



British Caving Association

Minutes of BCA Training Committee held on Sat 13th Oct 2012
at Staffordshire Council Staff Club, Stafford

The meeting commenced at 10:10

1. Present

Nigel Ball	(NB)	Training Officer
Juliet Parker-Smith	(JP-S)	Heads of Centres Rep
Mary Wilde	(MW)	Training Administrator
Richard Hill	(RH)	Cambrian Caving Council
Nick Williams	(NW)	BCA Insurance Manager

2. Apologies For Absence

Phil Baker	(PB)	CIC Chair
Tom Redfern	(TR)	ACI Rep
Idris Williams	(IW)	Association Of Scout Caving Teams.
Steve Holding	(SH)	NAMHO
Roger King	(RK)	DCUC
Les Sykes	(LS)	CNCC
Nigel Atkins	(NA)	DCA Training Officer
Tom Peacock	(TP)	NCP Chair
Graham Mollard	(GM)	CNCC

3. Minutes of the Last Meeting.

The minutes of the last meeting were accepted as a true record. Proposed by **NB** and seconded by **J-PS**

4. Action Register and Matters Arising

The action register was updated and appears at the end of these minutes. Only significant updates follow as matters arising.

4.1 Action 009

NB to open discussion with CCC regarding access for LCMLA leaders

Initial progress regarding access for CICs was made but fell through. A meeting is planned for 22/10/2012 between the South Wales Panel and CCC to discuss the issue again. Action 009 is discharged and any further progress will be reported via agenda items.

On a related note **J-PS** is to send the current ODF route map to **MW** to send out with certificates.

4.2 Action 021

NB to create a recreational cavers training course proposal and circulate before the next meeting.

NB has started formulating this and is working with BCRA SIGs to ensure a joined up approach. **J-PS** said that standardisation was important, as we would be reaching out to a wider recreational caver audience. **NS** suggested that should avoid calling the modules 'training' which might be seen to imply assessment or a move to make them a requirement.

It was suggested 'workshops' would be more appropriate. **NS** added that he thinks the idea is excellent. The explosives group already has in place something similar and would like that endorsed by BCA. It was felt that the application process for grant assisted training courses must be swift. **NB** explained that applications are approved (or otherwise) by the Training Officer and post ratified at Training committee.

5. Regional Councils.

5.1 CCC RH

RH reported that their treasurer would prefer the training grant fund to be split across regions rather than being held in a central pot.

No other regions were represented at this meeting

6. Applications for Training Grants

None.

7. Courses for recreational cavers (NB)

Already discussed.

8. National Coordinating Panel Report (NB)

The NCP ratified a module assessment combination for one candidate.

The following Hot topics for TA workshops were suggested: -

- Gadgets and gizmos
- Practical SRT
- Steep ground transverses
- Ladder and lifeline

The meeting discussed the topic of the recreational use of mines by Scouts. Subsequently a note was sent to all ALOs which fully explains the issue and this note is appended to these minutes.

The Derbyshire panel had raised a question regarding the need to take action if bad practice is witnessed. This generated a discussion at the Training Committee meeting. **NS** was of the opinion that there would be no legal precedence and that TAs would not be liable if they did not take action. **J P-S** added that there would of course be a moral obligation and that some action should be taken at the time. It was the opinion of the meeting that the BCA should have guidelines to follow in such circumstances. It was agreed that this would be tabled on the agenda for the next meeting and **all** committee members were invited to provide input to that discussion.

The North Wales panel discussed the mini traxion and will continue **not** to teach its use for belay due to its limitations. The panel is still reticent about doing site-specific validations in mines. GMACG - a limited list of mines has been given to the Forestry Commission with a view of opening up access as soon as possible. An area of Rhiwbach has collapsed and parties should pass it by.

JSMT- an incident in Eglwys Faen is being actively addressed.

The Northern Panel has two aspirant TAs. Revalidation dates, the Long Churn document, mini traxions, Mongo Gill categorisation (cave or mine) and formal written assessment papers were all discussed at their last panel meeting.

The NCP agreed a proposal that Module 6 (C to M or M to C) assessments should not be carried out by the same TA that delivered the training.

9. CIC Panel Report

No report.

10. New Trainer Assessors

Iain Rennie has been accepted on the Northern Panel as a full member.
Andy Phillips has been accepted as a probationary member of the JSMT Panel.

11. Compulsory BCA membership for award holders (NW)

NW clarified the situation and explained that there had been a misunderstanding regarding the decision by council.

The BCA can only insure landowners for indemnity where parties using their land and caves are members of the BCA. The decision to make membership compulsory has been made and is not up for discussion. However, the Training Committee has a free hand regarding how this will be implemented.

It was agreed that the cost to individuals currently in the system must be minimal or zero. After some discussion it was agreed that as from 01/01/2013 anyone registering on the LCMLA or CIC schemes will also have to become a member of the BCA either as an individual or via a club. The cost for revalidation workshops will be increased to £80 which will include a nominal fee for the 5 or 3 year covered by the certificate.

