible for a number of failures, but he accepts these and with retraining and close supervision from the TSA he may be recoverable.

The Commandant agreed with all my conclusions and intends to remove the DofE Officer, having lost trust in him also. He intends to have this done by the end of September and has already identified replacements for these individuals. The North of England RFCA has just appointed a new Cadet Executive Officer and a new QM, and these further changes will herald a 'new guard' with a greater sense of collective and individual responsibility.

What happened on the Mourne Mountains can best be described as a 'near miss'. The Commandant has put into place manpower changes and assurance processes to prevent it

[REDACTED]

happening again, and is working with NE RFCA to ensure that the cadets are provided with the best outdoor equipment possible for future expeditions.

*Yours*

[REDACTED]

Copy to Commander 4<sup>th</sup> Infantry Brigade and Chief Executive NE RFCA

[REDACTED]

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 06 September 2017 08:45  
**To:** [REDACTED]  
**Subject:** FW: Cleveland ACF - TOPL

**From:** [REDACTED]  
**Sent:** 09 August 2017 15:21  
**To:** [REDACTED]  
**Cc:** [REDACTED] >  
**Subject:** RE: Cleveland ACF - TOPL

[REDACTED]

We at the CRAC received notification that the Cleveland Cadets were going to be conducting their Duke of Edinburgh on the Mournes.

We at the CRAC do not give permission for Cadet Activity when they are conducting training in civilian clothing, if we are informed, we log the activity only.

Apart from the TOPL request that you sent to myself on the 24 May 2017 09:02, and the below email that we received on the 19 May 2017 16:52, we had no further overview of what the Cadets were doing.

C20442	Capt	[REDACTED]	Cleveland ACF	Ballykinler Training Camp 2 (NI) Bn ACF
C20442	Capt	[REDACTED]	Cleveland ACF	Ballykinler Training Camp 2 (NI) Bn ACF

We received no further paperwork apart from the blow email form [REDACTED]

Thank you

[REDACTED]

**From:** [REDACTED]  
**Sent:** 19 May 2017 16:52  
**To:** [REDACTED]  
**Subject:** Cleveland ACF - NI Visit 24-25 May 2017

[REDACTED]

Hope all is well with you & the team.

Please find attached the completed visit form in respect of two of my Permanent Staff who will be conducting a final pre-camp recce of Ballykinler Camp over the period 24-25 May 2017.

They will be accommodated in camp.

I have been on the Brigade homepage & looked at the security info.

I have spoken to [REDACTED] : CEO for 2 NI Bn ACF & he is content with our proposed plans.

This is just a short trip so that final arrangements are rubber-stamped prior to our annual camp 2017.

If there are any questions, please give me a call.

Regards,

[REDACTED]

[REDACTED] | CEO Cleveland ACF | County Headquarters | Army Reserves Centre | Stockton Road | Middlesbrough | TS5 4AD |

[REDACTED]

[REDACTED] | R IRISH | [REDACTED] | 38 (Irish) Brigade, Thiepval Barracks, LISBURN, BFPO 801 | [REDACTED]  
[REDACTED]  
[REDACTED]

[NIGSAS Website](#) | [Leave - NI Application](#) | [Northern Ireland Awareness MATT 6](#) | [Mobile App Guide-O](#)

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**From:** [REDACTED]  
**Sent:** 09 August 2017 14:35  
**To:** [REDACTED]  
**Subject:** RE: Cleveland ACF - TOPL

Thanks [REDACTED]

Can you confirm if this approval was issued or if anyone else from Cleveland ACF asked if it had been approved prior to our arrival in NI?

We are just trying to ascertain if the activities were conducted without prior approval being given.

[REDACTED]

**From:** [REDACTED]

**Sent:** 09 August 2017 14:27

**To:** [REDACTED]

**Subject:** RE: Cleveland ACF - TOPL

Afternoon [REDACTED]

I can confirm receipt of the email.

We at the CRAC would see no reasoning why you should not conduct the activity on the TOPL.

