

BRITISH STANDARD

Specification for the provision of visits, fieldwork, expeditions, and adventurous activities, outside the United Kingdom

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Foreword

Publishing information

This British Standard was published by BSI and came into effect on 30 April 2007. It was prepared by Technical Committee SVS/2, *Tourism services*. A list of organizations represented on this committee can be obtained on request to its secretary.

The start and finish of text introduced or altered by Amendment No. 1 is indicated in the text by tags **A1** **A1**.

Supersession

BS 8848:2007+A1:2009 supersedes BS 8848:2007, which is withdrawn.

Relationship with other publications

In compiling this standard, recognition has been given to the existing documentation on good practice which has been used to inform and underpin the development of this standard.

Hazard warnings

WARNING. This British Standard calls for the use of substances and/or procedures that can be injurious to health if adequate precautions are not taken. It refers only to technical suitability and does not absolve the user from legal obligations relating to health and safety at any stage.

Use of this document

It has been assumed in the preparation of this British Standard that the execution of its provisions will be entrusted to appropriately qualified and experienced people, for whose use it has been produced.

Presentational conventions

The provisions of this standard are presented in roman (i.e. upright) type. Its requirements are expressed in sentences in which the principal auxiliary verb is “shall”.

Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element. The word “should” is used to express recommendations, the word “may” is used to express permissibility and the word “can” is used to express possibility, e.g. a consequence of an action or an event.

Contractual and legal considerations

Attention is drawn to the following statutory regulations.

- a) Health and Safety at Work etc Act 1974 [1].
- b) Management of Health and Safety at Work Regulations 1999 [2].
- c) Data Protection Act 1998 [3].
- d) Disability Discrimination Act 2005 [4].
- e) Special Educational Needs and Disability Act 2001 [5].
- f) The Package Travel, Package Holidays and Package Tours Regulations 1992 [6].

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Compliance with a British Standard cannot confer immunity from legal obligations.

Introduction

0.0 Executive summary

The British Standards Institution is recognized by the UK Government as the National Standards Body that establishes standards for a range of products and services.

BS 8848 is one of these standards.

BS 8848, named after the height in metres of Mount Everest in 2007, pulls together expertise and good practice into a new national standard for the safe management of overseas ventures. BS 8848 provides a specification for organizing and managing visits, fieldwork, expeditions, and adventurous activities, outside the United Kingdom.

BS 8848 defines adventurous visits broadly: visits on which the provider and those involved choose to meet and overcome hazards that in normal daily life would be avoided. In scope this ranges, for example, from hazards such as encounters with mountains to the variations and demands of living in a country with differing cultural and religious requirements to those expected in the UK.

Good practice, although sector specific, comprises many common and overlapping elements. Consequently, it is believed that there are no specific venture categories that automatically have to be excluded from the standard. BS 8848 is applicable to the voluntary, educational and charitable sectors of provision as well as the commercial provider of ventures. It acknowledges that there are other ways of demonstrating that providers are following good practice, such as conformity to the package travel regulations. Therefore, any sector specific or local guidance which follows its own good practice is likely to be consistent with BS 8848.

BS 8848 is not age specific, applying equally to young people and mature adults, whether in groups or venturing as individuals.

BS 8848 has as an underlying principle that the organization claiming conformity for a venture is responsible for all aspects, including safety, of that venture provided either on a voluntary basis or in return for payment. The standard requires that a single overall venture provider is identified.

BS 8848 is not statutory and does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

BS 8848 sets out what is required if the standard is to be met. It does not explain how to achieve the standard and as such does not issue guidance. It leaves guidance to employer organizations in the private or voluntary sector and to public sector employers such as local authorities. BS 8848 can be used to help structure new guidance or to benchmark existing practice.

Those wishing to claim conformance with BS 8848 can do so through self-declaration, or through other-party assessment, or by certification by an independent accredited organization. Potential participants and other stakeholders in a venture are likely to have greater confidence in those ventures assessed by an organization other than the venture provider.

Q1 *Who is BS 8848 for?*

Organizers, including local education departments, other school employers and travel and tour operators, of overseas activities.

What does BS 8848 apply to?

