



CENTRE RISK MANAGEMENT SUMMARY

The Calvert Trust recognises the need for visiting groups to assure themselves as to the quality and safety of any outdoor activity provision. The purpose of this document is to help organisers by providing the information usually required.

ADVENTURE ACTIVITIES LICENCE

We believe that the safety of outdoor activities is best assessed by the experience and expertise of the Adventure Activities Licensing Service (AALS). The Calvert Trust holds a licence issued by AALS for the safe conduct of activities it delivers, as required by law. AALS is an independent organisation who inspect on behalf of the Health and Safety Executive. Their remit includes Climbing, Caving, Watersports and Trekking (be it on foot, cycle or horseback.) 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 Calvert Trust undertakes to perform to the requirements and guidance of the Licensing Service and its inspectors and is subject to spot inspections. Calvert Trust holds

Licence Number	L13027
Reference Number	RO517

The specified activities on this licence are: Kayaking, Open Canoeing, Sailing, Windsurfing, Rock-Climbing, Abseiling, Gorge Scrambling, Hill Walking, Mountaineering, Mountain biking, Pony Trekking, Caving and Mine Exploration. However, 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.

ACCREDITATION BY OTHER ORGANISATIONS

In addition to the AALS licence the Calvert Trust is approved, and where relevant inspected, by the following National Governing Bodies for safety and quality of provision of specific activities:

Institute of Outdoor Learning	Approved CPD Course Provider
Royal Yachting Association	Training Centre For dinghies, keelboats, powerboats, offshore (theory) and First Aid
British Horse Society	Approved Riding Establishment
Riding for Disabled Association	for Riding and Driving

RISK ASSESSMENTS

The Calvert Trust has a Health and Safety policy and Standard Operating Procedures that contain inherent generic risk assessments. Daily risk assessments are carried out at the morning planning meeting which take into account the forecast weather, staff qualifications, equipment availability, group abilities and the planned activity. Visiting staff are encouraged 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.

The Calvert Trust H&S and SOPs are a substantial document. Copies are available for inspection on-site and samples can be provided on request. A full copy can be provided at a cost of £25 to cover administration costs. We are advised that any organisation who visits the Centre, having been provided with a copy of the above has in law, accepted the Risk Assessments and operating procedures contained therein and hence also has responsibility and liability for them.

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.

TRANSFER OF RESPONSIBILITIES

Calvert Trust staff will be responsible for the safety and management of participants on all Calvert Trust led activities. 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 remain *in loco parentis* at all times for participants under 18 and a similar level of responsibility will be assumed for those with learning disabilities. 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 the Calvert Trust 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 Calvert Trust staff. The Calvert Trust has a duty member of staff on site at all times for assistance or in the event of an emergency. The Duty Staff is a qualified first aider. Rules regarding conduct of visitors whilst at the Centre will be discussed on arrival.

VISITOR / CHILD PROTECTION

Criminal Records Bureau checks are carried out on all Calvert Trust staff and volunteers. The Calvert Trust policies are consistent with current practice.

SECURITY ARRANGEMENTS

All external doors can be locked to prevent entry by an intruder. External doors to bedroom areas can be alarmed to warn visiting staff of egress by residents. Bedroom doors can be locked and this can be overridden by pass keys which can be provided to visiting staff.

FIRE PROTECTION

The Calvert Trust buildings meet the "Green Guide" standard for fire protection for registered homes. This is far in excess of the old Fire Certificate standard. A Fire Officer has inspected our risk assessment and the buildings and we have complied with all their recommendations.

TRANSPORT

Calvert Trust minibuses are operated under a PSV Section 19 Permit. The inspection and maintenance routines meet the standards for this type of vehicle. All drivers hold a PCV licence or D1 Entitlement and have been externally examined for driving minibuses.

INSURANCE

The Calvert Trust holds Public Liability insurance, as required by law. It has a limit of £5million indemnity for any one incident. Please note that Public Liability does not include Personal Accident Cover or Cancellation Insurance. Public Liability requires negligence on our behalf before any payment is made. If Personal Accident cover or Cancellation Insurance is required, this can be obtained through holiday / travel insurance policies.

Please telephone myself (017687 72255) or the Licensing Service (02920 755715) if you have any queries or require further explanation on the above.

Sean Day
Centre Director

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