

## Annual Risk Management Summary for Avon Tyrrell Outdoor Centre

The following risk management summary is designed to support all Avon Tyrrell visitors, regardless of the purpose of their visit and to demonstrate that our risk analysis and management schemes are adequately robust to support our operations.

We recommend site pre-visits and emphasise that full risk assessments should be carried out by group leaders when organising their visit and that leaders contact our Guest Services Team at least one week before arrival, to confirm that no significant site changes have occurred that may affect your Risk Assessment. Copies of our documentations can be downloaded from our website [www.avontyrrell.org.uk/page/downloads.html](http://www.avontyrrell.org.uk/page/downloads.html)

### A Quality Accredited Provider

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

- |   |                                |   |
|---|--------------------------------|---|
| • <a href="#">Adventure Activities Licensing Authority Service (AALA)</a> | Licence No: L14978             | Expiry: 14 <sup>th</sup> September 2021 |
| • <a href="#">Learning Outside the Classroom (LOtC)</a>                   | Certificate Number: R2QB102139 | Expiry: 7 <sup>th</sup> March 2021      |
| • <a href="#">Adventure Mark</a>  | Certificate Number: AAA101261  | Expiry: 7 <sup>th</sup> March 2021      |

In addition, UK Youth also hold the following accreditations:

- |             |                                  |
|-------------|----------------------------------|
| • ISO 9001  | Expiry 01 <sup>st</sup> Nov 2020 |
| • ISO 14001 | Expiry 7 <sup>th</sup> July 2024 |

A full list of accreditations held, including Activity Awarding Body Accreditations and general H&S accreditations, together with independent inspections reports can be provided upon request.

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

All Centre staff hold an Enhanced Disclosure Barring Service (DBS) check and our policy (available on request) is consistent with current good practice and statutory requirements.

## **Supervision**

- Whilst on site, group leaders have overall responsibility of their group and we strongly recommend a minimum ratio of 1:10 leader to participants.
- During guided activity sessions, Avon Tyrrell staff ensure participant safety. At least one group leader must be present during every session for pastoral/behavioural supervision (unless by prior agreement) and this is normally recommended to be on a ratio of 1: 8 leader to participants.
- Reception is open during the day for enquiries/help and designated staff are On-Call outside reception hours and overnight for emergencies.

## **Staff Competence and Qualifications**

Staff are recruited with a suitable level of role specific competency (qualifications and experience) and on-going staff training and quality assurance are an essential part of our operation. Competence may be defined by; a nationally recognised qualification, an assessment by an independent technical expert, or internal training and assessment appropriate to the technicality of the activity to which they relate. Copies of qualifications and training records are available on request.

## **Risk Assessments**

Risk assessments for each outdoor learning activity can be found on our website <https://www.avontyrrell.org.uk/downloads.html>.

In addition our operating procedures and risk assessments are reviewed annually or sooner if changes occur.

## **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.

### 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. To control traffic movement across our site we have a number of traffic calming measures in place including; speed cushions, pinch points and signage clearly indicating our onsite speed limit.

### 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 Fire Station and act on their recommendations as required.
- 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 site information documents. All our accommodation units are annually inspected and serviced by our contractors, Wessex Fire and Security.
- To support our fire protection management our main house has automatic sensors and is linked directly to a fire alarm monitoring service and we have a fire sprinkler system installed in our roof spaces.

### Security Arrangements

Our security arrangements on site include;

- Staff available 24hours a day via reception or our On-Call arrangements
- Welcome talks and/or information packs which include emergency contact points
- CCTV in selected locations
- Lockable accommodation, our main house also has programmable coded door entry
- Regular staff training on all aspects of Health and Safety and security, child protection/safeguarding.
- Regular liaison with emergency services.

- Maps demarcate out of bounds areas and identified hazards
- The centre has a planned emergency action plan which all staff are aware of is rehearsed at regular intervals.

### 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](#).

### Health and Safety Policy Statement

Our general Health and Safety policy is reviewed annual, or sooner if changes occur and is stated to:

- provide such information, instruction, training and supervision as is necessary to ensure the health and safety of employees and visitors;
- 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;
- provide and maintain;
  - plant and equipment
  - systems of work that are safe and without risks to health;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of COSHH;
- provide such protective equipment as is required by risk assessment for the health and safety of employees;
- 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;
- monitor the effectiveness of health and safety provisions within the Charity, in consultation with appropriate authorities and staff representatives;
- give regular Health and Safety updates to our trustees and ensure they have access to this policy at all times;
- keep the Charity Health and Safety Policy under regular review and to duly publish any amendments

## Insurance

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

Gallagher London is a trading name of Arthur J. Gallagher (UK) Limited which is authorised and regulated by the Financial Conduct Authority. Registered address: The Walbrook Building, 25 Walbrook, London EC4N 8AW. Registered No. 1193013 England and Wales  
[www.ajginternational.com](http://www.ajginternational.com)

## Employers Liability

Insurer: Royal & Sun Alliance PLC

Policy Number: RKL23407/05/1198

Indemnity Limit: £10,000,000 any one incident (*£5,000,000 in respect of Terrorism*)

## Public/Products Liability

Insurer: Royal & Sun Alliance PLC

Policy Number: RKL23407/05/1198

Indemnity Limit: £ 10,000,000 each claim any one incident (*and in the aggregate in any one period of Insurance in respect of products supplied*)

Renewal date: 22/05/2021.

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

If you wish for further clarification on any of the above points or have additional questions which this document does not address, please contact our Guests Services Team who will be happy to help you.

### **Declaration**

I declare that the information above is as far as reasonably is practical is accurate as of the date of this document.

### **David Watts**

Director of Operations & Avon Tyrrell | UK Youth

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

Date: 23 May 2020