Thanks

[REDACTED]

[REDACTED] | R IRISH | [REDACTED] 38 (Irish) Brigade, Thiepval Barracks, LISBURN, BFPO 801 | [REDACTED]

[REDACTED]

[REDACTED]

[NIGSAS Website](#) | [Leave - NI Application](#) | [Northern Ireland Awareness MAT 6](#) | [Mobile App Guide-O](#)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**From:** [REDACTED]

**Sent:** 09 August 2017 13:43

**To:** [REDACTED]

**Subject:** FW: Cleveland ACF - TOPL

Hi [REDACTED]

Can you confirm receipt of this email and what the decision was regarding the TOPL.

Many thanks


[REDACTED]  
From: [REDACTED]  
Sent: 24 May 2017 09:02  
To: [REDACTED]  
Cc: [REDACTED]  
Subject: Cleveland ACF - TOPL

Good morning: [REDACTED]

Please find attached TOPL for Cleveland ACF who will be at Ballykinler for cadet annual camp 22 Jul till 4 Aug.

Regards  
[REDACTED]

[REDACTED] | AO Cleveland ACF | County Headquarters | Army Reserve Centre | Stockton Road | Middlesbrough | TS5 4AD |  
[REDACTED]  
[REDACTED]  
[REDACTED]

 Please consider the environment before printing this email & any attachments

From: [REDACTED]  
Sent: 23 May 2017 11:44  
To: [REDACTED]  
Subject: Fw: TOPL annual camp Bronze expedition

Hi [REDACTED]

The attached email is on the same subject which I have received from the LTAR in 4 Bde. You need to contact the [REDACTED] in 38 Bde - [REDACTED] his email address is: [REDACTED]

Let me know if you need anything else.

Regards,  
[REDACTED]

[REDACTED] | [REDACTED] | 4 Inf Bde & HQ NE | Baden-Powell House | Catterick Garrison | North Yorkshire | DL9  
3JS

☎ DTN [REDACTED]

Email: [REDACTED]

---

From: [REDACTED]

Sent: 23 May 2017 11:35

To: [REDACTED]

Subject: RE: TOPL annual camp Bronze expedition

[REDACTED]

Please see the email attached, this is outside of the 4X AOR.

Kind regards

[REDACTED]

[REDACTED] | Headquarters 4th Infantry Brigade

Bayton Road | Harrogate | North Yorkshire | YO17 7JG

[REDACTED]

---

From: [REDACTED]

Sent: 23 May 2017 09:38

To: [REDACTED]

Subject: FW: TOPL annual camp Bronze expedition

[REDACTED]

Any Ideas where to send this TOPL? Our TSA is on leave till 30<sup>th</sup> and unsure what to do with it!

Regards


[REDACTED]

[REDACTED] AO Cleveland ACF | County Headquarters | Army Reserve Centre | Stockton Road | Middlesbrough | TS5 4AD |

[REDACTED]

**CLEVELAND ACF SHAREPOINT:**

<https://army.defencegateway.mod.uk/sites/cadets/ClevelandArmyCadetForce/SitePages/Home.aspx>

 Please consider the environment before printing this email & any attachments



**From:** [REDACTED]  
**Sent:** 22 May 2017 18:34  
**To:** [REDACTED]  
**Subject:** Fw: TOPL annual camp Bronze expedition

