

ADVENTURE LIFESIGNS LIMITED

BS 8848 COMPLIANCE DOCUMENT

Name of venture provider	Address: Telephone: Email:	Adventure Lifesigns Limited. Tournai Hall. Evelyn Woods Road. Aldershot. Hampshire. GU112LL. 0870 979 9000 info@lifesignsgroup.co.uk
Title of venture and destinations	Expeditions - Worldwide	

Clause/sub clause	Reason for inclusion	Method of proof of conformity
3.1	Confirmation of venture provider	ALS are the sole venture provider as per client contacts and ALS training manuals.
3.2 a) b)	Purpose of venture	ALS contracts with staff and participants. Recce's and team itineraries ensure that activities support the overall purpose. Initial information
3.2 c)	Agrees the aims and objectives	Meeting followed by EST weekends, Further Information Evening, Final information pack and SMT pack.
3.2 d)	Present accurate information to stakeholders	Initial presentation, literature, EST's and detailed briefings
4.1 4.2.1 .2	Personal and relevant information Participant inclusion	Application and medical forms Medical and behavior criteria Presented at initial information meeting.
5.1.1	Leadership Team selection	Interview and references.
5.1.2	Leadership Team Competence	Leadership Team Matrix. Statement of Competence.
5.2.1	Competent Leader	Interview, references, EST2 & Staff Preparation Conference.
5.2.2	Expedition Leader	Team Contracts, EST's, & staff conferences.
5.2.3	Experience of team	Staff Preparation Conference, EST 2, Leader Manual.
5.2.4	Loan workers	See 6.3.
5.3.1 a)	Deputy Leader	Staff contracts – School Coordinator. EST and Final Information Evening.
5.3.1 b)	Incapacity of Leader	Leader Contracts, Lines of Responsibility document. Leader Team Matrix. Leader Manual.
5.3.2	Written policy	Statement of Competence form. Initial team meeting. EST 1, SMT documents.
5.3.3	Gender balance	Leader contracts, Child Protection training and statements.

5.3.4	Youth expeditions	Leader manual, SMT packs.
5.3.5	Policies	Leader Manual, Ops Room.
5.3.6	Insurance	Leader manual.
5.4	In-country representative	Ops room.
5.5	Home agent	Ops room, ops team, Ops manual, SOM's manual.
6.1.1	Leader	Contracts.
6.1.2	Supervision	Staff Preparation Conference, Leader manual, Risk assessments. Risk Assessment. SMR Initial Pack,
6.1.3	Size of Leadership Team	Client meetings.
6.1.5 .6	Lines of responsibility	Staff Preparation Conference. Final Briefing. Leader manual.
6.2.1 .2	Direct supervision	Leader manual. EST's. Statement of Competence.
6.3.1 .2	Indirect supervision	Risk assessment. Leader manual.
6.3.3	Responsibilities	Initial presentation evening. EST's. Company leaflet.
6.3.4 a)	Pre-training	EST 1 & 2.
6.3.4 b)	Boundaries	Rules sheet.
6.3.4 c)	Communication	EST's,
6.3.4 d)	Progress	Review seasons.
6.3.4 e)	Termination	Leader contract. Review seasons. Contracts. Leader manual.
6.3.4 f)	Safety	Leader manual. Risk assessments. Communication with Ops room.
6.3.5	Competence	Risk assessments, Build up day, Leader manual, Staff Preparation Conference, Dynamic RA.
6.4	Personal time	Risk assessments, Team rules, Red & yellow cards, Contracts, School Coordinator.
6.5 a)	Jurisdiction	Daily briefing, R&R consent form, School coordinator code of conduct.
6.5 b)	Monitoring	Buddy buddy system, Booking in/out book.
7. a)	Interview	Potential staff interview.
7. b)	References	Reference check x 2.
7. c)	Employment records	Reference check, Logbook check.
7. d)	Self-declaration	Contract, CRB, Child protection self-declaration form.
8.1	Roles & responsibilities	EST's, Staff Preparation Conference, Build up day, Expedition manual, School coordinator manual.
8.2	Stakeholders	Parents contract
8.3	Organization stakeholders	LA Memorandum of agreement.
9.3 a)	Financial protection	ATOL bond No. 9303.
9.3 b)	Safety policy	Leader manual, Ops room manual, H&S policy, SOM's.
9.3 c)	RAMS	Leader manual, Ops manual, SOM's.
9.3 d)	Emergency arrangements	Leader manual, Ops room manual,

