

RISK MANAGEMENT SUMMARY FOR COBNOR ACTIVITIES CENTRE TRUST

Cobnor Activities Centre recognises the need for visiting groups to assure themselves that the quality and safety of our outdoor activity provision, our risk analysis and management systems are adequately robust. The purpose of this document is to help group organisers by providing the information usually requested.

ADVENTURE ACTIVITIES LICENCE

At Cobnor Activities Centre, we believe that the safety of outdoor activities is best assessed by the experience and expertise of the Adventure Activities Licensing Scheme (AALS). Cobnor Activities Centre is inspected every two years 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) which is 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. Cobnor Activities Centre Trust undertakes to perform to the requirements and guidance of the Licensing Scheme and its inspectors and is also subject to spot inspections. www.aals.org.uk

Cobnor Activities Centre Trust holds: Licence Number L13489 Reference Number R0388

The specified activities on this licence are:

- Kayaking (Tidal waters)
- Open Canoeing (Tidal Waters)
- Sailing (Tidal waters)
- Improvised Rafting (Tidal waters)
- Hill Walking & Mountaineering

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.

ADDITIONAL QUALITY ASSURANCE SCHEMES ASSOCIATED WITH THE PROVISION OF ADVENTUROUS OUTDOOR ACTIVITIES

Additionally, Cobnor Activities Centre Trust has been approved to deliver training and accredited courses by the following individual National Governing Bodies which are regularly reviewed and the centre additional inspected:

- Royal Yachting Association (RYA) www.rya.org.uk
- British Canoeing www.britishcanoeing.org.uk
- Learning outside the Classroom Quality Badge (LOtC) www.lotcqualitybadge.org.uk
- Adventuremark www.adventuremark.co.uk which is awarded by the Adventure Activities Industry Advisory Committee (AAIAC).

Cobnor Activities Centre Trust is the holder of all the above awards. Achievement of these awards means that, in addition to the mandatory AALS inspection, Cobnor Activities Centre Trust has also been inspected in the following areas of our provision:

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

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 Scheme. Copies of certificates are available for inspection while on site.

GARY PALMER Head of Cobnor Activities Centre Trust

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A non profit making company limited by guarantee No. 3158023. Registered in England & Wales.

Registered Office: Cobnor Centre. Registered Charity No. 1057222

CENTRE RISK MANAGEMENT SUMMARY/ JANUARY 2018

RISK ASSESSMENTS

Cobnor Activities Centre Trust has a Health and Safety policy and a Code of Practice which include generic risk assessments supported by site specific risk assessments, which also outline the benefit in taking part in each activity. These are held at the centre and are available for inspection while on site. These are updated regularly and reviewed annually. In addition, the daily risks are assessed at our morning meetings to take into account the forecast weather, staff qualifications and equipment availability. Dynamic risk assessments are carried out by activity delivery staff before and during the activity to take into account local conditions and other continually changing factors. All visitors to the centre are asked to acknowledge the inherent risks in adventurous activities prior to their visit, however acknowledging the benefits each activity and experience can bring.

TRANSFER OF RESPONSIBILITIES

The visiting group leader has overall responsibility for their group at all times. The Head of Centre has responsibility for the programme, equipment and facilities and for operating the Centre to legal requirements. Cobnor Activities Centre 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 Cobnor Activities Centre 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 Cobnor Activities Centre 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 Cobnor Activities Centre Staff. Cobnor Activities Centre Trust has a member of staff with a first-aid qualification while on duty, for assistance, or in the event of an emergency.

CHILD PROTECTION

Enhanced ‘Disclosure & Barring Scheme’ (DBS) checks are carried out on all Cobnor Activities Centre staff including long-term and regular volunteers and trainees.

SECURITY ARRANGEMENTS

All external doors can be locked to prevent entry by an intruder. Public access is very limited, as the Centre is approached via a long, private road.

FIRE PROTECTION

Cobnor Activities Centre Trust complies with current fire safety legislation and we are inspected on a regular basis by West Sussex Fire Service to ensure our buildings meet the current safety standards.

INSURANCE

Cobnor Activities Centre Trust holds Public Liability insurance with **Activities Industry Mutual** (Membership number AIM100119), as required by law. It has a limit of £10 million indemnity for any one incident. We strongly recommend all participants/groups make their own provision for personal accident, travel and/or cancellation cover should they consider it appropriate.

FOOD SAFETY

Cobnor Activities Centre Trust has been inspected under the Food Hygiene Rating Scheme (May 2017), and has a 5 -Star rating (Very Good). Our rating can be checked at ratings.food.gov.uk

ACKNOWLEDGEMENT OF RISK

We will take all reasonable steps to ensure the health & safety of your group whilst at Cobnor Activities Centre is safeguarded. 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.

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