

# **Ecton Mine Education Trust**

## **Ecton Mine**

### **Guide Training and Appointment Policy and Code of Practice (Salts Level)**

**Issue – November 2007**

#### **Policy**

The trustees must ensure that guides for parties visiting the Salts Level of Ecton Mine are competent to ensure that the Salts Level is safe for visitors, to ensure the health and safety of visitors in their care and to react appropriately in the event of an accident or unforeseen mishap.

As the trustees and their appointed manager will not necessarily have day to day direct contact with the operations of organisations having access to, and use of, the mine it is intended that each organisation will have at least one individual amongst their number certified by the manager as competent as a guide and competent to train and certify as competent additional guides for the activities of their organisation.

The manager shall draw up codes of practice to ensure implementation of this policy which must comply with all relevant legislation. He shall consult with the trustees in doing so.

#### **Code of Practice**

Organisations having access to and use of the mine for educational purposes shall have prior approval from the trustees to do so. The trustees in considering their approval must consult with the manager.

The manager, or his appointed deputy, shall meet with the each approved organisation to point out the obligations of the organisation in their use of the mine and the need for them to provide competent guides for the uses they may have for the mine. He will jointly with the organisation train and appoint, if competent, at least one of their number in the duties of guides and the application of those duties. If the manager considers it appropriate he may also certify a guide from the organisation to act as a trainer and assessor of further guides from that organisation; a Guide Trainer. Potential Guide Trainers must themselves previously be appointed a Guide to become eligible for appointment as Guide Trainer.

The manager alone shall make the final judgement as to who shall or shall not be certified as competent to be as a Guide Trainer.

The manager may at any time suspend or withdraw the authorisation of any guide or guide trainer from any organisation.

Any organisation authorised to use the mine shall have a duty themselves to suspend any guide if they become aware of any problem, or potential problem, with that person acting as a guide.

A Guide shall only act in that capacity for those activities for which he has been trained.

## **Required Competences and Duties of Guides**

### **Guides Competences. Guides shall:**

1 Be familiar with the layout of the Salts Level and the limits beyond which they and visitors may not proceed.

2 Understand, and be competent to inspect, those aspects of the mine relevant to health and safety including:

- roof, floor and sides,
- ventilation
- mine water
- barriers, platforms and signs
- health and safety equipment
- security

3 Understand, and be competent to inspect, the equipment of themselves and visitors including:

- Visitor supplied equipment including:
  - Footwear and clothing
  - Any visitor supplied personal safety equipment
- Equipment supplied by their organisation.
- Mine Supplied Personal Safety Equipment including:
  - helmets
  - lamps
  - clothing and footwear

4 Be competent to assess the capabilities and needs of individual visitors in their visit to the mine and to exclude any individuals that they consider would be a hazard to themselves or others during a visit.

5 Be competent to equip and brief members of any visiting party in relation to the health and safety aspects of the visit.

6 Be competent to record the detail of members of a party prior to their entering the mine and to register each and every member of the party into and out of the mine.

7 Be competent to recognise behaviours of members of the party while in the mine that might be hazardous to themselves and others.

8 Be competent to respond appropriately in the event of an accident or other emergency

9 Ideally guides should have a knowledge of first aid even if not currently first aid qualified.

## Duties of Guides in Relation to Visits

The Guide has the authority and duty to call off the visit, limit its scope or exclude individuals from the visit, either before commencement of the visit or during the visit, if they perceive a risk to the health and safety of members of the party, including themselves.

The Guide shall, in relation to each visit and to all visitors to the mine:

1 Inspect the mine for health and safety and assess its suitability for the purposes of the proposed visit bearing in mind the capabilities of the members of the visiting party – see competences 2 above. Ensure that the mine is appropriately secured against unauthorised entry prior to the commencement of the visit.

2 Record the results of the inspection in the book provided drawing particular attention to any matters which they consider might be a risk to health and safety, and, if appropriate communicating these to the manager at the earliest opportunity.

3 Ensure that at least one person not entering the mine on the visit is aware of the visit and its expected duration.

4 Brief all members of a visiting party about health and safety aspects of the visit including:

Potential hazards including:

Low roof

Floor conditions

Limits of the visit

Observance of signs, physical barriers and directions of guide

Action in event of an emergency

Personal protective equipment – see competences 3 above

Behaviour

5 Ask all visitors to declare any physical or other matters that might affect their health and safety or that of others during the visit.

6 Observe and ask about any factors in relation to visitors that he or others note about the physical or other condition of visitors that might affect their health and safety or that of others.

7 Ensure that all visitors' details recorded prior to entering the mine.

8 Ensure that all visitors are properly equipped with personal protective equipment and instructed in its use prior to entering the mine.

9 Ensure that each visitor is checked into the mine at the beginning of the visit and checked out at the end of the visit.

10 Ensure that the mine entrance is secured against unauthorised access immediately following the end of the visit.

11 Ensure that all visitors are well and uninjured prior to their departure at the end of the visit.

12 Ensure that all mine supplied personal protective equipment is returned and inspected at the end of visit prior to returning it to storage in a state where it is ready for next use.

13 Ensure that when a party has entered the mine the entrance door, and the lock access flap in the door, are closed and bolted behind the party but are prevented from being locked by locking the padlock through its hasp without lowering the locking tab.

## **Action in an Event of Accident or Emergency**

### **1 Unavailability of Egress via Salts Level**

Provided there is no immediate life threatening danger to members of the visiting party, wait for the alarm to be raised from outside the mine and rescue initiated.

Do not attempt to exit the mine via the ladderway to Deep Ecton Level.

### **2 Accident or Injury to a Visitor**

First aid equipment is available at the shaft site.

If the injured individual can walk either assisted or otherwise the visit should be ended and the party leave the mine at the pace of the injured party. The guide may wish, if they consider the situation warrants, to invite any second guide or alternatively two visitors, that they consider competent, to precede the party out of the mine to seek further assistance from the centre.

If the injured party is not mobile the guide must send any second guide or alternatively two sensible members of the visiting party to seek assistance from the centre.

Any advance party sent from the mine to seek assistance should know at least the name of the casualty, nature of the injury and other circumstances that rescuers may need in providing appropriate assistance. This should preferably be in written form if time and/or urgency permits

### **3 Accident or Injury to a Sole Guide**

Provided the Guide is conscious he should seek that two selected members of the visiting party remain with him and then direct the party under the direction of a member he selects to lead the rest of the party to exit the mine to the centre and seek assistance.

### **4 Fire**

Although the probability of fire in the mine is extremely low the level of risk for fire in the centre is at a normal level. In the event of such a fire egress via Salts Level entrance will not be possible in which case see 1 above.

There is the chance, if the natural ventilation flow during the visit is into the mine, that smoke and fumes will contaminate Salts Level. If this is the case then the party should congregate further into the level than where the smoke and fumes are being sucked out by natural convection ie in the crosscut between the shaft and the pipe or in the area of the pipe close to the access to the ladderway.