

Adventure Northumberland Limited
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NE66 2DE

Operations Manual And Staff Guidance Notes

Version 2.0 – February 2024



SAFETY MANAGEMENT.

The lines of responsibility of general day to day safety management are as follows:

- Guidance is obtained following the Health and Safety at Work Act best practice guidelines.
- Adventure Northumberland Limited is a Limited Company, registered in Wales.
- The Company Directors are responsible for the overall health and safety policy within the company. This includes formulation and implementation of policy and accident investigation.

Standard Operating Procedures (SOP)

INTRODUCTION

All activities offered by Adventure Northumberland will be covered by a specific S.O.P. This will outline the activity to be undertaken and detail the safety measures and restrictions which may be placed upon it.

When an enquiry is made regarding an activity, safety information will be given to the client to enable them to make an assessment whether to proceed with the activity or not. Initially this is done verbally and can be followed up with a written confirmation.

This will cover the general geographical area the activity will be held. What equipment, including safety equipment will be provided by Adventure Northumberland, or an agent working for or on behalf of Adventure Northumberland. Any general or specific items of clothing or equipment the client may need to provide for themselves.

In certain circumstances a call off or cancellation procedure will be outlined, this may be for activities whose risk is elevated to intolerable because of inclement weather or for some other unforeseen reason.

Where appropriate for each activity the instructor/participant ratio will be followed as per the recommendations of the NGB (National Governing Body) for that activity. Where there is no NGB qualification, i.e. Coasteering the “Best Practice” will be adopted. (See Appendix A)

Where no NGB exists to provide a benchmark then a risk assessment will be undertaken which shall determine the staff client ratio, or minimum required to begin to run an activity again this will be done by using “Best Practice”.

STAFF SAFETY TRAINING AND INFORMATION.

Staff are made aware of health and safety at their initial induction with the Company, so are made aware of our safety policy and methods of work from their first day of work. A copy of the “Instructors Code of Conduct” is signed and filed on their record. (See Appendix B)

Training and information regarding safety, manual handling etc., is given to staff periodically, and

sessions are recorded in their personal training file.

All instructional staff must hold a current first aid qualification to enable them to deliver a course or activity.

Any risk critical safety information and changes in the law will be communicated immediately to staff via the most appropriate method, verbally or email.

Staff will be encouraged to share information on concluding an activity by holding an informal debrief, where the safety aspect, amongst other areas, is examined. Any improvements or recommendations will be discussed and if suitable may become part of future policy (via board meeting). Any risk critical issues shall be dealt with immediately, and all relevant staff made aware. Accident, Incident and near miss forms are attached (Appendix C).

INDUCTION, INSTRUCTION AND EQUIPMENT

Clients will be given a full briefing before any activity begins, to explain how the session will run and to introduce the staff. The format of this brief is covered in Appendix D

Typical information contained in the brief will include:-

- The venue for the event.
 - Introduction to the staff responsible for providing the activity. Emergency procedures, this will include Emergency contact telephone numbers from all participants. The emergency contact details the instructor uses, and its location, in the event the instructor/guide is involved in an incident.
 - How the activity will be shortened or curtailed in the event of an emergency or because of the weather.
 - The use of a late back procedure and how it will be implemented if the party is late or delayed, shall be explained.
 - Any medication requirements or allergies.
 - All safety equipment that is provided by Adventure Northumberland or agents working for or on behalf of Adventure Northumberland, will be explained and demonstrated to the client before the activity begins, so they are familiar with its use and comfortable with the fit.

All equipment will be inspected as per its manufacturer's instruction and guidelines. All equipment will receive a visual inspection before use in the activity and will be inspected after the activity ceases. Defective equipment will be removed from service immediately, and either repaired or destroyed.

INSTRUCTOR / PARTICIPANT RATIO

Where applicable NGB guidelines will be adhered to alternatively "Best Practice" will be followed as available.

