**Risk management considerations when training novice club members or less-experienced club members**

This template is designed to be used in conjunction with the Guidance Note ‘Risk Management – Training Novice Club Members’.

The Template

The following ‘Risk Management Plan’ is designed specifically for mountaineering clubs to prompt you to think about the areas and potential risks that you may need to consider when delivering training for novice members. For some of the risks you may wish to provide further information and therefore you are welcome to add further sheets to the form. The form is not exhaustive and you may wish to include other points that are relevant to the activity that you are providing and / or relevant to the location you will be using.

**First Produced:** August 2017

**RISK MANAGEMENT PLAN – TRAINING NOVICES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Club** |  | **Leader** |  |
| **Activity** |  | **Date** |  |

Area for consideration Notes

|  |  |  |
| --- | --- | --- |
| **Plan of day** | Location for training |  |
| Expected walking route / climbing routes at crag |  |
| Expected start and finish time |  |
| Meeting point / travel considerations |  |
| Weather conditions |  |
| Awareness of potential hazards & risks at the location |  |
| Briefing to participants and volunteers prior to the activity starting |  |
|  |  |  |
| **Emergency considerations** | Available communications – mobile reception, nearest public phone. |  |
| Contingency plans |  |
| Emergency contact details gathered for participants |  |
| Emergency contact details available for volunteers |  |
| All volunteers (and participants) aware of how to call for emergency assistance (999) |  |
| First Aid kit available |  |
| Emergency kit available (team shelter etc.) |  |
| Trained first aiders |  |
| If it is a particularly large group consider informing the local Mountain Rescue Team |  |
|  |  |  |
| **People**  **(novices & volunteers)** | Details of novice participants (names, contact details, prior experience, fitness for activity, under-lying health or medical issues pertinent to the activity ) |  |
| Details of novice participants (names, contact details, experience and/or training received, under-lying health or medical issues pertinent to the activity) |  |
| Ratio of experienced members to novice members |  |
| Understanding of the activity to be undertaken and the potential risks |  |
| Acceptance of the BMC Participation Statement |  |
| Age of the persons concerned, particularly relevant to under 18’s |  |
|  |  |  |
| **Equipment**  **(personal & group)** | Appropriate group kit managed by the leader(s) |  |
| Appropriate kit taken by the participants - kit list provided before training day, and checked prior to departure (including food, fluids & clothing) |  |
| Club equipment appropriately stored and checked prior to distribution |  |