[REDACTED]  
Can you forward this to the correct dept at Brigade  
Cheers

-----Original Message-----

**From:** [REDACTED]  
**Date:** 13/05/2017 21:06  
**To:** [REDACTED] >  
**Subj:** TOPL annual camp Bronze expedition

[REDACTED]  
find enclosed the TOPL for bronze expedition annual camp

APPLICATION TO TRAIN OVER PRIVATE LAND

TOPL BID NUMBER	
DTE _____ Region _____	Bid Number: _____
UNIT CONDUCTING TOPL	
From (Unit): Cleveland ACF	UIN : T0361A
Exercise Name (two words): _____	Unit Ref: CACF
Exercise Area <sup>1</sup> : Mourne Mountains Northern Ireland	Contact Tel No : _____
Type of Activity: Duke of Edinburgh	Contact Fax No: _____
Dates from/ to: 01/8/17 to 02/8/17	Contact e-mail: _____
Name, Rank of Point of Contact: _____	Signature (e-sig acceptable): _____
Unit Address: Cleveland ACF TA Centre Stockton Road Midd	Date: 13 /5/17
Post Code: TS5 4AD	
Date of Initial recce: 17/2/2017	
Date of visit to RF Bde HQ (if required): _____	
Dates of Detailed recce and land clearance: _____	
CONFIRMATION OF THE UNITS REASON FOR TOPL	
It is confirmed that TOPL is required for (AT/ Unit Training/ Manoeuvre Space): Unit Training	
An existing training area needs to increase its manoeuvre space.	Which training area?
The area required provides a unique feature, not available anywhere else.	What is that unique feature? Mourne Mountains
There is a requirement to conduct AT or TEWTs. Yes	Dofe Expedition
The distance, time and cost of travel by the unit to a suitable MOD training estate negates the value of the training activity. <sup>2</sup>	Which training area would be the preferred choice and why can it not be used?
Other _____	Specify _____
DISTRIBUTION	
To: _____	HQ _____ Brigade G7 LTAR

AUTHORISATION AND APPROVAL						
Action required	Organisation	Appt	Name/ Rank	Approved Yes/ No/ NA. If No explain.	Signature	Date
Authorised (with funding caveat)	DTE Region					
Visit to RF Bde complete/ not required.	RF Bde/					
Approved to conduct Recce						
Authorised if funding required	DTE Region					
Written Consent Arrived	RF Bde/ DE					

<sup>1</sup> Give some indication such as the nearest town or National Park etc.

<sup>2</sup> The condition does not mean that units can assume any application will be authorised. DTE and the RF Bdes have the right not to authorise or approve any application. It is expected that this condition will be the exception rather than the rule.

AUTHORISATION AND APPROVAL						
Action required	Organisation	Appt	Name/ Rank	Approved Yes/ No/ NA. If No explain.	Signature	Date
Liability approval given by DE	RF Bde/ DE					
Water Navigation Rights approval from DE given (if needed)						
Public PROW approval from DE given (if needed)	RF Bde/ DE					
Approved to Conduct	RF Bde/ DE					
Unit Informed						

EXERCISE INFORMATION				
Area(s) / Routes <sup>3</sup> :	Mourne Mountains Discoverer Map Series Sheet 29 E Edition			
Type of training <sup>4</sup>	Duke Of Edinburgh			
Scenario	Exercise Bronze Practice/Qualifier			
Objectives	To qualify cadets at Bronze Dofe level			
Is the training likely to attract media interest?	No / Yes- if so give details			
Base Location	Ballykinler Training Camp Northern Ireland			
MOD Estate Being Used	No/ Yes			
Accommodation	Name and address of venue Wild Camping Tents GR 341255			
Ammunition Blank	No / Yes- if so give Grid Refs			
Ammunition Live	No / Yes- if so give Grid Refs			
Digging	No / Yes- if so give Grid Refs			
Open Fires	No / Yes- if so give Grid Refs			
Field Cooking	No / Yes- if so give Grid Refs (Hexamine) GR 341255			
Pyrotechnics	No / Yes- if so give Grid Refs			
Flares	No / Yes- if so give Grid Refs			
TROOP NUMBERS AND TYPES				
	Military or Civi	Numbers	Types	Misc
Troops	Military/Civi	72	Adults 12/cadets 60	
Weapons Carried	0	0	0	
B Veh		1	Van	
C Veh		4	Minibus	
Tracked	0	0	0	
Helicopter		0	0	Ground landing No /Yes – if so give Grid Refs
Fast Jet		0	0	
OTHER RELEVANT INFORMATION				

<sup>3</sup> to include 1/50,000 marked map or photocopy.

<sup>4</sup> Outline and include scenario, objectives, adventure training activities and use of MOD estate.

