

<Insert organisation name / logo here>

## Staff Monitoring

<b>Staff member</b>		<b>Date</b>	
<b>Person monitoring</b>			
<b>Activity</b>		<b>Location</b>	

<b>The staff member:</b>	<b>Achieved Yes/No/NA</b>	<b>Comment</b>
Checked current forecast/advisory		
Checked river levels / wave height		
Checked participant information		
Had a clear plan B		
Checked the equipment – fit for purpose and in good condition		
Set up equipment safely		
Had sufficient equipment		
Carried first aid		
Had rescue equipment available		
Carried the required communications device and knew how to use it		
Knew emergency procedures		
Gave a clear briefing to assistants		
Gave a clear briefing to participants, including what to do if incapacitated		
Managed the risks, including monitoring dynamic hazards		
Managed the group safely		
Was always appropriately positioned		
Applied challenge by choice		
Had the necessary technical skills		
Followed the activity plan		
Reported an incident		
Completed an activity report		