Our general policy for all activities is 8:1 with maximum group sizes being dictated by equipment availability staff and most importantly, prevailing weather conditions.

FIRST AID ARRANGEMENTS.

A First Aid Risk Assessment has been carried out and there will be at least 1 qualified first aider per group. That qualification will be based on a 16hr course appropriate to the outdoors.

ACCIDENT AND EMERGENCY PROCEDURES

Accidents will be dealt with in the first instance by the leaders on the ground, who are delivering the activity. They will fall into two categories i.e. those occurrences of a minor nature, that they can deal with and conclude satisfactorily without outside assistance, and those incidents that will necessitate the attendance of outside help.

Leaders conducting the activities shall hold a valid first aid qualification to enable them to discharge their duties.

Adequate field first aid kits shall be carried on all activities. (First Aid Kits will contain large field dressings, sticky tape, and triangular bandages – staff will not administer medication. (This includes painkillers)

Summoning help will where possible be via mobile phone, and thereafter from knowledge of the area and where there may be landlines or other forms of summoning help.

At the earliest opportunity contact will be made with Adventure Northumberland's base (01665 602925) or the on-call senior member of staff, to inform them of the incident or assistance requests.

Consideration will also be given as to whether or not to begin an in-house accident investigation.

ACCIDENT INVESTIGATION

Minor accidents will be dealt with by the leaders and details taken to write up an accurate record on return.

An accident book is kept for this purpose at Adventure Northumberland's base.

The de-brief procedure will be used as a means for identifying whether the accident was avoidable or attributable to an action, inaction, or procedure that should be reviewed. The Accident report form will be used to document the de-brief and any additional recommendations.

Serious accidents shall be dealt with by the leaders and any other assisting organisation that may be required. Details will be noted at the time of the accident so an accurate account may later be recorded in the accident book on return. Again, the Accident report form will be used to document the de-brief and any additional recommendations.

All serious accident shall be investigated by Adventure Northumberland as part of Adventure

Northumberland's procedures, without prejudice or in place of any other investigation that may be conducted.

Dangerous occurrences that fall under RIDDOR shall be reported to the H&S Executive at the earliest opportunity. (RIDDOR notify able incidents are those where someone is likely to be off work for more than 3 days.)

RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Employers, the self-employed and those in control of premises must report specified workplace incidents.

- Report online
- Report by phone - 0845 300 99 23
- Report by e-mail
- Report by post

Areas covered by the ICC: England, Scotland & Wales

Once in house investigations have been concluded any recommendations will be fed through the organisation at board level to decide if a policy change is required. This will be decided by the board of Directors and any decisions will be implemented as soon as possible.

ACCIDENT DEFINITION

Minor Injuries

In the event of an accident or emergency, first aid should be administered to the casualty. If the injury is minor, such as minor cuts, abrasions, or sprains the activity could continue once treatment is administered.

The personal details of the casualty must be noted along with injuries sustained and the accident report form completed as soon as practically possible.

Major Injuries

For an incident where a casualty is not fit to carry on after sustaining a minor injury, the activity must be stopped and the casualty evacuated.

INSTRUCTORS AND THEIR QUALIFICATIONS

All Instructors and Guides will, where one exists, hold a National Governing Body Qualification appropriate to the activity. Where no such qualification exists, training will be delivered to ensure the activity is delivered safely and professionally. Where “Best Practice” notes have been developed these will be followed.

VALIDITY OF QUALIFICATIONS

We hold all copies of training certificates and qualifications achieved by our staff in-house.

We hold copies of certificates of competence.

In December, each year staff qualifications are reviewed for currency and a training plan is formulated for the following year to renew any qualifications which shall lapse during that year.

If instructors are deemed competent through experience or in-house training then they shall be accompanied during delivery of an activity, where they can be verified as competent through direct observation. This will be undertaken by a suitably qualified member of staff for that activity (Technical Advisor). A record of these sessions will be recorded in the staff members' Personal Records.

