

Surf-Lines Outdoor Activity Safety Policy

Last Review: December 2010

Reviewed by:

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Next Review:

December 2011

Introduction to the Guidelines

This document aims to fulfil the following purposes:

- A written statement of our safety policy, in relation to outdoor activities
- A set of guidelines for contract and freelance staff, to support their induction to the centre, its aims and values, and its approach to outdoor activity provision and safety
- Written evidence of risk assessments undertaken since September 2000
- A visible form of our systems and procedures available to any interested party

These guidelines are intended to support the verbal systems of risk management in the delivery of courses, not to replace them. This system involves induction, training, guidance and monitoring. Each activity section begins with a short summary of why we provide the activity (our purpose) and what outcomes we hope to achieve.

All aspects of delivering the activity are then divided into the following headings:

- Centre Responsibilities
- Employee Responsibilities
- General Equipment Needed

Additional sections also include:

- Activity specific equipment needed.
- Environmental Concerns.
- Emergency Procedures.

General Guidelines common to all Activities

Purpose

Most activities that are taught or led at Surf-Lines contribute to a common or underlying theme. This may be skill development, personal development, social or environmental education.

Each activity session or programme is the result of careful planning, often between Surf Lines and the customer. Sessions will use activities to meet agreed aims, goals and, sometimes, specific objectives.

Outcomes

Consideration of an activity's outcomes or desired results must be undertaken before the start of a session. This is an essential component of the assessment of risk in the outdoors.

Outcomes other than purely skill acquisition are often agreed between Surf-Lines and our customers. These desired outcomes will be shared with staff prior to all sessions – staff members are also required to ask.

Centre Responsibilities

- All equipment must be in a safe working order and receive regular maintenance that will be recorded in the appropriate logbooks.
- A Clearly Marked Location will be allocated for the storing of defective/damaged equipment. The items will be clearly marked with "Do Not Use" tags. All defects must be reported and recorded in the defect register (Safety File). All clothing must also follow the same procedure.
- All equipment must be stored securely to prevent unauthorised use and checked and cleaned when necessary.
- All instructors will be fully inducted on arrival and made aware of the Surf-lines policies and procedures. Copies of all relevant documentation i.e. qualifications CRB etc. will be taken and placed on file.
- Weather forecast (and tidal picture if relevant) will be obtained and relayed to staff.
- Safety systems must be reviewed regularly for improvements or for changes in perceived "good practice".
- Reports/feedback will be shared after courses or conferences.
- Feedback will be shared after a "near miss" incident and recorded in the file.

Employee/Freelance Staff Responsibilities

- Staff members are in a position of trust and have a duty of care to the students for whom they are responsible.
- Staff members dealing with students will always be professional, appropriate and justifiable.
- Staff members will avoid all unnecessary physical contact and use appropriate language.
- Any incident involving restraint must be reported as soon as possible to the Course Supervisor, together with recording the incident in the “near miss” file.
- Staff will **support and encourage** those intimidated by the activity.
- Accompany teachers or adults with activity groups must be briefed as to their expected roles in the session.
- Staff members will show due respect for the feelings and sensitivities of group members.
- If staff members feel unable to deal with any situation or problem during the session, they should seek assistance and support from other Surf-Lines staff.
- Staff members must carefully consider and plan sessions according to age, ability, prior experience, desired outcomes and weather forecast.
- Staff members must question school staff, Surf-Lines staff or participants regarding medical conditions and water confidence/swimming ability if relevant.
- Staff members must sign out for activity sessions on board inside office for all offsite activities.
- Ask the Course Supervisor if anything is left unclear, however small or insignificant it may appear.
- Care and consideration will be exercised in minimising damage or eliminating impact on activity venues.
- Groups must be made aware of the impact of noise pollution.
- Due consideration must be given to other users of activity venues.
- All litter or unwanted materials must be brought back to base and disposed of properly or recycled.
- The country code must be adhered to, as well as extra care and consideration if using a SSSI or similarly designated area.
- Staff members must read and understand all safety/policy documents.

The staff member will be perceived as a role model regarding attitudes and behaviour concerning environmental issues.

