**Lancashire Outdoor Education**

**Borwick Hall**

**Risk Management summary**

**2020**

**The following is a risk management summary for Borwick Hall. The purpose of this summary is to satisfy clients that our risk analysis and management systems are adequately robust.**

**Contact Details**

**Borwick Hall Outdoor Education Centre**

**Borwick, Carnforth, Lancashire, LA6 1JU**

**Telephone: 01524 732508 Email:** **borwickhall@lancashire.gov.uk**

**Website:** [**www.lancashire.gov.uk/outdoor/borwick**](http://www.lancashire.gov.uk/outdoor/borwick)

**Also find us on facebook @borwickhall**

**Borwick Hall statement of risk – benefit philosophy**

**Borwick Hall OEC has a long and successful history of providing programmes of outdoor education and adventurous activities to young people. The benefits of these activities for participants are numerous and include:**

* Increased levels of trust and opportunities to examine the concept of trust(us in them, them in us, them in themselves, them in each other)
* Involvement in activities leading to greater academic and vocational learning with improved achievement and attainment across a range of curricular subjects. Students are active participant's not passive consumers and a wide range of learning styles can flourish.
* Enhanced opportunities for 'real world' 'learning in context'.
* Increased risk management skills through opportunities through involvement in practical risk-benefit assessments ('what do we want to do and what do we need to do to make it safe enough?'). Giving learner's the looks and experience necessary to assess their own risks in a range of contexts.
* Opportunities to practically examine the components of challenge (ie. Chance of gain or benefit/ risk of loss or harm/ accurate goal setting and judgement / willingness and commitment / activity outside the comfort zone (physical and /or emotional)
* Greater sense of personal responsibility
* Enhanced emotional intelligence (including a greater awareness of their own needs and the needs of others)
* Possibilities for genuine team working including enhanced communication skill
* Improved environmental appreciation. Knowledge, awareness and understanding. Including opportunities to interact with a wild environment.
* Improved awareness and knowledge of the importance and practices of sustainability in the modern world
* Physical skill acquisition and the development of a fit and healthy lifestyle.

These benefits inform the centre's risk management policy. The centre's aim is to achieve an appropriate level of challenge to maximise the learning for each participant. The aim is not to make the learning environment as safe as possible but as safe as it needs to be.

Clearly, adventure activities involve an element of challenge and, therefore, risk of loss or harm. This could involve participants, visiting staff, centre staff or members of the public in proximity to the activity.

Using the following strategies the centre will balance the benefits and risks in such a way as to bring the residual level of risk to an appropriate and tolerable level for each group and individual:

* Employment / deployment of competent staff
* Induction and initial / ongoing training
* Agreed and regularly reviewed operating procedures and practices
* Peer and management monitoring of delivery
* Awareness of and involvement in regional and national developments in activity delivery and management.

All tutors at the centre are competent to lead their programmed activities.

 Competent means they either hold an appropriate NGB award or have been judged competent by a technical advisor /head of centre.

* Have been inducted into the centre's procedures
* Have received additional training appropriate o their role, including first aid, minibus training, manual handling and management of the water environment, as appropriate.

**Adventure Activities License**

Borwick Hall holds an Adventure Activities License issued by the Adventure Activities Licensing Authority (AALA). This means that we are regularly inspected by the Adventure Activities Licensing Service (AALS), and that our risk analysis and management systems are found to be appropriate and current. 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. The Licensing Authority looks for evidence of an **'overall culture of safety'** when deciding whether or not to issue a license. More information about holding a license can be found on the AALA website: [www.aala.org.uk](http://www.aala.org.uk)

**License number: L14632/ R0770**

**Renewal date: 29/5/21**

Licensable Activities

**Kayaking –** Up to grade 3 rivers, inland waters, sheltered tidal estuaries and coastal areas close to suitable and accessible beaches

**Open Canoeing –** Sheltered inland waters

**Improvised Rafting –** Sheltered inland waters

**Rock Climbing –** Single pitch only

**Abseiling –** Single pitch only

**Hill walking and mountaineering –** summer conditions only

**Caving –** Local area and Yorkshire Dales. Approved sites only

**Ghyll Scrambling**

**The Adventure Activities Licensing Authority recognises that other activities may be offered which do not come within scope of the Adventure Activities Licensing Regulations 2004**

We also provide a range of other outdoor and adventurous activities that are not covered by the Licensing scheme, e.g. indoor climbing, high ropes activities, orienteering, problem solving activities, bush craft. These activities all have strict safety policies in place and are risk assessed regularly by competent staff.

**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 AALA requirements. All our tutors hold current first aid certificates and are regularly monitored. Copies of certificates and statements of competence are available for inspection on site.

**Risk assessments, Operational Procedures and Equipment**

Risk assessments, operational procedures and equipment for adventure activities are inspected as part of our Adventure Activities License inspection. Risk assessments for other areas including catering, buildings and facilities are in place, and we comply with relevant legislation and Lancashire County Council policies and procedures. Risk assessments, policies and operational procedures are available for inspection on site. All equipment provided is fit for purpose. Records of equipment checks are available for inspection on site.

**Child Protection/ Safeguarding**

Our policy is consistent with current good working practice in this area and meets current statutory requirements including DBS checks.

**Supervision when not on activities**

Visiting group leaders oversee their own groups when not on activities. This is highlighted at the start of each course in the health and safety induction/ teacher checklist on arrival at the centre. School groups are given a health and safety tour of the site indicating no-go zones, etc.

**Fire Protection**

The centre has a valid fire certificate and a monitored alarm system resulting in automatic fire service call-out. Procedures are explained regarding familiarisation with emergency exits, assembly area, pupils numbered to aid roll call and stay out until the fire brigade gives the all clear. During our busy periods we have a member of staff sleeping over to provide a first point of contact in an emergency.

**Security**

Visitors must report to reception to sign in and out. All doors have locks and group leaders have keys and are reminded to do final checks at night. If a member of Borwick staff is sleeping over they will secure all external doors at night.

**Emergency call out procedures**

All visiting group leaders are made aware of where they can find relevant health and safety information including emergency contact details. At busy times a member of the Borwick team will be available 24hrs as a first point of contact, or visiting leaders will be made aware of contact details available on the reception door.

**Transport**

Transport is provided to and from certain activities in our fleet of 2 x 17 seat minibuses. All vehicles comply with current legislation, are fitted with 3 point seat belts and are routinely maintained by LCC fleet management unit. All drivers hold a current MIDAS certificate. Any group going off site signs out on a board in reception and we operate a 'safe back' procedure, available to inspect at the centre.

**Declaration**

**I declare that the information above is accurate.**

**Sam Litten**

**27/02/2020**

**Operations Manager**

**This document will be updated/ reviewed 2 yearly on renewal of AALA licence or if any significant operational changes occur.**