



The University Of Sheffield. Good Practice Guidelines

2017/2018

## Purpose of this document:

Sheffield University Speleological Society is committed to the safety of its members, and has therefore set out in this document what it considers “good practice” to be. This document is to make the current and prospective members aware of the conduct the club expects of its members. It has been produced in conjunction with the Sport Sheffield’s safety adviser. This document applies to all members of SUSS (both students and non-students).

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## **1.0**

# 1.0 SUMMARY

## 1.1 Definitions

Throughout these Good Practice Guidelines certain phrases are used and these are defined here.

<b>Trip Organiser</b>	Trip organisers are responsible for the planning and safe execution of a trip away. All club trips will have one. Trip organisers are either Leaders or Competent Cavers
<b>Leaders</b>	A Club Leader or Provisional Leader
<b>Club Leader</b>	A club member who has been signed off as a full Club Leader as defined in 4.2
<b>Provisional Leader</b>	A club member who has been signed off as a Provisional Leader as defined in 4.1
<b>Competent Caver</b>	A caver who has had significant caving experience in a variety of caves and conditions. They will have had experience in using SRT and ladders underground and is no longer treated as a Novice
<b>Equals</b>	Club members who are Competent Cavers and are permitted to go on horizontal trips with other Equals and without a Leader
<b>Second</b>	A competent caver who is assisting a Leader taking Novices on a trip
<b>Novice</b>	Anyone who is new or inexperienced at caving and not covered in any of the above definitions.

## 1.2 Summary of Key Statements in Document

### **CLUB TRIPS**

- Any trip advertised by the club must comply with these guidelines. (2.0)
- All union trips must have a Trip Organiser (3.1)
- All club trips away from the club's local area require a Trip Notification Form to be forwarded to both the Clubs Sports Officer (SO) and Sport Sheffield's Safety Advisor (SA)(3.1)
- Initial Trip Notification Forms to be mailed to both the SO and by the Wednesday prior to the trip. Amendments to be mailed through later (3.1)
- All novice trips underground must be accompanied by a Leader (5.1)
- Trip Organisers to obtain weather forecasts before any trip. (3.1)
- Trip Organisers to leave details of trip with surface contact (3.1, 11.1)

### **CLUB LEADERS, PROVISIONAL LEADERS & COMPETENT CAVERS**

- Members become Leaders only after having been approved by 2 current Club Leaders, and one committee member (4.0)
- Leaders to have an up to date Activity Leader Experience Form lodged in the club files in the Source (4.0)

- Leaders to have experienced some formal basic rescue practice (4.0)
- A current list of Club Leaders and Provisional Leaders, with a record of who approved them and their approval date, to be in the club files in the Source (4.0)
- Leaders have the responsibility of making novices aware of the level of difficulty and conditions of a trip (4.0, 5.1, 7.1)
- Leaders to have signed the Club's current GPGs & RAs (4.0)
- The club recommends that there are at least 2 competent cavers, one to be a club leader, to 4 novices (4.0, 5.1)
- Novice participants on trips to make sure they have the correct personal equipment in consultation with a Club Leader (6.0)
- It is the responsibility of the Club Leader to check the state of safety equipment before each use (4.0)
- Competent cavers, who have signed both the club's Good Practice Guidelines & Risk Assessments, may cave together as equals (5.2)
- Competent Cavers are still required to have a Leader with them if ropes or ladders are to be used (5.2)

#### **EQUIPMENT**

- The Equipment Officer to be responsible for keeping an up to date inventory of all club kit. This inventory to be kept in the club files in the Source and on the club Drive (6.1)
- The Equipment Officer to formally check safety equipment once each year and record this check in the club safety file and on the club Drive (6.1)
- The Equipment Officer will keep a log of the borrowing and return of equipment including an account of each rope's history. Each piece of safety equipment to have a section in the log for recording damage to it (6.1)
- Equipment must be looked after in accordance with manufacturer's guidelines (6.1)
- Participants on SRT trips are responsible for both checking the condition of their own kit and for their own actions whilst underground (5.1)

#### **LOCAL AREA**

- The Local Area is defined as Sheffield and the Peak District.
- Any areas not covered by this are outside of the Local Area and should be treated accordingly

#### **MISCELLANEOUS**

- To call cave rescue dial 999 and ask for police followed by cave rescue (11.4)
- Any near miss incidents to be recorded and circulated to both the Club Sports Officer and Sport Sheffield's Safety Adviser with a copy kept in the club files (11.5)
- Any accident that requires external (to the club) medical treatment or involvement of a rescue team should be reported to Sport Sheffield's Safety Adviser by phone as soon as possible (11.5)

## **2.0 Union/Sport Sheffield Activities**

Club Trips are recognised as being one or more of the following:

- Publicised at a Club meeting.
- Publicised on the Club notice boards.
- Funded by the Union.
- Require the use of equipment owned by the Club.
- Requires group transport booked through the Union.

### **2.1 Trip organisers**

Organisers of Union activities are bound by the conditions of the Club's Constitution and must follow the Good Practice Guidelines laid out here. Any club trip not taking the Good Practice Guidelines into consideration will jeopardise club support by the union/Sport Sheffield.

### **2.2 Non-Club trips**

It is expected that personal caving activities that are not official club trips will still follow in the spirit of the guidelines.

## 3.0 Trip Organisation

Steps required for planning a safe, well organised trip are as follows:

### 3.1 Trip Organisers

All club trips to have a Trip Organiser responsible for the planning and safe execution of the trip. Trip Organisers will have signed and read the club's Good Practice Guidelines and Risk Assessments

#### 3.1.1 Responsibilities for local trips (in Sheffield or the Peak District)

The Trip Organiser is responsible for:

- Checking the expected weather from a reliable source, with particular regard to the flood risks. Current water levels must also be taken into account.
- Leaving details of trip with surface contact: To include cave to be visited, trip details, number in party and expected time of return on the surface. For caves near Caving Club Huts, there are generally blackboards which should be used but only in addition to the surface contact. The surface contact is responsible for initiating rescue in the event of a trip being overdue

#### 3.1.2 Responsibilities for trips outside the local area

In addition to the actions in 3.1.1 The Trip Organiser is responsible for:

- Completing an initial Trip Notification Form (TNF) by the Tuesday prior to the trip and mailing these to both the Club Sports Officer (SO) and Sport Sheffield's Safety Adviser (SA). Final Trip Notification Forms, with any amendments, to be mailed to SO & SA by Thursday evening if possible, Friday midday if not.
- Affiliate members of the club to have their Next of Kin details ( telephone number and relationship) logged on the TNF instead of a Ucard number
- Ensuring that all aspects of the trip's planning has been covered: This includes transport and drivers, first aiders, leaders and seconds, equipment, itinerary, accommodation (where necessary), and emergency procedures.
- Working in conjunction with Leaders and the Safety and Training Officer, to provide all participants with sufficient information (e.g. equipment lists, difficulty of cave) to ensure that they are in no doubt as to the nature of the trip. Also to inform the Cave Leaders of any relevant medical conditions.
- Being available to answer any questions regarding the trip.
- Encouraging all participants to respect the Club guidelines.
- Filing a report with the Club's Sports Officer within one week should any near misses occur

## 4.0 Leaders

Club Leaders have the technical expertise and leadership skills to be responsible for novices whilst underground and are capable of rigging vertical caves and performing simple rescues from vertical situations

A list of current **Club Leaders** to be lodged in the club files in the Source with their approval dates and signatures of those having approved them

### **On all trips a Club Leader or Provisional Leader will be responsible for:**

- Visually checking all club gear that they have signed out from the SUSS store, before, during and after a trip.
- Informing the Equipment Officer of any defects in equipment and clearly marking them so they are not accidentally used in the unfit state.
- Ensuring that they are familiar with the exit route from the cave.
- Ensuring that their trip is not overdue unless the party is lost or trapped.
- Ensuring they have a competent second.

### **On Novice trips the Leader will be responsible for:**

- Making participants aware of the nature of the activity beforehand and the personal equipment they require.
- Rigging. (N.B. – deviations used shall be as strong as the rest of the rigging wherever possible)
- Checking that all novice cavers' safety equipment fits correctly.
- Belaying up and down ladder pitches and ensuring that the novices are correctly attached to the rope.
- Making participants aware of dangers such as loose rocks, holes in the floor, arranging "spotting" for people on climbs, etc.
- Keeping in touch with all members of the group.
- Looking after the welfare of all novices. Checking they are enjoying themselves and feel okay throughout the trip.
- All Club Leaders to wear full SRT kit for vertical caving trips, allowing them to be able to cope with any rescue situation that may occur.

### **On SRT Trips the Leader will:**

- Check the anchors and equipment used
- Rig safely, (NB. 1 spare rope to be carried on all pull-through trips)
- Check that fellow cavers in the party are competent in SRT techniques
- The Club Leader and other experienced cavers will reserve the right to refuse participation on SRT trips if they feel an individual is:
  - Not sufficiently trained in SRT
  - Inappropriately equipped
  - Not physically capable (for medical/ fitness reasons or on any other grounds)

## 4.1 Provisional Leaders

Members become Provisional Club Leaders based on a combination of their caving experience, as logged on their Activity Leader Forms, including experience assisting with novice and intermediate trips, and an assessment of their actual leadership expertise underground. Provisional Leaders will also have completed instruction on a range of basic rescue techniques. Club members become Provisional Club Leaders only after being approved by two current Club Leaders, and one committee member. The approval system is to be based on this combination of logged experience and practical assessment of their leadership abilities and expertise. This approval system only states that the person approved was competent on the day(s) of observation.

### **Before becoming a Provisional Leader members must:**

- Have Signed the club GPGs and RA
- Have experience seconding or 'leading' trips under the supervision of a Club Leader
- Have attended basic rescue training
- Have sound knowledge on emergency procedures (both underground and as surface cover)
- Have a broad experience of different caves and conditions
- Have the approval of two Club Leaders and one committee member

#### **Provisional Leaders are permitted:**

- To lead non-SRT trips provided that:
  - The leader is confident of leading the trip
  - The number of novices to leaders/competent cavers does not exceed 2:1
  - There are no more than 2 Ladders (one ladder being a 10 m club ladder)
- To lead simple SRT trips with up to 3 Novices in the Local Area provided that:
  - The leader is familiar and confident with the trip
  - The number of novices does not outnumber that of leaders & competent cavers (seconds)
  - The total length of SRT (by pitch length) does not exceed 60m
  - A 20m rope for use in rescues is taken
- To lead SRT trips without Novices (only Equals) provided that:
  - They are confident in leading the planned trip
- To sign out club rope for the types of trips stated above
- For trips including novices, one Club Leader's written permission is required

## **4.2 Club Leaders**

A Provisional Club Leader can become a full Club Leader after leading a significant number of trips as a Provisional Leader and based on a continued development of their caving experience including their experience assisting with novice and intermediate trips, and further assessment of their actual leadership expertise underground.

#### **Before becoming a Club Leader, members must:**

- Have signed the club GPGs and RA
- Be a competent rigger
- Be knowledgeable about a range of rescue techniques in both vertical and horizontal situations
- Have lead a minimum of 5 trips as a Provisional Leader
- Have been a Provisional Leader for a minimum of 4 months
- Have the approval of two Club Leaders and one committee member
- Have up to date Activity Leader Forms lodged in the club files in the Source before they can lead a club activity. This form to contain details of their personal experience and ability levels as well as details of their experience of teaching and leading others. Copies of any relevant NGB and first Aid Certificates to be placed in these files.

#### **A Club Leader is permitted to:**

- Lead a caving trip which:
  - They are confident in taking
  - The number of novices to competent cavers should not exceed 2:1
- Sign out club rope

**Note:** The Club Leader has the authority to make final decisions on disputed issues. With that authority comes responsibility and the Club Chairperson should ensure that all prospective Club Leaders understand and accept the degree of responsibility that they are undertaking. Leaders must be aware that novices will require a level of both instruction and guidance regarding risks within the caving environment as befits the duty of care expected between expert and novice.

## **5.0 Activity Participants & Caving as an Equal**

### **5.1 Activity Participants**

For all novice caving trips a minimum of one Leader and a Second must be present for every four novices. Large groups become dangerous in a cave due to poor communications and long waiting times, associated with large numbers, increases risks especially in wet caves with pitches.

The Leader is responsible for the group, but must also be confident in his Second's ability to deal with any situation that may arise.

The club suggest that at least one person in each underground group should hold a 16 hour first aid qualification. Each group should carry suitable first aid kits, spare lighting and survival equipment (group shelter or plastic bivvy bag).

Although Leaders are responsible for informing participants about the exact nature of an activity, participants should be aware that they are responsible for their own actions, especially if they choose to disregard advice given by the Leader



or Trip Organiser.

Participants should be self-sufficient, in terms of personal equipment, on activities. This is particularly important on advanced activities as the Leader's performance may be affected by carrying excess equipment.

**On SRT trips individual participants must be:**

- ENTIRELY RESPONSIBLE FOR THEIR OWN ACTIONS AND SAFETY, WHILST ON A ROPE OR IN THE CAVE.
- Confident in the leader's ability
- Aware of the limitations of ropes, anchors, and equipment.
- Prepared to inform the Leader if they are for any reason unhappy and wish to cut short the trip.
- Sensitive to the health and needs of the other participants; eg. cutting short the trip if necessary, checking for signs of hypothermia.