MW is to liaise with Glenn Jones on how this will be managed.

12. LCML Revalidation Workshops (NW)

(a) Employment status of TAs working on workshops

NW explained that the initial concern related to TAs who work for a centre. It was perceived that those Centres might be benefiting financially. This was not found to be the case and in fact in some circumstances the TA might actually be at a financial disadvantage.

(b) Insurance of TAs working on workshops

NW explained that the requirement was for every TA to be covered by insurance and this could either be an individual policy **or** via that of a centre.

The BCA simply needs to see a copy of the insurance policy for each TA. This will be incorporated into the Trainer Assessor Agreement and administered along with the yearly fee process.

MW is to modify the existing TA agreement to incorporate this and send it to **NB** for approval.

MW will implement this starting from year end 2012, and will issue a change notice to that effect.

(c)Expenses for TAs running workshops
See later agenda item.

(d)VAT when running workshops

The BCA is not VAT registered. The fee paid by the BCA to TAs is a set rate and VAT will not be paid in addition.

13.CIC Panel Attendance and the TA agreement (NB)

There has been a proposal to change the CIC panel structure but as the last CIC panel meeting was cancelled. No changes to the TA agreement will be considered until a new panel structure has been agreed.

14.BCA funding of a TA CIC workshop on coaching (NB)

NB has proposed to set up a CIC workshop in coaching. **JP-S** was in favour as was **RH** as long as it was well structured and related to caving. A discussion took place as to whether it should be a one or two day course and whether any exemptions would be granted. **JP-S** felt that all CIC TAs should complete this course and **NB** added that it should be 'compulsory' in order to be a CIC lead assessor.

The Training Committee agreed that **NB** should progress the proposal.

15.TA period of suspension (NB)

A question arose regarding the period of suspension for TAs who fail to fulfil the requirements in the TA agreement. It transpires that the period of suspension is not prescriptive. It was agreed that it should be at the discretion of the Training Committee

16.Should LCMLA Revalidation workshops be run by level 2 TAs only (NB)?

J P-S was against implementing this proposal as all TAs are qualified CICs and in addition it would be difficult to implement for a very small panel. It was agreed however that Level 1 TAs should only revalidate Level 1 candidates (with the exception of one workshop for which authorisation has already been given).

A further issue regarding leader/candidate ratio was raised and how these should be applied where a workshop has both level 1 and level 2 candidates. It was agreed that the maximum should be **1 to 6 for level 1 candidates** and **1 to 4 where a mix of level 1 and 2 candidates** had applied. Exceptions to this will be at the discretion of the Training Officer.

17.Revalidation Workshop Dates

NB proposed that revalidation workshops will only be advertised on the website or elsewhere if all details are provided and none are TBA. This was agreed by the meeting.

18.Duration of First Aid courses (NB)

The syllabus states that leaders must hold a valid first aid certificate following a course of at least 16 hours duration. However, the length of time to revalidate a first aid certificate may not be 16 hours. It was agreed to amend the requirement to say that the leader must hold a valid first aid certificate and have completed a minimum of two days or 16 hours training with the last three years.

19.Should TA workshop leaders be able to claim expenses? (NB)

The meeting agreed that the TA running a TA workshop could claim up to £50 expenses.

20. Probationary TAs Workshop Attendance.

J P-S felt that the requirement for probationary TAs to attend a TA workshop every three was not necessary or appropriate. After a short discussion it was agreed that this requirement would be replaced. A probationary TA must now attend a TA workshop as soon as possible after being accepted as a TA and certainly within one year of doing so.

21. Any Other Business

None

22. Dates and place of next meetings

Tuesday 26/02/2013

Tuesday 07/05/2013

Saturday 12/10/13

Meeting closed at 13:30

Training Committee Action Register

No	Action	By	Deadline	Done
	15/02/2011			
002	MW to add an option on the S4B form to allow T/As to select 'training excluding SRT skills'. Update 8/5/12 - No progress but hoping to complete this during the 'quiet' summer period Update 13/10/12 No progress but now planning complete S4B revamp.	MW	ASAP	
	01/10/2011			
007	NB/SH to set up a BCA event at this years NAMHO Conference Update 13/10/12 Ongoing	NB/SH	ASAP	Ongoing
008	TP/BM to set up a BCA event for S Wales Update 13/10/12 This has taken place and included a photography workshop, surveying and SRT	TP/BM	ASAP	Discharged
009	NB to open discussion with Cambrian regarding access for LCMLA leaders Update 08/05/12 –NB to raise the wider issues of "commercial" and "novice" access with Council. Update 13/10/12 This action to be discharged – see matters arising	NB	ASAP	Discharged
	18/02/2012			
012	AB would try to establish if a national training event would appeal to his members Update 13/10/12 Ongoing	AB	Next Meeting	
013	MW to draft a flyer on hat the BCA	MW	ASAP	