Any other evidence will be considered supplemental to deeming competency. Diverse evidence of having carried out these actions several times before is admissible.

Mentoring from other qualified staff who will provide guidance and support during the activity, the PDR will be used to record this.

RECRUITMENT TRAINING AND MONITORING

Training for activities is by NGB for that particular activity.

Occasional monitoring will be undertaken during activities.

EQUIPMENT PROCUREMENT

Safety equipment applicable to each activity, again where possible shall be purchased through reputable sources.

This general policy will apply to all equipment we purchase and use, in that it is fit for purpose, conforms to European standards, and will have a limited life appropriate to each particular item.

Records shall be maintained for all Personal Protective Equipment (PPE).

MAINTENANCE RECORDS

All PPE shall have a history record which will also detail its service and inspection intervals. A visual inspection will be given to all equipment before and after each period of use.

Staff will be responsible for the testing and inspection of equipment before issue.

Any item which fails inspection will be immediately removed from service. It will be isolated from other equipment so there is no possibility of it being used by mistake.

Equipment damaged beyond repair will be destroyed.

Repairs will be carried out in-house where suitable competence exists within staff.

Damage should be picked up during routine visual inspection, or when occurring during use.

The inspection regime will be dictated by the manufacturer's recommendations. An inspection of all equipment will be carried out before and after use.

Defective equipment will be destroyed, and obsolete equipment will be disposed of or destroyed.

All PPE shall have a history record which will also detail its service and inspection intervals. A visual inspection will be given to all equipment before and after each period of use.

Equipment that is not PPE and does not have a service record: -

- Paddles
- Kayaks

A visual inspection of this equipment will ensure it is fit for purpose.

Licensed Activities, Area of Operations and Staffing Ratios (Staffing Ratios may vary depending on prevailing conditions)

	Kayaking	Coasteering
Special Needs Yes/No	Yes	Yes
Instructor / Participant Ratio	8:1	8:1
Assisting Instructor (if applicable)	Trainee – registered with the NGB and working towards a substantive qualification	Trainee
Group Instructor	British Canoeing Coach or Leader – location & condition-specific qualification. Staff will hold a qualification that meets the requirements of the craft and body of water being used. Site-specific training and sign-off from tech advisor.	Site-specific training and sign-off from tech advisor.
Operating Seasons	All Year	All Year
Operating Area & description of geographical limits and/or environmental	Coastline between Sugar Sands Longhoughton and Dunstanburgh Castle, Craster, Northumberland.	Howick to Dunstanburgh Castle, Craster, Northumberland
Age Range of Participants	Over 8 yrs of age.	Over 8 yrs of age.
Activity	Kayak	Coasteering

Risk Management

Generic Risk Assessments

Activity – Water Based Activities		
List of Hazard	Control Measures	Arrangements to ensure control measures remain effective
Drowning	Full safety briefing. Wear safety equipment. Staff to hold an NGB qualification (where applicable). Current first aid certificate.	Field monitoring and continued professional development. Customer feedback. Hot de-brief of session. Risk-critical outcomes relayed to board/policy meetings. Quarterly accident reviews.
Hypothermia	Provide/wear clothing suitable to the prevailing weather conditions. Monitor group members for signs of hypothermia	Field monitoring and continued professional development. Customer feedback. Hot de-brief of session. Risk-critical outcomes relayed to board/policy meetings. Quarterly accident reviews.
Head Injuries	Full safety briefing. Wear safety equipment. Staff to hold an NGB qualification (where applicable). Current first aid certificate.	Field monitoring and continued professional development. Customer feedback. Hot de-brief of session. Risk-critical outcomes relayed to board/policy meetings. Quarterly accident reviews.
Minor Injuries	Full safety briefing. Wear safety equipment. Staff to hold an NGB qualification (where applicable). Current first aid certificate.	Field monitoring and continued professional development. Customer feedback. Hot de-brief of session. Risk-critical outcomes relayed to board/policy meetings. Quarterly accident reviews.
All equipment to be pre-checked by staff before allocation and use.		

