

Woodrow High House Risk Management Summary

1.0 Safety

The 1998 DfEE Health & Safety of pupils on Educational visits is the basis upon which we work and is the document which will currently guide most LEA Outdoor Policy Statements. We also take into account the guidelines provided by the governing bodies of the various activities provided at Woodrow.

1.1 Licence

None of the activities that take place at Woodrow High House fall into the scope of the Adventure Activities Licensing Authority (AALA). We are therefore not able to register, however we work toward their guidelines and aim to achieve their minimum acceptable rating.

1.2 Insurance

The centre holds public liability insurance of £5,000,000, a copy of which can be requested or downloaded. We also hold employers liability of £5,000,000.

1.3 Staffing

Generally we work to a ratio of 1:12 with some minor variation dependant upon the advice of National Governing bodies, consideration of special needs or dependant upon prevailing hazards or conditions.

1.4 Risk Assessments

Risk assessments are available for all the activities and copies of the individual assessments are available upon request. A wide range of activities are available (see 1.45) which all our delivery team are trained and assessed in, however the following activities can only be delivered by a member of the Woodrow High House staff team.

1.41 Archery

Staff delivering this activity holds the GNAS Archery Leaders Award. Operation of this activity is maintained within their guidelines.

1.42 Low Ropes

There are no National Governing body for Low ropes, however staff are assessed and the course is visually inspected at every use and bi-annually by an approved contractor.

1.43 Life guarding

Staff hold a National Pool Life guarding Qualification (NPLQ). A maximum of 30 are allowed to use the pool at one time, however this may be reduced in consideration of age, activity or special needs.

1.44 First Aid

All staff working with groups possesses a current First Aid Certificate.

1.45 Other Activities

In addition the following self facilitating activities are also available:

- Creepi Crawl Trail
- Stage and Show Equipment
- Team building
- Orienteering
- Tuck Shop
- Environmental Activities
- Sports Hall
- Badminton
- Table Tennis
- Unihoc
- Volleyball
- Basketball
- Drama
- Parachute Games
- Netball
- Floodlit all weather Astroturf (football)
- Recording Studio
- TV Lounge
- Brass Rubbings
- Arts and Crafts
- Snake Lecture (by arrangement)
- Observatory (by arrangement)
- Talk on Civil War (by arrangement)

1.5 Equipment

Equipment provided by Woodrow High House is fit for purpose and regularly maintained.

1.6 Child protection

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

1.7 Supervision

The supervision of and physical and emotional care of visiting groups is the responsibility of the accompanying staff, however a duty system means that a member of Woodrow staff is always available should there be a problem that requires their intervention.

1.8 Security

Woodrow High House is in a rural location. In addition the following security arrangements are in operation:

- All visitors to the centre are required to sign in at reception.
- External doors locked at 10:00 p.m. (crash bars and sounders on all emergency exits)
- Private and fenced grounds with an automated entry gate.
- CCTV system
- Duty member of staff available at all times

1.9 Fire Protection

Woodrow High House meets the requirements of the 1998 safety in the workplace act. The alarm system, extinguishers and emergency lighting is regularly maintained by an approved contractor and regularly tested by centre staff.

2.0 Staff Qualifications

	First Aid	Low Ropes	Archery	NPLQ
Chris Fletcher	✓	✓	✓	✓
Mickey Sanford	✓	✓	✓	✓
Loirelly Evans	✓	✓	✓	✓
Stephanie Willis	✓	✓	✓	✓
David Bateman	✓	✓	✓	✓
Joe Alder	✓	✓	✓	✓

Whilst every effort is made to maintain the accuracy of this chart it is inevitable that with ongoing training and movement of staff that from time to time this chart may vary.