Canoeing/Kayaking/Coasteer/Gorge

Qualifications

Person in charge of activity at centre Senior Instructor Nominated

Person in charge of session

Glyn Lagoons (sheltered water)

Required minimum: Surf Lines site-specific training endorsement,
UKCC Level 1

Recommended: BCU Level 2 Coach/UKCC Level 2

Llyn Padarn (open water) and other comparable water

Required minimum: UKCC Level 1 Coach & In-house training

Recommended: BCU/UKCC Level 2 Coach

The Swellies

Required minimum: BCU Level 3 Coach (inland and/or sea) Plus
Surf Lines site-specific training.

Recommended: BCU Level 4 Coach (inland and/or sea)

Trearddur Bay (Inner) and Porth Diana:

Required minimum: BCU Level 3 Coach Training (Sea) Plus
Surf Lines site-specific training.

Recommended: BCU Level 3 Coach (Sea)

Sea Journeys (excluding advanced conditions - BCU terms of reference)

Required minimum: BCU Level 3 Coach (sea)

Recommended: BCU Level 4 Coach (sea)

River Journeys (up to Grade 3 – international grading system)

Required minimum: BCU Level 3 Coach (inland)

Recommended: BCU Level 4 Coach (inland)

Small-Moderate Surf (up to 3 feet)

Required minimum: BCU Level 3 Coach (sea)

Recommended: BCU Level 4 Coach (sea), Level 3 Coach (surf)

Advanced Activities (sea, surf, white water)

Required minimum: BCU Level 4 Coach (in appropriate discipline)

Coasteering (Porth Rhyffydd, Porth Diana, Porth Dafarch, Rhoscolyn)

Required minimum: BCU Level 3 Coach Sea training
Site Specific training/Previous experience

Recommended: BCU Level 3 Sea Coach assessed.
Recorded previous experience and/or Surf-lines in-house CPD/Non-
NGB Training
Any 2....Single Pitch Award, WWS&R, ML

Gorge Walking (Afon Ddu)

Required Minimum: BCU Level 3 Training (inland)
Site Specific training/Previous experience

Recommended: BCU Level 3 Coach assessed.
Recorded previous experience and/or documented Surf-lines in-house
CPD/Non-NGB Training
Any 2 of...ML, SPA, WWS&R

Maximum Ratio: 1 Instructor to 10 participants

Note. Max ratio will vary according to group abilities, canoeing/kayaking venues and paddling activities. Primary responsibility for setting these maximum ratios lies with the person responsible for the canoeing/kayaking at Surfines.

Centre Responsibilities

- Provide canoes/kayaks that meet BCU requirements for venue.
- Ensure that all staff carry safety and rescue equipment- group shelter, throwlines, knife, towlines, hot drinks, spare paddles, 1st aid kit.
- Provide personal safety kit for both staff and participants – B/aids and helmets etc.
- Ensure equipment such as B/aids and Helmets are safety checked regularly.

Employee Responsibilities

- Maintain strict group control when walking to and from venue ensuring no risks are taken when crossing any roads.
- Identify and reassure any weak swimmer in the group.
- Carry out an inspection of the venue and equipment to be used on the session – no obvious hazards, water level, weather conditions, buoyancy in boats etc.
- Brief the group on good lifting technique for canoes/kayaks (Manual handling).
- Brief group on potential of trapping fingers between boats, hitting others with paddles and what to do in the event of a capsized.
- Appropriate size and type of boat and paddle is issued to the student.

Equipment

- Personal clothing worn must be appropriate for the weather conditions.
- Ensure participants are NOT wearing open toed sandals.
- Instructors will kit up participants with helmets and B/aids, these are to be correctly adjusted.
- Throughout the session, regularly check that participants are still correctly kitted up.
- Ensure maximum buoyancy in all boats (usually in the form of airbags.)
- Boats marked with Surf-Lines name and telephone number.

EMERGENCY CONTINGENCIES

See Surf-Lines Emergency Procedures
First aid kit located at water sports venue
Telephone located at Surf-Lines

Coast Guard Procedures

Bill Taylor produced this document after a meeting (AHOEC) and the Holyhead Coast Guard

1. It would be helpful for CG to be supplied with a list of Centres and contact numbers, along with each Centre's operational procedures for sea kayaking, e.g. flares, radios, emergency equipment usually carried.
2. Kayaks should be marked prominently inside to identify ownership.
3. Where groups operate on "class 1" type water (i.e. sheltered enclosed sites where there is no danger of offshore winds), or where there is a static beach operation (e.g. surfing), there is no need to contact CG.
4. For other kayak operations on the sea, the recommended procedure is:
 - A/ Centre to alert CG by telephone, not VHF radio.
Stating: Name of Centre
 Number of kayaks on the water
 General area of operation, e.g. Trearddur Bay
 If a journey is planned, give start and finish points
 Give approximate ETA
 - B/ The Centre should inform CG that the trip is finished as a matter of courtesy. This could be by radio from the beach, or by telephone.
CG will follow up a failure to report in only if alerted by the Centre's land based operation.
5. In the event of an emergency, it is important that any statements made to the media are measured to minimise the possibility of misrepresentation.
6. It was suggested that staff from Centres in the area should visit Holyhead CG in an effort to educate both parties and promote mutual understanding.