In addition to generic risk assessments, we also carry out Dynamic Risk Assessment as an activity progresses. This is carried out on the day and will mainly concentrate on changes on site since the last site visit. Challenge events will be covered initially by the generic risk assessment for the given activity and site location risk assessments will be conducted prior to the event with an ongoing dynamic assessment.

Where an NGB qualification does not exist then a technical sign-off from a suitably qualified Tech Advisor will be held by Adventure Northumberland.

Technical Advisors are:

- Coasteering: Michael Curry
- Kayak: Kev Warner

In some instances, activities fall outside of AALA and do not require a tech sign-off.

All lead staff are first aid trained, and hold a current first aid certificate, in addition to qualifications appropriate to the activity being undertaken.

Adventure Northumberland is keen to share good practices provide in-house training and offer shadow hours to trainee instructors. In some cases, trainees may be present in an activity as part of their ongoing training.

Appendix A shows sample Site Risk Assessments. These are not exhaustive and are backed up by onsite, dynamic risk assessments before and during every activity. A dynamic risk assessment is not recorded as it is an ongoing process where staff react to changing conditions or abilities of the group. In some instances, the dynamic assessment starts days in advance when weather forecasts suggest there may be an issue in the safe delivery of an activity. Mitigation may include but is not limited to adding additional staff, deploying safety boats, or changing a venue.

Adventure Northumberland encourages open discussion of procedures and is constantly looking to improve.

The following awarding bodies / organizations are the benchmark for staff qualifications.

- British Canoeing
 - Kayaking
- National Coasteering Charter
 - Coasteering

Appendix A – Site Specific Risk Assessments.

Site Specific Risk Assessment - Coasteering

Information:

Coasteering – Howick Haven to Cullernose Point.

The Northumberland coast is known for its open and expansive beaches. There are however a few rocky coves along the coast and one such location is at Howick which makes it a good location for coasteering.

Coasteering is a fun activity, it is none competitive but develops confidence in participants.

Adventure Northumberland delivers coasteering at Howick from May through to late September or early October depending on prevailing conditions.

The area is tidal and can vary from -0.5 to 5.8 meters above Datum

There are lots of small coves, caves, and gullies each has a choice of activities depending on tide and sea state.

Intention:

To deliver a fun and safe activity.

Method:

Use suitably qualified and experienced staff to deliver the activity.

Session briefing supported by feature briefing.

Staff are to carry appropriate safety equipment and participants are to be supplied with 5mm winter-grade wetsuit and PPE suited to the activity.

Administration:

All clients are met onsite and supplied with appropriate equipment followed by a safety brief at the waters edge.

The lead member of staff is responsible for overseeing the delivery which may be led by a trainee or assistant.

All participants are asked to read and sign a declaration of understanding.

Risk:

Coasteering as with any adventurous activity has an associated level of risk. The worst-case scenario is death from impact injury or drowning. With mitigation, it is felt the likelihood of a serious incident occurring is low and as such is acceptable.

Please see the attached map that shows to area of coastline used and indexes key features.

The risks associated with these features are as follows:

- Boiler – Cuts and grazes from barnacles. Injury from jumping into shallow water
- Boiler Reef – Slips trips and falls onto rock or into shallow water.
- The Toilet -A sump that can be partially flooded depending on the water level. Danger of slips trips and falls.
- Slab Jump – a rocky outcrop descending into the sea – offers the opportunity to jump into safe deep water. Egress can be troublesome in certain swell conditions.
- The Coffin – A dry cave/tunnel. Risk of grazes from barnacles and head injuries.
- Little Arch – a challenging swim through depending on how far it is flooded.
- Moon Pool – a 20-meter tunnel can be used at varying tide levels – the risk of injury to knees and hands from slips trips and falls.
- Arc d’Triumph a challenging swim trough with a risk of injury to hands knees and legs caused by swell pushing

clients into submerged rocks.