Individual members of the club have the responsibility to ensure that they **do not** go underground:

- Without appropriate equipment for the nature of the cave.
- Without at least one light
- While medically unfit to undertake caving.
- Without having consumed suitable food and fluids prior to the descent.
- Without being aware of the objective dangers of any particular system entered, eg. flood risks, loose rocks, or other hazards explained in guide books.

## 5.2 Caving as an equal.

Once a member becomes a Competent Caver, as defined in 1.0, and has signed the Good Practice Guidelines & Risk Assessments, they may cave as an equal. This means that they may go underground with other Equals & without a Club Leader. A Leader is still required if ropes or ladders are to be used.

- People caving as an equal are strongly advised to listen to advice given by more experienced members of the club
- People caving as an equal also have a responsibility to fellow cavers to inform them if they are cold, tired etc. and to take account of someone else saying this and act accordingly.
- People caving as equals must ensure that they understand and abide by these Good Practice Guidelines.
- May gain experience of taking novice trips and may practice rigging under the supervision of a **Club Leader**.

## 6.0 Activity Equipment

Most club equipment is safety based, ropes and harnesses are particularly susceptible to damage from chemicals, oils, acids/alkalis, rubbing against rock and UV light. Therefore, it is the responsibility of all club members to avoid bringing equipment into contact with such hazards and to bring any problems with equipment to the attention of the equipment officer.

All equipment should be checked to ensure it is safe before use on a trip regardless of whether it is Club Equipment or Personal Equipment.

### 6.1 Club Equipment

The Club owns a range of equipment for use on Club Trips which can be signed out by Leaders. On Novice Trips, priority for borrowing of equipment will be given to Novices. The Equipment Officer is responsible for storing, maintaining and keeping track of all club gear.

The Equipment Officer will formally inspect all the clubs safety equipment once per year and record this inspection in the club files in the Source.

The Equipment Officer is responsible for maintaining an up to date equipment inventory to be lodged in the club files in the Source.

The Equipment Officer will keep a log of the borrowing and return of equipment including an account of each rope's history. Each piece of safety equipment to have a section in the log for recording damage to it.

#### Users of equipment are responsible for:

- Providing the details for this log
- Returning equipment to the store clean and tidy and within one week.
- Informing the Equipment Officer and recording any damage or suspected damage that has occurred during use.
- Checking the safety of equipment according to the manufacturer's guidelines.
- Coiling ropes after each caving trip.

In the event that equipment is returned late, dirty, or untidy. The users will not be allowed to use ropes until further notice - from the tackle officer or their nominee.

#### SUSS rope should be:

- Marked with the length, the date it entered use, along with the current colour marking system.
- Washed after every caving trip to prevent the ingress of grit, causing rapid internal wear.
- Retired from use before end of lifetime as per manufacturer's guidelines (maximum 10 years) or if it fails the formal inspection by the Kit Officer or is noted as worn by a Leader
- Ropes may be shortened to remove damaged sections, and marked with their new length, to extend their lifetime

#### SUSS caving harnesses should be:

- Inspected before each use for fraying or other damage that will weaken the harness and discarded if damaged.
- Used for no longer than ten years from purchase.

**SUSS caving helmets** should be replaced every 10 years according to manufacturer's guidelines

#### SUSS ladders:

- Are not considered PPE so have unlimited lifetime, but should noticeable wear be recorded they should be replaced or repaired.
- As such, Ladders should always be used with a lifeline.

**SUSS Lamps** should have their batteries checked before each trip or spare batteries provided. Any damage or non-functioning lamps should be reported to the Equipment Officer.

**SUSS battery belts** are not safety critical and must never be used as a belay belt. They should however be regularly checked for wear as on some trips it may be necessary to use them in conjunction with an assisted handline.