AHOEC May 1993

Information for HM Coast Guard (Holyhead)

– Updated December 2010

Centre Name:	Surf-Lines Ltd
Address:	2 Y Glyn Llanberis Gwynedd LL55 4EL
Tel:	01286 879001
Email:	info@surf-lines.co.uk
Website:	www.surf-lines.co.uk
Shore Contact Number:	01286 879001
Emergency Mobiles:	07905 239601 07923414420
Hand-Held VHF Radio:	Surf-Lines 1 Surf-Lines 2
Centre Director:	Phil Nelson
Coastal Activities:	Sea Kayaking Surf Kayaking SOT kayak/surf/rock-hop Coasteering Rock Climbing and Abseiling Adventure Swimming

General information:

The lead instructors of all Surf-Lines groups taking part in the any of the above activities will notify Holyhead Coast Guard by telephone on the morning of each activity – the following information will be provided:

- Nature of activity, launch/landing points
- ETD/ETA
- Specific activities, e.g. rescue training
- Name of group leader, type of craft
- Intentions regarding notification of Coast Guard at the completion of the activity

All Surf-Lines groups will carry standard emergency equipment such as first aid, thermal protection etc. Group leaders will also carry emergency flares and handheld VHF radios, appropriate to the level of activity.

Rock Climbing/Abseiling

Qualifications

Person in charge of activity at centre

Senior Instructor / Nominated Course
Supervisor

Person in charge of session

SPA Assessed

Maximum Ratio: 1 Instructor to 10 participants

Centre Responsibilities

- Only use UIAA/CE approved equipment that is in good working order.
- Ensure the climbing equipment is maintained and safety checked monthly.

Employee Responsibilities

- Check of equipment for damage.
- Visual check of rock face for falls / movement etc.
- Inspection of anchor points, natural or artificial.
- Minimal impact approach to activity with consideration to tree damage, noise pollution, group size, litter and other crag users.
- All participants that are not climbing or belaying will wait in a designated area.
- All participants and staff will wear helmets whilst climbing and belaying.
- Selection of climbs to suit all ability levels.
- Ensure no jewellery especially rings and long hair is tied back when student is abseiling.
- Safety warning after activity....'Don't try this at home!'.... However, give advice on how to get involved in the sport.

Equipment

- Personal clothing worn must provide protection from the harness.
- Participants will be instructed not to drop helmets intentionally or mistreat them in any way.
- Chinstraps will be regularly checked and the inner cradle adjusted for individuals so that the helmets fit correctly.
- Instructors must visually check the helmet, harness and attachment to rope before each climb or abseil.

Harnesses

- The DMM harnesses will need the buckles threaded back on themselves to ensure safety.
- The harness attachment to the rope will be as follows.
 - Fig 8 knot with, or without, a karabiner attached.
 - Karabiner clipped to harness in accordance with manufacturers guidance notes.

EMERGENCY CONTINGENCIES

See Surf-Lines Emergency Procedures
First aid kit located at water sports venue
Telephone located at Surf-Lines

Hill Walking / Scrambling.

Qualifications

Person in charge of activity at centre	Senior Instructor/Nominated Course Supervisor
Person in charge of session (in scope of AALA)	ML, WGL assessed
Person in charge of session (out of scope under 600m)	ML, WGL, BELA assessed

Note: Surfines follows MLTB guidelines for terrain classification

Maximum Ratio: 1 Instructor to 10 participants

Centre Responsibilities

- Provide suitable routes and ensure access is allowed.
- Provide suitable group equipment.
- Weather forecast for mountain area obtained and passed onto instructors.

