

RISK MANAGEMENT SUMMARY

Arthog Outreach

The following is a risk management summary for Arthog Outreach. The purpose of this summary is to satisfy clients that our risk analysis and management systems are adequately robust.

1. Contact Details

Arthog Outreach
Short Wood Centre,
Limekiln Lane,
Wellington,
TF1 2JA
Tel. 01952 387378

E mail: outreach@arthog.co.uk; website: www.arthog.co.uk

2. Adventure Activities Licence

Arthog OEC holds an Adventure Activities Licence from the Adventure Activities Licensing Authority (AALA). This means that we have been inspected by the Adventure Activities Licensing Service (AALS), and that our risk analysis and management systems were found to be satisfactory. Our most recent inspection was on 1st October 2018, and our licence details are as follows:

Reference number: R2067 Expiry date: 5th December 2020.

Activities in scope of Licence:

Specified activities: Kayaking; Open Canoeing; Rock Climbing; Abseiling; Gorge Scrambling; Hill Walking and Mountaineering; Off-Road Cycling; Mine Exploration; Caving.

These details can be checked on the Licensing Service's website www.aals.org.uk, where more can be found about what holding a licence means.

Activities out of scope of licence:

Orienteering; Low Ropes Course; Initiative Exercises.

3. Staff Competence and Qualifications for Adventure Activities

All staff hold either a relevant National Governing Body (NGB) qualification, or have been assessed as competent by an appropriately experienced and qualified person, consistent with the requirements of the Licensing Regulations. Copies of certificates are available for inspection on site.

4. Risk Assessments, Policy and Operating Procedures, and Equipment

Risk Assessments, Policy and Operating Procedures, and equipment for adventure activities are inspected as part of our Adventure Activities Licence inspection. **Risk Assessments for other areas are in place, and we comply with relevant legislation and Telford & Wrekin Council policies and procedures.** Risk assessments, and Policy and Operating Procedures are available for inspection on site. All equipment provided is fit for purpose. Records of equipment checks are available for inspection on site.

5. Child Protection / Safeguarding

Arthog Outreach is part of Telford & Wrekin Council Leisure Services, and is committed to safeguarding students & staff by following Telford & Wrekin Council Safeguarding Children Board procedures. All staff are subject to an enhanced Criminal Records Bureau or Disclosure and Barring Service disclosure, and recruitment decisions are made by the Council using their Recruitment & Selection policy and Guidance Notes.

6. Supervision Arrangements for Children and Young People

Arthog Outreach staff take responsibility for the group's supervision *in loco parentis*, alongside the adults accompanying the group, throughout the session. At the end of a session, Arthog Outreach staff hand back the responsibility to client staff, who are responsible for supervision of children when not on activities, including overnight.

7. Clients' responsibility for safety

Participants in our courses, including children and young people, also have a responsibility for the safety of themselves and others. They are expected to follow safety instructions, act reasonably with common sense relative to their age, and are encouraged to share any concerns or issues with staff, in confidence if necessary.

8. Transport

Arthog Outreach has 15 and 17-seater minibuses available for in-course transport, one of which has a wheelchair ramp. The minibuses are operated within the Telford & Wrekin Council minibus policy, and comply with current legislation. Telford & Wrekin Council holds a 'Section 19' minibus permit for each minibus.

9. Insurance

Arthog Outreach is covered by Telford & Wrekin Council's insurance arrangements: Public and Products Liability Indemnity – any one occurrence (unlimited in any one period in respect of Public Liability and annually in the Aggregate for Products Liability).

Arthog Outreach does not provide personal accident or cancellation insurance for clients.

10. Fire Protection

A comprehensive Fire Risk Assessment of Arthog Outreach has been undertaken on behalf of Telford & Wrekin Council by a competent person possessing the requisite knowledge, skills, experience and training. The Risk Assessment is available for inspection on site. A statutory fire safety audit was carried out by T&W on 5th February 2018, under the Regulatory Reform (Fire Safety) Order 2005.

11. Site Security

Arthog Outreach has security measures in place, in order to safeguard clients, employees, visitors and property. This policy has been developed in compliance with, and following advice from, Telford & Wrekin Audit Department, who conduct periodic Health and Safety and Security inspections of the Centre.

12. GDPR / Privacy Policy

The OES has a 'Personal Data Policy', Telford and Wrekin Council will not share any personal data collected with any other external organisation unless required/permitted to do so by law. For further details please view the Privacy Page on the Council's website;

www.telford.gov.uk

DECLARATION

I declare that the information above is accurate.

Alan Braybrooke

Arthog Outreach