Overseas activities, including adventure holidays, university and academic fieldwork, expeditions, educational visits, gap-year activities and charity challenges. **A1**

0.1 The standard

This British Standard sets out requirements for the operational management, including safety, of all ventures outside the United Kingdom. The objective is to set out in clear, unambiguous language the actions and associated responsibilities essential to the provision of a risk-based safety management system for adventurous activities. In so doing it seeks to make available to those intending to provide such ventures a means of organizing their activities in accordance with currently accepted good practice in a manner that makes it possible objectively to verify compliance.

0.2 Applicability of the standard

This British Standard can be applied by any group or individual seeking to verify that ventures outside the UK organized, or provided by them, have safety management systems in place that are proportionate to the level of risk likely to be inherently or deliberately present in the venture and to the capabilities/life experience of the participants.

By way of example, it is expected that it will be applicable to:

- ventures designed to extend the experience/capability of the individual by exposing them to challenges of a type or extent not usually met;
- ventures organized for work related purposes where exposure to some elements of risk is inherent.

There are not believed to be any specific venture categories that automatically should be excluded. It is necessary that the nature, content and participant profile of each venture be viewed against the requirements of the standard for informed judgement to be made. It is suggested therefore that for any venture provider seeking to establish and demonstrate a level of risk management in line with currently established good practice the standard may offer an appropriate route. It can be expected however that for many package travel or similar holiday situations, application of the standard will be found not to be necessary.

The very nature of the ventures that are the subject of BS 8848 makes it highly likely that a venture provider will decide to make use of third party providers to deliver elements of any particular venture. Where venture providers subcontract an element of the venture to a third party provider, compliance can be facilitated by the third party provider demonstrating compliance with the relevant clauses of this standard. Given the “risk based” approach adopted in BS 8848 and the fundamental requirement that venture providers have overall responsibility for all aspects of the ventures they offer, it is wholly appropriate that third party providers offering services into the market

should be expected to comply with the clauses of BS 8848 that are relevant to the venture element that they offer and conversely that those providers should be able to claim compliance with the standard in principle, provided that they are fully aware of the implications of so doing. Attention is drawn to the fact that BS 8848 makes provision for the use of the standard for this purpose.

Key types of venture provider, ventures, participants and environments to which this standard is applicable are shown in Figure 1, although this list should not be regarded as exhaustive.

Figure 1 Examples of applicability of the standard

Venture provider	Venture
Educational establishments in the further and higher education sector Commercial organizations Sole traders Voluntary and charity organizations Youth organizations [A1] Local education departments and other school employers Travel and tour operators [A1]	Adventurous activities Fieldwork Expeditions Courses EU visits Educational visits Placements (e.g. by universities or organizations) Volunteer placements Cultural exchanges Gap year activities
Who participates in a venture	Types of environment
Groups Individuals Students Children Adults Vulnerable adults Third party providers	Temperate Tropical Mountain and high altitude Polar Aquatic (including marine) Desert Underground Urban Rural Remote region

0.3 Fundamental principle

The underlying principle of this standard is that the organization claiming conformance for a venture that it provides (i.e. the venture provider) is responsible for all aspects, including safety, of a venture provided either on a voluntary basis or in return for payment.

Responsibility for providing constituent elements can be delegated but accountability for ensuring conformance with this standard remains with the venture provider.

Additional guidance on the use of this standard from a consumer perspective is given in Annex A.

The methodology for using this standard to claim partial conformance is given in Annex B and is of particular relevance to the relationship between venture provider and third party provider.

1 Scope

This British Standard specifies requirements for the provision of visits, fieldwork, expeditions and adventurous activities undertaken for educational, research, training or recreational purposes outside the United Kingdom.

It applies to ventures:

- a) where the hazards are such that without consideration by competent people the level of risk would be significant;
- b) at any location outside the United Kingdom including remote regions where climatic extremes, challenging terrain, health hazards or unfamiliar cultural experiences can be expected;
- c) organized for groups or individuals;
- d) that are planned, managed and evaluated from the UK by commercial companies, educational establishments, voluntary or charitable organizations and independent groups or individuals.

2 Terms and definitions

For the purposes of this British Standard, the following definitions apply.

2.1 adventurous activity

activity that involves an accepted element of risk, challenge or adventure and requires specialist skills for its safe management

NOTE An adventurous activity generally takes place in a natural outdoor environment, however, it can be mimicked artificially and/or indoors.

