

**HINDLEAP WARREN OUTDOOR CENTRE
RISK MANAGEMENT SUMMARY**
Website: www.londonyouth.org.uk
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Safety

General: The 1998 DfEE Health & Safety of Pupils on Educational visits is the basis on which we work and is the document, which will currently guide most LEA Outdoor Policy Statements. Also taken into account is the specific advice provided by the governing bodies of the various sports/activities that we undertake at Hindleap.

Inspection and Licence

The Centre has been inspected by the Adventure Activities Licensing Authority and is registered as licensed to provide specific activities under the following headings:

Climbing	Trekking
Caving	Watersports

The holding of an AALA means that our risk assessments and management systems were found to be at least satisfactory. Licence details can be confirmed by calling The Licensing Authority Tel: 029 2075 5715. or website www.aala.org.uk.

Reference No: R0696 Licence No: L7034

The Adventure Activities Licensing Authority recognises that other activities may be offered which do not come within scope of the Adventure Activities Licensing Regulations 1996.

Staff involved in these activities will receive thorough Centre training from appropriately experienced persons consistent with the requirement of the licensing authority.

Insurance

The Centre has a Public Liability Insurance cover of £5,000,000 any one occurrence. Details on request.

Staffing Ratios

It is not possible to lay down an exact formula that would apply equitably to all sessions run at and from Hindleap. Ratios will take into account the advice given by National Governing Bodies (NGB), the venue, the hazards and overhead conditions of the activity being undertaken, together with a consideration of any Special Need or Authority requirements. However, the following are a series of broad principals.

- A. On-Site Sessions: An on-site activity group will normally consist of between 10-15 students, including visiting staff. One instructor will staff one group on most sessions. Two instructors will staff the Zip Wire.

Sometimes two or three groups are joined together to make one large group. This happens with Map Reading, Forest Adventure and some EVS sessions. For Forest Adventure the ratio would be increased to two instructors to two or three groups and the same applies to the outdoor component of Map Reading EVS is usually staffed by one instructor.

- B. Off-Site Sessions: Two instructors will staff one group on Mining, Caving, Rock-Climbing, Canoeing, Kayaking and Mountain Biking. One instructor will staff Forest Walks and local Expeditions per group and they will have access to transport or carry a mobile phone. Mobile phones are taken on all off-site activities.
- C. Special Needs Groups: We have few hard and fast guidelines here except that the Centre has to be prepared to staff special needs groups appropriately. Sometimes no extra staffing will be required, at other times staffing may need to be heavily increased. For many "Activenture" sessions, sessions with severely disabled people, staffing is doubled, Archery being the only exception at present (one instructor). Canoeing/Kayaking; as a general rule our staffing ratio is 3:16 with special needs groups as opposed to 2:16 with other groups. The important point is that the Centre has a flexible approach in order that all groups can be properly provided for.
- D. Visiting Staff & the Instructor Student ratio: Accompanying group staff will be able to support the instructor with the supervision and control of the group. It is worth noting, therefore, that while there may be one instructor with a group of fifteen who will deal with the operation of the activity the accompanying staff member does also play an important role. So the instructor: student ratio may be 1:15 but the staff: student ratio would be 2:15.

Canoeing

All canoeing activities are undertaken within the guidelines, recommendations and supervision levels as laid down by the British Canoe Union Coaching Scheme. Staff with the appropriate qualifications are used at all times.

Hindleap Warren is recognised and certificated by the B.C.U. as an approved Centre.

Rock Climbing

This activity is led by staff who hold the Single Pitch Supervisors Award, or the Single Pitch Award, which are administered by the Mountain Leader Training Board. These are nationally recognised awards run by the governing body for the sport of climbing and mountaineering.

Centre Climbing Wall, Centre Ropes Courses and Abseiling

This will be led by staff with either the SPA or by staff who have been trained and assessed as competent by the Centre Technical Expert.

Caving

All trips underground are undertaken within the guidelines laid down by the National Caving Association Training Committee (N.C.A.).

