

Risk Management Summary for Avon Tyrrell Outdoor Activity 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. We emphasise that full risk assessments should be carried out by anyone who brings a group 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

UK 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/>

Registration No: L13698/R0782

Date licence expires: 14th September 2019

Accreditations by other organisations

Learning Outside the Classroom; supporting a mutual belief that young people should experience the world beyond the classroom by providing high quality educational experiences;

Key accreditation details are listed below:

- | | | |
|---------------------------------------|------------|-----------------------------------|
| • LOtC Certificate Number – | R2QB102139 | Expiry 7 th March 2019 |
| • Adventure Mark Certificate Number – | AAA101261 | Expiry 7 th March 2019 |
| • UK Youth Safe Spaces Mark | | |
| • ISO 9001 | | |
| • ISO 14001 | | |

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 . Provide further advice & guidance on policies and procedures.

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. Enhanced Disclosure Barring Service (DBS) checks are carried out on all centre staff.

Supervision

Overall supervision of a group is the responsibility of their own staff/leaders whilst on site at all times – request 1 leader to 10 participants as a minimum ratio and 1: 8 if taking part in activities. Avon Tyrrell staff are On Call at night for emergencies. Reception is open during the day for enquiries/help. 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.

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 upon request are available for inspection.

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

Our statement of general policy is to:

- provide adequate control of the health and safety risks arising from our work activities;
- consult with our employees on matters affecting their health and safety;
- provide and maintain safe plant and equipment;
- ensure safe handling and use of substances;
- provide information, instruction and supervision for employees;
- ensure all employees are competent to do their tasks, and to give them adequate training
- prevent accidents and cases of work-related ill health;
- maintain safe and healthy working conditions;
- make sure our trustees are given H & S updates every 6 months;
- check, review and revise this policy as necessary at regular intervals

Insurance

Insurance company: British Activity Holiday Insurance Service, <https://www.ansell.co.uk>

Our contact is: John Ansell & Partners Limited

Insurance Brokers,

Lough Point,

2 Gladbeck Way,

Enfield

EN2 7JA

Telephone: 020 7251 6821

Fax: 020 8363 4492

E-mail: enquiries@ansell.co.uk

Policy No. 15/OXY/UKYOU-1

Dates of Cover: Renewed May each year

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 1999 and the Fire Safety Reform Order (2006), 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 on occasions provide transport and all are vehicles 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.

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: March 2018