

# **Risk Management Summary**

## **1. INTRODUCTION**

The following is a risk management summary for **Lockerbrook Outdoor Centre**.

The purpose of this summary is to satisfy clients that our risk analysis and management systems are robust and that appropriate arrangements are in place to ensure the safety of clients and visitors.

## **2. THE RESPONSIBILITY OF GROUPS AND THE RESPONSIBILITY OF LOCKERBROOK OUTDOOR CENTRE**

Visiting groups are reminded that whilst Lockerbrook does take care to ensure that the site, buildings and accommodation are safe and fit for purpose, groups are responsible for the safety of their participants during their stay with us.

Where a group is running its own programme responsibility for risk assessment, risk management, group safety and first aid cover rest with the group and its leaders.

## **3. PROVIDER/CENTRE DETAILS**

**Name:** Lockerbrook Outdoor Centre

**Address:** Snake Pass  
Bamford  
Hope Valley  
S33 0BJ

**Website:** [www.lockerbrook.org.uk](http://www.lockerbrook.org.uk)

**Email:** [office@lockerbrook.org.uk](mailto:office@lockerbrook.org.uk)

**Tel:** 01433 651412

## **4. ADVENTURE ACTIVITIES LICENCE**

Lockerbrook Farm has recently changed how it operates and now does not hold an Adventure Activities Licence from the Adventure Activities Licensing Authority (AALA). However, we now provide licensed outdoor activities in partnership with the Hollowford Centre, Castleton, operated by the Lindley Educational Trust. The Hollowford Centre is fully licensed to provide adventurous outdoor activities – for details of their licence, the range of activities offered and details of risk assurance and staff please visit their website.

More about what holding a licence means can be found on the Licensing Service's website [www.aals.org.uk](http://www.aals.org.uk) . Information about The Hollowford Centre can be found at their website [www.hollowford.org](http://www.hollowford.org)

## **5. SAFEGUARDING CHILDREN**

All visiting groups are expected to have an appropriate Safeguarding (Child Protection) Policy and to follow that policy throughout their visit.

Lockerbrook Outdoor Centre has a comprehensive Safeguarding Policy and we seek to ensure the safety of children staying or working with us. This policy includes requirements to check the suitability of staff that have access to young people and where there are statutory requirements (e.g. Disclosure and Barring Service/Scottish Criminal Records Office, etc) this policy specifies that checks are carried out.

Our policy is consistent with current good practice in this area and scrutiny forms a routine part of our recruitment procedures. A copy of our Safeguarding Policy is available from our office.

## **6. SUPERVISION ARRANGEMENTS FOR CHILDREN AND OTHER MEMBERS OF GROUPS WHEN NOT INVOLVED IN ACTIVITIES PROVIDED BY HOLLOWFORD CENTRE IN PARTNERSHIP WITH LOCKERBROOK**

If you have booked Lockerbrook and are also booking outdoor instructor led activities, the responsibility for managing that booking resides with The Hollowford Centre, and they will provide all necessary details and codes of practice your group requires.

At weekends there is usually a warden on site to provide a point of contact for the group leaders and to ensure that the group understand fire safety procedures. The warden will help but the responsibilities for safety remain with the group throughout their stay.

For catered groups during weekdays it is usual for there to be Lockerbrook staff on site overnight. However this is not always the case so an on-call system does operate and visiting staff/leaders are trained in fire alarm operation and given office key access for emergency phone use.

## **6. TRANSPORT**

Transport is generally only provided for the transportation of a group to and from a licensed activity. Therefore, the provision of transport is the responsibility of The Hollowford Centre. They will be able to provide details of the hire companies used, and confirm that all staff will hold relevant driving licence permissions (D1).

## **7. INSURANCE ARRANGEMENTS**

Lockerbrook Outdoor Centre is owned by the Woodcraft Folk. The Woodcraft Folk is a registered charity in England & Wales (1148195) and in Scotland (SC039791). And a Limited Company, registered in England & Wales, Company No. 8133727, registered office: Unit 9, 83 Crampton Street, London, SE17 3BQ.

**Insurance company:** ACE European Group

**Policy No:** UKSCMC48279/03/982

**Dates of commencement of insurance policies:** 21 March 2015

**Date of expiry of insurance policies:** 22 March 2016

**Amount of cover:** Employer's liability: £10 million  
Public liability: £5 million  
Products Liability £5 million

## **8. FIRE PROTECTION**

Lockerbrook is not required to hold a Fire Certificate however we take fire safety very seriously and so have over many years sought the advice of the Fire Officer. The last inspection by the Fire officer was on 3 July 2014. The last inspection of our fire alarm system was June 2015.

Lockerbrook Farm complies fully with the new Regulatory Reform Fire Safety Order 2005, a full fire risk assessment has been completed.

All groups are given a fire safety briefing on arrival at the centre.

Fire drills are not routinely offered to groups but can be organised on request.

## **9. SITE SECURITY ARRANGMENTS**

Appropriate security arrangements are in place that can prevent unauthorised person entering the accommodation. Specifically all buildings are lockable and the visiting group have a set of keys enabling them to lock up. In addition the dormitories can be locked at night and doors are fitted with interior quick release catches to enable quick exit in case of emergency.

The security of residential, catering and social facilities let to the group as part of their booking is the responsibility of the group leaders who are provided with keys to secure and control all buildings.

## **10. CATERING AND FOOD SERVICE**

Lockerbrook can provide a catered service to visiting groups. Lockerbrook has appropriate food safety policies which include ensuring food safety from delivery to service. All staff involved in food preparation and service are appropriately trained and supervised.

We follow guidance from the Food Standards Agency "Safer food better business" and comply with the requirements of this guidance.

Lockerbrook has been inspected by the local Environmental Health Officer and all recommendations from the most recent visit in June 2014 have been implemented.

Lockerbrook currently hold a food hygiene rating of 5 (the best rating achievable).

## **11. ACCOMMODATION**

Our bunk accommodation is in 8 rooms (5x2, 1x12, 1x10 and 1x6) and can accommodate separate male and female accommodation and separate child and leader accommodation, enabling leaders to sleep separately but close to their group. Separate washing facilities are available.

Group leaders are advised to plan accommodation in advance to ensure that the group gender mix and leader/participant mix can be accommodated.

## **DECLARATION**

I declare that the information above is accurate.

Sam Charlesworth - Centre Coordinator