



ROCHDALE
BOROUGH COUNCIL

Early Help & Schools Outdoor Education

Safety Management Procedures

Last updated 30.08.2017

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Introduction

Rochdale Borough Council's (RBC) Children's Services purpose in holding an Adventure Activities Licensing Authority license is to enable, assist and develop the good work which is already taking place in its schools, whilst maximising the opportunities for training and development of school staff and others. Much of the information contained in this document has been pieced together from the work of others.

Benefits of Outdoor Education/Learning

"Our approach to education has been battery farming young people instead of free range."

(Kevin Brennan MP)

"You can't learn about the outside if you are on the inside." (Mick Waters QCA)

"A week's residential is worth a term in school." (Tim Brighouse)

Ten Outcomes of High Quality Outdoor Education:

1. Enjoyment
2. Confidence
3. Social awareness
4. Environmental awareness
5. Activity skills
6. Personal qualities
7. Key skills
8. Health & fitness
9. Increased motivation and appetite for learning
10. Broadened horizons

References and further reading:

High Quality Outdoor Education – EOC/OEAP

Nothing Ventured – Tim Gill

Benefits Mindmap – OEAP

(All available on www.rochdalevisits.org)

The Use of Outdoor Education/Learning

"Learning activities outside the classroom led to improved outcomes for pupils and students, including better achievement, standards, motivation, personal development and behaviour"

Ofsted report on Learning outside the Classroom 2008

Safety Management

This document describes the lines of safety responsibility, the health and safety policy, guidelines on good practice and generic risk assessments used for activities delivered.

Generic Risk Assessments

These have been produced using a risk/benefit analysis approach to manage the associated risks to an acceptable level. It should be noted that all risk cannot be removed from an activity, and that there is educational value in allowing young people to experience and manage risk within an overall framework of safety.

Engaging in a dynamic risk assessment process is fundamental to ensuring the safety of participants and one of the key roles of the EVA is to continually assess risks throughout an activity and respond accordingly. Where additional instructional staff are used (where group sizes may be large or where there are circumstances where additional competent adults may be necessary), they must be able to demonstrate a practical ability to manage dynamic risk assessment, and also be qualified at the appropriate level or have undertaken an assessment by the relevant Technical Adviser or the EVA (where appropriate) and a statement of competence included in the staff qualifications file.

Each risk assessment identifies a range of key information including:

Staff Competence – minimum levels of qualification that supervising staff are expected to have.

Technical Adviser – acceptable levels of qualification that the technical adviser will hold – this information comes from AALS advice.

Ratios – guidance is given on acceptable ratios for a variety of circumstances, however it is important to note that these are recommended and not requirement. This information comes from National Governing Body advice.

Responsibility for Safety Management

The EVA is responsible for the delivery of the technical activity and safety therein. Pastoral responsibility for the young people and management of behaviour rests with the school Visit Leader.

RBC Early Help & Schools Outdoor Education Health and Safety Policy

This document deals with the responsibilities and safety principles under three headings: Early Help & Schools; the individual teacher/leader and participant.

1 Early Help & Schools

- 1.1 The EVA and any assisting instructors shall operate under the terms of this document.
- 1.2 Participants shall be made aware of this document and supplied with a copy of it on request, prior to undertaking the activity. In the case of minors, parents, guardians or teachers acting in 'loco parentis' will be informed.
- 1.3 Safety is of the utmost importance and should always be the first and overriding consideration in both formulating policy and decision making when engaged in activities.
- 1.4 The EVA will employ (paid or unpaid) as instructors only those people who in their judgement are suitable in terms of experience, training, accreditation and personal qualities to undertake the proposed activity safely.
- 1.5 The well established schemes for accrediting leaders run by the United Kingdom Mountain Training Boards, British Association of Mountain Guides, British Canoe Union, British Caving Association and Scottish Mountain Bike Leader organisations provide benchmark levels of experience and technical competence appropriate for the various modes and standards of operation in their respective activities. Whilst it is not the only consideration, due weight will be given to the possession of the appropriate accreditation in employing leaders. Other relevant awards, e.g. life saving and first aid qualification, will be taken into account.
- 1.6 In the absence of formal accreditation, particular attention will be paid to the experience and competence of potential leaders. Evidence of substantial experience and a proven track record of safety are required in these circumstances. Where possible individuals will be given appropriate training and assessment using technical advisers and/or other similarly qualified professionals.
- 1.7 In the case of groups or individuals who hire equipment for use with young people, approval for those activities must be obtained in the normal way via www.rochdalevisits.org. All leaders who hire equipment for use with young people must be qualified at the appropriate level.
- 1.8 Schools will be informed of the qualifications and experience of the EVA and any other assisting leader(s) on request.
- 1.9 The EVA will ensure that they and any other leaders operate within the limitations of their experience.
- 1.10 The EVA is responsible for the delivery and management of the activity. Ultimately the school Visit Leader retains overall responsibility for the visit and
- 1.11 The EVA will make reasonable efforts to ensure that the participants are fit for the proposed activity.
- 1.12 All technical equipment will be provided by reputable manufacturers operating to relevant CEN safety standards and well maintained. Technical equipment will be stored securely and logged appropriately.