2.2 competent person

someone who has the necessary and sufficient training, knowledge, experience, expertise and/or other qualities to complete their allotted task safely and effectively

2.3 direct supervision

supervision where a venture leader manages the participants during all or part of the venture with the ability to intervene in person immediately

2.4 down time

period of time, occurring within the overall duration of the venture, identified by agreement between venture provider and participant prior to commitment to participation, as being beyond the jurisdiction of the venture provider

NOTE See definition of personal time in 2.16.

2.5 emergency

serious situation requiring immediate action

2.6 home agent

venture provider's point of contact in the UK

2.7 in-country representative

individual or organization who or which acts in support of the venture provider in the country where the venture is taking place

2.8 incident

unplanned occurrence with the potential to cause harm or change of plan

2.9 indirect supervision

supervision where a venture leader manages participants during all or part of the venture without the ability to intervene in person immediately

2.10 individual placement

venture where a participant is unaccompanied and by arrangement with the venture provider undertakes the role of venture leader and participant in combination

2.11 leader

competent individual, part of the leadership team, reporting to the venture leader and to whom responsibility for a particular group of participants and/or activity is assigned

NOTE A leader could also be a venture activity specialist.

2.12 leadership team

team that includes the venture leader, all leaders and activity specialists, approved by the venture provider to deliver the venture

NOTE It is recognized that many ventures may be run by the venture leader only, in which case there would be a leadership team consisting of one person, to the extent that the functions required of a leadership team could still be required.

2.13 National Governing Body (NGB)

body generally accepted as arbiters of good practice for a particular activity

2.14 National Governing Body (NGB) award

coaching or leadership award issued by a National Governing Body

2.15 participant

person taking part in the venture but not a member of the leadership team

2.16 personal time

time during the venture when an activity is not being undertaken but participants remain under the supervision of the leadership team

NOTE See definition of down time in 2.4.

2.17 remote region

place where access is difficult

NOTE The factors to be considered when trying to establish if a place is remote include communication, medical issues, rescue availability, accessibility and environmental hazards. As a broad guide, where assistance cannot reach an injured person within six hours, it should be considered remote.

2.18 risk analysis and management system [A1] text deleted [A1]

system by which a venture is assessed and managed to ensure the safety and well-being of all members on the venture, and which encompasses all aspects of the risk analysis and safety management processes

NOTE Risk analysis is also known as risk assessment.

- 2.19 stakeholder**
person with an interest in the venture
- 2.20 support team**
persons providing ancillary services to the venture provider, and who are not participants or members of the leadership team
- 2.21 technical adviser**
experienced person, usually with a predetermined high level of National Governing Body award, who can be used to assist a venture provider with, or advise on, various technical aspects of the venture without necessarily participating in the venture
- 2.22 third party provider**
any provider of one or more contracted services to the venture provider
- 2.23 venture**
undertaking involving travel to a location outside the UK away from a participant's usual area of residence and experience, comprising one or more activities, taking place over one or more days, to meet a pre-defined purpose
- 2.24 venture activity**
element of a venture included to contribute to the achievement of the pre-defined purpose of the venture
- 2.25 venture activity specialist**
person having expertise in a particular activity included in a venture, participating in that venture and inputting to decisions taken by the leadership team in the area of his/her competence, in the field
- 2.26 venture leader**
individual taking overall responsibility for all or a pre-determined period of the venture as the representative of the venture provider
- 2.27 venture provider**
individual or organization having overall responsibility for all aspects, including safety, of the venture provided either on a voluntary basis or in return for payment
- 2.28 vulnerable adult**
individual of an age determined by society as that of an adult but not having achieved the maturity normally associated with the ability of self determination

3 Purpose for the venture

3.1 There shall be one venture provider only, for every venture.

[A1] NOTE Where a decision is taken to use third party providers see **9.1**. **[A1]**

3.2 The venture provider shall:

- a) be responsible for the definition of the purpose, aim and objectives of each;
- b) ensure that all venture activities are identified and in support of the overall purpose of the venture;
- c) in advance of the venture agree the aim and objectives with, or communicate them to, the leadership team, potential participants and other stakeholders as identified in accordance with Clause **8**;
- d) in the pre-venture literature, present the nature of the venture activities, the amenities and the facilities to be used during the venture fairly and accurately to the leadership team and all participants (and other stakeholders on request);
- e) **[A1]** provide the name of venture provider and contact details. **[A1]**

4 Identification of potential participants

4.1 Information about participants

[A1] 4.1.1 [A1] For each potential participant, the venture provider shall obtain:

- a) name;
- b) date of birth;
- c) gender;
- d) nationality.