Employee Responsibilities

- Check that the participants are suitably able and equipped to complete the route in the weather conditions.
- Brief the group on their expected behaviour along the route.
- Hill walking approached as a group activity – as such groups must stay close together and be managed accordingly.
- As much ownership as possible of the experience is given to the group, without compromising group wellbeing or safety.
- A minimal impact approach is adopted – noise, damage, litter, route choice...
No throwing of stones etc. downhill.
- Education (if only a few words) about the uniqueness and fragility of the mountain environment.
- Reassurance with personal fears – heights etc. Positive encouragement for those intimidated.
- Knowledge of access agreements and public rights of way.

Equipment

Each instructor should carry:

- 1st Aid kit
- Map
- Watch
- Compass
- Spare map
- Group Shelter
- Appropriate rope
- Hot drink supply and spare food
- Torch
- Whistle

- The instructor in charge of the session should carry a mobile phone.
- Packed lunches for morning hill walks must be taken.

EMERGENCY CONTINGENCIES

See Surf-Lines Emergency Procedures
First aid kit located at water sports venue
Telephone located at Surf-Lines

Coasteering

Qualifications

Person in charge of activity at centre

Senior Instructor/Nominated Course Supervisor

Person in charge of session

SPA and or ML combined with a min of level 3 training in either sea or surf. (Plus Site specific training, documented CPD/Non-NGB Training including observation and supervised leading experience with other full-time Surf-Lines staff, or documented at other providers.)

Ratio: 1 Instructor to 10 participants. (Maximum)

Centre Responsibilities

- Provide Centre Based assessment for all instructors running Coasteering CPD/Non-NGB Training Document.
- Ensure access is allowed.
- Provide suitable group equipment.
- Weather forecast for onshore area obtained and passed onto instructors.

Employee Responsibilities

- No Jewellery, especially rings. Long hair tied back.
- Supervised movement on rocky terrain initially.
- Thorough safety briefing including equipment care.
- Effective communication between leader and group.
- No participants to climb higher than agreed line.
- Control and safe positioning of group members at all times.
- In cold conditions, immersion should be kept to a minimum.
- Consideration given to spotting techniques and landing areas when traversing.
- Due regard to be given to weather forecast and prevailing conditions.
- Visual check of location for sea state, tide level etc.
- No coercion to complete the route.
- No compulsion to perform cliff jumps.
- Safety warning after activity..... "Don't try this at home!"

Equipment

- UIAA/CEE approved equipment where appropriate.
- Full wet suits for all participants.

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- Helmets for all participants and instructors.
 - Buoyancy aids for all participants and instructors.
 - Appropriate footwear – minimum trainers.

 - Throw lines
 - Knife
 - Slings
 - VHF Radio
 - 1x Day/Night flare
 - Careful check of equipment before and after use
 - Identify, isolate and report defective equipment in Safety Equipment file.

 - 1x Para Flare
 - 1x Orange Smoke
 - Group Shelter
 - 1st Aid Kit

Sites used

Coasteering staff will only use approved venues that have been risk assessed and at which they have assisted other more experienced Surf-lines staff.

Coasteering Briefing

1. Personal Introductions and Welcome
2. Clothing Check List – footwear, warm layers and spare clothing
3. About the activity – why Coasteering?
 - Exciting and great fun, anyone can do it!
 - Rock climbing close to the water, scrambling above (and below!) the water line, rock pool swimming, and cliff jumps, anything you want it to be!
4. Safety Briefing – we'll cover this on arrival, before the start of the activity:
Generally, we aim to make the activity positive and challenging.
Talk about comfort zones, challenge by choice (no pressure!) and teamwork
5. Choice of Location – weather forecast, expected conditions, level of activity

Fallback Options

Session Briefing at the Location

1. Walking on Rocks
 - Avoid the seaweed - use the barnacles!
 - Use hands and feet
 - Care with foot placement – use cracks/depressions in the rocks
 - Walking on boulders – place feet between the rocks
2. In the Water
 - Defensive swimming near rocks, keep feet up and in front to fend off
 - Take care when climbing out of the water ,we'll show you the best way
 - Take care with first immersion, get used to water temperature
3. Knowledge
 - Waves and swell – explain rhythm of swell (sets and lulls) –safety considerations
 - Rock ledges, deep water vs. shallow water, breaking waves – look for our leadership!
 - Throw bags – info about their use

4. Jumping

- Give briefing before first jump. Start small – no compulsion!
- Demonstrate good technique
- Throw bags available – leader protects launch and controls activity

EMERGENCY CONTINGENCIES

See Surf-Lines Emergency Procedures

First aid kit within safety equipment carried. Also, advice card as procedure to follow if Instructor becomes injured.

