

RISK MANAGEMENT SUMMARY

1. INTRODUCTION

The following is a risk management summary for **Lockerbrook Farm 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 FARM OUTDOOR CENTRE

Visiting groups are reminded that whilst Lockerbrook Farm 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 Farm Outdoor Centre

Address: Snake Pass
Bamford
Hope Valley
S33 0BJ

Website: www.lockerbrook.org.uk

Email: office@lockerbrook.org.uk

Tel: 01433 651412

4. ADVENTURE ACTIVITIES LICENCE

Lockerbrook Farm holds an Adventure Activities Licence from the Adventure Activities Licensing Authority (AALA) provider reference number R0290 awarded for the period 20/12/2016 – 20/12/2019. Confirmation of our licence can be found by visiting the on-line register of activity providers or by calling the Licensing Authority 02920755715.

More about what holding a licence means can be found on the Licensing Service's website www.aals.org.uk.

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 Farm 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 LOCKERBROOK FARM

If you have booked Lockerbrook Farm and are also booking outdoor instructor led activities, the responsibility for managing the group during activities resides with the instructors. Codes of practice will be available for these groups.

When groups are not participating in activities the responsibility for supervisions and H&S of the group resides with the group leader.

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 Farm 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 in this situation is the responsibility of Lockerbrook Farm. 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 Farm 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: Activities Industry Mutual

Policy No: B601627538G16

Member No: WOODC/428296AXH

Cover No: AIM100022

Dates of commencement of insurance policies: 01 February 2018

Date of expiry of insurance policies: 31 January 2019

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

8. FIRE PROTECTION

Lockerbrook Farm 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.

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 ARRANGEMENTS

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 Farm 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 Farm has been inspected by the local Environmental Health Officer in November 2015 and all recommendations from this visit have been implemented.

Lockerbrook farm 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.

Jo Holliday
Centre Manager 24 January 2018