- 1.13 The EVA will check inspect technical equipment prior to use. Damaged equipment will be downgraded / discarded.
- 1.14 Bouancy aids will be tested every 12 months. Climbing ropes, harnesses and helmets will be downgraded in accordance with age, usage /wear.
- 1.15 Emergency procedures in the event of any accident will follow RBC schools' existing protocols (EV7 & EV8). It is the Visit Leader's responsibility to ensure that they have access to the EV7.
- 1.16 Any serious accident will be reported in writing and any necessary preventative action taken. A copy of the report will be attached to the appropriate visit form on www.rochdalevisits.org The visit leader must fill out the school's accident book and follow their own school's policy.
- 1.17 Any incident giving cause for concern (near misses) should be recorded. These records will be reviewed on an ongoing basis.

2 Assisting Instructors should:

- 2.1 Implement RBC Early Help & Schools Outdoor Education Safety Policy.
- 2.2 Ensure the safety and welfare of participant in their charge.
- 2.3 Operate within the limitations of their experience, training and accreditation.
- 2.4 Discuss their plans with the EVA if in any way uncertain of their activity. Accept direction from the EVA where given.
- 2.5 Adhere to safe leader/participant ratios taking into account all relevant variables.
- 2.6 Take reasonable steps to ascertain the fitness and experience of the students and match them with the proposed activity.
- 2.7 Obtain weather forecasts and take account of it in planning activities.
- 2.8 Ensure equipment is correctly used.
- 2.9 Take into account changes of the physical state and morale of students during activities, and of other contingencies which may affect the safety of the group.
- 2.10 Make themselves familiar with communication systems and emergency procedures in the event of an accident.
- 2.11 Follow accepted current good practice in the conduct of the activity.

3 Participants – as far as reasonably practical should:

- 3.1 Ensure that the proposed activity suits his/her needs and expectations and capabilities.
- 3.2 Behave in accordance with safety instructions given by the teacher/leader.
- 3.3 Draw the teacher/leader's immediate attention to any injury, illness, distress or concern which arises during the activity.
- 3.4 Accept the recognised risks and hazards of the proposed activity.

4 **Accompanying Staff**

- 4.1 When participants aren't engaged in activities it is the responsibility of accompanying staff to manage the pastoral and behavioural needs of participants i.e. when travelling and during down time.

DO NOT COPY

Emergency Card (Visit Leader) This 'card' must remain with the Visit Leader at all times

In the event of an incident or accident that **does not** involve serious injury or fatality, and/or **is not** likely to attract media attention, the Visit Leader should seek advice from the school emergency contact(s). This should normally include a member of staff on the Senior Management of the school.

In the event of an incident that **does** involve serious injury or fatality, and/or **is** likely to attract media attention, the Visit Leader should adopt the following protocol:

- Assess the situation;
- Safeguard uninjured members of the group (including self);
- Attend to the casualty/ies (if applicable);
- Call emergency services (999 or appropriate number if abroad), if appropriate.

