Hindleap Warren
Risk Management Summary
March 2023

The benefits to young people of being exposed to managed risk are well known. A visit to Hindleap Warren will give young people an opportunity to experience the thrill of the outdoors and learn from that, with the comfort of knowing they are supported by London Youth's excellent safety standards.

This document is designed to help those with responsibility for organising trips to fulfil their duties under the Health and Safety at Work Act 1974 and associated regulations and to comply with the advisory documents from the Department for Education (*Health and Safety: Advice on Legal Duties and Powers for local Authorities, School Leaders, School Staff and Governing Bodies*) and the Health and Safety Executive (*School Trips and Outdoor Learning Activities*).

Safety
All of our activity and learning programmes are operated in accordance with strict operating standards that define the minimum requirements for staff qualifications, supervision arrangements, equipment, facilities and appropriate clothing. We also follow the guidelines provided by the National Governing Bodies (NGBs) of the various activities provided at Hindleap.

Individual activities follow a defined operating procedure and all instructors are regularly observed to ensure they are complying with our safety standards and delivering a quality experience to our visitors. Operating standards also extend to cover our off-site sessions, such as canoeing, climbing and trekking.

Inspection and Licence
The Centre has been inspected by the **Adventure Activities Licensing Authority** and is registered as licensed to provide specific activities under the headings; Climbing, Trekking and Watersports.

The holding of an AALA licence means that our safety management systems have been inspected and we have been able to demonstrate compliance with nationally accepted standards of good practice in the delivery of adventure activities to young people, with due regard to the benefits and risks of the activity. Licence details can be confirmed by contacting the Adventure Activities Licensing Service Tel: 029 2075 5715 or email info@aals.org.uk.

Reference No: R0696 **Licence No: L94404**

Some of the activities we offer at Hindleap do not come within scope of the Activity Centres (Young Persons' Safety) Act 1995 and Adventure Activities Licensing Regulations 2004 and therefore are not inspected by the AALA. To address this, we have been assessed by the Adventure Activities Industry Advisory Committee (www.aaiac.org.uk) who looked at how we run our activities and have awarded us the **Learning Outside the Classroom Quality Badge (R2QB 101951)** and **Adventuremark (AAA 101241)**.

We also hold the **AHOEC Gold Standard**. This means that the Association of Heads of Outdoor Education Centres has assessed us in the areas of customer care, safety management, policy, organisation and planning, facilities, environmental sustainability, quality assurance, measuring and reviewing performance and general conditions and has categorised us as an 'Excellent provider of outdoor education'.

Risk assessments
Risk Assessments are the foundation for ensuring effective health and safety management at Hindleap Warren. We conduct comprehensive risk assessment for all our activities and facilities. The control measures identified a risk assessment enable us to develop our operating procedures and session plans.

'Dynamic risk assessments' are also undertaken by our staff prior to and during an activity taking place. This process enables us to consider the particular needs of the group and any local conditions, e.g. the weather, if it is an outdoor activity. The adult leader(s) accompanying young people on their visit will also be asked for their input at this stage, as we will rely on their knowledge of the individuals taking part.

The organisation planning the trip is responsible for carrying out its own risk assessments for travelling to and from Hindleap and for any excursions/activities away from the Centre which are not organised by London Youth staff.

Insurance
The Centre holds public liability insurance of £10,000,000 for any one occurrence. We can provide electronic copies of up-to-date insurance certificates if required and these are also displayed in the entrance to the centre.

Staffing Ratios
It is not possible to lay down an exact formula that would apply equally to all the activity sessions that we offer. Ratios will take into account the advice given by NGBs, the venue, the hazards and weather conditions relating to the activity being undertaken, together with a consideration of any special need or authority requirements. However, we apply the following broad principles as a minimum:

a) **On-site sessions**
An on-site activity group will normally consist of between 10-15 active participants. One instructor will staff one group on most sessions. Sometimes two or three groups taking part in map reading, forest adventure and some Environmental Science (EVS) sessions are joined together to make one large group and it may be deemed safe to operate with a higher ratio of young people to each instructor.

b) **Off-site sessions**
Two instructors will staff one group on, rock-climbing, canoeing and kayaking. One instructor per group will staff forest walks and local expeditions and they will carry a radio and have access to transport or carry a mobile phone. Mobile phones are taken on all off-site activities.

c) **Groups with additional needs**
Once a visiting group informs the Centre of their special requirements, an assessment of staffing levels will be made and, where necessary, staffing levels will be increased. Please let us know the needs within your group in advance so we are able to make such plans.

