

Health & Safety overview for Guides

Our goal is to have every guide and every visitor to leave the island safely each day.



Prepare yourself

- Water, sunscreen, hat, clothing/footwear appropriate to weather conditions, name badge
- Check your mobile phone is charged. Ensure these numbers are in your phone contacts: Gail 027 222 7318; Debbie 021 029 01520; Yvonne 027 667 0367; Ranger 027 536 1067
- Do not guide if impaired by prescription or over the counter medication (impairment as indicated by a medical practitioner or drug use guidelines) or are under the influence of alcohol or other drugs.
- We will help you balance our need for guides with any limitations you have.
- If your mobility/agility/mental awareness is compromised you must not guide.
- You must be confident you can deal adequately with an emergency or injury in your group.
- You must keep up-to-date by reading announcements and communications provided through GuidelInes.
- Collect a bum bag from the trailer, and ready the emergency number card to show to your group near the start of your walk. *This is mandatory on every walk.*
- Read and review the H&S plan annually and inform the Guide Manager you have done so.

You must know:

- The emergency procedure if you or any of your party are injured. (See card on lanyard)
- The contents of your bum bag.
- The emergency signal (horn blast) and assembly points on the island. (Ridge Road, Visitor Centre)
- The locations (wharf & visitor centre) and code (201) of the defibrillators
- Where to access the main first aid supply (in the office)
- Where to check for first aid qualified people on the island on any day (see notice board in office)

Keeping safe on the walk

- You must only guide visitors on the track assigned to you, no detours or deviations. If you informally guide visitors in the afternoon you must also stay on the formed tracks.
- Near the start of your walk, show your group the emergency card on the lanyard and instruct them to retrieve it and follow the instructions if anything happens to you.
- Alert all your party to any hazards (slippery boards, loose stones, low hanging branches etc) on the track, paying particular attention to those less mobile. Do not leave the hazard area yourself until all your party have safely passed. Trips and slips are our most common reported accident.
- Keep to the pre-determined arrival time at visitor centre
- During summer be alert for wasp nests. Mark the site with the blue tape in the bum bag. Record the location on the board in the workshop for Rangers to deal with. (Do **not** take your visitor group to the workshop area at any time)

After the walk

- Report any hazards, accidents or near misses to the Guide Manager. Reporting near misses is an important way for us to identify potential hazards before they become full-on hazards. If several people report near misses in the same area it's an indication that remediation is needed.
- Return your bum bag to the trailer, unless you have used anything from it – in which case return it to the Guide Manager and inform them what has been used.
- Record your walk details on the daily guide log on the clipboard in the visitor centre.
- If you venture away from the VC area by yourself anywhere/any time on the island you must fill in the **Intentions Sheet** in the back of the trailer, identifying where you are going and returning to. Remember to sign back in when you return.