

Risk Management Summary for Avon Tyrrell Outdoor Centre

The following is our risk management summary. The purpose of this summary is to satisfy all who visit Avon Tyrrell, for whatever purpose, that our risk analysis and management schemes are adequately robust to support our operations. We emphasise that full risk assessments should be carried out by group leaders when organising trips to visit. Contact should be made with our Guest Services Team at least 1 week before arrival to confirm that no significant site changes have occurred that may affect your Risk Assessment. We recommend site pre-visits and groups can inspect any of our documentation on site as part of their assessment or download them from our website www.avontyrrell.org.uk/page/downloads.html

Provider/Centre Details

UY Youth, Avon Tyrrell Outdoor Centre, Bransgore, Hampshire BH23 8EE
 T: 01425 672347 E: info@ukyouth.org W: www.avontyrrell.org.uk & www.ukyouth.org

Adventure Activities Licence Details

The holding of an Adventure Activities Licence means that we have been inspected by the Adventure Activities Licensing Authority Service (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 Authority's website <http://www.hse.gov.uk/aala/>

Licence No: L13698 Date licence expires: 14th September 2019

Accreditations by other organisations

Avon Tyrrell holds the following key accreditations to support our mutual belief that young people should experience the world beyond the classroom by providing high quality educational experiences;

<i>LOtC Certificate Number –</i>	<i>R2QB102139</i>	<i>Expiry 7th March 2021</i>
<i>Adventure Mark Certificate Number –</i>	<i>AAA101261</i>	<i>Expiry 7th March 2021</i>
<i>UK Youth Safe Spaces Mark</i>		
<i>ISO 9001</i>		<i>Expiry 01st Nov 2020</i>
<i>ISO 14001</i>		<i>Expiry 7th July 2024</i>

These organisations carry out regular approval inspections/checks on the Centre.

A full list of accreditations held can be provided upon request

Enforcing Authority for Health and Safety issues

New Forest District Council Environmental Health Department www.nfdc.gov.uk .

Staff Competence and Qualifications

Staff are recruited with a suitable level of competency whatever their role i.e. the right mixture of qualifications and experience. On-going staff training is an essential part of our operation. Activity staff will either hold a relevant National Governing Body (NGB) qualification; a youth work qualification or a statement of competence signed by an appropriately experienced and qualified person consistent with the requirements of the Licensing Regulations. Copies and training records will be available for inspection on site.

Safeguarding – The protection of children, young people and adults at risk

Our policy is consistent with current good practice in this area and meets current statutory requirements – statement and policy available on request. All Centre staff hold an Enhanced Disclosure Barring Service (DBS) check.

Supervision

Overall supervision of a group is the responsibility of their own staff/leaders whilst on site at all times. We strongly recommend 1 leader to 10 group members as a minimum ratio whilst at the Centre.

During activity sessions, AT staff ensure participant safety during instruction. We require one leader is present for pastoral/behavioural supervision of group participating in an activity unless prior agreement has been arranged with Avon Tyrrell Staff, this is normally a 1: 8 ratio, leader to participant.

Avon Tyrrell staff are On Call at night for emergencies. Reception is open during the day for enquiries/help.

Risk Assessments

All our activities are individually risk assessed and assessments for outdoor learning activities are available at <https://www.avontyrrell.org.uk/downloads.html>. In addition our operating procedures with the risk assessments are reviewed annually or sooner if changes occur.

We are independently reviewed and inspected as part of our Adventure Activities Licence and Learning Outside the Classroom Quality Marks and these reports are available for inspection upon request.

Health and Safety Policy Statement (reviewed annually or sooner if changes occur):

Our statement of general policy is to:

- to provide and maintain;
 - plant and equipment
 - systems of work that are safe and without risks to health;
- to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of COSHH;
- to provide such information, instruction, training and supervision as is necessary to ensure the health and safety of employees and visitors;
- to maintain any place of work under the Charity's control in a condition that;
 - provides and maintains means of access to and egress from it, that are safe;
 - maintains an environment for employees and visitors that is safe and risks to health are managed appropriately and is adequate as regards facilities and arrangements for their welfare;
- to provide such protective equipment as is required by risk assessment for the health and safety of employees;
- to encourage employees to set high standards of health and safety by personal example, in order that there is a mindset which accepts good health and safety practice as normal;
- to monitor the effectiveness of health and safety provisions within the Charity, in consultation with appropriate authorities and staff representatives;
- to make sure our trustees are given regular H & S updates and have access to this policy at all times;
- to keep the Charity Health and Safety Policy under regular review and to duly publish any amendments.

Insurance

Avon Tyrrell insurance is managed through Arthur J. Gallagher Insurance Brokers Ltd Charities and Voluntary Sector Insurance, underwritten by Royal & Sun Alliance Insurance plc (RSA).

Arthur J. Gallagher Insurance Brokers Limited is authorised and regulated by the Financial Conduct Authority. Registered

Office: Spectrum Building, 7th Floor, 55 Blythswood Street, Glasgow, G2 7AT. Registered in Scotland.

Company Number: SC108909.

www.AJG.com

E-mail: enquiries@ansell.co.uk

Policy No. RKL23407/05/1198

Renewed Date: 22 May 2020

Amount of cover:

Employers liability	£10m
Public liability	£10m
Products Liability	£10m

We recommend visitors have personal accident/possessions/cancellation insurance.

Fire Protection

We adhere to Fire Precautions (Workplace) Regulations 1997 and the Fire Safety Reform Order (2005), whereby we assess our entire site for fire risks. We have regular visits and discussions as appropriate by Hampshire Fire and Rescue Service and our local Burley Fire Station staff annually visit. We act on their recommendations.

Fire drills are carried out for groups with under U16's in the main house and all groups are given a welcome safety talk or a site information pack. All our accommodation units are annually inspected and serviced by our contractors, Wessex Fire and Security.

Transport

We do not provide transport for our visitors. All vehicles used to conduct the activities of the Centre are insured, regularly inspected and hold valid documentation.

Equipment

All site equipment will be fit for purpose and is inspected by competent staff and by outside bodies e.g. Adventure Activities Licence Authority or National Governing Bodies if relevant. Records of equipment checks will be available for inspection on site.

Security Arrangements

Our security arrangements on site include; Staff available 24hours a day when guests are on site via reception or On-Call arrangements. Welcome talks and/or information packs which include emergency contact points and lists. CCTV in certain areas. Lockable accommodation, coded door entries, safes, lockable storage. Regular staff training on all aspects of Health and Safety and security, child protection/safeguarding. Regular liaison with emergency services.

Data Protection

Avon Tyrrell has measures in place to protect the personal data held by us. Personal data collected from you, including personal data relating to party members will only be used by Avon Tyrrell in order to fulfil our obligations for your booking including the administration of it, and in the arrangement and provision of the Activities and in compliance with our obligations in relation to health & safety and other regulatory obligations. All personal data is processed in accordance with data protection legislation. Our data protection policy can be found [here](#) .

Declaration

I declare that the information above is as far as reasonably is practical is accurate as of the date of this document. If you wish for further clarification at any time please contact our Guests Services Team who will be happy to help you, Tel 01425 672347 info@ukyouth.org

David Watts

Director of Operations & Avon Tyrrell | UK Youth

Avon Tyrrell, UK Youth Outdoor Centre, Bransgore, Hampshire, BH23 8EE

Date: 8th June 2019