

# Bendrigg Trust



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## CENTRE RISK MANAGEMENT SUMMARY

Bendrigg Trust recognises the need for visiting groups to assure themselves as to the quality and safety of our outdoor activity provision. The purpose of this document is to help organisers by providing the information usually required.

### Adventure Activities License

At Bendrigg, we believe that the safety of outdoor activities is best assessed by the experience and expertise of the Adventure Activities Licensing Service (AALS). Bendrigg is inspected on a biennial basis and holds a licence issued by AALS for the safe conduct of activities it delivers, as required by law. AALS is part of the Health and Safety Executive (HSE) who are the Adventure Activities Licensing Authority. The inspection process covers the safety management of activities, which includes risk assessments, staff qualifications and the maintenance of equipment associated with the activities. The inspectors are experts in the field of outdoor activity delivery and the inspection is rigorous. Bendrigg Trust undertakes to perform to the requirements and guidance of the Licensing Service and its inspectors and is also subject to spot inspections.

**Bendrigg Trust holds:                      Licence Number L8732                      Reference Number RO314**

The specified activities on this licence are:

- Kayaking (Inland waters)
- Open Canoeing (Inland Waters)
- Sailing (Inland waters)
- Rock-Climbing (Single pitch only)
- Abseiling (Single pitch only, including 'aerial runway' abseiling)
- Gorge Scrambling
- Hill Walking & Mountaineering
- Caving

In addition, AALS can (and do) include in their inspection non-licensable activities and unrelated activities, to establish whether a "culture of safety" exists within the organisation.

### Association of Heads of Outdoor Education Centres' (AHOEC) GOLD Standard

Bendrigg Trust has achieved the AHOEC GOLD Standard, which is an approved scheme of the Adventure Activities Industry Advisory Committee (AAIAC) and as such qualifies for the Learning outside the Classroom (LOtC) Quality Badge and Adventuremark. The GOLD standard means that, In addition to the mandatory AALS inspection, Bendrigg Trust has also been inspected in the following areas of outdoor education and has achieved the standard of excellent in all:

- Customer care
- Safety management, policy, organisation and planning
- Facilities
- Environmental sustainability
- Quality assurance, measuring and reviewing performance
- General conditions

This quality award is reviewed annually and the current award is valid up to 7<sup>th</sup> January 2012  
[www.ahoec.org/gold\\_standard.htm](http://www.ahoec.org/gold_standard.htm)

### STAFF COMPETENCE

All staff leading activities will hold the relevant National Governing Body qualification or have been assessed as competent by an appropriately experienced and qualified person as required by the Licensing Service.

Last updated January 2012

## **RISK ASSESSMENTS AND RISK BENEFIT ANALYSIS**

Bendrigg Trust has a Health and Safety policy and a Codes of Practice which include generic risk/benefit analysis supported by site specific risk assessments. These are held at the centre, available for inspection at any time and are updated regularly and completely reviewed annually. In addition, daily risk assessments are carried out at a morning planning meeting to take into account the forecast weather, staff qualifications, equipment availability, group abilities and the planned activity. Visiting staff are welcomed to attend and contribute to these meetings. Dynamic risk assessments are carried out by activity delivery staff during the activity to take into account local conditions and other continually changing factors. Risk assessments and risk management is a major part of the AALS inspection. All visitors to the centre are asked to acknowledge the residual risk inherent in adventurous activities prior to their visit.

## **TRANSFER OF RESPONSIBILITIES**

The visiting group leader has overall responsibility for their group at all times. The Principal of the Bendrigg Trust has responsibility for the programme, the equipment and general provision of the Centre and for operating the Centre to legal requirements. Bendrigg staff will be responsible for the safety and management of participants on all activities provided by the Trust. It is essential that visiting staff provide advice regarding individuals and offer appropriate support to enable the activities staff to properly perform their duties. Visiting staff retain a duty of care at all times for participants under 18. If a participant is withdrawn from the "led" activity for any reason, then the responsibility for those withdrawn will revert to the visiting staff. If at any time the visiting staff are unhappy about the activity it is essential that they make their concerns known to Bendrigg staff at the earliest opportunity. Visiting staff may insist that any activity does not continue on the grounds of physical or psychological harm, or that the activity is not commensurate with their planned outcomes.

## **SUPERVISION WHEN NOT ON ACTIVITIES**

Visiting staff are responsible for the supervision of their groups when not in a structured session led by Bendrigg staff. Bendrigg Trust has a member of staff with a first aid qualification on duty, at all times, for assistance or in the event of an emergency. Rules regarding conduct of visitors whilst at the Centre will be discussed on arrival.

## **CHILD PROTECTION**

Criminal Records Bureau checks are carried out on all Bendrigg staff including long-term volunteers, trainees and placements. The Bendrigg Trust will also be registering with the Independent Safeguarding Authority (ISA) when this becomes available.

## **SECURITY ARRANGEMENTS**

All external doors can be locked to prevent entry by an intruder or to keep visiting clients within the security of the building.

## **FIRE PROTECTION**

Bendrigg Trust complies with the current fire safety legislation and, in addition to this, we are inspected on a regular basis by the local Cumbria Fire Service to ensure the Trust meets the Council's Fire Safety standards.

## **INSURANCE**

Bendrigg Trust holds Public Liability insurance, as required by law. It has a limit of £10 million indemnity for any one incident. We would recommend participants make their own provision for personal accident cover should they consider it appropriate.

## **ACKNOWLEDGEMENT OF RISK**

We will take all steps to ensure the health & safety of your group whilst at Bendrigg. However, you should be aware that certain inherent risks remain, which are integral to the activity and which cannot be eliminated completely. The risk of serious injury is extremely remote but some activities may result in minor injuries; eg grazes, sprains and bruises. The level of risk in participation in our activities is no greater than that associated with, for example, normal play activity. This is not a 'disclaimer' but serves to inform group leaders about what participants may experience.

Please telephone the Principal (01539 723766) email [office@bendrigg.org.uk](mailto:office@bendrigg.org.uk) or call the Adventure Activity Licensing Service (02920 755715) if you have any queries or require further explanation on the above.

Trevor Clarke, Principal January 2012