



Risk Management Arrangements – West Runton

Site Contacts

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Safety Accreditations

British Activity Providers Association (BAPA) (Our BAPA accreditation can be checked online [here](#))
Full member

Learning Outside the Classroom Quality Badge (Our Quality Badge accreditation can be checked online [here](#))
Site ID: 101622

Adventuremark (Our accreditation can be checked online [here](#))
AAA101177

Insurance

We hold Public Liability Insurance of £40million:

Primary Insurer: Liberty Mutual Insurance Europe
Policy Number: 1000284017-03
Limit of Liability: £5million

Excess Insurer: Chubb European Group Ltd
Policy Number: UKCASC87975
Limit of Liability: £35million

Site Hazards

Risks on activities will be managed by Kingswood. In addition to these visit leaders should be aware of the following risks and consider these in their supervision arrangements during non-activity times:

- Main activity areas are out-of-bounds but remain accessible when not in use and no Kingswood team member is present. The abseiling tower is locked when not in use.
- Off-site excursions are in public environments that Kingswood does not control.
- Vehicles use the centre's drive to access the site and service areas. Speed limit is set at 5mph.
- Some accommodation buildings are shared between different school groups.
- Some of our team members live in on-site accommodation. This is out-of-bounds to visitors.
- There is a hot drink facility in the dining hall. This is not supervised by Kingswood. If you do not wish your students to have access to it you need to tell them this yourself. If you do allow your students access please supervise them when doing so.
- Conduct in dormitories causes many unintended minor injuries. Please reinforce good behaviour in the dormitories including keeping floors clear of bags, using bunk beds and ladders sensibly and taking care around closing doors.

Risk Assessments

Our risk assessment programme covers all elements of our activity and learning programmes, our hospitality services, fire safety and our premises. These assessments meet the requirements of relevant legislation, including the Management of Health and Safety at Work Regulations and the Regulatory Reform (Fire Safety) Order.

Our risk assessments are largely internal documents and are unlikely to be of use to visit leaders. We would draw your attention to the National Guidance produced by the Outdoor Education Advisors Panel relating to accessing a provider's risk assessment:

"If a provider holds a Learning Outside the Classroom Quality Badge, there is normally no reason to seek further assurances about the safety of their provision. Even if a provider does not hold external accreditation, their risk

assessment records are unlikely to be of use to a Visit Leader. Risk assessments that are written for the provider’s own purposes will mean little to others - unless they are qualified to understand, assess and, if necessary, challenge them.”

OEAP National Guidance 6a – Asking for a provider’s risk assessments

Risk/Benefit Evaluation

It is not possible for us to remove all risk from outdoor learning and it brings little benefit to try. The choices we make in adopting risk control measures are informed by the level of benefit that the experience brings. Evaluating whether a risk is acceptable can be difficult, and may vary depending on the needs or objectives of those exposed. We only define benefit in terms of learning and development outcomes for participants. Tolerating higher levels of risk is never justified for reasons of cost, ease or speed where it is otherwise reasonably practical to reduce these risks.

To make evaluation more objective we use a matrix to determine whether the benefit of retained risk is Acceptable, Tolerable or Unacceptable. We do not operate activities where the risk/benefit evaluation suggests the risk is unacceptable.

Main Activity Risks

These are the main risks arising from our activity and learning programmes:

	Falls from height	Slips, trips and falls	Burns	Non-superficial cuts	Drowning	Entanglement or Entrapment	Contact with moving machinery	Struck by moving objects	Contact with moving vehicles	Injuries from lifting and handling	Exposure to harmful substances	Contact with the public
Roped Activities	✓	✓				✓						
Water Sports	<i>Not available at West Runton</i>											
Team Sports		✓						✓	✓			
Motorsports		✓	✓			✓	✓		✓			
Swimming Pool Activities		✓			✓						✓	
Bushcraft		✓	✓	✓				✓		✓		
Team Building Activities	✓	✓						✓		✓		
Evening Programmes		✓	✓									
Off-site Studies		✓			✓				✓			✓

Staff competence and training

All staff are trained and assessed to in-house standards in order to deliver activity learning outcomes. Additional National Governing Body qualifications are held for certain activities. All staff training is consistent with the Adventure Activities Industry Advisory Committee principles for determining staff competency.

First Aid

All of our activity leaders hold a first aid qualification. There is a holder of the First Aid at Work Award available on site from 0900 – 2100 and a holder of the Emergency First Aid at Work Award available on site from 2100 – 0900.

Supervision

The Kingswood leader to participant ratio is specified in each activity risk assessment. This is usually 2:15 for higher risk activities such as roped activities, 1:15 for normal risk activities or 1:30 for lower risk activities such as those that are part of evening entertainments.

We request that an accompanying adult is present for all activities to assist with behaviour and pastoral supervision. Outside of timetabled activity periods responsibility for the supervision of children and young people lies with their accompanying adults and not with Kingswood team members. This includes supervision during the night.

At all times that we have groups on site we will provide a member of staff on duty and make our visitors aware of how they can be contacted, day or night. This will normally be via the centre's Reception or using a mobile telephone contact number.

Safeguarding

All our team members are DBS checked and are trained in safeguarding principles. All adults on site are issued with a name or visitors badge. Each of our centres has a Designated Safeguarding Lead.

Fire Safety

The centre has a fire risk assessment in place. All sleeping accommodation is fitted with smoke detection linked to an automatic alarm. Fire procedures will be explained to visitors on arrival day and a fire evacuation walk-through or drill will be completed on the first evening.