		SOM's.
9.3 e)	Public liability insurance	Campbell Irvine policies, SMT packs.
9.4	Additional requirements	Initial meeting, Contracts.
10.2	Budget & timetable	Team meetings, EST 1, Leader manual, Ops team meeting.
10.3	Locations visited	Recce, PXR's, In-country agents, Meet Leader evening.
10.4	Environmental impact	Recce, Environmental policy, Leader manual, Staff Preparation Conference.
10.6	FCO advice	Ops room, SOM's, FCO, Red 24.
10.8	Equipment	EST's, Procurement sheet, Leader manual.
10.9	Equipment review	Pre-expedition reviews, Build up day.
11.1	Outline plan	Ops team review meetings, Team meetings.
11.2	Down time	Initial presentation evening, R&R consent form.
11.3	Risk analysis	Leader manual, SOM's.
12	Permission	Contracts, FCO advice, Red 24, R&R consent form.
13.1 a)	Behaviour policy	Rules sheet, Red & yellow cards.
13.1 b)	Protection policy	Child protection policy, LA guidance, Role of School Coordinator contract and manual.
13.2 b)	Risk analysis	Leader manual.
13.2 c)	Response plans	SOM's, Ops manual.
13.2 d)	Reporting	Accident & near miss forms. Leader manual.
13.2 e)	Review process	PXR's, Ops team review, School review meeting.
13.2.2	Threat analysis	Risk assessments, Leader manual, Final SMT pack.
13.3 a) 1)	Security threat	SOM's, Red 24, FCO advice, In-country agents.
13.3 a) 2)	Political threat	SOM's, Red 24, FCO advice, In-country agents.
13.3 a) 3)	Natural hazard	Leader manual, Recce.
13.3 a) 4)	Health threat	Leader manual, Health briefs, Build up day, Nomad.
13.3 b)	Control measures	Leader manual, SMT packs, Ops room.
13.3 c)	Review	Review meetings, Group discussions, Leader manual.
13.4.1 a) 1-3)	Risk analysis	PXR's, Recces, Ops team planning sessions, EST 1.
13.4.1 b) c)	Control measures	Risk assessments, planning sessions, HASPEV.
13.4.2	Threat analysis	Ops team, Technical experts, HASPEV.
13.4.3	Monitoring	Final planning meeting, Ops room, Leadership team, Dynamic RA.
14.1	UK Legislation	Hill Dickinson.
14.2	Host country legislation	Recce, PXR's, FCO advice, Red 24,

		UIK embassies.
14.3.1 .2	Pre-booking information	Initial information evening, Expeditions leaflet, Contracts,
14.3.1.3	Contract	Initial information meeting. Application pack.
14.3.2.1	Contractual information	LA / ABTA approved. Hill Dickinson.
14.3.2.1 a-k)	Information	Contracts, Parents meetings.
14.3.2.1 l)	Special requirements	Initial meeting, MOA.
14.3.2.1 m-n)	Timings	Contracts.
14.3.2.1 p)	Arrangements	MOA. Parents evening.
14.3.2.1 q)	Financial security	ATOL bond. No. 9303.
14.3.2.1 r)	Behaviour	Rules sheet, Contract, Red & yellow cards.
14.3.2.2	Information	Email programme, Contracts, Risk assessments, Team meetings.
14.3.2.4	Financial penalties	Withdrawal scale, Contracts.
14.4	Consent	Application form, R&R consent form.
15.1.2	Insurance cover	Ops team meeting, Campbell Irvine.
15.3	Third party insurance	Risk assessments, recce, Leader manual.
15.4 a-c)	Emergency assistance	Campbell Irvine, Leader manual, SAS.
16.1.2 a)	Pre-venture training	EST 1&2, Build up day.
16.1.2 b)	On-venture training	Leader manual, Recce, Risk assessments, Dynamic RA.
16.1.2 c)	Competency	EST's, Staff Preparation Conference, Staff statement of competence.
16.2.1 a) b)	Operational procedures	Staff Preparation Conference.
16.2.2	Leader introduction	Meet Leader evening, EST2, Staff Preparation Conference.
16.3.1 a-h)	Prior to the venture	Email programme, EST's, Team meetings, Nomad, FCO advice, Red 24.
16.3.2 a-g)	During venture	EST's, Build up day, Daily briefings.
17. a-c)	Joining instruction	Final parents pack, Final SMT pack, Email programme.
17. d-f)	Contact details	Final parents pack. Final SMT pack.
18. a) 1-3)	Travel	Ops team meeting, SMT meetings, Leader manual.
18. b)	Travel requirements	Initial information meeting, Contracts.
18. c) 1-2)	Selecting providers	Leader manual, Dynamic RA.
18. d) 1-2)	Advising participants	Initial information meeting, Risk assessments, Leader manual.
18. e)	Procedures	Dynamic RA, Leader manual, Staff Preparation Conference.
18. f)	Transport	Expedition manual, staff Preparation Conference.
19. a-c)	Accommodation	Leader manual, Recces, Dynamic RA, Staff Preparation Conference.
19. f-g)	Assessment	Dynamic RA, Leader manual.
19. h) 1-3)	Accommodation arrangements	EST's, Daily briefings.
20.1	Competence	Statement of competence, initial Interview, EST2.

