



BARNSTONDALE RISK MANAGEMENT SUMMARY 2022

1. **Scope.** This document is intended to assure visiting groups of the quality, safety and licensing provision of Barnstondale. The document serves as a summary of the risk and safety management processes and accreditation we have that would ordinarily be sought by potential groups prior to selecting a visit to us.
2. **Adventure Activities License.** Barnstondale is certified by the [Adventure Activities Licensing Authority](#) (AALA), part of the Health and Safety Executive (HSE). The license is issued following a robust biennial inspection whereby we demonstrate the safe conduct of our activities, as required by law. The inspection process covers the safety management of activities, which includes risk assessments, staff qualifications and the maintenance of equipment associated with the activities. A copy of this license can be found on our '[Already Booked](#)' page.
3. **Learning Outside the Classroom (LOtC).** Barnstondale is also certified by LOtC and holds their Quality Badge. The [LOtC Quality Badge](#) is the only national accreditation that recognises both learning and safety for all types of learning outside the classroom and is endorsed by the Department of Education (DfE). The DfE recommends that schools look for this badge when choosing their external educational visit provider (more information from the DfE [HERE](#)). The inspection process covers the following, all of which we achieved an 'excellent' standard for:
 - Customer care
 - Facilities
 - Safety management, policy, organisation and planning
 - Environmental sustainability
 - General conditions
 - Quality assurance, measuring and reviewing performance
4. **Association of Heads of Outdoor Education Centres (AHOEC).** The AHOEC is an association of leaders in outdoor learning; most of these leaders hold senior positions in outdoor education provision across the UK. Members come from statutory, private and charity sectors as well as the wider educational community. AHOEC is an approved scheme of the Adventure Activities Industry Advisory Committee (AAIAC) and membership also awards Barnstondale with their [Adventuremark](#).
5. A copy of all our licenses can be found on our '[Already Booked](#)' page.
6. **Staff Competence.** All Barnstondale activity staff 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 Service.
7. **Insurance.** Barnstondale holds Public Liability insurance through Victor Insurance with a limit of indemnity of £10 million for any one accident.
8. **Child Protection and Safeguarding of Vulnerable Adults.** Enhanced 'Disclosure & Barring Scheme' (DBS) checks are carried out on all Barnstondale staff including long-term and regular volunteers, and Kickstart placements. The site is surrounded by a security fence with number code entry/exit points, covered by 24/7 CCTV. All external doors can be locked at night to prevent entry. All visitors are directed to report to the office where they will sign in and will be issued with a visitors' badge. All staff are trained to at least Level 1 Safeguarding with all overnight staff, department leads, and management trained up to Level 3 – Designated Safeguarding Lead (DSL); externally instructed and accredited via the Wirral Safeguarding Children Partnership.
9. **Risk Management.** Barnstondale employs an external H&S advisor ([Safepoint Professional Services](#)) and Technical Activity Advisor to ensure we consistently review our operation and



ensure it is as safe and compliant. All our activities have a dedicated risk assessment as well as a general site risk assessment. All can be found on our '[Already Booked](#)' page and are updated regularly and officially reviewed annually. As well as this, we conduct a daily Dynamic Risk Assessment prior to the commencement of any activities to ensure we consider weather, staff ratios and qualifications, group ability and the planned activity area itself. Where it is deemed the situation has changed and conditions are now no longer safe (i.e. severe winds, snow etc.) then the activity will be modified or an alternative activity offered in its place.

10. **Delineation of Responsibilities.** The visiting group leader has always overall responsibility for their group. The CEO of Barnstondale has responsibility for the programme, equipment and facilities and for operating the Centre to legal requirements. Barnstondale staff will be responsible for the safety and management of participants on all activities provided by the Centre, led by the Operations Manager. It is essential that visiting staff provide information regarding individuals and offer appropriate support to enable Barnstondale staff to properly perform their duties. Visiting staff always retain a duty of care for participants under 18.

11. Visiting staff/group leaders will be responsible for the supervision of their groups when not in a structured, Barnstondale led, activity session. There will always be a first aid qualified member of staff on site during activities for assistance. There are several first aid stations as well as mobile first aid kits carried by Barnstondale activity staff; all staff carry walkie talkies and can coordinate support if required. During the silent hours (10pm through to 8am) there will be a member of staff on a sleeping duty. They are on site to assist group leaders/visiting staff and be there in the event of an emergency to coordinate with emergency responders. More details can be found in our 'Information For Group Leaders' booklet, found on our '[Already Booked](#)' page.

12. **Fire Safety.** Barnstondale complies with current fire safety legislation and is inspected annually by an external auditor. All our systems are serviced and monitored by a professional company who assure their operational effectiveness (Atlas Fire and Security Ltd.). We are also inspected by Merseyside Fire Service to ensure our buildings meet the Council's fire safety standards.

13. **Food Safety.** Barnstondale has a 5-star rating (Very Good) under the [Food Hygiene Rating Scheme](#).

Jon Muspratt
CEO
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