



## RISK MANAGEMENT SUMMARY

The following is the Centre's risk management summary. The purpose of this summary is to satisfy clients that our risk analysis and management schemes are adequately robust.

### NATIONAL GUIDANCE

Longtown Outdoor Learning Trust has adopted the National Guidance for the Management of Outdoor Learning, off-site visits and learning outside the classroom, as compiled and provided by the Outdoor Education Advisers' Panel. (<http://oeapng.info/>)

### PROVIDER / CENTRE DETAILS

**Name** Longtown Outdoor Learning Centre

**Provider:** Longtown Outdoor Learning Trust

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

**Email:** [info@longtownoutdoorlearning.co.uk](mailto:info@longtownoutdoorlearning.co.uk)

**Telephone:** 01873 860 225

### ADVENTURE ACTIVITIES LICENCE DETAILS

The holding of an Adventure 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 for the following activities – Watersports, Climbing, Caving and Trekking. More about what holding a licence means can be found on the Licensing's Authority website <http://www.hse.gov.uk/aala/>

**Reference No:** R0100

**Licence No:** L123483 **Expires:** 16<sup>th</sup> December 2025

### LEARNING OUTSIDE THE CLASSROOM QUALITY (LOtC) BADGE

The LOtC Quality Badge is the only national award combining the essential elements of provision - learning and safety - into a trusted accreditation scheme for all types of learning outside the classroom. The Department for Education guidance on Health & Safety on educational visits recommends that schools look for the LOtC Quality Badge when choosing external providers of educational visits. This includes all on-site activities that are not 'in-scope' for the AALA regulations (see above).

**Certificate No:** R2QB100832 **Date Certificate Expires:** 23<sup>rd</sup> November 2024

## **HEALTH AND SAFETY POLICY**

Longtown Outdoor Learning Trust has in place a written Health and Safety Policy which outlines roles and responsibilities and lists protocols for managing various aspects of the Centres operation.

## **RISK ASSESSMENTS / RISK BENEFIT ANALYSIS**

All risk assessments are checked by Adventure Activity Licence Service and are reviewed and updated at least yearly. We have external technical advisors to oversee our risk assessments and they also play an active part in our staff development. Staff conduct Dynamic Risk Assessment at all times especially whilst delivering activities in a changeable environment.

Written Centre risk assessments identify significant and foreseeable risks and the control measures used to reduce these risks to an acceptable level. There are times where despite a range of control measures, it is not possible to completely eliminate all risks involved with the participation in Adventurous Activities. All visit leads must ensure that they are content that the potential benefits from participation outweigh any residual risks remaining.

## **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.

## **SAFEGUARDING AND DBS**

Our policy is consistent with current good practice and meets current statutory requirements. Enhanced Disclosure and Barring Service (DBS) checks are carried out on all staff.

## **SUPERVISION**

The legal Duty of Care is with the Visiting Leader/Teacher. Centre Staff are on duty or on call – 24 hours.

## **FIRST AID & ACCIDENT REPORTING**

All Centre staff hold current first aid qualifications to the required standard. Details of accidents, incidents and near misses are recorded.

## **INSURANCE**

Insurance Company:	Activities Industry Mutual
Policy Number :	LONGT/433325GVMM
Dates of Cover:	01/09/24 – 31/8/25
Employers Liability:	No less than £10 million
Public Liability:	No less than £5 million

## **FIRE PROTECTION**

Fire Certificate: FP 59/79  
Fire Safety Log Book: Available on site for inspection  
Fire Drills Carried Out:: Weekly

## **TRANSPORT**

To and from Longtown: Not included.  
Course transport: Minibuses  
Comply with: Current legislation - Section 19 Not for Profit Permit  
Drivers Qualification: D1, D1+E

## **EQUIPMENT**

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

## **ACCOMMODATION**

Comfortable accommodation is provided suitable for group use. The building is cleaned on a weekly basis between each group. Groups are responsible for keeping the building tidy and for tidying bedrooms etc prior to departure. Where possible, each will have a common room exclusively for their use.

## **PROVISION OF FOOD**

“Very Good” 5 star rating Food Hygiene Rating from Herefordshire Council.  
Catering staff hold Food Hygiene Training

**COURSE CONTENT** Agreed with the client in advance and communicated to delivery staff.