

# Risk Management Summary 2023



Bendrigg Trust recognises the need for visiting groups to assure themselves that the quality and safety of our activity provision and our risk analysis and management systems are adequately robust. 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 Authority \(AALA\)](#). Bendrigg is inspected on a biennial basis and holds a licence issued by AALA for the safe conduct of activities it delivers, as required by law. AALA 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. 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 L13978**

**Reference Number RO314**

## 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). The GOLD standard is also linked to two other awards; the [Learning outside the Classroom Quality Badge \(LoC\)](#) and [Adventuremark](#) and therefore Bendrigg Trust is the holder of all 3 awards. Attainment of these awards means that, in addition to the mandatory AALA inspection, Bendrigg Trust has also been inspected in the following areas of our provision and has achieved the standard of 'excellent' in all:

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

## Staff Competence

All staff leading our 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. Copies of certificates are available on site for inspection.

## 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; e.g. grazes, sprains and bruises. This is not a 'disclaimer' but serves to inform group leaders about what participants may experience. All visitors to the centre are asked to acknowledge the residual risk inherent in adventurous activities prior to their visit.

## Insurance

Bendrigg Trust holds Public Liability Insurance with Gallagher with a limit of £10 million indemnity for any one incident.

## Risk Assessments and Risk Benefit Analysis

Bendrigg Trust has a Health & Safety policy which include generic risk/benefit analysis supported by site specific risk assessments. These are updated regularly and reviewed annually and are held at the centre and are available for inspection at any time. In addition, daily risk assessments are carried out at morning meetings to take into account forecasted weather, staff qualifications, equipment

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availability, group abilities and the planned activity. Visiting staff are welcome to attend and contribute to these meetings. Dynamic risk assessments are carried out by activity staff during the activity to take into account local conditions and other continually changing factors. Where it has been deemed that the conditions are such that the risk of serious injury cannot be appropriately managed (i.e. due to poor weather or flooding etc.) then the activity will be modified or an alternative activity will be provided.

### **Transfer of Responsibilities**

The visiting group leader has overall responsibility for their group at all times. The Centre Director of Bendrigg Trust has responsibility for the programme, equipment, and facilities 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 information regarding individuals and offer appropriate support to enable Bendrigg 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, visiting staff are unhappy about an 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 & Safeguarding of Vulnerable Adults**

Enhanced 'Disclosure & Barring Scheme' (DBS) checks are carried out on all Bendrigg staff including long-term and regular volunteers, trainees and student placements. All external doors can be locked at night to prevent entry by an intruder or to keep visitors within the security of the building and all visitors are directed to report to the office where they will sign in and be issued with a visitors badge.

### **Fire Protection**

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

### **Food Safety**

Bendrigg Trust has a 5-star rating (Very Good) under the [Food Hygiene Rating Scheme](#).

### **Transport**

Bendrigg Trust has seven vehicles (of which six are wheelchair accessible) available for in-course transport. They comply with current legislation and Bendrigg Trust operates these under a 'Section 19' minibus permit.

### **Covid-19 Safety**

Our Covid-19 Safety Policies are reviewed regularly to keep up to date with changing to Government and/or medical advice. These policies remain on our website and are shared with visitors prior to their visit. Please see <https://www.bendrigg.org.uk/covid19/> for more information.

For any queries regarding our risk management processes, please get in touch on 01539 723766 or email [bookings@bendrigg.org.uk](mailto:bookings@bendrigg.org.uk)

We look forward to welcoming you to Bendrigg shortly.

Nick Liley  
**Centre Director**

January 2023