- Rumbling Kearn – There are opportunities to climb and jump from various ledges or the top. Water depth should be deep enough to absorb falls, intentional or otherwise. Risk of serious injury if used at the wrong tide level.
- Rumbling Kearn Tunnel and sea caves. These can be used at different tide levels and sea states, there should be sufficient space to allow everyone to pass through without being adversely affected by tide and swell. Risk of drowning and injury from slips trips falls.
- Rumbling Kearn Pools and Slabs – these offer opportunities to jump into or be pushed into deep water by the swell. Risk of injury caused by trips slips and falls on entry/egress from these features.
- Death Gully – this contains x2 rock bridges which in certain tidal conditions cause strainers. If the swell is traveling up the gully, it is not to be used as the bridges can in certain scenarios create strainers. The lower reached can be used as a safe jump zone and the inland section at the right tide level provides jumps of varying heights. The risk of injury is from minor bumps and scrapes to drowning if caught in a strainer.
- Smash Alley – At low tide, this provides several spots for safe jumping. Risks are associated with slips trips and falls and can range from minor injury to drowning.
- The Flush – this is a low tide feature and includes passing under a submerged bridge. Associated risks are minor grazes to drowning. Only to be used at low tide when the underground passage is at its shortest length.
- Jacuzzi Pools – These offer opportunities to swim under small submerged bridges and jump into safe deep water. Risk of minor injury from grazes.
- Submarine Gully – a deep water gully that can be used at various tide levels as a safe jump zone. As well as risks associated with slips trips and falls on the rocks, there is some metalwork associated with the sunken submarine which could if not avoided cause injury.
- Sharks Fins – a set of reefs that provide an opportunity to jump into deep water and enjoy wash-off and pour-overs.
- Cullernose Point – a set of sea cliffs with jumps of varying heights. The risk of injury is significant if a slip trip or fall occurs or insufficient commitment is made to a jump. The risk comes from landing on submerged rocks when falling or landing poorly in the water from a jump.
- Black Hole – A deep water gully with jumps of various heights, in swell can provide a safe area for wash-offs and pour-overs. The risk of injury is significant if a slip trip or fall occurs or insufficient commitment is made to a jump. The risk comes from landing on submerged rocks when falling or landing poorly in the water from a jump.
- Muckle Carr – This is a reef outside the harbor at Craster, in swell conditions it offers pour-overs and wash-offs. There are some small jumps, but these are restricted because of water depth.

Note: By its nature coastering is dynamic, routes are not preset and may use features not described here. Additional features may present themselves as safe and usable for short periods based on prevailing conditions.

Dynamic Risk Assessment: A constant dynamic risk assessment is ongoing throughout; routes and features may be missed or adjusted based on group abilities and prevailing conditions.

Glossary:

Jump – a jump from a rock into the water from 0.5 meters to 10 meters.

Wash off – clients are sat on a rock shelf with back to waves, waves push clients into the water.

Pour overs – clients sit or lie behind a rock barrier and waves break over the rocks creating a waterfall effect onto clients.

Mitigation for all features is:

- Groups to be led by suitably qualified and experienced guides who know the shoreline.
- Issue clients with appropriate PPE that are correctly fitted.

- Clients are to wear sturdy firm soled footwear
- Safety brief before going to the water's edge.
- Safety brief before each feature and where appropriate a demonstration of how to use the feature safely.
- Jumping – clients should be encouraged to jump with legs slightly bent, which reduces impact, especially on higher jumps. On higher jumps, arms are to be crossed over the chest. The nose is not to be pinched.

Images show various features in use.



Smash Alley



Rumbling Kearn Traverse



Rumbling Kearn Tunnel



Example Jump Zones



Crawl Through @ The Coffin



Exploring Caves



Cullernose Point

Information:

Kayaking takes place on the North Sea at Craster Harbour. The tidal reach can vary from -0.5 to 5.8 meters. above Datum.