[A1] 4.1.2 For each potential participant, the venture provider shall request **[A1]** information in relation to the nature of the venture with regard to:

- a) capability to partake in the venture activities;
- b) previous venture experience (if any);
- c) disabilities, behavioural or other special needs.

[A1] The venture provider shall warn participants that failure to declare information requested in **4.1.2** might jeopardize the individual's ability to participate, and possibly the viability of the venture itself. **[A1]**

NOTE Criteria for consideration under **[A1] 4.1.2 [A1]** include mobility, behaviour, psychological needs, pre-existing medical conditions, dietary requirements and cultural or religious requirements. The venture provider should not use any of the information provided to discriminate and/or exclude individuals solely on the grounds of special needs or disabilities. Attention is drawn to the Disability Discrimination Act 2005 [4] and the Special Educational Needs and Disability Act 2001 [5].

4.2 Selection of participants

4.2.1 The venture provider shall establish the criteria to be applied for inclusion of participants bearing in mind the overall purpose and likely demands of the venture.

4.2.2 The venture provider shall communicate to stakeholders the criteria for inclusion of participants.

5 Venture leader, leadership team and support team

5.1 General

5.1.1 The venture leader, leadership team and support team (if any) shall be selected so that they possess personal qualities and communication skills relevant to the nature of the venture, and shall be assigned to duties within their proven competence as defined by the venture provider.

5.1.2 Competence shall be identified through one or a combination of the following:

- a) a relevant and current National Governing Body (NGB) award;
- b) an equivalent nationally or internationally recognized award;
- c) in-house assessment and training;
- d) experience.

NOTE Items c) and d) should be supported by a statement of competence from a technical adviser.

A1 **5.1.3** The venture provider shall have a written statement that details the minimum competencies required of the leadership team for:

- a) the activities for which the leadership team are responsible;
- b) the environment in which the venture takes place;
- c) the needs of the participants;
- d) the supervision and management of individuals and groups.

The venture provider shall gather evidence that members of the leadership team are competent in accordance with this written policy. This evidence shall be documented. **A1**

5.2 Venture leader

5.2.1 The venture provider shall select a competent person as the venture leader.

5.2.2 There shall be one venture leader per venture.

5.2.3 The venture provider shall have a procedure for ensuring the venture leader is informed of the skills and experience of the leadership team and the composition, **A1** known **A1** needs and experience of each participant in accordance with Clause 4.

5.2.4 An individual placement or lone worker as a minimum shall be supported in accordance with 6.3.

5.3 Leadership team

5.3.1 The venture provider shall:

- a) identify a deputy venture leader who is available to take full control in the event that the venture leader is unable to fulfil his/her function; or
- b) inform participants (and stakeholders when requested) that, in the event that the venture leader is unable to fulfil his/her function, the venture shall be restructured or curtailed.

5.3.2 [A1] text moved to 5.1.3 [A1]

5.3.3 For mixed gender ventures the venture provider shall give, in the risk analysis conforming to **13.4**, consideration to including both male and female leaders. [A1] Text deleted [A1]

5.3.4 For ventures where participants are under 18 years of age, or are vulnerable adults, the venture provider shall select the leadership team in accordance with Clause **7**.

5.3.5 The venture provider shall obtain written confirmation that the members of the leadership team have read and agree to comply with the venture provider's policies on safety procedures, child protection (if relevant) and behavioural code of conduct.

5.3.6 The venture provider shall provide the leadership team with details of the provider's insurance policies. This shall include details of any employer's liability insurance, public liability insurance and medical insurance.

NOTE Further requirements for insurance are given in Clause 15.

5.4 In-country representative

The venture provider shall identify an in-country representative to support the response to an incident or emergency.