Visiting staff and the instructor ratio
The adult leaders accompanying each group of young people on their visit are expected to support the instructor with the supervision and control of the group. It is worth noting, therefore, that while there may be one instructor with a group of fifteen young people, who will deal with the operation of the activity, the accompanying staff member plays an important role. The instructor to young person ratio may be 1:15 but the ratio of adults to young people typically becomes 2:15.

Off-site activities

Water Sports
All water sports activities are undertaken within the guidelines, recommendations and supervision levels recommended by the British Canoeing Coaching Scheme. Appropriately qualified staff are used at all times.

Rock Climbing and bouldering
Climbing and bouldering on local sandstone crags are led by, as a minimum, a holder of the Local Southern Sandstone Leader Award – as recommended by the British Mountaineering Council.

Climbing at other venues is led by staff that, as a minimum, hold the Rock Climbing Instructor award, administered by the Mountain Leader Training Board. This is a nationally recognised award run by the training body for the sport of climbing and mountaineering.

Expeditions
Expeditions in mountainous areas in summer and winter are covered within the syllabus of the Mountain Leader Award Scheme and staff hold the appropriate award. For lowland expeditions, staff will hold, as a minimum, the Basic Expedition Leader (BEL) administered by Sports Leaders UK or the Lowland Leader Award administer by Mountain Training England

On-site activities

Archery
All staff delivering archery lessons hold, as a minimum, the Archery GB Instructor Award – this is the appropriate award for introductory archery instruction and is nationally recognised.

Climbing Wall, High Adventures, Zip Wires
These activities will be staffed, as a minimum, by staff that have undergone an in-house training and assessment process by Adventurous Activities Licensing Authority approved trainers.

Other activities
Our activities involving axe throwing, low ropes courses, obstacle courses, teamwork exercises, environmental studies, fire lighting, survival skills and shelter building do not have specific National Governing Body awards.
However, to ensure our high safety standards also extends to these activities all new staff undergo a comprehensive induction programme where they are trained, observed and assessed to ensure that the instruction they provide meets required standards.

Weather
In the interests of safety it may on occasions be necessary to cancel or modify certain parts of the agreed programme. This is only likely to occur in the case of very severe weather conditions.

Equipment
Hindleap provides any specialist equipment that is required for an activity. All equipment provided is fit for purpose and is checked regularly for defects.

Our high ropes courses and climbing wall are also inspected by a specialist contractor.

Transport
The Centre will occasionally use minibus transport. It is our policy that everybody uses seat belts. All minibuses have forward facing seats. All drivers hold a PCV or have passed a Minibus Driving Test.

First aid
All staff working with young people possess a current First Aid Qualification.

Trees

Our site is surveyed annually by a qualified arboriculturalist and any tree surgery which is recorded as being essential and/or urgent is carried out.

Safeguarding and Child Protection
Our Safeguarding Policy requires that enhanced DBS checks are carried out on all staff employed at Hindleap Warren. Our staff also attend Safeguarding and Child Protection Training and we have a Designated Safeguarding Lead supported by four Designated Safeguarding Officers who are trained to manage any safeguarding concerns raised by staff.

Supervising young people during down time
Accompanying staff are responsible for supervising the young people within their groups during 'down time'. However, Hindleap operates a 'Duty Instructor' system, which means that a member of our instructional team will always be available to give assistance and is on call throughout the night to deal with emergencies.

Security
Hindleap grounds are private and the Centre is in a rural location. The following security arrangements are in operation.

- ✓ All visitors to the Centre are required to sign in at reception and wear visitor badges.
- ✓ Zone doors are locked by an electronic fob system issued to visiting staff.
- ✓ We have private grounds with no unauthorised public access.
- ✓ A Duty Instructor staffs the building at night and sleeps overnight in the main building to support visiting staff.
- ✓ We have CCTV monitoring the entry and approaches to the building.
- ✓ Radios are taken on all sessions.
- ✓ If certain items need to be stored securely (medication, valuables, etc.) we can provide an area in which to contain them.

Fire Protection
A Fire Risk Assessment has been carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005 and all necessary arrangements have been put in place. The fire alarm is tested weekly, and we have an established regime for inspection, testing and maintenance of the emergency lighting, automatic detection systems and fire extinguishers.

All our staff have been trained in the execution of the emergency evacuation plan and all our Duty Instructors are also trained as Fire Marshals. Our fire procedures will be explained to your group during your welcome meeting.