

CHAIN EVENTS (NORTH EAST)LTD

A. CODE OF PRACTICE

The aim of the code of practice is to provide event management/instructors/coaches working for CHAIN EVENTS (North East) Ltd with the guidance required in running practical activity sessions in a fun and informative manner without exposing clients to avoidable risk of injury.

B PROFESSIONAL AIMS

1. Event/Activity key points

- 1.1 agree the aim of the session with the client.
- 1.2 agree an evaluation of the session.
- 1.3 communicate session aims with leaders/instructors/coaches.
- 1.4 allow for briefing and evaluation with instructors/coaches/clients.

2. Clients

- 2.1 good background knowledge should be gained in advance of the activity with regard to client's age, ability, fitness, experience, including social and medical requirements.
- 2.2 ensure clients have been given clear and achievable instruction with regard to pre session, during session and post session information

3. Staffing

- 3.1 staffing should be adequate to cover any eventuality and to ensure session aims are achieved
- 3.2 sub contracted staff will be fully aware of CHAIN EVENTS (North East) Ltd's Event/Activity Structure Plan (see clause 4) and Guidelines for Good Working Practice (see Clause 10)
- 3.3 all staff must be competent in terms of experience and ability to run sessions and will have the relevant qualifications or extensive logged experience for the activity undertaken, copies of which will be kept in the CHAIN EVENTS (North East) Ltd office prior to and during employment
- 3.4 trainee instructors/coaches or volunteers assisting during sessions will be given an onsite brief and will only act as secondary help to an instructor/coach with an appropriate qualification.

4. Event/Activity Structure Plan

- 4.1 Activity/Event plans should be realistic, workable and flexible enough to deal with any unforeseen changes in circumstances.
- 4.2 agree Event/Activity Aim; individuals' personal needs and requirements.
- 4.3 check access and suitability of chosen event/activity location.
- 4.4 obtain up to date weather forecast.
- 4.5 prepare note of details of event/activity times, location, route etc. This will be either at the Chain Events Ltd office or in the CHAIN EVENTS (North East)Ltd mobile unit.
- 4.6 brief group and staff on activity plan/contingency plan.
- 4.7 full checks of personal kit for both participants and leaders/instructors.
- 4.8 a responsible person back at the CHAIN EVENTS (North East) Ltd office will be aware of the event/activity itinerary.
- 4.9 all staff need to be aware of their location when agreeing route and calling in times after the event/activity. Any changes to venue/route due to unforeseen adverse conditions, access problems or other reasons should be conveyed to the event Organiser and the CHAIN EVENTS (North East) Ltd office as soon as possible.
- 4.10 ensure participants have sufficient rations of food and drink for the duration of the sessions
- 4.11 ensure backup transport support is available for emergency support purposes

5. Equipment

- 5.1 All CHAIN EVENTS (North East) Ltd technical equipment will be checked before and after each activity session by the leader/instructor/coach leading the session or by a nominated individual with sound knowledge/experience in the activity. Any equipment found to be faulty will be clearly labeled and taken out of action immediately.
- 5.2 equipment should be adequate for the activity and be readily assessable during the session.
- 5.3 emergency equipment must comply with the guidelines laid down for the activity undertaken and must be readily available throughout the activity session.
- 5.4 CHAIN EVENTS (North East) Ltd will ensure clients/assistant staff/volunteers are all adequately equipped or fully briefed for the event/activity undertaken, dependant on the nature of the event/activity.

6. Environmental issues

- 6.1 CHAIN EVENTS (North East) Ltd will ensure each event/activity plan will take into account the environmental impact the event/activity could have on the countryside. They will ensure good relationships are maintained with local landowners and other land users.
- 6.2 CHAIN EVENTS (North East)Ltd will provide an event/activity briefing on the understanding and respect for the countryside and local environment.

7. Travel

- 7.1 Travel requirements will be pre planned and clear instructions given to reduce stress and increase the safety and comfort of the clients
- 7.2 All cycles, equipment, vehicles and drivers must conform to legal requirements.

