

## **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.

#### **NATIONAL GUIDANCE**

Longtown Outdoor Learning Trust 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:** Longtown Outdoor Learning Trust

**Website:** [www.longtownoutdoorlearning.co.uk](http://www.longtownoutdoorlearning.co.uk)

**Email:** [mike@longtownoutdoorlearning.co.uk](mailto:mike@longtownoutdoorlearning.co.uk)

**Telephone:** 01873 860 225

#### **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 for the following activities – Watersports, Climbing, Caving and Trekking. 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:** 16<sup>th</sup> December 2021

**Licence No:** L 16301

#### **LEARNING OUTSIDE THE CLASSROOM QUALITY BADGE / ADVENTUREMARK DETAILS**

Adventuremark allows providers to demonstrate to their customers or users that the provider's arrangements for managing the potential risks of adventure activities have been inspected and found to meet the necessary standards of good practice in the adventure activity industry. This includes all on-site activities that are not 'in-scope' for the AALA regulations (see above).

**Certificate No:** AAA101072

**Date Certificate Expires:** 23<sup>rd</sup> November 2020

#### **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: MS AMLIN  
Policy Number: **B601627538G19**  
Dates of Cover: 01/09/19 – 31/8/20

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

## 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: Minibuses  
Comply with: Current legislation  
Drivers Qualification: MIDAS, D1, D1 + E

## 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 10<sup>th</sup> November 2019