Then:

- Contact the School Emergency Contact. The School Emergency Contact will request the following information: Nature, date, time and location of incident, names of casualties and the nature of their injuries, names of others involved, the action that has been taken so far, and the action yet to be taken and by whom;
- Contact the British Consulate/Embassy if abroad;
- Agree with the School Emergency Contact who will contact the parents/carers of the casualty/ies. This should normally be the School Emergency Contact;
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- Seek further and full details of the incident, how and why it happened so far as can be established at this stage. Write down all relevant facts and witness details and preserve any vital evidence. Maintain a detailed written log of all actions taken and conversations held, together with a timescale;
- Prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA/headteacher;
- Refer all press or media enquiries to the LA Media Officer;
- Keep receipts of any expenses incurred- insurers will require these;

If you are unable to make contact with your School Emergency Contact(s), phone the LA Safety Team on 01706 925060 (08.30-16.45) or the Emergency Call Out Centre on 0845 1212975 (16.45-08.30) and state: **This is (your name) from (your school). This is an emergency, my phone number is (give a number that you can immediately be contacted back on). I require assistance.** Give brief details of the incident.

Name	Office	Mobile
Safety Team (08.30-16.45)		
Emergency Call Out Centre (16.45- 08.30)		
Communications/Media Officer (Mark Roberts)		
Local Emergency Services (abroad)		

If during office hours contact cannot be made with the Safety Team, use one of the following:

Sandra Bowness		
Gill Barratt		
Abbie Walker		
Allison Ward		
Nancy Wilson		
Laura Beesley		

Emergency Card (School Contacts)

This 'card' must be available to the school emergency contact(s) at all times

The School Emergency Contact(s) should have access to all visit information, including itinerary, venue details, names and emergency contact details for all participants including staff, etc.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm telephone numbers for future calls, providing alternatives to mobile phones where possible;
- Note their location and the location of incident;
- Determine nature, date, time of incident;
- Note names of casualties and nature of injuries;
- Note the names of any others involved in order to be able to reassure parents;
- Determine action taken so far;
- Agree with the School Emergency Contact who will contact the parents/carers of the casualty/ies. This should normally be the School Emergency Contact;
- Determine action yet to be taken-and by whom.

If the incident **does not** involve serious injury or fatality, and/or **is not** likely to attract media attention:

- Provide the required assistance if possible;
- Seek further advice or pass on details to other school contacts who may be able to assist.

If the incident **does** involve serious injury or fatality, and/or **is** likely to attract media attention:

- Establish whether emergency services have been informed;
- Establish if any assistance is required from the school base;
- Establish that the rest of the group is being adequately supervised and cared for;
- You should contact the headteacher (if this is not you);
- Contact parents. You may need to make school facilities available;

Contact the Local Authority on 01706 925060 (daytime) 0845 1212975 (out of hours). State your name and your school, and that you require immediate assistance. Give brief details of the incident.

- Liaise with LA and school Governors;
- Notify the Provider or Tour Operator if appropriate;
- Notify your insurers, especially if medical assistance is required;
- The LA will make personnel available to assist as necessary;
- All media enquiries should be referred to the Media Officer.

Name	Tel	Mobile
Visit Leader		
Headteacher		
Deputy Headteacher		
Chair of Governing Body		
Communications/Media (Mark Roberts)		
Safety Team		
Emergency Call-Out Centre (16:45-08:30)		

If during office hours contact cannot be made with the Safety Team, use one of the following:

Sandra Bowness		
Gill Barratt		
Abbie Walker		
Allison Ward		
Nancy Wilson		
Laura Beesley		

Call In / Late Back Procedure Accident and Near Miss Reporting

Call in procedure before activity

- Liaise with the Call-In/Base Contact prior to starting the activity if details have changed from those on the visit form with regard to:
 - Relevant Tel. Numbers
 - Activity Details/Location
 - Number in group
 - Expected time of return
- Any changes to the original plan are to be given to the Call-In/Base Contact.
- Remember to do this before leaving mobile phone reception if possible
- Make sure you have all relevant medical information.

Call in procedure after activity

- As soon as practicably possible liaise with the 'Call in Contact' terminating the late back procedure.

Note: the Call-In contact may be someone on the visit who is not undertaking the activity and is available throughout the duration of the activity should they be required.

Late back Procedure

Dependent on weather, venue, activity, group size and plan the 'Call-In/Base Contact' will make a judgement on how soon after the overdue time to initiate rescue. If the EVA or Visit Leader has not contacted the Call-In/Base Contact by the agreed time, the Call-In/Base Contact should:

- Try to contact the visit leader or the EVA
- Try to establish if vehicles are still at the roadhead
- Try to establish if contact has been made with the school

Usually if call out person has not been contacted 1 hour after overdue time rescue will be initiated.

