Report Form Guidance (v1.1)

This guidance has practical details regarding what data to submit for the Snapshot Survey.

Much of this guidance is available on the Online Survey / Data Forms, or in the description documents found online HERE

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Links to Supporting Documents

Outdoor Adventure Activity Descriptions

Location Descriptions

Contributory Factor Descriptions

Other Descriptions

Participation Data

All data needs to be assigned to a Participant / Site ID number (e.g. P200). This ID number needs to be the same number used for that site for all reporting blocks.

Participation data should only include **group leaders** if you consider them as being an active participant, and they are included within your group ratios. If this is not the case, then do not include them in this.

This needs to be separated out by the following categories;

- **Week** – this is Monday to Sunday, and will be identified through 'w/c [date of first day]'
- **Type of Activity** – this is just distinguishing between activity days that are associated with an expedition or not (Activity Day, or Expedition Activity Day).
- **Client Type** – what generic category your group would fit into from 8 options (including 'other'). You do not need to distinguish between different bookings – if they all fit into the same Client Type, then you can lump their data together.
- **Activity** – select the appropriate activity from the list of 62 options. Some options will have generic labels (e.g. Ropes Course (assisted belay system)) which you may have a different name for. If unsure, please check the activity descriptions below. Activities that are clearly not covered in the list are not included in the survey.

We only need the total Participant Activity Day (PAD) number based on the above category breakdown.

To calculate this, we are assigning the below times to the PAD number.

PAD Number	Time Value	Examples
0.25	Less than 2.5 hours	9.15am to 10.30am
0.5	2.5 to 4 hours	9am to 12.30pm
0.75	Greater than 4, less than 6 hours	10am to 3pm
1	6 to 8 hours	9am to 5pm

The remaining time periods are built around a combination of the amounts above.
If an activity occurs for less than an hour, then consider whether it can be included within a more general activity (for example, Team / Challenge Activities may incorporate a range of activities).

Incident Data

All incidents need to be assigned to a Participant / Site ID number (e.g. P200). This ID number needs to be the same number used for that site for all reporting blocks.

We are only collecting Incident Data for the same periods we are collecting Participation Data. Any incidents that occur outside of these blocks you should not report. We are collecting incidents that involve **group leaders** during these blocks.

Initial Questions

These are just screening questions, and allow you to state you didn't have any incidents in the timeframe and then submit. If you had any incidents that you were aware of but are unable to say anything about, then you can declare that here and it will be taken into account in the final data preparation.

Other Incidents

These are regarding incidents that can be considered either Transport-related or Unsupervised Non-activity time. You just need to declare whether you had any or not, and if so how many on each week.

Unsupervised Non-activity time can be considered the traditional 'free time' moments. This may be during a lunch break or in the evening during a residential trip.

If they are supervised by your staff during something like 'evening games', then that is NOT included here and should be included in the following incident form.

Unsupervised is in reference to your own staff – it they are supervised by their group leaders (i.e. teacher or youth leader) then they would still fall into this category. We would NOT anticipate any expedition incident to fall into this category, as it would be reasonable to expect that participants would be supervised (directly or remotely) at all times.

Incident Form

The first half of the Incident Form is collecting generic data such as;

- week of incident
- type of participation
- activity
- location
- type of incident
- nature of incident
- actual & potential severity
- type of client group
- role of primary person affected

There are some additional sub-questions that only are relevant in certain circumstances, such as;

- Specify the type of activity during the incident – this appears if you select either Rock Climbing (nature surfaces) or Climbing (artificial / purpose-built) as an activity. It gives you the option to clarify whether it was activities such as a group climbing session, abseiling, bouldering, or lead climbing.
- Was foiling part of the activity – this appears if you select Kite Surfing, Wind Surfing, or Winging as an activity. It is a Yes/No/Unsure question.
- Select the overall standard of the River – this appears if you select River (moving water) as your specific location. Please choose the overall grade for the section of river that the activity was conducted on.
- Did the incident occur at the upper or lower end of difficulty – this appears for any water-based location that could be considered either moderate or advanced. It is in reference to where/when the actual incident occurred (for example, the river section may be an overall Grade 2(3) but the incident occurred on a Grade 1 rapid).