	<p>can offer club covers. Update 8/5/12 No progress but hoping to complete this during the 'quiet' summer period. Update 13/10/12 Draft format created, ongoing</p>			
	08/05/2012			
019	<p>MW to send action reminders to individuals before the next meeting. Update 13/10/12 Now a standard process.</p>	MW		Discharged
020	<p>MW to post grant support training course reports on the website Update 13/10/12 completed</p>	MW	ASAP	Discharged
021	<p>NB to create a recreational covers training course proposal and circulate before the next meeting. Update 13/10/12 Ongoing. Titles created but further work to be done.</p>	NB	Before Next Meeting	
022	<p>MW to produce CIC stats showing numbers dropping out each year. Update 13/10/12 completed</p>	MW	Next Meeting	Discharged
023	<p>NB is to check with Damian regarding the radon booklet and publishing the CIC Handbook Update 13/10/12 completed</p>	NB	ASAP	Discharged
024	<p>NB to raise issues surrounding compulsory BCA membership with council. Update 13/10/12 See agenda item.</p>	NB	Next Council meeting	
025	<p>NB is to raise the issues with TA employments status, insurance, expenses with council Update 13/10/12 See agenda item.</p>	NB	Next Council meeting	
026	<p>NB to raise the issue of MW's expenses with the treasurer. Update 13/10/12 MW to talk to the treasurer about the possibility using BCA credit card to top up the Royal Mail Smart Stamp account. MW will start asking suppliers to send an invoice rather than her paying and claiming back on expenses.</p>	NB	ASAP	Discharged
	13/10/2012			
027	<p>J-PS is to send the current ODF route map to MW</p>	JP-S	ASAP	
028	<p>Provide input to discussion on guidelines for dealing with observed bad practice</p>	ALL	Before Next Meeting	

029	MW is to liaise with Glenn Jones on implementation of BCA Membership for all scheme members	MW	ASAP	
030	MW is to modify the existing TA agreement to incorporate insurance policy statement and send it to NB for approval.	MW	ASAP	
031	NB to progress development of a CIC TA coaching course	NB	Next Meeting	
032				

Use of abandoned mines by adventure activity centres.

Background.

Adventure activity providers who wish to offer mine exploration activities as part of their business are required to take various steps to manage the safety of both their employees (the instructors) and the participants. This stems from the Health and Safety at Work 1974. There is also a lot of legislation specifically relating to mines. Of particular significance are the Management and Administration of Safety and Health at Mines Regulations 1993 (MASHAM). In the event of a serious failing to manage the safety of adventure activities in an abandoned mine resulting in a major accident, e.g. a fatality, it is not clear to me how the HSE would decide under which legislation they would seek a prosecution and what the views of the courts would be.

Those activity centres that have an Adventure Activities Licence will be familiar with the steps that they are required to take to manage the safety of mine exploration. Included in these is the need to obtain an expert view on the suitability of an abandoned mine, or section of a mine for activities. Except in the case of simple adits or workings where a Cave Instructor Certificate holder may be considered competent to make a judgement this normally requires a mining engineer. (This system is well known and usually undertaken as consortia of centres in a particular area to share the costs. Dave Carlisle has done a great service to centres in undertaking these mine inspections.)

An area of concern.

On a number of occasions it has appeared to me that some centres and technical advisors (CIC holders) are not entirely aware that simply obtaining a mines report from an engineer, and acting on its findings at that time, is sufficient until the mine is due another inspection.

In line with the principles of MASHAM and general good safety practice ALL leaders of trips into abandoned mines should be acting as the eyes (and for that matter ears and noses) of their centre. If a leader sees anything that is different from their last visit, or different from the last mining engineer's report, or gives them any cause for concern (e.g. rock fall, "telltale" have fallen out of widening cracks) these observations and concerns should be reported to the centre manager.

In turn there should be a mechanism for the centre to report the instructor's observations and concerns to a coordinating person. This person can then take a number of possible actions, namely:

- Ask a more competent person to take a look (e.g. a CIC holder or LCMLA Trainer/Assessor) for a second opinion.
- Inform all other centres subscribing to the mines inspections in that area. Advice, for example not visiting a mine or section of the mine, might also be offered.
- Ask a mining engineer to make a further inspection and offer advice.

Incidentally centres who do not purchase a copy of a mining engineer's report but obtain a copy in some other way are probably not going to be part of this feedback mechanism.

Advice

The purpose of this note is to remind CIC holders and LCMLA Trainer and Assessors that it is necessary to obtain a mining engineers report for most abandoned mines (see for simple adits above) used for adventure activities. There should also be a formal system for instructors to report observations and concerns through to a coordinating person who can circulate this information to other centres in the area and organise any other appropriate action.