

To whom it may concern

Please find enclosed a copy of our Risk Management summary report. The purpose of the summary is to enable Grafham Water Centre (GWC) to meet, in the least bureaucratic form, the ever-increasing demand for written information such as examples of our risk assessments.

Safety management documents such as operating procedures, risk benefit analysis and qualification matrices are technical documents that most of our customers are unlikely to understand fully. It is clearly ill advised for decisions about their appropriateness to be made by someone without sufficient technical expertise and experience.

Subsequently we believe that if a school, LEA or individual receives copies of risk assessments, qualification or procedural documents, and does not comment on them, it would be reasonable for the provider to assume that the customer was accepting them. If something was subsequently found to be deficient with them, we believe the school or LEA would end up with at least SOME of the responsibility. A court may have to decide how much.

We hope that the Risk Management Summary Report will satisfy the schools requirements. If further information is required, please do not hesitate to contact the Centre.

Yours sincerely

Daniel Playford
Head of Centre

Grafham Water Centre
Cambridgeshire County Council

RISK MANAGEMENT SUMMARY

The following is our risk management summary. The purpose of this summary is to satisfy customers that our risk analysis and management schemes are adequately robust.

CENTRE DETAILS

NAME: Grafham Water Centre
WEBSITE: www.grafham-water-centre.co.uk
TELEPHONE: 01480 379500
EMAIL: grafham.water@cambridgeshire.gov.uk

ADVENTURE ACTIVITIES LICENCE DETAILS

The holding of an Adventure Activities Licence means that GWC has been inspected by the Adventure Activities Licensing Service (AALS), and our risk analysis and management systems were found to be at least satisfactory. More about what holding a license means can be found on the HSE website <https://www.hse.gov.uk/aala/aals.htm>.

Licence number: L145637
Date of issue: 22/07/2024
Provider reference number: R0262



AHOEC GOLD BADGE

The AHOEC GOLD Standard is a quality assurance scheme that builds on both the Learning Outside the Classroom Quality (LOtC) Badge and the AHOEC Code of practice. The GOLD standard exceeds the benchmark set by the LOtC Badging scheme and provides customers and centres with a scheme that not only addresses the issue of safety but the delivery of a customer focused quality experience.

GWC is a holder of the AHOEC Gold Badge and Learning Outside the Classroom Quality badge.



ACCREDITATIONS BY OTHER ORGANISATIONS

Royal Yachting Association recognised teaching establishment. This status involves annual inspections by the RYA.

British Canoeing Approved Delivery Centre.

STAFF COMPETENCE AND QUALIFICATIONS

All staff will either 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.

RISK ASSESSMENTS / RISK BENEFIT ANALYSIS

Inspected as part of our Adventure Activities Licence inspection, LOtC and RYA Inspections. