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Assistant Leaders

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. However, employees are required to take reasonable care and to cooperate with their employer. It is critical that you understand "who is my employer". Please see the document *Status Remit and Rationale* in section 1 of this guidance.

If you are an Assistant Leader (deputy leader or assistant supervisor), you must be specifically competent to carry out that role.

Being competent requires that you can demonstrate, as far as is necessary, the ability to meet the responsibilities specifically allocated to you and the ability to operate to current standards of recognised good practice, with:

- Appropriate knowledge and understanding of your Employer's guidance, Establishment procedures, the group, the staff, the activity and the venue. Structured and Employer-approved training should reinforce this.
- Appropriate experience to fulfil the role allocated to you.
- Any required qualifications, such as in First Aid.

Where an Assistant Leader wishes to lead an adventure activity, their competence should be confirmed by a robust verification process, such as:

1. Holding a National Governing Body leadership/coaching award at an appropriate level.
2. Being recognised as competent through a "signing off" process by a suitably-qualified Technical Adviser appointed by the employer.

As an Assistant Leader, you should:

- Be sufficiently competent and confident to take over if the Visit Leader is incapacitated.
- Be specifically competent and knowledgeable about establishment and employer policies/procedures, in so far as they affect the responsibilities you have been assigned.
- Ensure that you have been sufficiently involved in the planning and preparation for the activity/visit, including contributing to the organisation of risk management.

- Ensure that you understand the role and responsibilities that you have been assigned and how these integrate with other staff and especially that of the activity/visit leader.
- Ensure that you are clear about any arrangements to hand-over and hand-back responsibility for supervision between members of staff and to/from any third-party provider.
- Ensure that staff and other supervisors have been appropriately briefed on:
 1. the young people making up the group, including age, health characteristics, capabilities, special educational needs, behaviour and any other information that seems relevant in the context of the planned activities.
 2. the nature and location of the activity.
- Contribute to the ongoing monitoring of all aspects of the activity/visit, including the quality of any activities provided by a third-party provider.
- Contribute to the evaluation of the activity/visit after the event.

