

## RISK MANAGEMENT SUMMARY

### Derwent Hill

The following is a risk management summary for Derwent Hill. The purpose of this summary is to satisfy clients that our risk analysis and management systems are adequately robust.

#### 1. Contact Details

Derwent Hill Outdoor Education & Training Centre

Portinscale, Keswick, Cumbria, CA12 5RD

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Email: [derwent.hill@sunderland.gov.uk](mailto:derwent.hill@sunderland.gov.uk)

Website: [www.derwenthill.co.uk](http://www.derwenthill.co.uk)

#### 2. Adventure Activities Licence

Derwent Hill holds an Adventure Activities Licence from the Adventure Activities Licensing Authority (AALA). This means that we have been inspected by the Adventure Activities Licensing Service (AALS), and that our risk analysis and management systems were found to be satisfactory. Our most recent inspection was on 7<sup>th</sup> November 2013, and our licence details are as follows:

Registration number: L16300 expiry date: 12<sup>th</sup> December 2021.

Specified activities: Kayaking; Open Canoeing; Rock Climbing; Abseiling; Sailing (inland waters); Gorge Scrambling; Caving; Mine Exploration; Canyoning; Off-Road Cycling; Improvised Rafting.

These details can be checked on the Licensing Service's website [www.aals.org.uk](http://www.aals.org.uk), where more can be found about what holding a licence means.

#### 3. Learning Outside the Classroom Quality Badge & AHOEC Gold Standard

Derwent Hill holds a Learning Outside the Classroom Quality Badge. This means that we have been inspected and meet national standards in the following areas:

- We deliver what we say we do
- We take account of the needs of users
- We have an emphasis on learning outcomes
- We operate in a healthy and safe environment

Our accreditation can be checked at [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk)

Derwent Hill also holds the Gold Standard of the Association of Heads of Outdoor Education Centres. This means that we achieved the Association's higher standards during the Quality Badge inspection and process. Details are available at [ahoec.org/about/gold-standard](http://ahoec.org/about/gold-standard)

#### 4. Adventuremark

Derwent Hill holds the Adventuremark accreditation. This means that our operating arrangements meet the Adventure Activities Industry Advisory Committee Provider Accreditation standards. Our accreditation can be checked at [www.adventuremark.co.uk](http://www.adventuremark.co.uk)

#### 5. Staff Competence and Qualifications for Adventure Activities

All staff hold either a relevant National Governing Body (NGB) qualification, or have been assessed as competent by an appropriately experienced and qualified person, consistent with the requirements of the Licensing Regulations. Copies of certificates are available for inspection on site.

## **6. Risk Assessments, Operational Procedures and Equipment**

Risk Assessments, operational procedures and equipment for adventure activities are inspected as part of our Adventure Activities Licence inspection. Risk Assessments for other areas including catering, buildings and facilities are in place, and we comply with relevant legislation and Sunderland City Council policies and procedures. Risk assessments, policies and operational procedures are available for inspection on site. All equipment provided is fit for purpose. Records of equipment checks are available for inspection on site.

### **Client appreciation and understanding of the existence of residual risk:**

Adventure Activities by their very nature involve an inherent level of risk. Participants and Visit Leaders must be aware, that even after suitable and sufficient risk assessment have been undertaken, there remains a level of residual risk and it is often not practicable to manage the risk to zero.

When risk assessing Adventure Activities it is good practice to consider SAGED; Competence of **staff** (Competence is a combination of quality experience, training and qualifications), the hazards associated with the **activity**, needs of the **group**, **environment** and **distance** from base (Remoteness): [www.oeapng.info](http://www.oeapng.info)

Risk is comprised of likelihood and severity. If the likelihood or severity of outcome can be reduced the overall exposure to risk is reduced. In practice most control measures reduce the likelihood.

## **7. Child Protection / Safeguarding**

Derwent Hill is part of Sunderland City Council People Services, and is committed to safeguarding students & staff by following Sunderland Safeguarding Board procedures. All staff are subject to an enhanced Criminal Records Bureau disclosure, and recruitment decisions are made by the Council using the Safer Recruitment Guidance which is part of the Council's Recruitment & Selection Code of Practice.

## **8. Supervision Arrangements for Children and Young People**

Client staff (e.g. Teachers, Youth Leaders) who bring groups to Derwent Hill have overall responsibility for their supervision *in loco parentis*. Derwent Hill staff take over this responsibility during activity sessions for which they are responsible. At the end of a session, Derwent Hill staff hand back the responsibility to client staff, who are responsible for supervision of children when not on activities, including overnight.

Clients are provided with information regarding how to proceed in the event of an emergency overnight, including fire. These details include a list of emergency telephone numbers, including those of senior Derwent Hill staff.

Clients are also provided with an overnight on call service should emergency assistance be required.

## **9. Clients' responsibility for safety**

Participants in our courses, including children and young people, also have a responsibility for the safety of themselves and others. They are expected to follow safety instructions, act reasonably with common sense relative to their age, and are encouraged to share any concerns or issues with staff, in confidence if necessary.

## **10. Transport**

Derwent Hill has three 17-seater minibuses available for in-course transport, one of which has a wheelchair ramp. The minibuses are operated within the Sunderland City Council

minibus policy, and comply with current legislation. Derwent Hill holds a 'Section 19' minibus permit for each minibus.

### **11. Insurance**

Derwent Hill is covered by Sunderland City Council's insurance arrangements:

Indemnity: the Council provides an indemnity to its employees against claims that arise as a result of their work activities. There are a small number of exceptions to the provision of this indemnity.

Public Liability: the Council maintains a policy that will pay compensation arising from the Council's proven negligence to anyone who is not an employee and who suffers injury or damage to their property.

Derwent Hill does not provide personal accident or cancellation insurance for clients. We strongly recommend that clients arrange such cover themselves.

### **12. Fire Protection**

A comprehensive Fire Risk Assessment of Derwent Hill has been undertaken on behalf of Sunderland City Council by a competent person possessing the requisite knowledge, skills, experience and training. The Risk Assessment is available for inspection on site. The last review took place on 9<sup>th</sup> December 2018. A statutory fire safety audit was carried out by Cumbria Fire & Rescue Service on 27<sup>th</sup> June 2017, under the Regulatory Reform (Fire Safety) Order.

### **13. Site Security**

Derwent Hill has a Security Policy in order to safeguard clients, employees, visitors and property. This policy has been developed following advice from the Security Services Section of Sunderland City Council. This Policy is due to be reviewed on 12<sup>th</sup> December 2018.

### **14. Food Safety**

Derwent Hill has been inspected under the Food Hygiene Rating Scheme, and has a 4 Star rating (Good). Our rating can be checked at [ratings.food.gov.uk](https://ratings.food.gov.uk)

### **DECLARATION**

I declare that the information above is accurate.

Matthew Ellis  
Centre Director  
Date