5.5 Home agent

The venture provider shall ensure that competence is held by all home agents for areas relating to:

- a) their on-call role;
- b) incident and emergency planning.

6 Supervision and staffing ratios

6.1 General

6.1.1 The venture provider shall ensure that there is a designated venture leader who has the task of overall supervision.

6.1.2 The venture provider shall implement the level of supervision identified in the process of risk analysis in accordance with **13.4**.

6.1.3 The factors to be taken into account when deciding on the size of the leadership team and leader to participant ratio shall include:

- a) the nature of the activity;

- b) the experience of the group involved and the needs of the individuals within the group, including those with special needs;
- c) the environment and conditions in which the activity takes place;
- d) the experience of the leadership team;
- e) the nature of the location;
- f) external requirements, e.g. from NGBs and local authorities.

6.1.4 Where supervision is:

- a) direct, it shall conform to **6.2**;
- b) indirect, it shall conform to **6.3**.

NOTE The decision as to whether supervision is direct or indirect depends on the maturity, experience and competence of the participants, and their knowledge of the venues and ability to undertake the venture activities.

6.1.5 The venture provider shall inform the venture leader that it is the venture leader's responsibility to:

- a) allocate specific supervisory duties;
- b) allocate a competent leader to each sub-group where groups are subdivided during the venture.

6.1.6 The venture provider shall inform the venture leader and the leader of any sub-groups that it is the leaders' responsibility to know the total number and identities of the participants they are responsible for supervising.

6.2 Direct supervision

6.2.1 When direct supervision has been identified by the risk analysis in **13.4**, the venture provider shall ensure a nominated member of the leadership team is in charge at all times.

NOTE Direct supervision is usually appropriate for young or less experienced groups, group members with special educational or behavioural needs or when undertaking particularly hazardous activities.

6.2.2 The venture provider shall instruct the nominated member of the leadership team, as a minimum:

- a) to know where all participants are at all times;
- b) to enforce risk control measures;
- c) to observe behavioural changes in the group/individuals.

6.3 Indirect supervision

6.3.1 Where indirect supervision has been identified **[A1]** as sensible **[A1]** by the risk analysis in **13.4**, the venture provider shall be satisfied that the **[A1] text deleted [A1]** participants have the necessary competency for the venture to be supervised indirectly.

6.3.2 **[A1] text deleted [A1]**

NOTE Indirect supervision is usually appropriate for individual placements and lone workers.

6.3.3 Full details of responsibilities and what the indirect supervision is and how it will function shall be provided before the venture starts to participants (and other stakeholders on request). Where the participant is under 18 years of age or a vulnerable adult, this information shall also be provided to the participant's parent or responsible adult.

6.3.4 When supervision is indirect the venture provider shall ensure that:

- a) participants are sufficiently trained and assessed as competent for the level of activity to be undertaken including safe conduct, first aid and emergency procedures;
- b) clear and understandable boundaries are set for all members of the venture;
- c) there are clear lines of communication between the participants and the leadership team;
- d) a member of the leadership team monitors each of the participants' progress;
- e) there is a recognized point at which the activity is completed/terminated;
- f) there are clear arrangements to terminate the activity when it cannot be completed safely.

6.3.5 The venture provider shall ensure the venture leader has the competence and resources to intervene in a manner determined by the safety policy and [A1] risk analysis and management system [A1] in accordance with Clause 13.

6.4 Personal time

Where the opportunity for personal time [A1] under the supervision of the leadership team [A1] is to be provided, the venture provider shall establish arrangements for its management, including the application of sanctions in the event that those provisions are not complied with. Details of the management and sanctions shall be communicated to the participants.

6.5 Down time

Notwithstanding the fact that, by definition, down time is outside the jurisdiction of the venture provider, the start and finish of down time remains the venture provider's responsibility and shall be managed [A1] and monitored [A1] in accordance with pre-determined procedures. [A1] Text deleted [A1]

NOTE Periods of down time are identified when looking at the entirety of the venture in accordance with Clause 11.

7 Protection of a participant under 18 years of age or a vulnerable adult

The venture provider shall ensure that members of the leadership team who have unsupervised contact with participants have been checked for their suitability to work with participants under 18 years of age and vulnerable adults.