It is better to call out rescue to find the group just getting back running to find a phone than leaving it later and the group being exposed in an emergency situation for longer.

Accident and Near Miss Reporting

In the event of an accident or near miss during activities an 'Incident Report Form' must be completed, reported and reviewed so that appropriate lessons can be learnt.

To ensure an accurate account of events, this form should be completed as soon as possible after the situation has been resolved. Copies of the accident / near miss report form are available in the EVAs office.

Risk Assessments

Generic Risk Assessment - Hill Walking & Mountaineering

(Summer Conditions only)

Minimum Staff Competence

Mountainous or remote country: Summer Mountain Leader Award

Remote upland and hilly terrain (as per MT definition): Hill & Moorland Leader Award

Lowland terrain: Lowland Leader Award or Basic Expedition Leader Award

The Service recognises MTs National Guidelines “Four Ways to Demonstrate Competence” as appropriate alternatives to the above qualifications

An appropriate First Aid Qualification must also be held.

Technical Advisers Simon Willis and Stuart Igoe

Or holder of Mountain Instructor Award with Winter Mountain Leader Award, Mountain Instructor Certificate or British Mountain Guide.

Ratios

Appropriate ratios are influenced by the specific venue, age, ability and needs of the group, time of year and weather conditions on the day. However, as a useful guide it would be good practice to adhere to the following recommendations; 1-12 participants (summer). In general terms a minimum of 1 competent leader plus a competent assistant. *(A competent assistant is a responsible adult, personally confident in the mountain environment in which the group will be travelling and who possesses basic technical skills such as personal navigation and an ability to move over rocky terrain effectively).* Maximum group size 12 participants (summer) and 6 participants (winter).

HAZARD	CONTROLS IN PLACE TO REDUCE RISK
<p>Exposed to steep paths, scree, wet grass, slippery rock</p> <p>Snow patches, which may result in slips, falls, or falling debris</p> <p>Getting lost in poor weather / darkness</p> <p>Benightment / exhaustion due to poor planning / delays</p> <p>Stone fall</p> <p>Exhaustion hypothermia</p> <p>Heat exhaustion</p> <p>Crossing streams in spate</p> <p>Lightning</p> <p>Falls from height</p> <p>Falls and pendulums whilst scrambling</p> <p>Anchor failure</p> <p>Incorrect use of equipment</p>	<p>Student’s medical disclosure forms collated and read before session.</p> <p>Regular monitoring of near misses / accidents & review of operating procedures as necessary</p> <p>Continuing professional development via NGB and regular training with other professional instructors in line with current best practice</p> <p>All equipment regularly checked and meeting PPE requirements as appropriate</p> <p>Client equipment and clothing check.</p> <p>Instructor to advise and guide where appropriate.</p> <p>Appropriate weather forecasts obtained and enacted upon.</p>

<p>Equipment failure</p> <p>Crag fast student</p> <p>Failure to complete route due to difficulty, route finding, darkness</p> <p>Falls down open shafts and potholes</p> <p>Flash floods in dry valleys</p> <p>Tent fires whilst cooking</p> <p>Storm damage to tents</p> <p>Sunburn</p>	
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Equipment Notes

RBC Early Help & Schools and Youth Service have a limited range of maps, compasses, group shelters, hill ropes, flasks etc, with some waterproofs and boots.

For expeditions RBC Early Help & Schools and Youth Service have a stock of tents, cooking equipment, plates, mugs, sleeping mats and bags, head torches etc.

Specific Risk Assessments/Notes

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Generic Risk Assessment - Rock Climbing & Abseiling

Minimum Staff Competence

Single Pitch: Single Pitch Award

Indoor & artificial: Climbing Wall Award

The Service recognises MTs National Guidelines “Four Ways to Demonstrate Competence” as appropriate alternatives to the above qualifications

An appropriate First Aid Qualification must also be held.

Technical Adviser Simon Willis and Stuart Igoe

Or holder of Mountain Instructor Award, Mountain Instructor Certificate, British Mountain Guide.

Ratios

Appropriate ratios are influenced by the specific venue, age, ability and needs of the group, time of year and weather conditions on the day. However, as a **useful guide** it would be good practice to adhere to the following ratios:

1-9 participants: 1 competent leader plus a competent assistant. *(A competent assistant is a responsible adult who can fit a climbing harness correctly, belay, tie and check basic knots).*

10-12 participants: 2 competent leaders.