Telephone located at Surf-Lines

Gorge Walking

Qualifications

Person in charge of activity at centre

Senior Instructor/Nominated Course Supervisor

Person in charge of session

SPA and or ML combined with a min of level 3 training inland kayak. (Plus Site specific training, CPD/Non-NGB Training including observation and supervised leading experience with other full time Surf-Lines staff, or documented at other providers.)

Ratio: 1 Instructor to 10 participants. (Maximum)

Centre Responsibilities

- Provide Centre Based assessment for all instructors running Gorge Walking.
- Ensure access is allowed.
- Provide suitable group equipment.
- Weather forecast for area obtained and passed onto instructors.

Employee Responsibilities

- No Jewellery, especially rings. Long hair tied back.
- Supervised movement on rocky terrain initially.
- Thorough safety briefing including equipment care.
- Effective communication between leader and group.
- No participants to climb higher than agreed.
- Control and safe positioning of group members at all times.
- In cold conditions, immersion should be kept to a minimum.
- Consideration given to spotting techniques and landing areas when traversing.
- Due regard to be given to weather forecast and prevailing conditions.
- Visual check of location for hazards etc.
- No coercion to complete the route.
- No compulsion to perform jumps.
- Safety warning after activity..... "Don't try this at home!"

Equipment

- UIAA/CEE approved equipment where appropriate and in good working order/appearance.
- Full wet suits for all participants.
- Helmets for all participants and instructors.

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- Buoyancy aids for all participants and instructors.
 - Appropriate footwear – minimum trainers.
 - Climbing Harnesses – as required.

 - Throw lines & Static climbing rope.
 - Knife
 - Slings
 - 1st Aid Kit
 - Group Shelter
 - Careful check of equipment before and after use
 - Identify, isolate and report defective equipment in Safety Equipment file.

Sites used

Staff will only use approved venues that have been risk assessed and at which they have assisted other more experienced Surf-lines staff.

Gorge Walking Briefing

1. Personal Introductions and Welcome
2. Clothing Check List – footwear, warm layers and spare clothing
3. Safety Briefing – we'll cover this on arrival, before the start of the activity:
Generally, we aim to make the activity positive and challenging.
Talk about comfort zones, challenge by choice (no pressure!) and teamwork.
4. Choice of Location – weather forecast, expected conditions, level of activity

Session Briefing at the Location

1. Walking on Rocks
 - Avoid the moss/mud/leaves!
 - Use hands and feet
 - Care with foot placement – use cracks/depressions in the rocks, and the obvious well-trodden path.
 - Walking on boulders – place feet between the rocks
2. In the Water
 - Take care when climbing out of the water, we'll show you the best way
 - Take care with first immersion, get used to water temperature
3. Knowledge
 - Environmental considerations – SSSI, SAC etc.
4. Jumping
 - Give briefing before first jump. Start small – no compulsion!
 - Demonstrate good technique
 - Throw bags available – leader protects launch and controls activity

EMERGENCY CONTINGENCIES

See Surf-Lines Emergency Procedures
First aid kit within safety equipment carried.
Telephone located at Surf-Lines

Emergency Procedures

We are required (by Health and Safety Executive) that we keep an accident recording system. We must record all accidents/injuries however minor. This includes:

1. Any accident involving an individual participating in a course at Surf-lines on or off site.
2. Any accident that occurs on Surf-Lines premises or facilities
3. Any accident that involves a member of staff whilst at work.

Any accident however minor to staff or non-staff must be recorded in the Surf-Lines accident book.

The book is located in the office.

The staff member should run through the incident with Course Supervisor at the earliest convenience.

Any incident requiring more than simple first aid, that is requiring a doctor or hospital treatment, must be reported to Course Supervisor at the first available opportunity.

SURF-LINES DOCTOR

Surf-Lines Doctor is Dr Parry in the Llanberis surgery in the High Street.

Tel: 01286 870634

NEAREST HOSPITAL

Ysbyty Gwynedd is the nearest hospital with A&E, with is well sign-posted from the main roads towards Bangor.

Tel: 01248 384384

AMBULANCE SERVICE

An Ambulance can be obtained by ringing the standard 999 on any phone.

