

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. We have developed specific risk assessments in relation to managing risk in relation to Covid 19 which are available on request.

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. We encourage all group leaders to familiarise themselves with our Codes of Practice and Activity Risk Assessments which can be accessed [here](#) (scroll to end of page).

3. PROVIDER/CENTRE DETAILS

Name: Lockerbrook Farm Outdoor Centre

Address: Snake Pass
Bamford
Hope Valley
S33 0BJ

Website: www.lockerbrook.org.uk

Email: lockerbrook@woodcraft.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 20/12/2021 – 20/12/2023. Confirmation of our licence can be found by visiting the [on-line register](#) of activity providers or by calling the Licensing Authority on 02920755715.

More about what holding a licence means can be found on the [Health and Safety Executive website](#).



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5. LEARNING OUTSIDE THE CLASSROOM QUALITY BADGE AND ADVENTUREMARK

We also hold the Learning Outside the Classroom (LOtC) Quality Badge: R2QB105241 Expiry Date: 28/09/2024 and Adventuremark: AAA101648 Expiry Date: 28/09/2024

6. 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 as part of the Woodcraft Folk 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 [here](#).

7. 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 understands our fire safety procedures. The warden will help but the responsibilities for safety remain with the group throughout their stay.

For groups resident during weekdays there are not usually any Lockerbrook Farm staff on site overnight. We operate an on-call system and visiting staff/leaders are trained in fire alarm operation and given key access for emergency phone use.

8. 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).



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9. 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: Holyoake House, Hanover Street, Manchester, M60 0AS.

Woodcraft Folk's activities are covered by employers' liability and public liability insurance, providing that minimum expectations in our policies and procedures are adhered to.

Confirmation of this insurance cover, to a value of £10m can be confirmed by downloading the certificate on this [page](#).

Insurance company:	Royal & Sun Alliance Insurance Plc
Policy No:	RKL23407/04/830
Date of expiry:	21/04/24
Amount of cover:	Employers' liability £10 million Public liability: £10 million Products Liability £10 million

10. FIRE PROTECTION

Lockerbrook Farm is not required to hold a Fire Certificate however we take fire safety very seriously and over many years sought the advice of the Fire Officer. The last inspection by the Fire Officer was on 7 February 2022.

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.

11. SITE SECURITY ARRANGEMENTS

Appropriate security arrangements are in place that can prevent unauthorised persons 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.



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12. 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 currently holds a food hygiene rating of 5 (the best rating achievable).

13. ACCOMMODATION

Our bunk accommodation is in 7 rooms (4x2, 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. We can also accommodate up to 6 persons in our adjoining cottage in 3 rooms (2 twin rooms and 1 double).

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.

Matt North
Centre Assistant 25/04/2023



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