NOTE 1 Suitability should be determined by:

- a) *interview;*
- b) *checking references;*
- c) *checking employment records; and/or*
- d) *self-declaration.*

NOTE 2 An enhanced Criminal Records Bureau¹⁾ (CRB) check or Disclosure Scotland²⁾ check can be performed to assist, but not replace, the assessment of suitability.

8 Allocation of roles and responsibilities

NOTE The relationship between the roles of those contributing to the venture is illustrated in Figure 2.

8.1 The venture provider shall identify and have a written record of the stakeholders in the venture and ensure that these stakeholders are briefed about their roles and responsibilities, if any, within the incident and emergency plan.

NOTE It is recommended that briefing on roles and responsibilities is carried out via a physical meeting.

8.2 Where a participant is under 18 years of age or a vulnerable adult, the venture provider shall identify a parent or guardian as a stakeholder.

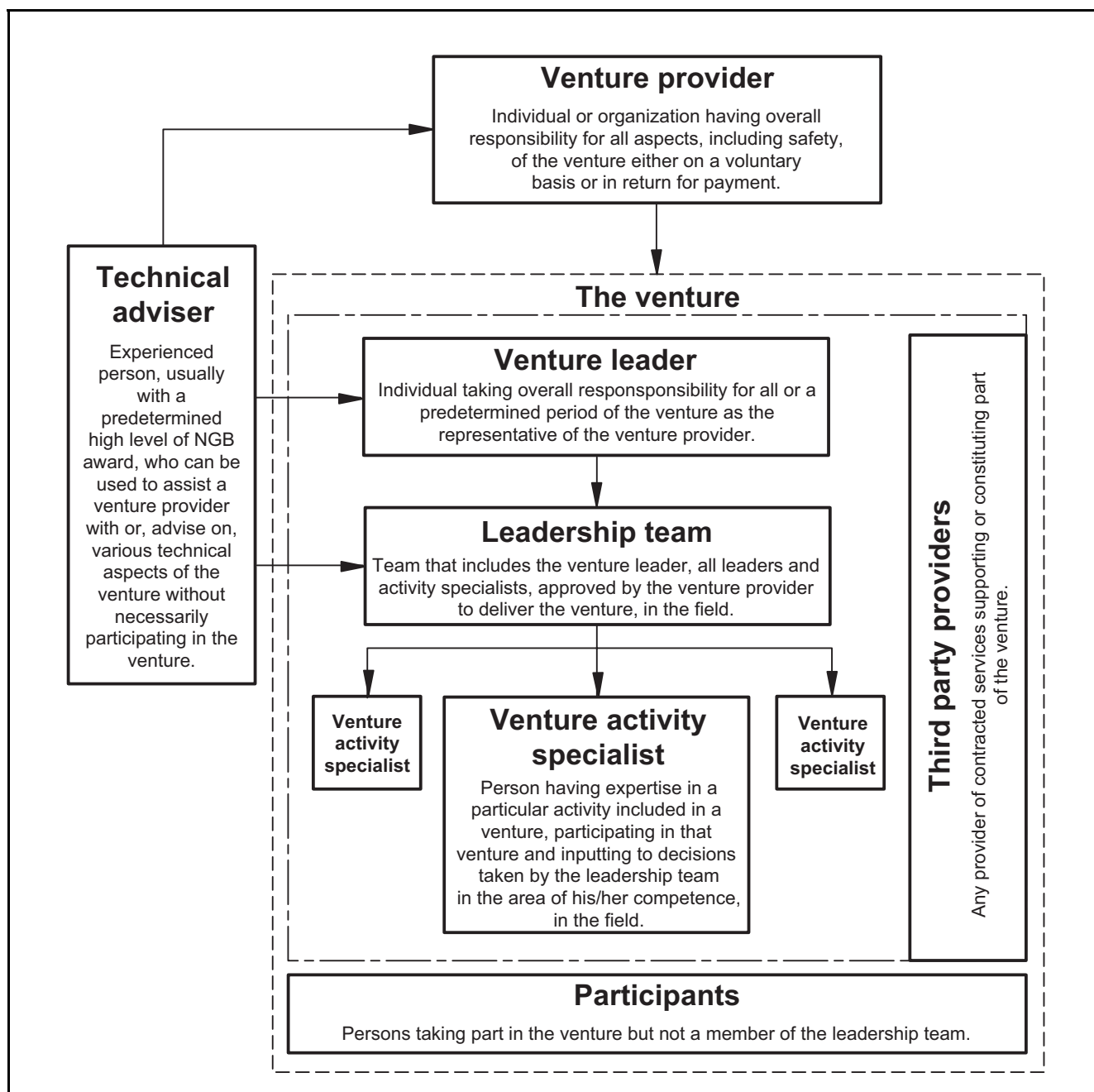
8.3 Where a participant is a member of an organization (e.g. educational, volunteer or charitable body), associated with the venture but not taking the venture provider role, the venture provider shall identify that organization as a stakeholder and identify who is the responsible person in that organization.