PERSONAL DETAILS

The following details should accompany any casualty requiring medical attention:

- Full name
- Home address
- Details of accident
- Any known medical condition (available from booking form)

ACCIDENTS AWAY FROM SURF-LINES

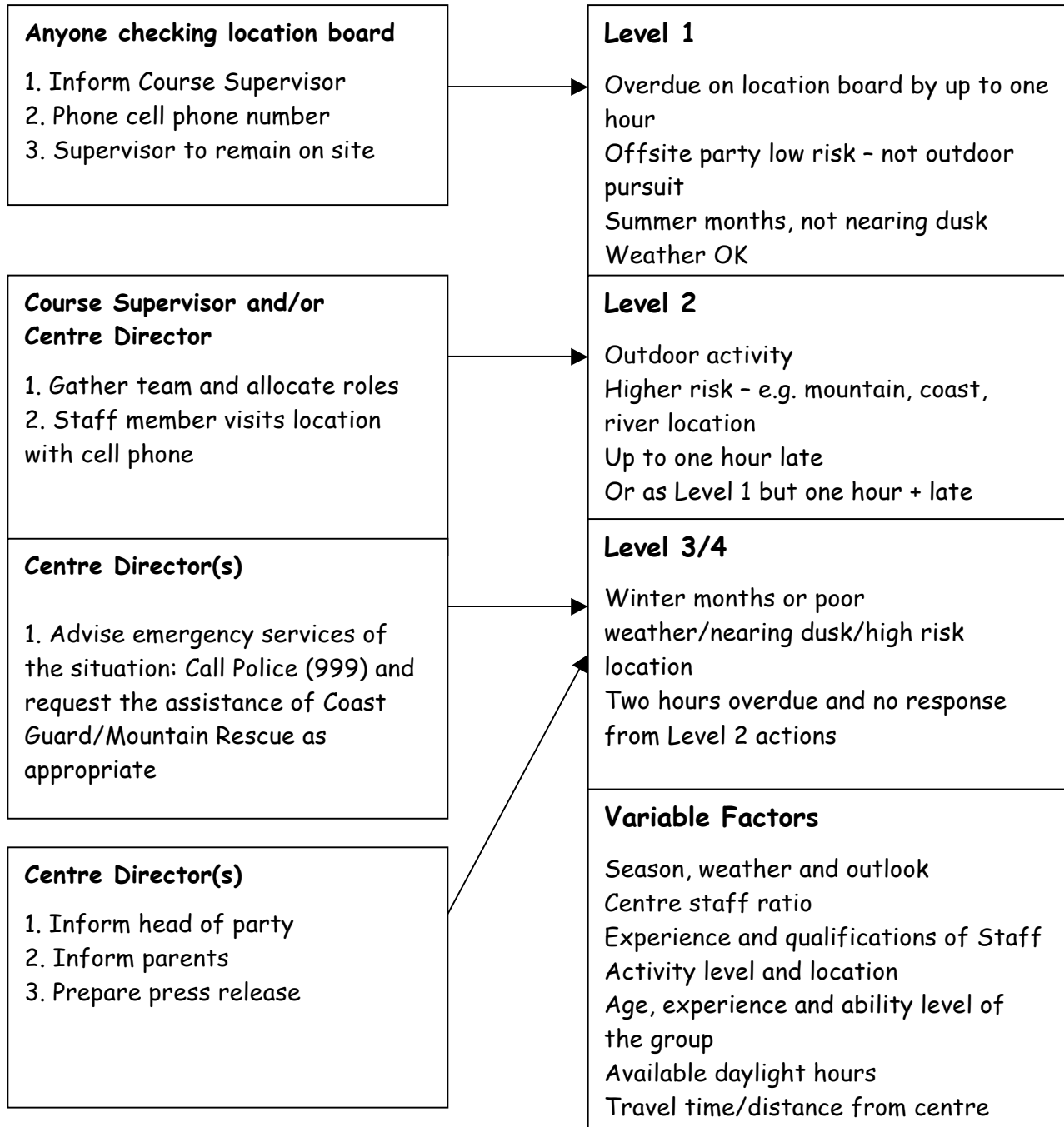
In the event of accidents away from the centre:

- Incidents involving either people or equipment can only be dealt with according to the circumstances of the incident. Surf-Lines should be informed of the situation at the earliest opportunity and particularly if the agencies such as the mountain rescue or coastguard are involved.
- Surf-lines should be informed of all major damage to equipment sustained when away from Surf-Lines immediately to Course Supervisor.
- Staff should not speak to the press, but refer them to Course Supervisor.
- The instructor in charge should note details and timings relating to any incident so as to facilitate a full report of the incident on return to Surf-Lines.
- Never question your judgement if you deem it necessary to call in outside rescue agencies. It is better to ensure the safety of students than to dent your pride!

