

## **RISK MANAGEMENT SUMMARY for Bewl Water Outdoor Centre**

The following is a summary of our risk management procedures. The purpose of this summary is to satisfy clients that our risk analysis and management schemes are adequately robust.

### **PROVIDER/CENTRE DETAILS**

NAME: Bewl Water Outdoor Centre WEBSITE: [www.bewlwater.org](http://www.bewlwater.org)  
TELEPHONE: 03000 415200 EMAIL: [bewl.water@kent.gov.uk](mailto:bewl.water@kent.gov.uk)

### **ADVENTURE ACTIVITIES LICENCE DETAILS**

The holding of an Adventure Activities Licence means that we have been inspected by the Adventure Activities Licensing Authority (AALA), and our risk analysis and management systems were found to be at least satisfactory.

Reference No: R0289. Licence No: L12667 Licence expiry date: 10<sup>th</sup> March 2018.

### **DATE OF ACCREDITATIONS BY OTHER ORGANISATIONS**

RYA Training Centre January 2016. BCU Approved Centre January 2016.

### **STAFF COMPETENCE AND QUALIFICATIONS**

All staff will either hold a relevant National Governing Body (NGB) qualification, or a statement of competence signed by an appropriately experienced and qualified person consistent with the requirements of the Licensing Regulations. Copies are available for inspection on site. All staff are trained and monitored regularly.

### **CHILD PROTECTION**

Our policy is consistent with current good practice in this area and meets current statutory requirements. Enhanced Criminal Records Bureau (CRB) checks are carried out on all staff.

### **SUPERVISION WHEN NOT ON ACTIVITIES**

This is the responsibility of the group leader. A member of our staff is on call (not on site) outside of normal office hours.

### **RISK ASSESSMENT, MANAGEMENT AND OPERATING PROCEDURES**

Inspected as part of our Adventure Activities Licence.

### **INSURANCE**

Insurance company Zurich Municipal.

Policy No QLA 17AD01 0013 Dates of Cover 1<sup>st</sup> Jan 2016-31<sup>st</sup> December 2016  
Amount of cover: Employers liability - £50,000,000 Public liability - £50,000,000  
Personal accident and property - not included.

### **EQUIPMENT**

All Specialist equipment is provided.

All equipment provided will be fit for purpose and is inspected as part of our adventure activities licence. Records of equipment checks are available for inspection on site.

### **FIRE SAFETY**

The centre is covered by a modern detection system which is regularly maintained and tested. Our building conforms completely with the latest fire regulations. A fire risk assessment is carried out annually.

### **SECURITY ARRANGMENTS**

Our security arrangements on site are arranged on a group by group basis.

### **DECLARATION**

I declare that the information above is accurate

Signed: *Richard Retallick* (Chief Instructor) Date: 21<sup>st</sup> March 2016.

## **Risk Management Summary**

This paper introduces the attached Risk Management Summary (RMS), which is designed to stand alone as brief summary, (ideally a couple of pages), which makes a broad but strong statement about a Provider's management of safety. The purpose of the summary is to enable licensed providers to meet, in the least bureaucratic form, the ever-increasing demand for written information such as examples of their risk assessments. By completing the RMS sheet the licensed provider should be able to satisfy the client about the vast majority of information requested.

Page 14 paragraph 57 of Part 1 of the Supplements to Health and safety of Pupils on Educational visits (HASPEV) says 'it is good practice to seek details of their safety management practices'. The licensing authority believes that seeking details does not necessarily mean requesting copies. Moreover, we believe is unnecessary in most cases, and positively ill-advised in some.

### 1. Licensable activities.

We believe there is no need to request details of safety management systems for licensable activities offered by a licensed provider. Page 9/10 paragraph 20 of the same HASPEV Supplement 1 states "centres licensed under the licensing Regulation can be considered safe in the leading, instructing and equipping of the activities stipulated on the licence."

### 2. Non-licensable activities

Page 3, paragraph 12 of Guidance to the Licensing Authority from the Health and Safety Commission (L77) states that the licensing authority should look for "a culture of safety overall". We do this in part by sampling their non-licensable activities in much the same way as we sample their licensable activities. Potential clients can therefore have the same level of assurances about ALL adventure activities offered by a licensed provider. This level of assurances CAN NOT be assumed about non-licensed providers, nor about non-activity aspects of a providers operation, such as fire safety or transport.

### 3. The Providers responsibilities.

The provider has a clear legal responsibility to maintain an effective risk analysis and management system. Failure to do so may result in prosecution under the Health and Safety at Work Act. We believe it is ill-advised to suggest that this responsibility is in any way diluted, as would be the case, for example, if the client insisted that procedures are altered, for in that case the client would have to accept at least some of the responsibility if the revised procedures resulted in something going wrong. Cooperation between provider and client is good practice, but dictates from the client are not. If ultimately not satisfied the client or provider should simply refuse to continue with the booking.

### 4. Technical content of Safety Management documents.

Safety management documents such as operating procedures and qualification matrices are technical documents which most clients are unlikely to understand fully. It is clearly ill-advised for decisions about their appropriateness to be made by someone without sufficient technical expertise and experience. Moreover, passing them on to OE Advisers or Technical Advisors will generally detract those people from their more important duties such as monitoring, providing further training, or offering advice and guidance, and runs the same risk of dilution of responsibilities, or at the very least of confusion between client and provider.

### 5. Accepting legal liability

We believe that if a school, LEA or individual receives copies of risk assessments, 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 LEA would end up with at least SOME of the responsibility. A court may have to decide how much.

### **What does holding a licence mean?**

The Health and Safety Commission's publication entitled 'Guidance to the The Licensing Authority on the Adventure Activities Licensing Regulations' (Reference L77) states:

"In deciding whether a provider meets the requirements related to safety, the Licensing Authority should assess whether the provider has a systematic approach to the management of safety". (Para.6).

"In assessing a provider's safety management system, the licensing authority should look for evidence of the following:

- policy which creates a culture of safety overall;
- organisation to turn the policy into practice
- planning using systematic methods
- monitoring that the action happens
- reviewing performance and feeding back". (Para. 12)

As part of this concept of 'a culture of safety overall' the Licensing Authority considers all adventure activities provided by the licence holder. This includes licensable activities, non-licensable activities, and in some cases where we may become aware of them, issues unrelated to activities. The specific circumstances will determine whether to issue the licence, and whether it need be referred to other agencies.

**The Licensing Authority often inspect (by sampling) activities outside the scope of the Regulations (in order to verify a culture of safety overall). These may include such activities as:**

- climbing walls
- ropes courses (high and low)
- walks led by school staff under a provider's direction
- off road cycling in terrain outside the scope of the Regulations
- quad biking or go-karting
- BMX biking
- Shooting
- Archery
- Canoeing in swimming pools and bodies of water not specified in the Regulations
- Boundaries of responsibility between provider and visiting staff

**The Licensing Authority will NOT generally consider, for example,**

- Sleeping Accommodation
- Eating Arrangements
- Fire Safety
- Night Security
- Vehicle Safety etc

It is the responsibility of the client to satisfy themselves on these and similar issues.