8. Food Hygiene

- 8.1 Where the preparation and provision of food forms part of the event/activity, CHAIN EVENTS (North East) Ltd will comply with Food Hygiene standards in the commissioning of catering services

9. Reporting

- 9.1 Reporting plays a major part in the smooth running of CHAIN EVENTS (North East)Ltd. The following list represents CHAIN EVENTS (North East) Ltd's comprehensive reporting system: -
 - a Activity booking form
 - b Activity log
 - c Activity risk assessment/near miss form
 - d Staff profile
 - e Medical form
 - f Accident form
 - g Evaluation form

10. Guidelines for good working practice

- 10.1 Event/activity aims & Objectives CHAIN EVENTS (North East) Ltd strives to deliver educational and leisure activities defining clear aims, objectives and individual goals. To strengthen and back up this delivery to our clients, the following guidelines outline the roles and responsibilities of freelance/casual/voluntary staff whilst engaged in CHAIN EVENTS (North East) Ltd work as either a leader or assistant.

10.2 Event/activity preparation

Staff booked to lead/assist sessions for CHAIN EVENTS (North East)Ltd will contact the office prior to the activity date to ensure the following paperwork is complete and copies are retained in both the CHAIN EVENTS (North East) Ltd office and in the mobile unit.

- a) staff profile
- b) original up to date qualifications inspected and copies taken
- c) inspection of individuals third party liability cover and copies taken
- d) booking/activity/medical forms are complete for group background info
- e) activity log including risk assessment/accident/near miss and evaluation forms

10.3 It is important that freelance and volunteer staff are honest about their ability to deliver activities, any concerns regarding session work must be aired before the activity date. Safety is of paramount importance and where appropriate, any alterations to the program due to changes in circumstances for example weather conditions, must be considered.

10.4 Freelance instructors/coaches/volunteers are offered work on the understanding that they are seen as a CHAIN EVENTS (North East) Ltd instructor working for the company and not just the group. Professional attitudes must prevail at all times. Hours of work may vary but in the event of late arrival of the group it will be expected that staff will use the time productively to help with the smooth running of the company with regard to maintenance, paperwork, etc.

11 First Aid Regulations

11.1 CHAIN EVENTS (North East) Ltd recognises its responsibilities under the Health and Safety (First Aid) Regulations 1981, S11981/917 which:

- i) Refer to employees
- ii) Through a duty of care / risk assessment relate to clients engaged in outdoor activities.

11.2 CHAIN EVENTS (North East) Ltd's Health and Safety document states that:

- i) Emergency First Aid may be administered by anyone so qualified but only so far as knowledge and skill permit.
- ii) All instructional staff will hold or be preparing for examination for a nationally recognised First Aid qualification.
- iii) In all cases of administration of First Aid, an Accident Report form is to be completed. They are used in risk assessment to identify potential changes necessary to maintain safe practice.

11.3 Activity Emergency Procedures

The emergency procedure for every activity can be summarised:

- i) Administer First Aid to the Casualty
- ii) Ensure the safety of the remainder of the group
- iii) Inform the event Manager
- iv) Seek aid and evacuation where appropriate
- v) Report to base if necessary
- vi) DO NOT ADMIT RESPONSIBILITY!
- vii) In order to avoid an emergency it will be up to the instructors considered judgement as to when an activity will be abandoned.

Where a client/group is overdue on its return from an activity session initial investigation as to the causes will be initiated as follows:- . Land activities - wait 1 hour - check activity/route location - search location 60 minutes. Emergency procedures will then be implemented at the discretion of the Event Manager.

CHAIN EVENTS (NORTH EAST) LTD OFFICE TELEPHONE NUMBER – 01207 502388
DAVID GRAYS MOBILE TELEPHONE NUMBER - 07770 623516

11.4 Serious Incident Procedure

This sets out the procedure to be followed in the event of a serious incident.

- i) In the event of a serious incident which may or may not involve the emergency services David Gray should be contacted immediately.
- ii) ONE appointed person will serve as a point of contact for any Public statements or Press questions. All incoming enquiries should be directed to this single point to avoid miscommunication. All statements will be given at an appointed time and place and not before
- iii) No Press statement can be issued until the Family of the injured party has been contacted.

