

## RISK MANAGEMENT SUMMARY

The Viney Hill Christian Adventure Centre 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 Licence

At The Viney Hill Christian Adventure Centre, we believe that the safety of outdoor activities is best assessed by the experience and expertise of the Adventure Activities Licensing Service (AALS). The Viney Hill Christian Adventure Centre 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. The Viney Hill Christian Adventure Centre undertakes to perform to the requirements and guidance of the Licensing Service and its inspectors and is also subject to spot inspections.

**The Viney Hill Adventure Centre holds: Licence Number L12068 Reference Number R1023.**

The specified activities on this licence are:

- Kayaking
- Open canoeing
- Improvised rafting
- Rock climbing (single pitch only)
- Abseiling
- Hill walking and mountaineering (summer conditions only)
- Caving
- Off road cycling

In addition, AALS can (and do) include in their inspection non-licensable activities and unrelated activities.

### Learning outside the Classroom

The Viney Hill Christian Adventure Centre has achieved the Learning outside the Classroom 'Quality Badge,' 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 Viney Hill Christian Adventure Centre has been inspected in the following areas of outdoor education:

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

This quality award is reviewed biennially

### 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.

### RISK ASSESSMENTS AND RISK BENEFIT ANALYSIS

The Viney Hill Christian Adventure Centre has risk assessments and safety procedures for all its activities 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 Centre Manager of Viney Hill Christian Adventure Centre has responsibility for the programme, the equipment and general provision of the Centre and for operating the Centre to legal requirements.

Staff from Viney Hill Adventure Centre will be responsible for the safety and management of participants on all activities provided by the Centre. 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 Viney Hill 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 Viney Hill Christian Adventure Centre staff. The Viney Hill Christian Adventure Centre has a member of staff on call, 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 Viney Hill Christian Adventure Centre staff including long-term volunteers, trainees and placements.

### **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**

Viney Hill Christian Adventure Centre complies with current fire safety legislation. All fire related equipment is inspected on an annual basis. Weekly fire alarm safety checks are completed by Viney Hill Staff.

### **INSURANCE**

The Viney Hill Christian Adventure Centre holds Public and Employers Liability insurance, as required by law. 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 The Viney Hill Christian Adventure Centre. 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. 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.

If you have any queries or require further explanation on the above then please phone the Centre Manager, Jon Holden (01594) 516162.

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