

RISK MANAGEMENT SUMMARY From a Licensed Provider

The following is our risk management summary. The purpose of this summary is to satisfy clients that our risk analysis and management schemes are adequately robust, and are satisfactory for Category C Approvals.

Category C Approval is automatically granted for Longtown visits provided that:

1. You have EVC, Headteacher and Governor approval.
2. You have risk assessed the journey to and from Longtown.

NATIONAL GUIDANCE

Northamptonshire County Council has adopted the National Guidance for the Management of outdoor learning, off-site visits and learning outside the classroom, as compiled and provided by the Outdoor Education Advisers' Panel. (<http://oeapng.info/>)

PROVIDER / CENTRE DETAILS

Name: Longtown Outdoor Education Centre

Provider: Northamptonshire County Council

Website:

<http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/outdoor-learning/pages/visiting-longtown.aspx>

Email: longtown@firstforwellbeing.co.uk

Telephone: 01873 860 225

Fax: 01873 860 482

ADVENTURE ACTIVITIES LICENCE DETAILS

The holding of an Adventure Licence means that we have been inspected by the Adventure Activities Licensing Authority (AALA), and our risk analysis and management systems were found to be at least satisfactory. More about what holding a licence means can be found on the Licensing's Authority website <http://www.hse.gov.uk/aala/>

Reference No: R0100

Date Licence Expires: 16th December 2017

Licence No: L 12583/R0100

RISK ASSESSMENTS / RISK BENEFIT ANALYSIS

All risk assessments are checked by Adventure Activity Licence Service and are reviewed and updated yearly. We also have external technical advisors to oversee our risk assessments and they also play an active part in our staff development. Our staff are always assessing risk on a daily basis especially whilst delivering activities in a changeable environment.

STAFF COMPETENCE AND QUALIFICATIONS

All staff will either hold a relevant National Governing Body (NGB) qualification, or a statement of competence signed by an appropriately experienced and qualified

person consistent with the requirements of the Licensing Regulations. Copies will be available for inspection on site.

CHILD PROTECTION AND DBS

Our policy is consistent with current good practice and meets current statutory requirements. Enhanced Disclosure and Barring Service (DBS) checks are carried out on all staff.

SUPERVISION

The legal Duty of Care is with the Visiting Leader/Teacher.
Centre Staff are on duty or on call – 24 hours.

FIRST AID

All Centre staff hold current first aid qualifications to the required standard.

INSURANCE

Insurance Company: QBE Insurance
Policy Number: Y081349QBE0116A
Dates of Cover: 01/10/16 – 30/9/17

Amount of Cover: Third party liability
Employers Liability: No less than £5 million
Public Liability: No less than £5 million
Personal Accident: No less than £5 million

Accident cover: Provided for NCC groups – check detail by emailing
NCC-Insurance@northamptonshire.gov.uk

Clients personal property cover: Provided for NCC groups – check detail as above

FIRE PROTECTION

Fire Certificate: FP 59/79
Fire Safety Log Book: Available on site for inspection
Fire Drills Carried Out:: Weekly

TRANSPORT

To and from Longtown: Not included, but can be arranged.
Course transport: Minibus (Alphabet Leasing / NCC Fleet Management Services). Additional vehicles hired from reputable local companies as required.

Comply with: Current legislation and NCC requirements.
Drivers Qualification: MIDAS, D1, D1 + E
Vehicle Maintenance: Contract Ford garage

EQUIPMENT

Specialist Equipment Provided. All equipment provided will be fit for purpose and inspected as part of our adventure activities licence. Records of equipment checks will be available for inspection on site.

ACCOMMODATION

Excellent facilities are provided to a high standard. Sleeping accommodation is in spacious and well appointed family rooms. When we have more than one group in, we aim to give each group a particular area of the house, with their own common room, where possible.

PROVISION OF FOOD

"Excellent" 5 star rating Food Hygiene Rating from Herefordshire Council.

COURSE CONTENT

Agreed with the client in advance.

DECLARATION

I declare that the information above is accurate

Signed



HEAD OF CENTRE

Date 16th December 2016