In addition, there are tidal races on spring tides at Castle Point and Cullernose Point and in certain conditions, waves break across Little Carr and Muckle Carr (The 2 reefs outside Craster Harbor). There are additional hazards associated with landing on any of the boulder beaches and on slabs that form this area of shore.

Intention:

To deliver a fun and safe activity.

Method:

Use suitably qualified and experienced staff to deliver the activity.

Operate in weather and sea conditions that staff are qualified and experienced in operating in and within the limits/ability of the group.

Staff are to carry appropriate safety equipment and participants are to be provided with PPE and offered a wetsuit suited to the activity.

Administration:

All clients are met onsite and supplied with appropriate equipment and at the water's edge given a safety brief.

The lead member of staff is responsible for overseeing the delivery which may be led by a trainee or assistant.

All participants are asked to read and sign a declaration of understanding (Consent Form).

Risk:

Paddle sport as with any adventurous activity has an associated level of risk. The worst-case scenario is death from impact injury or drowning. With mitigation, it is felt the likelihood of a serious incident occurring is low and as such is acceptable.

Site-specific risks include rip tides, tidal races, and waves.

Appendix B

INSTRUCTORS & STAFF CODE OF CONDUCT

Safeguarding and Protecting Children Guidelines

Whilst it is important for all adults to understand their responsibility with children, The CENTRE (Adventure Northumberland Limited) is concerned that specific advice is given concerning the behavior of all coaches, staff, volunteers and other officials. In addition, those who employ coaches for example, should know what standard of behavior is acceptable. This applies to anyone working in either a paid employed role or as a volunteer.

Instructors and Staff:

1. Must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
2. Must place the wellbeing and safety of the child above the development of performance. They should follow all guidelines laid down by the THE CENTRE and hold appropriate insurance cover
3. Must develop an appropriate working relationship with participants, especially children, based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward.
4. Must encourage and guide participants to accept responsibility for their own behavior.
5. Should hold up to date nationally recognized THE CENTRE coaching qualifications.
6. Must ensure the activities they direct, or advocate are appropriate for the age, maturity, experience and ability of the individual.
7. Should at the outset clarify with participants, and where appropriate their parents, exactly what is expected of them and what participants are entitled to expect from the coach.
8. Should cooperate fully with other specialists e.g. other coaches, officials, sports scientists, doctors, and physiotherapists in the best interests of the participants.
9. Should always promote the positive aspects of their sport e.g. fair play and never condone rule violations or the use of prohibited substances.
10. Should not be under the influence of drink, drugs or any substance.
11. Must consistently display high standards of behavior and appearance.
12. Should be acutely aware of the power that a coach develops with participants and avoid any intimacy (sexual or otherwise).
13. Should be acutely aware of situations with participants that could be construed as compromising and actions that others could perceive as being outside the coaching role.

14. Should report any concerns within the area of Child Protection/Vulnerable Adults in confidence and without delay to the appropriate person.

15. Should at no time make comment to the media. The CENTRE Press Officer should be made aware of any media interest in relation to Child Protection/Vulnerable Adults.

In the event of an allegation of improper behavior being made, the personal conduct and professional behavior of the adult will be especially important evidence. For child abuse to take place, particularly sexual abuse, the child and adult(s) will generally be alone and away from public view. Therefore, the best practice is to avoid all situations in which behavior cannot be observed. Child Protection is about putting in place the best possible practices and procedures, this will protect not only the child but also you, the adult. If you have any comments on this guideline or require any further support or guidance relating to children and young people, please contact the The CENTRE Child Protection Officer (Michael Curry).