**Note: Only Leaders, and in aforementioned circumstances Provisional Leaders, can take out ropes or ladders from the store**

## 6.2 Personal Equipment

In addition to standard equipment required for a caving trip, individuals are recommended to consider carrying a selection of personal equipment that may be prudent on certain trips. A list of suitable personal equipment for a caver

- Spare lighting
- Small personal first aid kit (In addition to group 1<sup>st</sup> aid kit carried)
- Emergency food in addition to intended meals (eg. Muesli Bars)
- Survival Bag
- Balaclava or buff to keep head and neck warm when wet or cold.
- Whistle
- Pen-knife

## 7.0 Caving Conditions, Hazards & Digging

### 7.1 Caving Conditions

As mentioned in section 3.0 Trip Organisation, Caving Conditions are very important when planning a trip. This covers a variety of factors:

#### Weather:

- The weather forecast should always be checked before embarking on a trip
- If the cave is wet and/or flood prone this is particularly important.
- If the cave is a long way from where you are getting changed / parking fog & adverse weather conditions can cause problems. This is particularly important if Novices are on the trip.

#### Cave characteristics:

- How the cave reacts to water is important as mentioned above
- How challenging is the cave for those on the trip (large amounts of SRT or constricted sections should be carefully considered on novice trips)
- Are there any loose sections of cave. (Participants should be aware of any potential for rock movement and possible collapse)

### 7.2 Hazards

Although statistically very safe there are some hazards in caving that require extra caution beyond what standard equipment is designed to mitigate.

#### Radon gas

Members should be aware that radon, a natural radioactive gas, occurs in buildings, cellars, caves and mines throughout the country. Prolonged exposure to levels of radon occurring in caves over many years may carry a risk of lung cancer. The exposure to radon from exploring a cave or mine for a few hours is potentially a health risk, however small, and those actively involved in caving are invited to read "Radon Underground" published by the National Caving Association and available from the club.

#### Bad air

Bad air is a build-up of CO<sub>2</sub> in a cave. This typically occurs in areas with little air flow where the CO<sub>2</sub> sinks. The club suggests that it is wise to keep up to date with current CO<sub>2</sub> levels in systems. The DCA has regular updates on bad air situations throughout Derbyshire. This is particularly relevant when abseiling down shafts because CO<sub>2</sub> is heavier than air.

#### Weil's disease

Members should be aware of the symptoms of Weil's disease and be particularly observant for them after caving in places where it has been a problem before.

### 7.3 Digging

It is recognised that digging is a legitimate activity for a healthy student club. However due to the nature of this activity there may be increased risks. To combat this, all people participating in digging are made aware that:

Bad air in digs can be a problem and all members should ensure that they are aware of the symptoms associated with exposure to bad air.

If shoring is required it may be that club members have insufficient experience of this and are actively encouraged to seek expert help.

## 8.0 Training

The club will endeavour to provide an SRT training venue on a regular basis until its members are competent in SRT. The Club will also provide more advanced SRT training including rescue techniques as members become more experienced. Club members are encouraged to take on first-aid training, and attend BCA safety seminars, DCA workshops on SRT and rescue and become part of the local Cave Rescue Team.

## 9.0 Club Log Books

The Equipment Officer's Log Book should be kept up to date and regularly checked for outstanding equipment loans.

- They should be in the format suggested in the SUSS files.
- The Secretary should keep a file of all meeting minutes and agendas as well as the officer's reports from the AGM.

The club must maintain a log of all members and their next of kin details.

These details are stored along with all important club documents on the Club Google Drive which is accessible to the Committee and documents can be requested from the committee by any member. (Certain personal details are confidential and may not be provided).

Trip reports are available on the club website (<http://www.shefcavers.org.uk/>) for additional information on trips and conditions in caves.

## 10.0 Clubs Complaints Procedure

This procedure has been created to allow Club members to raise complaints about issues which might include the following:

- The safety of Club activities.
  - Report to the club Safety Officer
- Poor standards of instruction or leadership.
  - Report to the club Training Officer
- The standard of equipment used for Club activities.
  - Report to the club Equipment officer
- Poor Club Administration.
  - Report to the club Chairperson or Secretary
- The lack of suitable activities for their level of participation.
  - Report to the club Inclusions Officer or Chairperson
- Disregard to the Union's Equal Opportunities policy.
  - Report to the club Inclusion officer

Any complaint can be directly addressed to the Club Chairperson as well as the relevant Officers mentioned above. If this does not prove satisfactory a written complaint should be made to the Sports Secretary. A reply will be received within ten days. If this reply is unsatisfactory then a written complaint should be made to the Union President. This procedure does not affect your rights to use the complaints procedure under Bye-law 18 of the Union Constitution and Bye-laws (Feb. 95).