APPLICATION TO TRAIN OVER PRIVATE LAND

TOPL BID NUMBER	
DTE _____ Region _____	Bid Number: _____
UNIT CONDUCTING TOPL	
From (Unit): Cleveland ACF	UIN : T0361A
Exercise Name (two words): _____	Unit Ref: CACF _____
Exercise Area <sup>1</sup> : Mourne Mountains Northern Ireland	Contact Tel No : _____
Type of Activity: Duke of Edinburgh	Contact Fax No: _____
Dates from/ to: 01/8/17 to 02/8/17	Contact e-mail: _____
Name, Rank of Point of Contact: _____	Signature (e-sig acceptable): _____
Unit Address: Cleveland ACF TA Centre Stockton Road Midd	_____
Post Code: TS5 4AD	Date: 13 /5/17
Date of Initial recce: 17/2/2017	_____
Date of visit to RF Bde HQ (if required): _____	_____
Dates of Detailed recce and land clearance: _____	_____
CONFIRMATION OF THE UNITS REASON FOR TOPL	
It is confirmed that TOPL is required for (AT/ Unit Training/ Manoeuvre Space): Unit Training	
An existing training area needs to increase its manoeuvre space.	Which training area?
The area required provides a unique feature, not available anywhere else.	What is that unique feature? Mourne Mountains
There is a requirement to conduct AT or TEWTs. Yes	Dofe Expedition
The distance, time and cost of travel by the unit to a suitable MOD training estate negates the value of the training activity. <sup>2</sup>	Which training area would be the preferred choice and why can it not be used?
Other _____	Specify _____
DISTRIBUTION	
To: _____	HQ _____ Brigade G7 LTAR _____

AUTHORISATION AND APPROVAL						
Action required	Organisation	Appt	Name/ Rank	Approved Yes/ No/ NA. If No explain.	Signature	Date
Authorised (with funding caveat)	DTE Region					
Visit to RF Bde complete/ not required.	RF Bde/					
Approved to conduct Recce						
Authorised if funding required	DTE Region					
Written Consent Arrived	RF Bde/ DE					

<sup>1</sup> Give some indication such as the nearest town or National Park etc.

<sup>2</sup> The condition does not mean that units can assume any application will be authorised. DTE and the RF Bdes have the right not to authorise or approve any application. It is expected that this condition will be the exception rather than the rule.

### AUTHORISATION AND APPROVAL

Action required	Organisation	Appt	Name/ Rank	Approved Yes/ No/ NA. If No explain.	Signature	Date
Liability approval given by DE	RF Bde/ DE					
Water Navigation Rights approval from DE given (if needed)						
Public PROW approval from DE given (if needed)	RF Bde/ DE					
Approved to Conduct	RF Bde/ DE					
Unit Informed						

### EXERCISE INFORMATION

Area(s) / Routes:	Mourne Mountains Discoverer Map Series Sheet 29 E Edition
Type of training <sup>3</sup>	Duke Of Edinburgh
Scenario	Exercise Bronze Practice/Qualifier
Objectives	To qualify cadets at Bronze DofE level
Is the training likely to attract media interest?	No / Yes- if so give details
Base Location	Ballykinler Training Camp Northern Ireland
MOD Estate Being Used	No/ Yes
Accommodation	Name and address of venue Wild Camping Tents GR 341255
Ammunition Blank	No / Yes- if so give Grid Refs
Ammunition Live	No / Yes- if so give Grid Refs
Digging	No / Yes- if so give Grid Refs
Open Fires	No / Yes- if so give Grid Refs
Field Cooking	No / Yes- if so give Grid Refs (Hexamine) GR 341255
Pyrotechnics	No / Yes- if so give Grid Refs
Flares	No / Yes- if so give Grid Refs

### TROOP NUMBERS AND TYPES

	Military or Civi	Numbers	Types	Misc
Troops	Military/Civi	72	Adults 12/cadets 60	
Weapons Carried	0	0	0	
B Veh		1	Van	
C Veh		4	Minibus	
Tracked	0	0	0	
Helicopter		0	0	Ground landing No /Yes – if so give Grid Refs
Fast Jet		0	0	

### OTHER RELEVANT INFORMATION

<sup>3</sup> to include 1/50,000 marked map or photocopy.  
Outline and include scenario, objectives, adventure training activities and use of MOD estate.