Appendix C

Accident Report form

Accident Report Form Group Name Session Date

1.1 About the person who had the accident		
Name	Occupation	
Address	Postcode	
About the accident		
2.1 When it happened	Date	Time
2.2 Where it happened - e.g. location, place		
2.3 Who was involved.		
2.4 Witnesses.		
2.5 Events leading up to the accident.		
3.1 Outcomes of the event, e.g. injury or damage, and the severity		
3.2 Is it a RIDDOR reportable Incident? Y/N		
If Yes date and time informed		Method
4.1 Causes of injury or damage.		
4.2 Immediate and underlying causes of the accident.		
5.1 Emergency action taken at the time to prevent a reoccurrence or to minimize injury/damage.		
5.2 Further action required to prevent a reoccurrence.		
6.1 Record completed by Name	Signature	Date
Address	Occupation	
Postcode		

For Adventure Northumberland Use;

Date Entered to log Number

Action taken

Notes;

Complete the form as comprehensively as possible. Once completed please post/fax a copy to Adventure Northumberland. Please identify as far as possible not just the immediate cause of the accident, but the underlying causes. For example, a fall may have been sustained due to an obstruction or slippery surface, but why was the obstruction there. Was there a lack of warning?

Adventure Northumberland – Operating Manual
Incident Report Form

FORM 2

Incident Report Form Group Name Session Date

1.1 About the person involved in the Incident		
Name	Occupation	
Address	Postcode	
About the Incident		
2.1 When it happened	Date	Time
2.2 Where it happened - e.g. Room, location, place		
2.3 Who was involved.		
2.4 Witnesses.		
2.5 Events leading up to the Incident.		
3.1 Outcomes of the event		
4.1 Immediate and underlying causes of the Incident.		
5.1 Emergency action taken at the time to prevent a reoccurrence or to minimise injury/damage.		
5.2 Further action required to prevent a reoccurrence.		
6.1 Record completed by Name		Signature
Address		Occupation
Postcode		Date

For Adventure Northumberland Use

Date.....

Entered to log.....

Number

Action taken.....

Notes;

Complete the form as comprehensively as possible. Once completed please post/fax a copy to Adventure Northumberland. Please identify as far as possible not just the immediate cause of the Incident, but the underlying causes. For example a fall may have been sustained due to an obstruction or slippery surface, but why was the obstruction there. Was there a lack of warning?



FORM 3 NEAR MISS REPORT FORM

Near Miss Report Form Group Name Session Date

<p>About the Near Miss</p> <p>1.1 When it happened Time of day</p> <p>1.2 Where it happened - e.g. Room, location, place</p> <p>1.3 Who was involved.</p> <p>1.4 Events leading up to the Near Miss.</p>
<p>2 Potential Outcomes of the event, e.g. injury or damage, and the severity.</p>
<p>3 Immediate and underlying causes of the Near Miss.</p>
<p>4 Further action required to prevent a reoccurrence.</p>

For Adventure Northumberland Use;

Date Entered to log..... Number

Action taken;

Notes:

1 Adventure Northumberland use the strongest endeavors to promote a safety culture.

2 We very much appreciate any information that identifies any threat to health and safety so that this information can be shared and used to strengthen systems and prevent actual accidents We therefore ask you to report any occurrence which could result in an accident.

3 Please identify as far as possible not just the immediate cause of the Near Miss, but the underlying causes. For example a fall may have been sustained due to an obstruction or slippery surface, but why was the obstruction there. Was there a lack of warning?

4 To encourage completion we do not ask for your identification and guarantee that the form will not be identified to yourself or your group at any time unless you expressly ask or agree that we should do so.



Appendix D

Introduction and Safety Brief – Water based Activities

Introduce company, self, and staff.

Explain the format and location of the

activity Issue Equipment

- Helmet
- Buoyancy Aid
- We

tsuit Safety

Points.

- Check that participants are wearing suitable footwear, speak to everyone, not privately.
- Identify anyone with a medical condition
- Glasses – make sure they are secured
- Emergency contact numbers are known and carried.
 - Explain the process in the event of a single person working alone
- Confirm that everyone can swim
- Establish hand signals
- Shout/whistle for help

How to summon help from Emergency Services

- Staff phone – location and how to use
- Location of Public / Emergency Phones