NOTE The role of local authorities in ventures is outlined in the DfES document Health and Safety: Responsibilities and Powers [7].

¹⁾ www.crb.gov.uk

²⁾ www.disclosurescotland.co.uk

Figure 2 Venture roles



9 Third party provider

NOTE Attention is drawn to The Package Travel, Package Holidays and Package Tours Regulations 1992 [6].

9.1 Where a decision is taken to involve third party providers, the venture provider shall select third party providers who **[A1]** comply with the clauses of BS 8848 that apply to **[A1]** venture elements to be outsourced.

9.2 The selection of a third party provider shall be on the basis of either:

- [A1]** a) a conformance assessment undertaken by the venture provider or on the venture provider's behalf; or
- b) a claim of partial conformance with BS 8848 by the third party provider in accordance with **29.4**. **[A1]**

[A1] *Text deleted [A1]*

9.3 The venture provider shall review **[A1]** any third party **[A1]** conformance against the specific requirements of the venture, taking account of the known or intended participant profile and the nature and **[A1]** needs **[A1]** of the venture. Particular attention shall be paid to:

- a) **[A1]** the risks to the venture of financial insolvency of a third party provider; **[A1]**

NOTE Financial protection can be delivered through bonding and insurance arrangements.

- [A1]** b) public liability insurance in accordance with **15.3**; **[A1]**
- c) risk analysis and management system **[A1]** in accordance with Clause **13**; and **[A1]**
- d) incident and emergency planning arrangements.

- [A1]** **9.4** The venture provider shall inform the leadership team of specific aspects of the third party provider's service requiring appraisal by the leadership team before and during use, with a concurrent contingency plan (see Clause **25**).

9.5 Prior to confirmation of selection, the venture provider shall agree with the prospective third party provider any additional requirements to be met.

*NOTE Additional requirements for the provision of transport and accommodation are given in Clause **18** and Clause **19** respectively. [A1]*

10 Planning the venture

10.1 Planning shall be performed against the objectives defined in Clause **3** and for the people identified in Clause **4** and Clause **5**.

10.2 A budget and timetable for the venture shall be prepared and updated.

10.3 The locations to be visited and the activities to be undertaken shall be researched to ensure that the locations are compatible with the ability of the participants and the activities that are to be performed there. The findings shall be presented in the pre-venture literature in a manner that highlights any issues of accessibility.

NOTE A reconnaissance of the location of the venture activity and the third party element providers should be performed where practical in order to gain first-hand experience of the location.

10.4 The venture provider shall assess and mitigate **A1** any negative **A1** environmental impact of the venture.

10.5 Plans for travel and accommodation shall be prepared in accordance with Clause **18** and Clause **19**.

10.6 The Foreign and Commonwealth Office travel advice³⁾ shall be checked and its advice on dangers shall be taken into account in the **A1** risk analysis and management system. **A1**

10.7 A **A1** risk analysis and management system **A1** shall be initiated in accordance with Clause **13**.

10.8 Equipment for the venture shall be identified and a procurement plan produced.

NOTE Further requirements for equipment are given in Clause 27.

10.9 The planning process shall include procedures for action in the event of changes to the venture plan by the venture provider and cancellation by participants.

11 Venture integrity

11.1 The venture provider shall assess the integrity of the outline plan, prepared as required in Clause **10**, to confirm that the entire period between venture commencement and venture completion is provided for.