Groups visiting the mines of the North Downs will be led by a Hindleap instructor holding the S.E. Local Mine Leaders Award and groups visiting caves and mines in other areas will be led by an instructor with the appropriate Local Cave Leader Award or Cave Instructor Certificate. Both of these are nationally recognised awards directed and assessed by the N.C.A.

Archery

All staff delivering archery lessons must hold the G.N.A.S. Archery Leaders Award - this is the appropriate award for introductory archery lessons and is nationally recognised.

First Aid

All staff working with young people possess a current First Aid Certificate.

Swimming

Centre staff supervising swimming pool sessions will hold the RLSS Pool Lifeguard Award. Hindleap Warren is recognised and certified as an approved Centre by the RLSS.

Expeditions

Expeditions in mountainous areas in both summer and winter are covered within the syllabus of the Mountain Leader Award Scheme and staff will hold the appropriate award. For lowland expeditions staff will hold, as a minimum, the B.E.L.A., administered by the Sports Trust.

Other Activities

At Hindleap Warren, the following adventurous pursuits also take place: -

- Low Ropes Courses
- Obstacle Courses
- Initiative and Teamwork Exercises on/off site
- Forest Adventure *
- Night Exercises on site*
- Forest Walks on site *
- Map Reading *

Bivouacking & Camping *
Mountain Biking
Environmental studies.

Mountain biking sessions are led by staff who hold a recognised mountain Biking award.

The other activities have instructor brief notes constructed against them, and in each set of notes there is a section relating to safety. In virtually all instances this is a conglomerate of techniques employed in and taken from all the main discipline activities. All new staff undergo a comprehensive induction programme where they are trained, observed and assessed to ensure that the instruction they provide meets required standards with a particular emphasis on safety. The performance of established instructional staff is monitored by management to ensure that high standards are maintained. Hindleap has a monitoring system in place to ensure that all staff are monitored on a regular basis.

Other aspects such as the pastoral care in a residential situation, free time in adventure situations, all have a safety component attached to them and are covered in safety terms by our own "in house" guidelines.

In the interests of safety it may on occasions be necessary to cancel or modify certain parts of the agreed programme. This is only likely to occur in the case of very severe weather conditions or unforeseen unavailability of instructional staff.

Assisting Instructors

Instructors who are assisting the lead instructor will either receive Centre training to ensure that they can operate effectively as an assistant, or where a specific qualification is required by the sport governing body, they will hold that qualification.

Transport

The Centre provides minibus transport for all off site activities. It is Centre Policy that everybody uses seat belts. All minibuses have forward facing seats. All drivers have passed a Minibus Driving Test, mostly with West Sussex County Council. Our buses are driven under the permit holders system and comply with current legislation.

Risk Assessments

Everything that happens at Hindleap has been risk assessed – outdoor activities, indoor facilities, use of swimming pool, catering, trips away from the Centre and many more. Current best practice is that it is the responsibility of the visit leader to check that the provider (Hindleap) has risk assessments in place. There is no need for the visit leader to possess copies of the risk assessment. Risk assessments are inspected as part of the AALA Licence.

Child Protection

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

Equipment

Hindleap will provide all specialist equipment. All equipment provided will be fit for purpose and is inspected as part of our adventure activities licence. Records of equipment checks will be available for inspection.

Supervision when not on activities

This aspect of a residential at Hindleap Warren is the responsibility of the accompanying staff. However, Hindleap has a Duty Instructor system, which means that a member of our instructional team is always available to give assistance and is on call day or night.

Security arrangements

Our security arrangements on site are:

- a) All visitors to the Centre are required to sign in at Reception.
- b) Security doors to the dormitory area using a key code system
- c) Private and fenced grounds.
- d) External doors locked after tea – approx 6.00 p.m. (on crash bars).
- e) A Duty Instructor staffing the building at night and sleeping overnight in the main building, generally monitoring security.
- f) CCTV in and around the centre.

Fire protection

Hindleap Warren and other similar establishments are outside of the scope of Fire Certificates. However, we are visited by Fire Officers (last visit October 2001) and our procedures have their approval. We have weekly fire practices and our smoke detectors, fire extinguishers and emergency lighting is checked and maintained by professional external agencies.