Contributory Factors

The second half of the form is identifying any Contributory Factors relevant to the incident. These may be connected to a number of different factors, such as;

- Direct – identifiable as the 'actual' cause of the incident. For example, some equipment failed.
- In-direct – likely to be a tangible factor, that could have prevented the incident if attended to. For example, there were no equipment inspections.
- Underlying – a fundamental condition that shapes the environment for incidents to occur. This is often generated from conditions such as assumptions, culture, or societal. For example, increased regulation and oversight in other areas increased the staff burden on other aspects, and equipment inspections were relegated to the bottom of the list.

These factors are split into the following system-level descriptors;

- Environmental
- Equipment
- Instructor
- Group Member
- Group Leader
- Group
- Other People
- Organisational and Management
- Organising Group
- Sector

Each system-level has a number of individual factors that can be selected, including 'other' if appropriate.

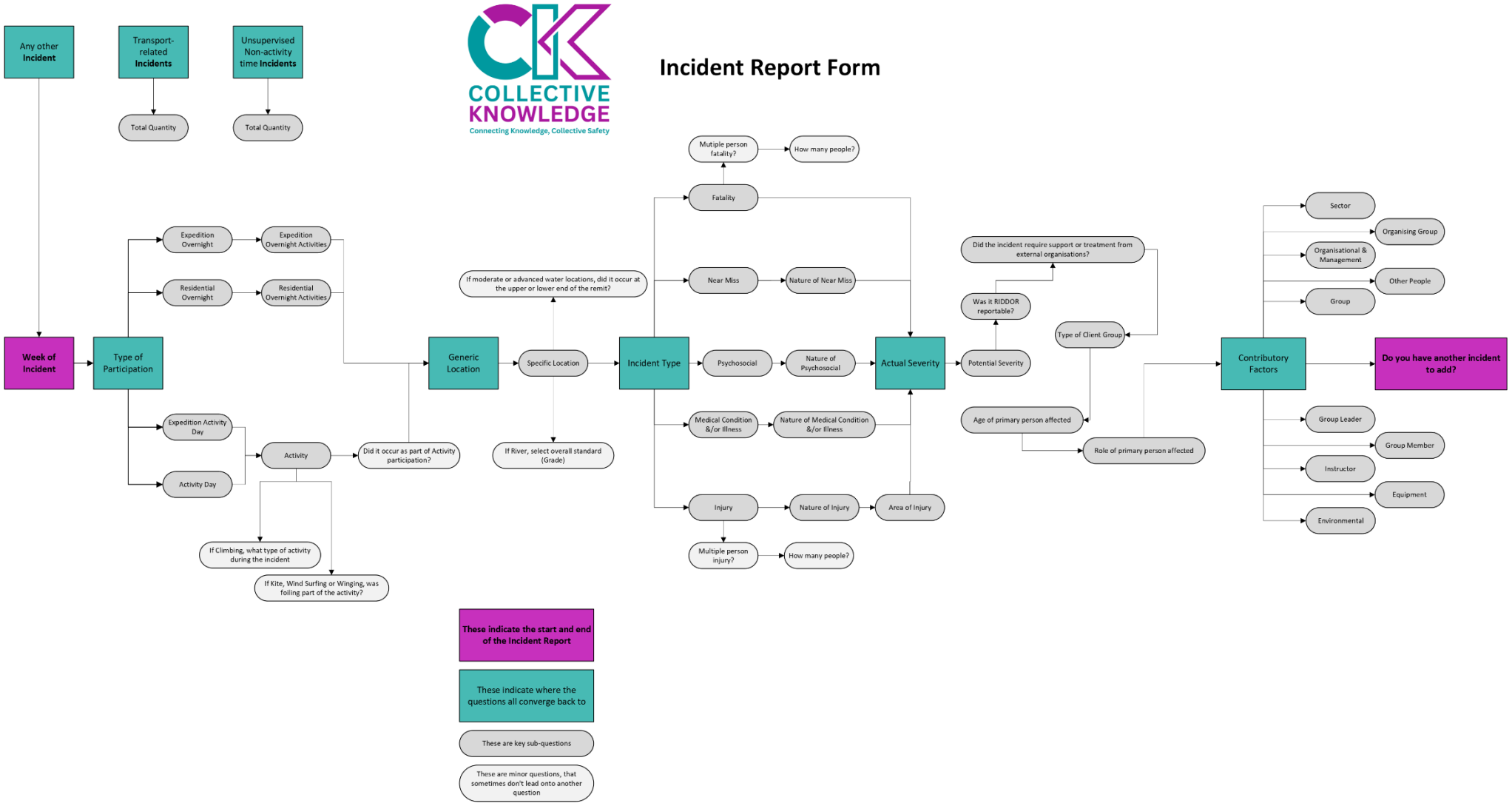
They can be selected based on a descriptive rating scale;

- **'Absolutely, a key factor'** – You are highly confident this factor played a major role in the incident, with clear and strong evidence supporting its influence.