## 11.0 Accident and Emergency Procedures

### 11.1 Before a trip

As detailed in section 3.0 before going on a trip it is vital to leave details of the trip with a surface contact. This “call-out” should include information of:

- The trip participants
- The trip location and the specific route to be taken in more complex systems
- The vehicle used as transport (with the registration number if possible)
- A “call-out” time at which the surface contact should initiate a rescue\*

### 11.2 When underground

In the event of an accident in a cave, the participants should:

- Where possible remove themselves and the casualty from danger.
- Stabilise the casualty and if necessary, and possible, send two people out to summon help leaving someone with the casualty.
- Those going to raise the alarm should make a note of the following details and take this information with them:
  - Time
  - Nature & treatment of injuries
  - Location
  - Numbers involved etc.
  - Those remaining should keep warm and sheltered and monitor the casualty.

It is important to keep non-casualties safe and not expose yourself to unnecessary danger or there is a risk of incurring additional casualties.

The Leader (or most experienced caver on the trip) should decide who should be sent out to get help.

The person(s) sent to raise the alarm should call Cave Rescue first to initiate a rescue as quickly as possible. The surface contact for the trip should also be contacted and notified that a rescue has been initiated.

### 11.3 As Surface Contact

If you are the surface contact for a trip then you should make a note of the call-out information and set an alarm for the call-out time.

Should the call-out time elapse then the following procedure should be followed\*:

- First attempt to contact the trip participants, they might have forgotten to cancel the call-out
- If contact can't be made cave rescue should be called immediately

**\*NOTE: This is the club's standard procedure however, this may differ for other clubs and regions. If in doubt follow the instructions left by the trip Organiser or follow the standard procedures detailed here.**

### 11.4 Calling Cave Rescue

To call CAVE RESCUE, dial 999, ask for POLICE and tell them that CAVE RESCUE is required in the location that you are in.

Give the details of the trip to the Cave Rescue Team.

(On a mobile phone it is necessary to ask for the local police prior to asking for cave rescue.)

### 11.5 Following a Rescue

Any accident that requires external (to the club) medical treatment or involvement of a rescue team should be reported to Sport Sheffield's Safety Adviser (SA) by phone as soon as possible. He / she will communicate with the Clubs Sports Officer (SO). A more detailed report should be submitted within a week to both SA & SO.

In the event of a death or serious injury the following procedure must be adopted concerning the disclosure of information:

- Liaise with emergency services as required.
- Nobody in the group must make any statement to the media other than "no comment". Do not discuss any aspect of the incident with anyone who is not connected to the emergency services.
- Contact both the University Security Services on (0114) 2224085 at any time and the Sport Sheffield Safety Adviser (2008 no.07968 898252 )
- The University will require the casualty's name and Student Union number in order to access their records: A telephone number where the University can contact you will also be necessary.

NB. Unofficial statements may affect proceedings if any legal action results against the Leader or the Union as a consequence of the accident.

## 11.6 Near misses

SUSS recognises that "near misses" are a vital learning experience for the Club and the details any such incident should be recorded, keeping everyone anonymous, so that the experience is shared in the Club enabling all members to learn from it. To this end the club will circulate details of any such near miss to both the Club Sports Officer and Sport Sheffield's Safety Adviser and keep a copy in the club files.

## 12.0 Declaration (All officers must sign)

As a Club Official I agree to abide by and enforce the rules of the Club Constitution, the Good Practice Guidelines and be aware of the club's written Risk Assessments. The separate Good Practice Guidelines and Risk Assessment Sheet signing up sheet may be used instead of the below.

### ***Notes about this document:***

- The "Union" refers to the University of Sheffield Union of Students.
- The proposed guidelines must be approved by the Union.
- This document is intended for competent and responsible individuals involved with Union activities. Reading this document with an intention of finding "loop holes" does not reflect the spirit in which it is presented.
- The current union safety officer (S/O) is Max Holliday (2008/09 Phone no. 07968 898252)
- SUSS' and 'the Club' refers to Sheffield University Speleological Society
- This document has been produced in conjunction with Sport Sheffield's Safety Adviser and the British Caving Association.

The finalised guidelines will be issued to:

- The Sports & Activities Safety Officer
- All club committee members
- The High Risk Clubs Safety Adviser
- Any individual involved in coaching or instruction

A copy will also be held in the club file located in the Workspace.

The Guidelines are to be reviewed annually by the new committee and amended accordingly in consultation with the NGB and High Risk Clubs Safety Adviser

Signed by;

David Botcherby

Michael Woodward

Olly Hall

Jack Dewison

Michael Holliday

Antonia Headlam-Morley

Louise Baddeley

Liam Overett

Tommy Moore

Thomas Gamble

Leo Bradley

Molly Smith