Maximum group size 12 participants.

HAZARD	CONTROLS IN PLACE TO REDUCE RISK
<p>Hitting head or danger from falling objects.</p> <p>Equipment failure</p> <p>Exposed to steep paths, scree, wet grass, slippery rock</p> <p>Benightment / exhaustion due to poor planning / delays</p> <p>Stone fall</p> <p>Falls from height</p> <p>Falls and pendulums whilst Climbing / Abseiling</p> <p>Anchor failure</p> <p>Incorrect use of equipment</p> <p>Equipment failure</p> <p>Crag fast student</p> <p>Sunburn</p>	<p>Student’s medical disclosure forms collated and read before session.</p> <p>All participants and staff must wear helmets at all times when on or near any crag</p> <p>All equipment checked prior to use. Any equipment found to be damaged or suspect to be withdrawn from use until repaired or scrapped</p> <p>All equipment to correspond to relevant specifications (UIAA or CE)</p> <p>All belay systems to have at least two independent anchors</p>

Equipment Notes

RBC Early Help & Schools and Youth Service have all technical equipment required.
RBC Early Help & Schools and Youth Service ropes to be used at all times.
Use only RBC Early Help & Schools and Youth Service equipment.

Specific Risk Assessments/Notes

DO NOT COPY

Generic Risk Assessment - Gorge Scrambling

Please refer to risk assessment 'Hill Walking & Mountaineering' and where climbing is involved risk assessment and 'Rock Climbing & Abseiling' for accompanying information.

Minimum Staff Competence

Each venue and the way it is used should dictate the requirements and competencies of the leader. There may be a single NGB award or combination of more than one which adequately provides the necessary competence. Examples: Mountain Leader Award, Single Pitch Award, Cave Leader Award, White Water Safety and Swift Water Rescue. A First Aid Qualification must be held.

Technical Adviser Simon Willis/Stuart Igoe or Dave Faulconbridge

Each venue and the way it is used should dictate the requirements and competencies of the technical adviser. There may be a single NGB award or combination of more than one which adequately provides the necessary competence. Examples: Mountain Instructor Award, Mountain Instructor Certificate, British Mountain Guide, White Water Safety, Swift Water Rescue and Cave Instructor Certificate.

Ratios

Appropriate ratios are influenced by the specific venue, age, ability and needs of the group, time of year and weather conditions on the day. However, as a useful guide it would be good practice to adhere to the following recommendations; 1-12 participants: 1 competent leader plus a competent assistant. *(A competent assistant is a responsible adult, personally confident in the gorge environment and who possesses basic technical climbing skills and is able to use a throw line effectively).* Maximum group size 12 participants.

HAZARD	CONTROLS IN PLACE TO REDUCE RISK
<p>Exposed traverses, muddy slopes, slippery rock resulting in slips or falls</p> <p>Falling rocks, unstable boulders</p> <p>Exhaustion / hypothermia</p> <p>Flooding, strong currents, deep water</p> <p>Falls from height</p> <p>Anchor failure</p> <p>Incorrect use of equipment</p> <p>Equipment Failure</p> <p>Stone fall from passing walkers</p> <p>Collapse of old mine levels and spoil heaps.</p>	<p>Student's medical disclosure forms collated and read before session.</p> <p>Regular monitoring of near misses / accidents & review of operating procedures as necessary</p> <p>Continuing professional development via NGB and regular training with other professional instructors in line with current best practice</p> <p>All equipment regularly checked and meeting PPE requirements as appropriate</p> <p>Student equipment and clothing check.</p> <p>Instructor to advise and guide where appropriate.</p> <p>Weather checks for potential water levels</p>

Equipment Notes

Specific Risk Assessments/Notes

Tilberthwaite Ghyll – be careful of loose slag heaps

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Generic Risk Assessment - Open Canoeing and Kayaking

Staff Competence

For swimming pool sessions and very sheltered water (canal), BCU Level 1 Coach, in addition to a suitable first aid award and venue specific training.

Sheltered inland water - BCU Level 2 Coach. Kayak coaches may operate with kayaks. Canoe coaches with canoes. UKCC Level 1 & Level 2 Coaches may operate with either craft.