A1 **11.2** **A1** In the event that any segment of that time is to be designated as down time **A1** (see **6.5**) **A1** for one or more participants, this shall be the subject of specific agreement between the venture provider and the participants involved, concluded prior to signing the contract.

A1 **11.3** **A1** Venture providers intending to offer or willing to permit the inclusion of down time in a venture shall include statement to that effect prominently displayed in the primary literature describing that venture. The statement shall include reference to the importance of the participant making adequate insurance provision for such down time periods.

NOTE In the absence of such statement it could be assumed down time is neither included nor permitted and that the venture provider will be accepting responsibility for the venture throughout its entire duration.

A1 **11.4** **A1** The inclusion of down time and the management of its start and finish shall be a specific element of risk analysis undertaken in conformance with **13.4**.

³⁾ www.fco.gov.uk/travel

12 Permission

The venture provider shall identify the permissions needed to perform the venture and ensure they have been obtained.

NOTE Permissions that might need to be obtained include those for travel (such as passports, visas, local permits and medical certificates), performing venture activities, permits for the collections of specimens, from parents and guardians and employers (e.g. local authorities).

13 Safety policy, risk analysis and management system

13.1 Safety policy

The venture provider shall ensure that all parts of a venture are covered by a written safety policy which includes:

- a) a behavioural policy outlining a code of conduct for all those on the venture and the disciplinary action that shall be taken if the code is broken; and
- b) protection policies for under 18 year olds and vulnerable adults if any participants are in these categories, taking into account their diverse needs.

13.2 Risk analysis and management system

13.2.1 The safety policy shall be implemented using a documented **A1** risk analysis and management system **A1** which includes:

- a) threat analysis for the venture destination in accordance with **13.3**;
- b) risk analysis for the venture in accordance with **13.4**;
- c) incident management and emergency response plans in accordance with Clause **26**;
- d) accident, incident and near miss reporting;
- e) a review process after each venture including the actions in response to review outcomes in accordance with Clause **28**.

13.2.2 The venture provider shall **A1** inform **A1** all participants and members of the leadership team **A1** of **A1** the outcomes of the threat and risk analyses, and to all other stakeholders if requested, prior to contractual commitment. Where the participant is under 18 years of age or a vulnerable adult, this information shall be provided to the participant's parent or responsible adult.

A1 *NOTE This may take the form of a risk analysis and management system summary.* **A1**

13.3 Threat analysis

The venture provider shall ensure:

- a) a written analysis of the threats in the destination country is completed including, as a minimum, the following elements:
 - 1) security threat in-country and en route;
 - 2) political threat in-country and en route;
 - 3) natural hazards in-country and en route;
 - 4) health threats;
- b) the identification of the control measures needed in consequences of that analysis to ensure, so far as is reasonably practicable, the reduction of the threats identified;
- c) the maintenance of such arrangements as are appropriate to the analysis in item a) for the effective dissemination, implementation, control, monitoring and review of the measures referred to in item b).

13.4 Risk analysis

13.4.1 The venture provider shall ensure:

- a) an analysis of the health, safety, environmental and cultural risks, taking account of the potential benefits:
 - 1) to those on the venture;
 - 2) caused by the venture to others;
 - 3) caused by those on the venture to others;
- b) identification of the control measures needed in consequence of the analysis to manage the risk to all those persons in item a), including methods of supervision and staffing ratios;
- c) the maintenance of such arrangements as are appropriate to the analysis in item a) for the effective dissemination, implementation, control, monitoring and review of the measures referred to in item b).

*NOTE This may be supplemented with a **A1** risk analysis and management system **A1** summary, which briefly outlines the measures being implemented. This could be used by prospective participants to consider the suitability of the threats, risk and management systems of the venture without having to refer to the detail first hand.*

13.4.2 The venture provider shall ensure that threat and risk analyses have been undertaken for all parts of the venture in advance by people competent so to do. The threat and risk analyses shall identify the name of the author, principal sources, date compiled and date of any updates.

13.4.3 The venture provider shall approve the threat and risk analyses and ensure that they are monitored and managed before and throughout the venture.

COMMENTARY ON CLAUSE 13

The HSE's five steps to risk assessment [8] involve:

- a) *identifying the significant hazards;*
- b) *deciding who might be harmed by these and how;*