11.5 ACCIDENT REPORTING

Considering the nature of the activities it is inevitable that accidents may sometimes occur, therefore it is important that all instructors/coaches are familiar with CHAIN EVENTS (North East)Ltd's methods for investigating and reporting as follows: -

- i) Statutory obligations
- ii) The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 makes it the responsibility of CHAIN EVENTS (North East) Ltd to report certain specified incidents to the Health and Safety Executive

11.5.1 Fatal accidents

The death of any person as a result of an accident arising out of or in connection with work/activity.

11.5.2 Major injury accidents

These are defined as follows: -

- i) Fracture of skull spine or pelvis
- ii) Fracture of any bone in the arm, wrist, leg or ankle (but excluding a bone in the hand or foot).
- iii) Amputation of a hand or foot
- iv) Amputation of a finger, thumb or toe, or any part of these where the bone/joint is completely severed.
- v) The loss of sight of an eye, or a chemical or hot metal burn to an eye.
- vi) Either injury (including burns) requiring immediate medical attention or loss of consciousness resulting in either case from an electric shock from any electrical circuit or equipment, whether or not due to direct contact. (This therefore includes cases where a person is injured by arcing or a flash over without actually touching live equipment).
- vii) Loss of consciousness resulting from lack of oxygen.
- viii) Any acute illness requiring medical treatment, plus any loss of consciousness resulting (in either case) from the absorption of any substance by inhalation, ingestion or through the skin.
- ix) Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material.
- x) Any other injury which results in the injured person being admitted immediately into hospital for more than 24 hours. (N.B in relation to the 1980 regulations, the addition of the word immediately and that there is no exemption where the person is kept in for observation only).

11.5 Minor injury accidents

These are defined as follows: -

- i) Small cuts and abrasions
- ii) Grazes
- iii) Bruising
- iv) Burns
- v) Epilepsy
- vi) Asthma
- vii) Cramp
- vii) Shock

11.6 General Guidelines

- 11.6.1 A minor emergency is an incident which, if handled properly does not result in a life-threatening situation. It would normally be dealt with by the nearest instructor/coach who will follow the standard first aid procedures.
- 11.6.2 All minor accidents and near misses should be reported at the first convenient opportunity to David Gray at the CHAIN EVENTS (North East) Ltd office on **01207 502388** and the appropriate forms should be completed.
- 11.6.3 A major emergency is one where an incident occurs resulting in a serious injury or life threatening situation. In most cases it would involve members of the emergency services.
- 11.6.4 Any death or major injury (see list in accident reporting) should be reported to David Gray at CHAIN EVENTS (North East) Ltd immediately on mobile telephone number **07770 623516** who will contact the Health and Safety Executive as soon as is possible. If out of normal working hours it should be reported at the start of the next working day. If at weekend it should be reported first thing Monday morning.

12 General Statement

This page is designed to help all customers whether they be leaders, teachers or parents as well as our instructors to understand the importance of outdoor activities and to see that CHAIN EVENTS (North East) Ltd are actively promoting adventure activities and outdoor pursuits.

Risk assessment is at the forefront of the process of delivering adventure activities and outdoor pursuits activities. Each activity on our website is risk assessed and regularly revisited when change is required.

As well as a generic risk assessment we also complete site specific risk assessments on the various venues we use.

On top of this all our instructors complete a visual ongoing risk assessment during activity sessions to ensure the safety of clients at all times.

13 Activity profile

Mountain biking - Technical advisor – David Gray **01207 502388 / 07770 623516**

B.S.C.A off road leader / O.T.C off road leader trained
1.Accreditation

British Schools Cycling Association - Off Road Leaders Award
21 Bedhampton road
North End
Portsmouth
PO2 7JY
01705 642226

Off Road Training Consultancy - Off Road Leaders Award Level 1 & 2
P.O Box 1506
Sheffield
S6 2JZ
0114 2310240

The above are relevant qualifications for leading off road cycling sessions under 1600 feet. The minimum requirement for mountain biking above 1600 feet is the above and the summer mountain leader qualification.

Please feel free to check with either the [Adventure Activities Licensing Authority](#) regarding the validity of our license L2669/R1134 at

44 Lambourne Crescent,
Llanishen,
Cardiff,
CF14599,
Telephone 02920755715

ZURICH insurance

Zurich House
Stanhope Road
Portsmouth
Hampshire
PO11DU

Telephone

Please note that we are more than happy to fax, e-mail or send you a photo copy of either the AALA License or our insurance certificate

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Revised		