Moderate water up to grade 2(3) - BCU Level 3 Coach (Inland or Canoe respectively), or UKCC L2 Coach plus moderate water (whitewater) endorsement

Moderate water on the sea - BCU Level 3 Coach (Sea), or UKCC L2 Coach plus moderate water (sea) endorsement .

Advanced water on the sea – BCU Level 3 Coach (sea) plus 5 Star Leader, or UKCC L2 Coach plus advanced water (sea) endorsement

Coaches must only operate in the areas for which they hold the relevant award.

Leaders must be familiar with the terms of reference for coaches in the *Canoe England Coaching Directory*.

Technical Adviser D.Scourfield and Surf-Lines where necessary

For either canoeing or kayaking on advanced water the technical adviser's award will comply with the guidance given in AALA Note 5.18.

A BCU Level 5 Coach can act as technical adviser for all paddlesports disciplines.

Ratios

Canoeing and kayaking should take place in small groups. The precise ratio of pupils to coach must be determined by the coach in the light of their expertise, location, conditions and the nature of the group.

Refer to Canoe England guidance:

<http://www.canoe-england.org.uk/media/pdf/CHECKLIST%20FOR%20THE%20GUIDANCE%20OF%20THE%20RELEVANT%20AUTHORITIES.pdf>

It is strongly recommended that leaders be accompanied by another adult who should have some experience of canoeing (flat water canoeing and moving water canoeing depending on the type of activity being undertaken).

	<p>Emergency procedures and late back procedures must be in place and be clear</p> <p>Boats must be checked paying particular attention to hatches and covers, buoyancy, fixing points for towing and bulkhead/hull condition. Skegs/rudders should also be checked.</p>
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Equipment Notes

Specific Risk Assessments/Notes

It is essential that the leader of any river trip has up to date information on weather conditions, water levels and any known hazards such as fallen trees.

River Brathay – sympathetic use of the old ‘Muddy Lay-by’ site is recommended

River Lune – Rawthey Confluence to Rigmaden Bridge - no known access issues.

River Lune – Rigmaden Bridge to Kirkby Lonsdale – no current access agreement.

Generic Risk Assessment - Mine Exploration Cathedral Quarry

Staff Competence

Statement of competence

Technical Adviser

ML + SPA + relevant experience.

Ratios

Appropriate ratios are influenced by the specific venue, age, ability and needs of the group, time of year and weather conditions on the day. However, as a **useful guide** it would be good practice to adhere to the following ratios:

1-9 participants: 1 competent leader plus a competent assistant. (*A competent assistant is a responsible adult who is confident in this environment*).

10-12 participants: 2 competent leaders.

Maximum group size 12 participants.

HAZARD	CONTROLS IN PLACE TO REDUCE RISK
Falling rocks, unstable boulders Trapped due to collapse, loss of lighting Deep water Weil's disease Falls from height Hitting head on passage roof	Student's medical disclosure forms collated and read before session. Regular monitoring of near misses / accidents & review of operating procedures as necessary Continuing professional development via NGB and regular training with other professional instructors in line with current best practice All equipment regularly checked and meeting PPE requirements as appropriate Client equipment and clothing check Instructor to advise and guide where appropriate Helmets to be worn when appropriate

Equipment Notes

Helmets, Candles, Torches,

Specific Risk Assessments/Notes

Cathedral Quarry - Unprotected deep water in the cathedral, Please refer to map of Quarry – this states areas of danger and assembly points. It is advisable for leaders to have attended a National Trust familiarisation day; if they have not, they must have been briefed by someone who has.

Appendix

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Incident/Accident Report Form

To be completed by the EVA in the event of an accident/incident. A copy of the completed form should be available in the Accident file and a copy should be attached to the appropriate school's visit form.

Visit Leaders must follow their schools protocol for reporting/recording accidents/incidents

Please complete this form in clear print.

Your name:
Your contact details:
Date and time of incident:
Name of individual(s) involved in Incident:
Contact details of individual(s) involved in incident or Injured:
Brief description of incident:
Details of any injuries:
Outline of actions taken:
Details of on-site first aid:
Details of any emergency service support:
Details of any evacuation:
Details of any witnesses:
Outcome (as far as can be determined at time of report):
What action has been taken (if any) to prevent recurrence?