

## **Risk Management Summary**

The following pages contain our risk management summary. This should provide necessary information for our clients that our risk analysis and management are in place and robust.

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### **ADVENTURE ACTIVITIES LICENSING AUTHORITY (AALA) details:**

The holding of an Adventure Activities licence means that we have been inspected by the Adventure Activities Licensing Authority (AALA), and our risk and management systems were found to be at least satisfactory. 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).

License No: L8075/R0355  
License Expiry date: 27th June 2013

### **ACCREDITATIONS BY OTHER ORGANISATIONS**

Royal Yachting Association Training Centre  
British Canoe Union Approved Centre  
British Horse Society Approved Centre  
Learning Outside The Classroom Quality Badge  
AHOEC Gold Standard

### **STAFF COMPETENCE AND QUALIFICATIONS**

All staff hold a relevant National Governing Body (NGB) qualification, or a statement of competence signed by an appropriately experienced and qualified person consistent with the requirements of the Licensing Regulations. Copies are available for inspection on site.

### **CHILD AND ADULT PROTECTION**

All full and part time members of staff, trustees and residential volunteers are CRB checked. (All other volunteers are accompanied by a member of staff at all times.) Our policies are consistent with current best practice in this area and meet all current statutory requirements of the Licensing Regulations. Copies are available for inspection on site.

### **FIRST AID**

There is always at least one responsible person with First Aid qualifications on site.

### **SUPERVISION WHEN NOT ON ACTIVITIES AND SECURITY**

Supervision is the responsibility of the visiting guests.

A Duty Instructor will be on call overnight for any medical emergencies and will respond to anyone exiting the building after 11pm as the front door will alert the pager.  
Group Leaders are responsible for the security of their groups when not under the direct supervision of Calvert Trust Staff.

The centre is locked by duty instructor at 11pm (accessible with room key) and reopened at 7.30am.

Outside of these times staff are on call and can be contacted via reception.

### **RISK ASSESSMENT**

Are available for review, inspected as part of our Adventure Activities License and other Governing Bodies.

## INSURANCE

Insurance Company: Ecclesiastical Insurance Group  
Policy Number: 02/CBP/9063752  
Dates of Cover: 01/09/10 – 31/08/12  
Amount of cover  
Employers Liability: £10,000,000

Insurance Company: Ace Europe  
Policy Number: UK CASO03731110  
Dates of Cover: 01/09/10 – 31/08/12  
Amount of Cover:  
Public Liability: £5,000,000

Insurance Company: South Essex Insurance Brokers Ltd  
Policy Number: B6029A11ELO100033/CALV02RL02  
Dates of Cover: 18/03/11 – 17/03/12  
Livestock: Inc Domestic Pets

## FIRE PROTECTION

The centre is covered by a modern fire protection system, installed throughout the building. Our fire fighting equipment and system are regularly checked and serviced in line with current legislation.

## TRANSPORT

Provided: 2 accessible minibuses used for local guest transport  
Type: 16 seat minibuses  
Does it comply with current legislation: Yes  
Permit holder: Yes

## EQUIPMENT

Specialist equipment provided: Provided for all activities

All equipment used will be fit for purpose and is inspected as part of our Adventure Activities Licence.

All of our equipment is regularly inspected and serviced in line with current legislation.

Records of equipment checks are available for inspection on site.

## SECURITY ARRANGEMENTS

The centre is in a rural area of North Devon and adjacent to Exmoor National Park. The minor road running outside the main entrance can be quite busy with farm vehicles, milk lorries and normal day-to-day traffic. Group Leaders are responsible for the security of their groups when not under the direct supervision of the Calvert Trust staff.

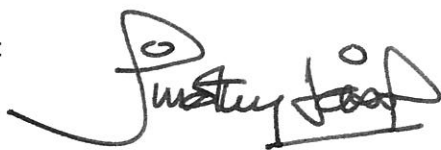
The centre is locked by the duty staff at 11pm each night and is reopened at 7.30am. All of our external doors are electronically alarmed and will sound if any person leaves or enters the building.

If additional security measures are required we are happy to discuss this with individual groups.

## DECLARATION

I declare that the information above is accurate to the best of my knowledge.

Signed:



Date:

30 September 2011.