20.2 a-c)	Informed	Email programme, Final parents pack.
20.2 d)	Environment	EST's, Build up day, leader manual.
20.3	Risk analysis	Risk assessments, Leader manual.
20.4	Requirements	Ops team reviews, Leader manual, Team meetings, EST's.
21.1	Medical support	Initial presentation evening, EST's, RMS, ECP, BCF, SAS.
21.2	Medical professionals	ECP, RMS, BCF, SAS, Medical packs, Medical director.
21.2.1	Risk analysis	Risk assessments, Recce, RMS, BCF.
21.2.2	Screening	Medical questionnaires, Contracts, EST consent forms.
21.3.1	Written confirmation	Application pack, Medical questionnaires, EST consent forms.
21.3.2	Screening process	Expedition pre-screening process.
21.4	Prophylaxis	Email programme, EST1, Nomad.
21.5.1	Knowledge of risks	Statement of competence, Leader manual, ECP, EST's.
21.5.2	Participants	EST's, ECP, Build up day, Daily briefings.
21.5.3	Malarial zones	Email programme, ECP, EST's, Nomad, Leader manual.
21.6.1	First aid qualifications	Statement of competence, Leader file, Contracts, ECP.
21.6.2	Communication	Satellite telephone, EPIRB, RMS, BCF, SAS, Email system.
21.6.3	Documentation	Medical log book, Staff Preparation Conference, PXR.
21.7 a) b)	First aid kits	Ops team review meetings, Medical director, Nomad, operational stores, leader manual.
21.8.1	Protocols	Leader manual, Staff Preparation Conference.
21.8.2	Training	Staff Preparation Conference, ECP.
21.8.3	Drugs	RMS, Medical log book.
22.1	Cost	Initial presentation evening, Contracts.
22.2 a)	Budget	Leader manual, Ops team meeting, Budget sheets.
22.2 b)	Funds	Ops team, Leader manual, Expedition funds, Contingency fund.
22.2 c)	Management	Budget sheets, Staff Preparation Conference, PXR.
22.3	Contingency fund	Leader manual, Contingency fund.
23.1.2 a-c)	Communication plan	Leader manual, Staff Preparation Conference.
23.1.3	Options	EST's, Initial presentation evening, Build up day.
23.2	Communications	Leader manual, Comms pack, Ops manual.
23.3.1.1	Emergency	Leader manual, Comms pack, Ops manual.

23.3.1.2 a-c)	Contacts	Ops team contacts, 24 hour ops room, Leader manual.
23.3.1.2 d)	Repatriation	Ops room, SAS, Campbell Irvine, Leader manual, BCF.
23.3.1.2 e)	Contacts	Ops manual, SOM's, Leader manual, Emergency cards.
23.3.1.3	Communications	Recce, In-country agents, Ops team.
23.3.1.4	Equipment	EST's, Staff Preparation Conference.
23.3.2	UK emergency	Parents information pack, Ops manual, Leader manual.
23.4	Communication	Leader manual, Ops manual, Comms pack.
24.1	Security threats	Ops room, Red 24, FCO advice, In-country agents.
24.2	RAMS review	SOM's, Leader manual.
24.3	Empowering	Staff Preparation Conference, Leader Manual.
25 a-h)	Contingency planning	Leader manual, EST's, Ops room, SOM's, Ops manual, FCO advice, Red 24.
26.1.1 .2 a)	Incident plan	Ops manual, SOM's, Leader manual.
26.1.2 b)	Responsibilities	Contracts.
26.1.2 c-j)	General incidents	Ops manual, Leader manual, Staff Preparation Conference, SOM's, Ops room, Campbell Irvine, SAS.
26.1.3	Emergency plan	Leader manual, Ops manual, Comms pack.
26.1.4	Incident plan summary	Final SMT pack, EST's, Final parents pack.
26.2.1	Support	Ops room, SOM's, Comms pack, Staff Preparation Conference.
26.2.2	Reviews	PXR's, Ops team meeting, School meetings, Accident and near miss forms.
27.1	Equipment	Ops team meeting, Ops stores.
27.2	Equipment use	Leader manual, Technical advisors, Stores check, Build up day.
27.3	Equipment risk analysis	Leader manual, Dynamic RA, Recces.
27.4	Maintenance	Ops team review, Stores check, PXR, Leader manual.
27.5.1	Equipment needed	Email system, Kit lists.
27.5.2	Suitable equipment	Build up day, EST2.
27.6.1.2	Equipment checks	Recces, Dynamic RA, ops room.
28.1 a)	Evaluation	PXR, Contracts.
28.1 b)	Opportunities	Recovery phase review meetings.
28.1 c)	Feedback	Team questionnaires.
28.1 d)	Review system	Ops room review meetings.
28.1 e)	Complaints	Grievance procedure, Contracts.
28.2	Evaluation	Ops team annual review meeting.
29	Conformance	ALS self-assessment February 2008 (reviewed annually).