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## **CENTRE RISK MANAGEMENT SUMMARY**

Kilve Court Residential Education Centres recognise the need for visiting groups to assure themselves as to the quality and safety of our provision. The purpose of this document is to help organisers by providing the information usually required.

### **Adventure Activities Licence**

Kilve Court is inspected regularly and holds a licence issued by Adventure Activities Licensing Service (AALS) for the safe conduct of activities it delivers, as required by law. AALS is an independent organisation sponsored by the Department for Education and Skills who inspect on behalf of the Health and Safety Executive. Their remit includes Climbing, Hill walking & Mountaineering, Abseiling, Caving, Watersports and Trekking (be it on foot, cycle or horseback.) The inspection process covers the safety management of activities, which includes risk assessments, staff qualifications and the maintenance of equipment associated with the activities. The inspectors are experts in the field of Outdoor Activity delivery and the inspection is rigorous.

### **Kilve Court holds:**

**Licence Number L44974**

**Reference Number R0580**

**Valid: 11.06.2021 ~ 11.06.2023**

## **The specified activities on this licence are:**

Hillwalking and Mountaineering

Off road cycling

Rock climbing and Abseiling (single pitch)

Kayaking

Open Canoeing

Sailing

In addition, AALS can (and do) include in their inspection non-licensable activities and unrelated activities, to establish whether a "culture of safety" exists within the organisation. Copies of these certificates are available for inspection on site.

## **Staff Competence**

All staff leading activities will hold the relevant National Governing Body (NGB) qualification or have been assessed as competent by an appropriately experienced and qualified person as required by the Licensing Service.

## **Risk Assessments**

The centres conform to Somerset County Council policies, which are further supported by the centres' own Health and Safety Policy and Codes of Practice. Activity risk assessments are reviewed daily to consider any variables e.g. the weather forecast, which may affect the safe conduct of an activity. Risk assessments and risk management is also a major part of the AALS inspection. Risk assessments, policies and operational procedures are available for inspection on site. All equipment provided is fit for purpose. Records of equipment checks are available for inspection on site.

## **Transfer of Responsibilities**

The visiting group leader has overall responsibility for their group at all times. The centres have responsibility for the programme, the equipment and general provision of the centres and for operating the centres to legal requirements. Centre staff will be responsible for the safety and management of participants on all centre led activities. It is essential that visiting staff provide advice regarding individuals and offer appropriate support to enable the activities staff to properly perform their duties. Visiting staff remain *in loco parentis* at all times for participants under 18. If a participant is withdrawn from the "led" activity for any reason, then the responsibility for those withdrawn will revert to the visiting staff. If at any time the visiting staff are unhappy about the activity, it is essential that they make their concerns known to centre staff at the earliest opportunity. Visiting staff may insist that any activity does not continue on the grounds of physical or psychological harm.

## **Supervision when not on Activities**

Visiting staff are responsible for the supervision of their groups when not in a structured session led by centre staff. Kilve Court and The Outdoor Centre have a member of centre staff on call at all times for assistance, or in the event of an

emergency, who is a qualified First Aider. Rules regarding conduct of visitors whilst at the Centre will be discussed on arrival.

### **Child Protection**

A criminal background check via the disclosure process is carried out for all centre staff and volunteers. The centres' policies are consistent with Somerset County Council procedures. All recruitment procedures are carried out in line with Somerset County Council codes of practice.

### **Security Arrangements**

All external doors can be locked to prevent entry by an intruder and a night-time lock up procedure is in place. CCTV cameras are also in place in and around Kilve Court.

### **Food Safety**

Kilve Court has been inspected under the Food Hygiene Rating Scheme and has a 5-star rating (very good). Our rating can be checked at [ratings.food.gov.uk](http://ratings.food.gov.uk)

### **Fire Protection**

The centres are not required to hold a Fire Certificate; however, each Centre is inspected by a Somerset County Council appointed person, who produces the fire risk assessment and ensures the centres meet the Council's Fire Safety standards.

### **Transport**

Kilve Court has five 17-seater minibuses available for in-course transport. Kilve Court holds a 'Section 19' minibus permit for each minibus.

### **Insurance**

The centres, as part of Somerset County Council, hold Public Liability insurance, as required by law. It has a limit of £50 million indemnity for any one incident. We would recommend participants make their own provision for personal accident cover should they consider it appropriate.

Please telephone our main office (01278 741 270) or the Adventure Activity Licensing Service (02920 755715) if you have any queries or require further explanation on the above.