- **'Yes, linked in some way'** – You believe this factor is connected to the incident, but your confidence is moderate because the link is less obvious or harder to explain.

- **'Potentially related'** – You suspect this factor might be relevant, but your confidence is low and the connection is uncertain or based on intuition rather than clear evidence.

Incident Report Flow Chart



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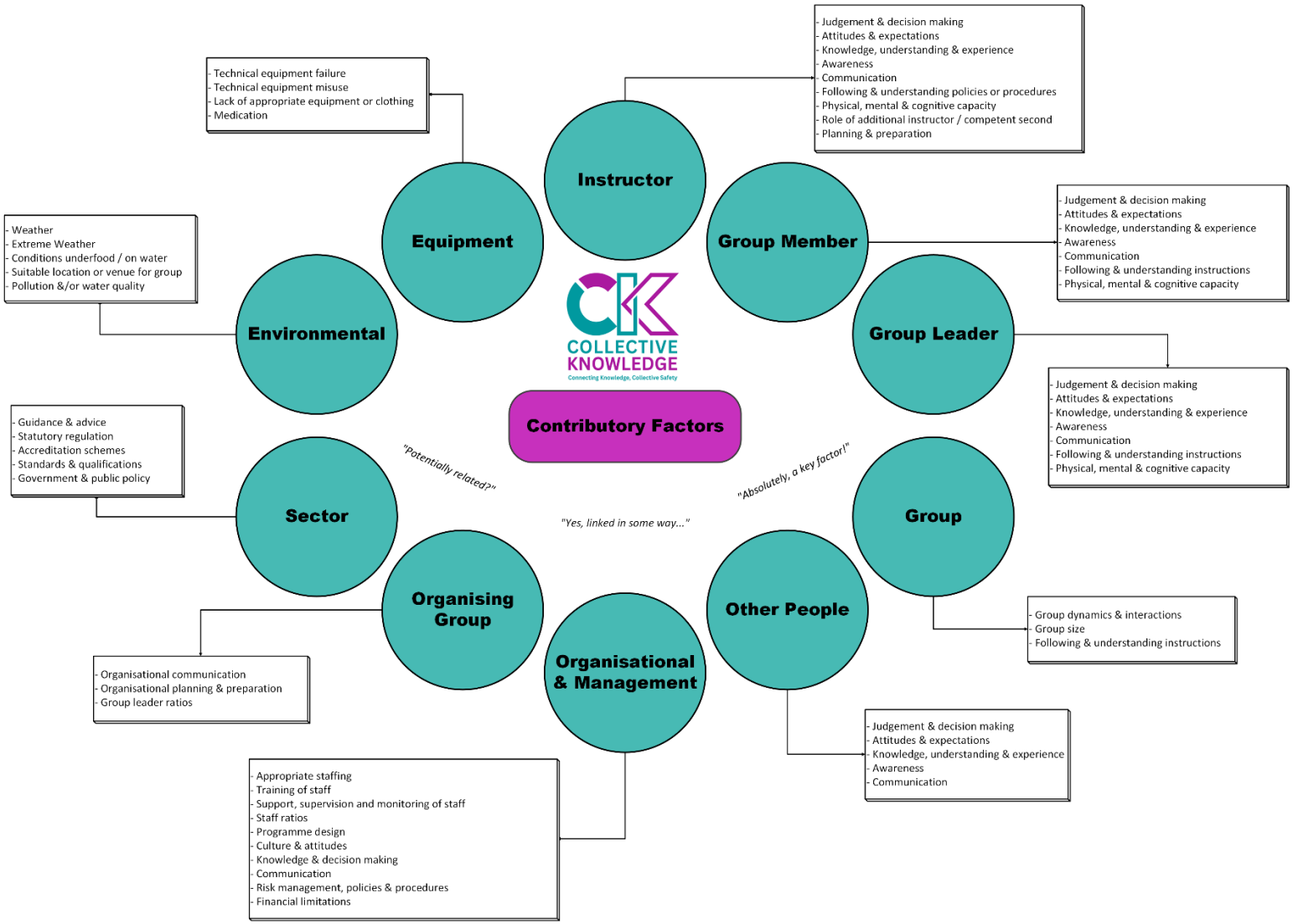
Contributory Factor Overview