

Guidance Update (1.1)

18th February 2026

These notes are based on feedback and discussions with participants regarding the survey.

1. The activity selected is identifying the **physical activity** undertaken, not the task. For example, there is no mention of DofE in activities, but if it was a walking expedition then it could be classed as Walking (Lowland).
2. You will have some activities that come under generic activity labels. For example, you may have a Challenge Course, Obstacle Course, and Adventure Course – all of which fit in the category of Ropes Course (low ropes). You may have activities that are not included in our list. These do not need to be reported, for either participation or incidents.
3. Residential overnight numbers are the total number of participant ‘heads on beds’ throughout the week. For example, one group of 30 staying for 2 nights would be a total of 60. See image below for representation of this.
4. We are **not** including group leaders / teachers in residential overnight numbers.
5. If you only have day activity participants, you do **not** need to fill out the residential overnight numbers.
6. Your residential overnight numbers should only be for groups that are there primarily for use of your activities. If they are using you **only** for accommodation (i.e. self-catering) then you should not include them in overnight numbers.
7. If you have an incident that is un-supervised by your staff, then you do **not** need to fill out the detailed incident report and only include it as a number in the first part of the overall form. You do **not** need to clarify whether any of these un-supervised incidents were RIDDOR reportable.
8. If you have a ‘Home-school’ type activity group (e.g. a collection of Home-schooled families) then they would fit under the **Education (other)** category.
9. If you have any professional / emergency services-related groups, then they would fit under the **Other** category.

Participant Activity Day (PAD)

1 person participating in a full activity day equals 1 PAD.

100 people participating in a full activity day equals 100 PAD.

Quarter Day Archery
0.25 PAD Per Person



Group of 4
Total 1 PAD

$$4 \times 0.25 = 1 \text{ PAD}$$

Half Day Canoeing
0.5 PAD Per Person



Group of 4
Total 2 PAD

$$4 \times 0.5 = 2 \text{ PAD}$$

Whole Day Hill Walking
1 PAD Per Person



Group of 4
Total 4 PAD

$$4 \times 1 = 4 \text{ PAD}$$

Overnight Numbers

1 Person for 1 night



Overnight
Total 1

$$1 \times 1 = 1 \text{ Overnight}$$

4 People for 1 night



Overnight
Total 4

$$4 \times 1 = 4 \text{ Overnight}$$

4 People for 4 nights



Overnight
Total 16

$$4 \times 4 = 16 \text{ Overnight}$$

Length of Sessions

Session lengths will differ slightly for every provider.

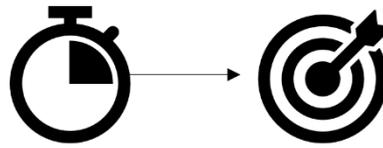
This is an attempt to standardise our measurement of how long an individual participates in an activity.

Times may include aspects such as kitting up, travelling to the activity, and breaks within the activity.

If you are on a single activity for more than a day, then you can change the number accordingly (e.g. 2-day exped is 2.0 PAD).

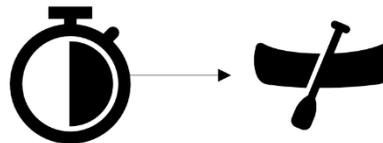
The activity images are only representative. They do not imply that these activities are only this length of session.

0.25 Quarter Day



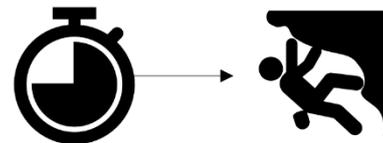
2.5 hours or less
e.g. 9.15am to 10.30am

0.5 Half Day



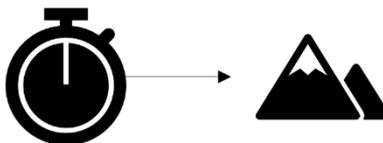
2.5 to 4 hours
e.g. 9am to 12.30pm

0.75 Three-Quarter Day



4 to 6 hours
e.g. 10am to 3pm

1.0 Full Day



6 to 8 hours
e.g. 9am to 5pm