



North Tyneside Council

# High Borrans

## **CENTRE RISK MANAGEMENT SUMMARY**

High Borrans Outdoor Education Centre recognises the need for visiting groups to assure themselves as to the quality and safety of any outdoor activity provision. The purpose of this document is to help organisers by providing the information usually required.

### **ADVENTURE ACTIVITIES LICENCE**

At High Borrans, we believe that the safety of outdoor activities is best assessed by the experience and expertise of the Adventure Activities Licensing Authority (AALA). High Borrans is regularly inspected and holds a licence issued by AALA for the safe conduct of activities it delivers, as required by law. AALA is part of the Health and Safety Executive (HSE). Their remit includes Climbing, Caving, Watersports and Trekking (be it on foot, cycle or horseback). The inspection process covers the safety management of activities, which includes risk assessments, staff qualifications and the maintenance of equipment associated with the activities. The inspectors are experts in the field of outdoor activity delivery and the inspection is rigorous. High Borrans OEC undertakes to perform to the requirements and guidance of the Licensing Authority and its inspectors and is subject to spot inspections (telephone 02920 755715). [www.hse.gov.uk/aala/](http://www.hse.gov.uk/aala/)

High Borrans holds: Licence Number L71581                      Reference Number RO119

The specified activities on this licence are:

- Watersports
- Climbing
- Caving
- Trekking

In addition, AALA can (and do) include in their inspection non-licensable activities and unrelated activities, to establish whether a “culture of safety” exists within the organisation.

### **ASSOCIATION OF HEADS OF OUTDOOR EDUCATION CENTRES’ GOLD STANDARD**

High Borrans has been inspected in the following areas of providing quality outdoor education residentials:

- Customer care            ■ Safety management, policy, organisation and planning            ■ General conditions
- Environmental sustainability    ■ Quality assurance, measuring and reviewing performance            ■ Facilities

For information on this highest quality award go to: [www.ahoec.org/gold\\_standard.htm](http://www.ahoec.org/gold_standard.htm)

High Borrans also holds the Adventuremark and the Learning Outside the Classroom Quality Badge and holds a Food Hygiene Rating of 5/5 (Very Good) Awarded by South Lakes District Council ([food.gov.uk/ratings](http://food.gov.uk/ratings)).

### **STAFF COMPETENCE**

All staff leading activities will hold the relevant National Governing Body qualification or have been assessed as competent by an appropriately experienced and qualified person as required by the Licensing Authority.

### **RISK ASSESSMENTS**

High Borrans conforms to North Tyneside Council’s Schools Health and Safety Policy which includes Health and Safety of Pupils on Educational Visits. High Borrans has Codes of Practice which includes operational procedures generic risk assessments supported by site specific risk assessments. Daily risk assessments are carried out at the morning planning meeting which take into account the forecast weather, staff qualifications, equipment availability, group abilities and the planned activity. Dynamic risk assessments are carried out by activity delivery staff during the activity to take into account local conditions and other continually changing factors.



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Risk assessments and risk management are a major part of the AALA inspection. All visitors to the centre are asked to acknowledge the residual risk inherent in adventurous activities prior to their visit.

## **TRANSFER OF RESPONSIBILITIES**

The visiting group leader has overall responsibility for their group at all times. The Head of High Borrans has responsibility for the programme, the equipment and general provision of the Centre and for operating the Centre to legal requirements. High Borrans staff will be responsible for the safety and management of participants on all High Borrans led activities. It is essential that visiting staff provide advice regarding individuals and offer appropriate support to enable the activities staff to properly perform their duties. Visiting staff remain *in loco parentis* at all times for participants under 18. If a participant is withdrawn from the "led" activity for any reason, then the responsibility for those withdrawn will revert to the visiting staff. If at any time the visiting staff are unhappy about the activity it is essential that they make their concerns known to High Borrans staff at the earliest opportunity. Visiting staff views will be respected if for any reason they request that an activity does not continue.

## **SUPERVISION WHEN NOT ON ACTIVITIES**

Visiting staff are responsible for the supervision of their groups when not in a structured session led by High Borrans staff. We ask that each residential group has a qualified first aider with them. High Borrans staff are qualified First Aiders, and one member of staff is a nominated first point of contact for each course. Two members of High Borrans staff are normally resident at the Centre, in a separate flat. Rules regarding conduct of visitors whilst at the Centre are provided in advance of the visit and will be discussed on arrival.

## **CHILD PROTECTION**

DBS and reference checks are carried out on all High Borrans staff and volunteers aged over eighteen. The High Borrans policies are consistent with North Tyneside Council procedures.

## **SECURITY ARRANGEMENTS**

All external doors can be locked to prevent entry by an intruder, the commonly used doors are protected by keypad locks (regularly changed) and the doors are fitted with self-returners. An additional night time lock up checking procedure is in place.

## **FIRE PROTECTION**

High Borrans is not required to hold a Fire Certificate, however the Centre is inspected annually by a North Tyneside Council appointed person who produces the fire risk assessment and ensures High Borrans meets the Council's Fire Safety standards.

## **INSURANCE**

High Borrans, as part of North Tyneside Council, holds Public Liability Insurance, as required by law. It has a limit of £30 million indemnity for any one incident. We would recommend participants make their own provision for personal accident cover should they consider it appropriate.

James Bumby, Head of Centre. March 2024