



## RISK MANAGEMENT SUMMARY FOR MARLE HALL

The following is a risk management summary for Marle Hall Outdoor Education Centre. The purpose of this summary is to satisfy clients that our risk analysis and management systems are appropriate and robust.

### 1. PROVIDER/CENTRE DETAILS

**NAME:** Marle Hall Outdoor Education Centre.  
**ADDRESS:** Marl Lane, Llandudno Junction, Conwy LL31 9JA  
**TEL:** 01492 581218      **E-MAIL:** [martin@marlehall.co.uk](mailto:martin@marlehall.co.uk)  
**WEBSITE:** [www.marlehall.co.uk](http://www.marlehall.co.uk)

### 2. ADVENTURE ACTIVITIES LICENCE

Marle Hall 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 our risk analysis and management systems were found to be satisfactory.

#### Licence Details:

**Reference No.** R0051    **Licence No.** L10981  
Our current licence expires on 17<sup>th</sup> July 2015

The details of our licence, together with more about what holding a licence means, can be found on the Licensing Authority's website [www.aala.org.uk](http://www.aala.org.uk).

(A copy of our licence can be sent to you on request).

### 3. STAFF COMPETENCE AND QUALIFICATIONS

All staff will either hold a relevant National Governing Body (NGB) qualification, or will have been assessed and signed off as competent to undertake a particular activity by an appropriately experienced and qualified person, consistent with the requirements of the Licensing Regulations. Copies of certificates are available for inspection on site. Staff training and internal observation of performance is regular and on going. Qualification, experience and training will be appropriate to the activity, client group, and the prevailing environmental conditions. All instructional staff and many of our domestic staff are first aid qualified.

### 4. RISK ASSESSMENTS/OPERATIONAL PROCEDURES FOR ADVENTURE ACTIVITIES.

These are inspected as part of our Adventure Activities Licence. They are reviewed and up-dated on a regular basis and are available for inspection on site.

## **5. ADVENTURE ACTIVITY EQUIPMENT**

All equipment provided will be fit for purpose and is inspected regularly as part of our adventure activities licence. Records of equipment checks are available for inspection on site.

## **6. CHILD PROTECTION / SAFEGUARDING**

Marle Hall is part of Warwickshire County Council and we follow the Warwickshire Safeguarding Children Board child protection procedures, which are consistent with current good practice and meet current statutory requirements. Disclosure and Barring Service (DBS) checks are carried out on all staff. This replaces the former Criminal Records Bureau (CRB) checks.

## **7. SUPERVISION ARRANGEMENTS OF CHILDREN WHEN NOT ON ACTIVITIES**

Accompanying staff have full responsibility for their own young people when not engaged in activities. This usually includes responsibility for certain evening activities. As part of the induction process, group leaders are given a thorough briefing regarding both evening activities and dealing with some basic emergencies.

We recommend that at least one member of accompanying staff is first aid trained to deal with situations when Centre staff are not on site.

Centre staff are on call during the evening and overnight to assist with emergencies.

## **8. TRANSPORT**

The Centre's own mini buses have a maintenance and service regime consistent with that of Warwickshire County Council requirements.

We also hire cars, people carriers, mini buses and coaches to transport young people. All vehicles are hired from a reputable local hire company. They all have seat belts.

All drivers must meet Warwickshire County Council requirements. Any accompanying staff wishing to drive minibuses (Centre or hire) must bring their licence and minibus test details with them.

## **9. INSURANCE ARRANGEMENTS**

Insurance Company;	Zurich Municipal
Policy No.	QLA-02AA02-0203
Dates of Cover:	1 <sup>st</sup> April 2014 to 31 <sup>st</sup> March 2015 (both days inclusive)

### Amount of Cover:

Public liability:	£50,000,000
Employers' liability:	£50,000,000

We recommend that clients or party leaders take out their own insurance policy to cover personal accident, cancellation, loss, etc.

## 10. FIRE PROTECTION

The Centre complies with the requirements of The Regulatory Reform (Fire Safety) Order 2005 and has a current fire risk assessment which is reviewed regularly. It is audited by the North Wales Fire and Rescue Service.

We have regular maintenance inspections and servicing arranged through the local authority.

We have a comprehensive fire alarm and emergency lighting system, which is tested weekly.

The fire safety log is available on site for inspection.

Fire drill procedures are explained to all groups on arrival and a fire drill is carried out on the first evening of school/young people residential courses.

We have a no smoking policy.

A trained Fire Marshal is on site overnight when a school/young peoples group is in residence.

## 11. SITE SECURITY ARRANGEMENTS

Accompanying staff are briefed at induction as to how to lock and secure the main building each evening.

The Centre has a substantial secure boundary fence and CCTV coverage.

Call out procedures for the Marle Hall staff are explained at induction.

## 12. FOOD SAFETY

Marle Hall has been inspected by the Food Standards Agency, and has received a 5 Star rating (Very Good) under the Food Hygiene Rating Scheme. Our rating can be checked at the Food Standards Agency website: [ratings.food.gov.uk](http://ratings.food.gov.uk)

## DECLARATION:

I declare that the information above is accurate.

Signed: *Martin Chesmer* (Head of Centre)      Date: 2<sup>nd</sup> May 2014.