



Guidelines Risk Management

Interlaken, 5th December 2001 / updated 18th June 2004

The general risk management regulations for all basecamp events are documented herein as follows. For all programme activities further and specific guidelines and regulations are available for examination.

Risk analysis, the planning and carrying through of preventive measures for the avoidance of accidents, as well as the use of suitable equipment and materials are the responsibility of the leading instructor.

Every employee is concerned for and actively supports this task. The handbooks for outdoor instructors are compulsory reading and are available to view by all employees at all times.

We wish for unforgettable and accident free experiences.

Objectives

The primary objective in the implementation of basecamp events and team-building programmes is the wellbeing and safety of our guests. Every employee is duty bound to carry out this principle.

Factors

Our risk management is oriented on the following basic questions:

1. Type of activities?
2. Peculiarities of the location?
3. Who are our guests?
4. What equipment do we need?
5. How is the weather developing?
6. Staff and qualifications?

1. Activities

basecamp activities are aimed at groups of participants with vastly differing pre-requisites in terms of age, fitness, physical stature and experience.

Our fundamental principle during the creation of programmes is that all participants can take part in the activities. First and foremost are enjoyable, unforgettable events with friends and work colleagues.

We rule out classic adventure activities when creating basecamp programmes. It is our opinion that activities such as rafting and canyoning are fun for individuals. As a group, however, there is the risk that individual participants won't feel comfortable and will participate against their will as a result of peer pressure. Here lie hidden dangers, which, in our experience cannot be eliminated.

This focus on «soft adventures» is central to basecamp's event proposals and complies with the demands of our corporate clients. A team event should be fun, even though action can form a part of this. Ensuring the safety of our guests is the top priority in every case.

2. Locations

basecamp team events take place in different locations. These are dependent on the proposal and are determined during the conception period. In making our decision we ensure that an environmentally friendly implementation is possible.

Every location demands clearly defined evacuation routes (glacier by helicopter or railway, forestry paths etc.).

3. Guests

basecamp event management ensures that information about participants is available. This information is forwarded to the programme leaders. The following points can be relevant:

- Age / gender
- Language
- Physical fitness
- Experience
- Prior and subsequent activities
(e.g. meals and alcohol consumption)
- Peculiarities
(health / afflictions / phobias / allergies)

Briefing

At the guest briefing held before the activities, the programme leader uses specific questions to determine whether the points relevant to safety have been understood. He asks questions to check the state of the guests and whether there are people who cannot or can only partly join in with the activities. These questions are personal and require the necessary sensibility and discretion. In this way, the group leaders offer affected guests the chance to enter into dialogue with them.

Sensibility

The inclusion and sensibility of the guests is also central, in terms of the nature surrounding us as well as the activities themselves. In the briefing the participants are requested to respect other guests and themselves. They should concentrate on the current activity at all times and have their senses tuned into their surroundings.

Equipment

Are the guests clothed and equipped according to the activities, the surroundings and the weather conditions?

basecamp event management supplies the client with a detailed equipment list for every programme. This is sent to the participants with the booking confirmation before the event.

The responsible programme leader checks adherence to the pre-determined equipment list before the event.

The decision regarding the participation of guests lacking the necessary equipment is the responsibility of the programme leader. It is his duty to refuse the affected person/s' participation in the activities, if it means that safety can no longer be guaranteed.

Mobile Phones

These pose a potential hazard due to distraction. The programme leader can determine, if necessary, that phones should be switched off, or that guests should remain outside particular zones when making telephone calls.

Prior Activities

One of the most important pieces of information relates to the integration of the programme in the day's schedule. It is very important that the programme leader knows which activities have preceded the event. This is, above all with regard to alcohol consumption, but also because of possible exhaustion.

A basic rule is that participation in basecamp programmes should be refrained from after the consumption of alcoholic beverages. The programme leader can refuse a guest participation if he suspects alcohol consumption.

Alcohol

Without exception and at no time does basecamp serve alcohol before or during activities.

4. Equipment and Materials

basecamp equipment that is used for events must be in perfect condition at all times and be kept as clean as possible.

Employees pay particular attention to careful handling: materials and equipment are routinely subjected to thorough checks before use.

Materials and equipment that have been used are cleaned thoroughly, checked for damage and only carefully stored away when completely dry.

We pay particular attention to the equipment for rope activities and glacier programmes. Harnesses, ropes, karabiners and other materials must be visually checked for damage. Only flawless material must be used.

Ropes

Rejected ropes must clearly be marked and used as such. They are marked with waterproof felt pens and are stored separately from the safety ropes. Their use is restricted to fixing equipment and for minimally weighted hand rails.

Tools

Shovels, pick-axes, knives, saws, chainsaws etc. To be used only with the necessary prudence and protective clothing.

Technical equipment

Radios, mobile phones and avalanche transceivers are to be checked continually and before each use to make sure they are working. Batteries, connecting cables and plugs are to be properly maintained. (Charging, corrosion, mechanical damage)

5. Weather

Responsibility and authority of instructors

Before carrying out outdoor activities, a weather check takes place:

- information from official sources about the regional weather situation and national airstreams,
- interpretation of weather conditions for the event area, if in doubt ask local contact person,
- as well as forecast for the duration of the programme.

The authority for decision-making and responsibility for carrying out a programme lies with the programme leader. It is the duty of instructors and other staff to inform the programme leader about changes in the weather situation. If there is any doubt, basecamp programmes will not be carried out. In the case of a cancellation, the management is to be informed immediately. The cancellation must be documented with the necessary data (water levels, weather forecast, etc.)

Programme	Risks	Source
Snow-shoe walking	Avalanches	Avalanche bulletin, weather forecast
Snow games	Avalanches	Avalanche bulletin, weather forecast
Ski guiding	Avalanches	Avalanche bulletin, weather forecast
High rope	Flooding	Water levels, weather forecast
	Thunder storms	Weather report, rain quantity
Raft building	Flooding	Water levels, weather forecast
Mountain biking	Thunder storms	Weather forecast
Summer games	Thunder storms	Weather forecast
Hiking	Thunder storms	Weather forecast
Sailing	Gales, thunder storms	Weather forecast, wind forecast

Sources	Website	Telephone
Swiss Meteor. Inst	sma.ch, meteo.ch	
Avalanche bulletin		187
Water levels	kanu.ch	

6. Staff

For the activities offered by basecamp we employ trained and experienced instructors with specialist knowledge of the relevant field.

Responsibility for safety, the order of events and the employment of the crew lies with the programme leader.

According to the guiding principle of team spirit, each individual instructor is permitted to refuse to carry out an event. He/she must justify his/her behaviour or doubts immediately and factually to the programme leader.

Besides specialist staff, instructors are also employed for training purposes. They are solely to be set tasks that correspond to their level of training and the skills attained therein. Continual assessment is carried out by the event management and the programme leader. Regular appraisals are a fixed instrument of assessment.

basecamp staff are obliged to offer help in the case of accidents. For this purpose all instructors carry a First Aid Kit. The company offers regular first aid courses held by specialist staff.

The management of basecamp is committed to rewarding its staff with an appropriate and up to date salary. By doing this, we can actively promote the quality of our work and support the motivation of our staff.

Quality time for business teams