

Buckden House Risk Management Document

“Centres licensed under the licensing Regulation can be considered safe in the leading, instructing and equipping of the activities stipulated on the license.”

Health and Safety of Pupils on Educational Visits

Adventure Activities Licence Details

The holding of an AALA license means that we have been inspected by the Adventure Activities Licensing Authority, and that our risk assessments, staff qualifications and procedures have been found satisfactory. More about what holding a license means can be found on the Licensing Authority's website.

Reference No: R0440, License No: **L7698**

Date license expires: 12th December 2010

A copy of our license can be forwarded to you by post.

Insurance

Insurance company: New Hampshire Insurance Co.

Policy No: **ELB005302**

Dates of Cover: **expiry 31st October 2009**

Written Risk Assessments Drawback and Benefits

A risk assessment is an ongoing and dynamic process working in the complex relationship between the venue/ activity, the prevailing conditions, and the needs and capabilities of the group. A written risk assessment is a static document that is **not** an adequate substitute for the ongoing observation and decision making of an experienced group leader. In the past this shortcoming of static, **unevaluated** risk assessment documents was not been recognised - in some cases with tragic results. Such documents are an ideal basis for training, but taken out of the context of induction, experience, and ongoing monitoring they serve only to provide an illusory sense of security. A written risk assessment, however excellent, does not make a safe activity on its own!

We do not send out risk assessments for adventurous activities to schools for the following reason: quoting from the AALA “Collective Interpretation 1.17 – A Risk Management Summary”...

“The Licensing Authority considers all adventure activities provided by the license holder. This includes licensable activities, non-licensable activities, and in some cases where we may become aware of them, issues unrelated to activities.”

“We believe that if a school, L.E.A. or individual receives copies of risk assessment, qualification or procedural documents, and does not comment on them, it would be reasonable for the provider to assume that the client was accepting of them. If something was subsequently found to be deficient with them we believe the school or L.E.A. would end up with at least **SOME** of the responsibility. A court may have to decide how much.”

In effect, if a group leader receives and accepts a risk assessment, then they become partially responsible for it in the event of an accident – if the risk assessment is at fault, and the group leader has accepted it as appropriate, then they are responsible for not seeing the fault. On the other hand it is generally accepted that if you visit an AALA licensed centre then you have adequately discharged the responsibilities of the group leader. No other action is needed.

At Buckden House we believe that assessment is important as an **integral part of** a larger approach to managing hazards:

Buckden House' Risk Management Statement: Practical, Pragmatic, Robust

- All our activities are risk assessed. Copies of risk assessments are held on site and available for inspection by visiting group leaders.
- Risk assessment / monitoring is carried out on premises; boilers, emergency lighting, electrical equipment and so on. Please note that visiting group leaders should still carry out a risk assessment for **their** group on the premises, based upon their knowledge of the behaviour of their group.
- We keep our activity group numbers small, and expect active pastoral care from adults accompanying groups of young people. Group sizes conform with, or are more stringent than, those specified by National Governing Bodies.
- Where there are no National Governing Body awards, our operating procedures and staff competencies are available for inspection by visiting group leaders.
- We employ experienced and qualified staff to lead our adventurous activities; they work within the written guidelines and risk assessments for the sessions that they lead, and within the parameters of their own National Governing Body qualifications where appropriate.
- Activity sessions are monitored by the Head of Centre or other technical experts on a frequent and regular basis. Staff training for all instructors is ongoing, based on personal preference and in areas highlighted by monitoring.
- All instructors possess current First Aid qualifications.
- We encourage a responsible attitude to the environment as an integral part of our activity programme.
- All Buckden House staff working with young people have been checked and vetted in line with Education Bradford policies relating to Child Protection. CCTV on external doors.
- All our equipment is of a high quality, and regularly checked. Items of safety equipment are monitored according to a documented regime to ensure that they are fit for purpose, and replaced regularly under all circumstances.
- Our wheelchair accessible vehicles are maintained to PCV standard; checked professionally every six weeks and serviced annually. Drivers are assessed to professional standard.
- Our activities are carried out year round, in venues with which Buckden instructors are very familiar in all conditions. Activities only go ahead after a morning meeting in which latest conditions (weather, water levels, group expectations and abilities) are discussed. The group leader has, at least, a daily opportunity to discuss the programme.
- In most circumstances there are appropriate alternative programme options. Should no other options be available due to extreme conditions, the group will be assisted in making its way home.
- Our Guidance Notes, sent to every group leader, include our Code of Conduct so that this can be shared with all our clients in advance. Pastoral care of visitors is the responsibility of visiting staff.
- Guidance Notes also clearly define the roles and responsibilities of visiting group leaders and staff, especially regarding safety, supervision, group welfare and the general programme.
- We have procedures for near misses, reportable accidents, and emergencies. Visitors who wish to log all incidents other than those named above are welcome to do so, on the form we provide. Our accident and day logs are available for inspection.
- We are inspected by, and are compliant with, the following; Health and Safety at work, Food Standards, Fire Systems and Equipment. Other relevant standards are also met.

This statement is accurate as of the following date:

A D Seddon (Head of Centre)