

Procedure Exemplars: Late Back Procedure

The number and ratio of Leaders to participants, their qualifications and experience assures excellent margins of safety. Despite this, we need to be aware of our fallibility as Leaders and maintain our duty of care. Therefore a Late Back Procedure should be applied for all mountain biking activities.

Definition of Terms:

Leader:	The person in charge of the group
Participants:	The people who make up the group
Base Contact:	The nominated person with whom the Leader communicates about the activity
Late Back Procedure:	The actions in the event of the Leader not communicating about the return of the group
Emergency Action Time (EAT):	The time at which the Late Back Procedure is applied. This is typically ½ to 1½ hours after your intended return time, depending on group, terrain being used, mobile coverage and remaining daylight

Scope of provision of this procedure:

This procedure applies to all formal or work oriented circumstances, including led rides, preparation rides and lone working. It is also good practice to apply the principles on personal rides.

Communication principles:

For this procedure to be applied appropriately, effective communication between the Leader and Base Contact is required. This can be through the form of speaking to each other face to face or by phone, or a text conversation (i.e. involving contributions from both parties – not just a text from one party to the other). An answerphone message is not sufficient.

Procedure for Leader:

- 1 Prior to activity, leave details of the activity with Base Contact including:
 - a Nature, location and route of activity (ideally a map with the route and route contingencies highlighted)
 - b Names of all participants
 - c Contact phone number
 - d Expected time of return
 - e Emergency Action Time
 - f Late Back Procedure protocolOften additional copies of participants medical details are also left with the Base Contact
- 2 Inform the Base Contact at the time of your departure and of any changes to your return time, EAT or route
- 3 Where your return is delayed and may approach the EAT, you should communicate with your Base Contact and update the return time and EAT. This conversation should be two way.
- 4 On your return, you should communicate with your Base Contact. To be sure the Base Contact has received your confirmation, you should receive an appropriate response before the EAT. Where no response has been gained by this time, you should try to contact the nominated person by all methods available in order to prevent the calling of the emergency services

Procedure for Base Contact:

- 5 You should be available for communication, with mobile phone coverage if appropriate at the expected departure time and at least for two hours either side of the expected return time and EAT. Ensure that your phone battery is topped up.
- 6 If you have not received confirmation of the Leaders return by the EAT, you must:
 - a Attempt to contact the Leader initially and participants if necessary using mobile phone number and landline numbers where available
 - b If you have had no response within 15 minutes, dial 112 or 999. Ask for the Police and give details of:
 - Location and nature of activity. It may be pertinent to pass on the route map
 - Names and age of participants
 - Any other information the police require
 - c Remain phone accessible throughout
 - d Should the group inform you of their return at this point, update emergency services