IN THE EVENT OF A FATALITY

- Inform Course Supervisor as soon as is possible.
- Make no comments to members of staff who are not involved in the incident.
- Make no statement to the press and take care to avoid casual conversations. This will help protect the confidentiality of the incident until the next of kin is informed.
- Following the directions of Course Supervisor in reporting the incident but, as soon as is practical after the incident, note:
 - The time scale of the incident,
 - The names and addresses of any witnesses or people involved in the incident,
 - A brief history of the incident.

Overdue Response Procedure



Customer advice for injured instructor (Coasteering)

Safety Pack Items:

First Aid Kit
Orange Survival Bag
Group Shelter
Hot Flask
VHF
Flares: Rocket, Orange, Day/Night.

Company Name: Surf-Lines, based in Llanberis. LL55 4EL
Tel: 01286879001

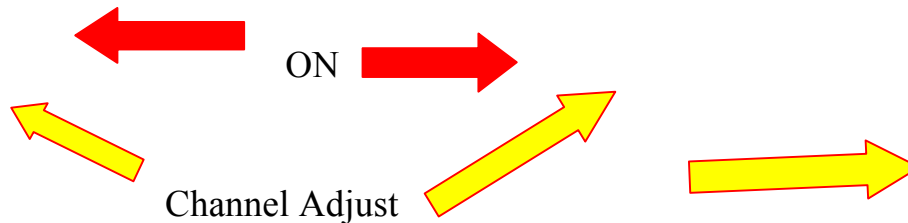
Coastguard (Holyhead): 01407762051

Should you require assistance, please follow the instructions below:

1. Locate the VHF Radio and switch it on. Either



Or



2. Select Channel 16 on the display. Using.....

3. Press to Talk button (PTT on the side). Call Coastguard using following format....

“Mayday, mayday, mayday
This is (your name)
Require urgent assistance
Over”

4. Release PTT button. Repeat until hear a reply.

5. Follow instructions from your reply.

6. Use flares as required. Read instructions on the body for lighting/launching.

The Group Shelter can be used to keep warm. This is just like a tent but without the poles. Take it out and get as many people inside (over their heads) as possible.

The Orange Survival Bag is like a large sleeping bag. Feet first to keep warm, Two people could fit in this.

Name:

Sheet Number:

Continuing Professional Development and Non-NGB Training

Date:

Activity:

Position: Observe/Assist/Leader

Location:

Comments:

Training Provider:

Date:

Activity:

Position: Observe/Assist/Leader

Location:

Comments:

Training Provider:

Induction Procedure for New Staff

- 🍏 Surf Lines, its background and aims
- 🍏 Organisation and staffing structures
- 🍏 Original qualifications placed on file using summary sheet
- 🍏 References taken up (where relevant)
- 🍏 Tour of local activity sites
- 🍏 Hazardous areas where there is a risk of injury
- 🍏 Expected standards of conduct, dress and appearance
- 🍏 Security systems and fire alarm procedure
- 🍏 Expected hours of work, facilities available
- 🍏 Procedure in case of sickness/absence
- 🍏 How the programme works
- 🍏 How courses are planned, delivered and evaluated
- 🍏 Surf Lines' educational approach to activities
- 🍏 Health and Safety/Safe Working Practice
- 🍏 Child Protection/Vulnerable Adult Procedure
- 🍏 The use of protective clothing
- 🍏 Expected contribution to maintenance of equipment
- 🍏 Equipment defect reporting procedure
- 🍏 First aid kits and group emergency equipment
- 🍏 Signing out, signing in and the use of cell phones/VHF
- 🍏 Emergency procedures
- 🍏 Accident reporting including HSE reportable incidents
- 🍏 Near Miss reporting and sharing
- 🍏 Use of vehicles and procedures
- 🍏 Read and understand guidelines and risk assessments
- 🍏 Discuss insurance arrangements
- 🍏 Work alongside other member of staff
- 🍏 Observation of teaching (recorded CPD sheet) by a member of staff

Name _____ Date _____

Signed (tutor) _____ (new staff) _____

