



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held at 10.00 am on 11/05/2020 Online

Present

Juliet Parker-Smith	(J P-S)	QMC Chair.
Gethin Thomas	(GT)	ALO North Wales Panel
Rich Hill	(RH)	ALO South Wales Panel and CIC chair
Mary Wilde	(MW)	Training Administrator
Dave Baines	(DB)	ALO Derbyshire Panel
Graham Derbyshire	(GD)	ALO Northern England Panel
Phil Baker	(PB)	CIC Panel Rep
Chris Boardman	(CB)	Council Rep
Stephan Natynczuk	(SN)	ALO Southern Panel
Nigel Atkins	(NA)	BCA Training Officer
David Hollingham	(DH)	AHOEC
Phil Rowsell	(PR)	Council Rep

Apologies

Tony Radmall	(TR)	ASCT
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Abbreviations

T/A Trainer Assessor

T/Adv Technical Advisor

TC Training Committee

QMC British Caving Association Qualification Management Committee

Meeting commenced at 10:30 am (after a technology based false start at 10.00). The agenda did not include all normal standing agenda items. Only urgent business was discussed. All documents and reports relating to the meeting were shared in advance on are available on the dropbox link.

1. Minutes of the Last Meeting

The minutes of the last meeting were accepted as a true record.

2. Action Register

The action register was deferred until the next meeting in September 2020

No	Action	Who	By	Done
200	GT to document some bullet point about P2P guidelines	GT	Next	Active



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	Update 13/01/2020 GT to create updated document and issue via MW	MW	Meeting	
205	ALOs to provide MW with up to date site lists Update 20/05/2019 Only list received was for Cornwall. ALOs to send current list to MW and also any exclusions lists. Update 23/09/2019 Cornwall and S Wales received Update 13/01/2020 – GT to send lists to MW that were collected for GoMembership	GT	ASAP	Active
20/05/2019				
209	GD to prepare a draft terms of reference doc for panels. Update 23/09/2019 <ul style="list-style-type: none"> • Document reviewed • No compulsory time as CIC to become TA – will be based on experience, skills , knowledge • GD to update and circulate to panels via MW for feedback. Update 13/01/2020 ongoing	GD	By Next Meeting	Active
210	DB to split access and conservation document and add etiquette to the access section. Update 23/09/2019 On agenda Update 13/01/2020 CB to review the document in conjunction with the BCA ethos and standards.	CB	By Next Meeting	Active
211	RH to draft a document on pull throughs Update 23/09/2019 <ul style="list-style-type: none"> • Back to panels to list appropriate L2 sites • Should be covered on Mod 3 5 or not at all? • Include use of retrievable traverse lines Update 13/01/2020 – on agenda	RH	By next meeting	Active
214	GT to draft an updated form with regarding to the Prof Standards Doc Update 23/09/2019 SN to progress Update 13/01/2020 J P-S to update draft	J P-S	Before Next Meeting	Active
23/09/2019				
216	MW to update QMC members list on website Update 13/01/2020 ongoing	MW	Before Next Meeting	Active
217	CB to issue statement to J P-S re CBS checks Update 13/01/2020 ongoing	CB	Before Next Meeting	Active
218	MW to update CIC workshop form and S4B to reflect mines module and LMLA Update 13/01/2020 ongoing	MW	Before Next Meeting	Active
219	MW to send list of CIC Mines Module holders to DB Update 13/01/2020 ongoing	MW	Before Next Meeting	Active
221	PR to review mines document Update 13/01/2020 PR to review mines document - should	PR	Before Next Meeting	Ongoing



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still be ongoing and before next meeting.				
13/01/2020				
223	J P-S to discuss the geology docs with Mel Sugden.	J-PS	ASAP	Active
224	MW to send all mines statements from Sect 5s to DB/GT to review	MW	ASAP	Active
225	J P-S to reply to Chris Binding on his proposal.	J P-S	ASAP	Active
226	CB to review site specific sign offs with the guidelines for Tech advisors	CB	Next Meeting	Active
227	GT to create a form for notification of P2Ps	GT	ASAP	Active
228	MW to update the website regarding TA details and update workshops	MW	ASAP	Active
229	MW to draft the NB/DE award documentation	MW	ASAP	Active
11/05/2020				
230	MW to issue interim statement on COVID-19	MW	ASAP	Active
231	GT to progress idea of radon match funding with BCA	GT	ASAP	Active
232	GT to draw up draft syllabus for radon	GT	Next Meeting	Active
233	PB to set up meeting with HSE on the mines letter	PB	ASAP	Active
234	MW to get flyer costings for E/B flyer and update accompanying documents	MW	ASAP	Active
235	SN to edit water safety document	SN	Next Meeting	Active
236	All to review the new website and provide feedback	ALL	ASAP	Active

3. Introduction – Juliet

J P-S welcomed everyone and thanked them for joining the first online QMC meeting.

4. Covid 19

- Initial update for scheme members issued before lockdown.
- Need to pull together updated advice.
- PB to share his work on climbing and mountaineering
- Must follow government guidelines - which ever area you are in.
- Working party set up to create update - J P-S , SN, DH and PR for BCA.
- MW to issue interim statement



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5. Radon – GT

- Radon document created and issued to HSE - waiting for response.
- Discussion on next steps in monitoring process
- Costs now and in the future
- Monitoring of additional venues
- Personal dose meters V environmental meters
- Landowner considerations.
- Position regarding recreational cavers.
- How to disseminate advice and awareness via schemes and workshops
- How to assess compliance by scheme members

JPS suggested QMC and BCA could do matched funding? GT to progress.

GT to write up outline for radon syllabus, assessment and update workshop.

6. Go Membership GT/MW

- Progressing well - taking advantage of the lockdown.
- Couple of months more work before we can consider going live.

7. Mines Inspectorate Letter – GT

- The letter has caused some consternation.
- PR to set up meeting with ex Mines inspector, to explore way forward. PB to set up a meeting with HSE after getting input from PR

8. Geology Update – PR

- John Gun enthusiastic but suggests a slightly different approach.
- Could be in the same format as the cave study series.
- Conservation section not required as covered elsewhere – but could be referred to.
- PB to work them to highlight the bits relevant to LCMLA and CIC.
- RH suggests the glossary should stay in.

9. Accident/Near Miss Forms – J P-S

- The documents apply to TAs only at present – this must be made very clear.
- The accident form must be used - and TAs encouraged to use the incident one as sharing this information is a positive and useful thing.
- Change 'incident' to 'near miss' form.
- Replace the Riddor comment with a tick box 'Was it riddor reportable yes or no'
- Complete before next meeting '

10. Other reports

10.1 Elliot Ball Flyer



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MW to get costing for flyer, update the accompanying documents and issue once COVID is over.

10.2 P2P

PB suggested an amendment and with discuss with GT

10.3 Water Safety.

- Discussion on whether or not sumps should be mentioned. Unanimous that they are outside the remit of LCMLA – TA's to be alerted
- SN offered to do another edit of the document.

10.4 N Wales - pre requisites for TA.

Clarified that panels are approvers for new TAS.

10.5 New Website.

All requested to look at the planned new website and provide feedback ASAP.

11. Date of Next Meeting

21/09/2020 and this will also be an online meeting.