

## PARTY RESPONSIBILITIES TO EACH OTHER

The Following lays out the responsibilities that each of the three main parties involved in a venture owe to each other.

**Adventure Alternative** should be responsible for ensuring that:

- The individuals or leaders are competent for the task and are deployed within the limitations of their personal experience and skills
- An appropriate document detailing the organisation's policy on safety and procedures is understood by the leader involved
- Information about safety policy, procedure and practice is available to the participant (or parent or guardian in the case of minors) prior to commencement of the activity
- Participants are informed of the qualifications and experience of the leaders deployed
- The ratio between participant and leader ensures adequate control and safe conduct of the activity
- The participant is assessed as being fit for the proposed activity, as far as is reasonably practicable
- All equipment used is well maintained and appropriate for the purpose to which it will be put
- In the event of any serious incident or accident the organisation's accident reporting procedure is followed which may, if appropriate, involve informing the Health and Safety Executive or equivalent body
- Adequate and appropriate insurance is provided
- The region or specific venue for any activity is appropriate to the group's needs, and the environment in which it will be carried out is appropriate

**Adventure Alternative's leader(s)** charged with the safe conduct of the party should be responsible for:

- Ensuring that the provider's or employer's safety policy, where applicable, is adhered to throughout (this is an obligation under the Health and Safety at Work Act)
- The operational safety and overall welfare of the participants in his/her charge
- Ensuring that they operate within their competence and in a manner appropriate to the participants' experience and ability
- Informing the provider or employer if the ratio of leader to participants is such that the safe conduct of the party is in question
- As far as is reasonably practicable, ensuring that the ability and health of participants is suited to the activity proposed. In such cases where doubt exists the leader should be free to apply discretion and amend the activity accordingly
- Ensuring that the equipment provided by the provider and any personal equipment used by participants is suitable for the task and is in an acceptable condition
- Providing participants with information appropriate to the activity concerned, together with adequate instruction
- Providing participants with appropriate information on access and environmental issues together with adequate guidance
- Ensuring that every effort is made to protect the environment being used
- Showing due regard for other users of this environment
- Drawing to the attention of participants relevant codes of practice, club structure, ethics and the role of relevant governing bodies as appropriate

**The participant, customer, parent or guardian** should, as far as is reasonably practicable, take responsibility for ensuring:

- That the activity offered suits participants' needs, expectations and capabilities
- That participants' actions conform to any safety guidance given during the process of instruction or supervision
- That any distress or concern during, or resulting from, the activity is drawn to the immediate attention of the leader in charge
- That they are aware of the recognised risks and hazards associated with the activity and are prepared to accept them
- That the equipment and clothing used are suitable for the activity and worn as directed
- That due regard is given to care of the environment and other users, and that the relevant code of conduct for the activity or relevant to the particular environmental circumstances is adhered to