**Role and Safety Responsibilities Form**

**Role:** *Guide / Instructor*

**Purpose:** *to guide / instruct clients under the supervision of a Senior Guide*

**Safety responsibilities:**

*Guiding/instructing clients including:*

* *Train and assess clients to perform an activity, including client screening and safety briefings*
* *Supervise and monitor clients while engaged in the activity*
* *Understand and comply with standard operating procedures*

*Ensuring equipment is used correctly and is safe for use including:*

* *Allocate safety equipment to clients*
* *Ensure the client safety equipment is fitted correctly*
* *Conduct pre-use equipment check*
* *Monitor equipment throughout the trip*

*Assisting in emergency response and rescues for all identified rescue scenarios*

*Fulfilling their overall role in the safety management system including reporting incidents and monitoring hazards*

**Role:** *Senior Guide / Instructor*

**Purpose:** *To manage the in-field parts of a trip with multiple guides/instructors and to work as a sole guide or instructor*

**Safety responsibilities:**

*All the responsibilities of guide / Instructor role plus the following:*

* *Having overall responsibility for safety decisions made in the field*
* *Managing the application of standard operating procedures in the field, including overseeing the actions of guides and instructors*
* *Managing emergency scenarios in the field and perform the practical aspects of rescues*
* *Ensuring the adequate supervision of any trainees or assistants*
* *Ensuring post trip operational procedures are carried out including hazard reporting, incident reporting and equipment management.*