



Urdd



Gwasanaeth  
Awywr Agored

## OFF-SITE ACTIVITY ARRANGEMENTS GAA/GAADC

Any work booked in by GAA/GAADC officers must be shared via the method below:

Activity details to be written on the Glan-llyn rota, which is found in **Sharepoint**.

A message must be sent via **Callback (CB)** at the start of every activity



If there is a last minute change (e.g. location, numbers) you should share the information as soon as possible, either by speaking to another member of GAA staff, Glan-llyn or by using the **Whatsapp CB**

## FREELANCE INSTRUCTORS

If working with a member of the GAA/Glan-llyn staff, you must **communicate** to them any changes in arrangements or if any problems arise so that information can be shared via CB

If lone-working, you must be in contact with a member of GAA/ Glan-llyn staff  
You must **communicate** to them any changes in arrangements or if any problems arise so that information can be shared via CB

**You must ensure for every activity you have all the information necessary**

**E.g. GAA Contact numbers / Equipment / Medical information / Group information**

If an emergency arises which involves the lead instructor / GAA / Urdd staff, you must contact one of the managers

### **Glan-llyn**

**01678541000/ Cegin – 005**

**Huw Antur Edwards**

**01678 540663 / 07929512741**

**Arwel Phillips**

**01824704847 / 07894917439**

**Sion Lloyd (GAA)**

**07500607383 / 07828238776**

**Emma Richards (GAA)**

**07882849601 / 07966434206**

**Gerallt Owain (GAA)**

**07971940889 / 07421351154**

**Tomos Gwynedd (GAA)**

**07500607390 / 07836723658**



## GWASANAETH AWYR AGORED EMERGENCY PROCEDURE



### ACTIVITY

Before and after the activity, lead instructor must share a message on Whatsapp CB.  
If the activity is finishing later than expected, the instructor must share this information on CB

If the leader on activity does not make contact within the proposed timeframe,  
a member of CB must try and get hold of the staff out on activity

If there is no response: Is there a good reason?  
e.g. no signal, driving, in a remote location

**Yes:**

Keep following the guidelines above

**No:**

Follow the guidelines below

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07882849601 / 07966434206

Member of Urdd staff to try and contact the instructor/s  
and find out location and any reason why they haven't con-  
tacted. Try and contact the instructor's emergency contact

If the circumstances  
allow, an internal  
search and rescue  
process will start

**Manager to contact  
emergency services**

**999 and ask for police -**  
They will contact search  
and rescue