

Risk Management Summary

The following is a summary of Hothersall Lodge risk management information. The purpose of this summary is to enable us to meet the ever-increasing demand for information requested of us from our clients. It should provide much of the essential information required. The information will assist the visit leader and visiting staff in compiling their risk assessment documents. These will be required in order to gain educational visits approval from their education authority prior to their visit.

Centre Details:

Lancashire Outdoor Education

Hothersall Lodge Outdoor Education Centre Telephone : 01254 878422

Max number of clients: 82 Residential + [approx 40 Campers]
100 Day Visitors onsite

Number of Staff: Full Time: 1 Head of Centre & 1 Deputy Head
Full Time: 2 Tutor/Apprentice & (up to) 21 Freelance Staff

Adventure Activities Licence Details

The holding of an Adventure Activities licence means that we have been inspected by The Adventure Activities Licensing Authority (AALA), an independent organisation sponsored by the Department for Education and Skills. Inspection covers safety management systems including: **risk identification and management**, safety and emergency procedures, storage and maintenance of equipment, **the submission of evidence of the competence of our instructional staff** (either through National Governing Body qualification or assessment and ratification of an individuals' competence by someone with the appropriate qualification to do this). The Licensing Authority looks for evidence of a 'culture of safety over all' when deciding whether or not to issue a licence. More about holding a licence can be found on the Licensing Authority's website: www.aals.org.uk.

Licence number: **L13671/RO139**

Date Licence Expires: 11/09/19

Activities on Licence:

Kayaking (Inland Waters)
Open Canoeing (Inland Waters)
Rock Climbing (Single Pitch Only)
Abseiling (Single Pitch Only)
Gorge Scrambling
Hill Walking & Mountaineering (Including overnight expeditions)
Sailing
Caving

Other Activities Undertaken: -

Indoor Climbing, Indoor Caving, Problem Solving, Orienteering, Low Ropes Course, Survival Skills, Flight Project, Local History, River Study, Environmental Awareness sessions, Map work & navigation skills, Photo trail, Village Quest, Pond Dipping, urban and village studies, GCSE and A Level field study.

Staff Competence and Qualifications

Whilst undertaking activities at Hothersall, the instructional staff running the activity will take safety management responsibility for the group. 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 Authority. For all other activities at the centre, staff will be centre validated as per the centres "Freelance Validation Procedures". All documentation regarding staff validation and qualification's are available for inspection on site.

Child Protection

Our policy is consistent with current good practice in this area and meets current statutory requirements. All establishment staff are trained in child protection issues. Disclosure Barring Service (DBS) checks are carried out on **all** staff.

Supervision when not on activities (Residential & Day Visits)

Visiting group leaders and visiting staff on both residential visits and day visits oversee group supervision when not on activities. Note this includes group supervision during day time 'down times' as well as the overnight period.

Suggested procedures are given to visiting leaders during their health & safety induction upon arrival at the centre.

For the purposes of compiling their own educational visit risk assessments (this will be a 'Form 5' for Lancashire groups), visit leaders will need to reference their group safety management arrangements for the 'down-time' periods including the overnight arrangements. Note that when undertaking activity sessions led by Hothersall instructors the risk assessments documented by visiting staff simply need to indicate in their control measures that Hothersall staff will lead on all safety management aspects.

Security – all visitors to the centre must report to office on arrival and approved visitors and contractors signed in and out on departure.

Doors to residential areas are fitted with self closures (these doors are also fire doors) so that these areas can only be accessed by authorised personnel. All visiting group leaders are made aware of all site security systems during their Health and Safety Induction and master keys provided to secure buildings and to allow only nominated staff access.

Emergency call out procedures are in place on a cascade system which is linked to Lancashire County Councils Educational Visits call out system. A copy of these procedures is located next to the fire panel in the office and also on the information board in the visiting staff room.

Health and Safety and Risk Assessments

Risk Assessments for activities are inspected, updated and monitored as part of our Adventure Activities Licence. These are available for inspection at the centre.

All other premises related Health and Safety Regulations and Risk Assessments are in accordance with Lancashire County Councils Health and Safety regulations.

The Centre's standard operational procedures and activity risk assessments are vetted and authorised by the Lancashire Educational Visits Team and are registered with all education authorities who use the Centre for visits. If the Centre is not registered with any groups or the authorising authority for groups wishing to visit the Centre full details can and will be provided on request.

Fire Protection

Fire Drills are carried out on a weekly basis. All residential groups and all course participants and leaders are familiarised with these procedures during induction.

All fire fighting equipment is monitored, checked and serviced in accordance with LCC Guidelines.

The centres' fire alarm system is monitored by Chubb and so if activated results in an "auto-call" to the Fire service.

Transport

Transport is provided to and from certain activities.

Type of Transport: 3 x 17 seat Ford minibuses

All vehicles comply with current legislation, are fitted with 3 point seat belts and are routinely insured and maintained by Lancashire County Councils' Fleet management unit.

Drivers: All drivers hold a current **MIDAS certificate**.

Equipment

Specialist equipment is provided for activities.

All equipment will be fit for purpose as inspected as part of our adventure activity licence. Records of equipment checks will be available for inspection on site.

Declaration

I declare that the information above is current and accurate.

Signed *Glenn Swindlehurst*

(Head of Centre) Date **03.11.16**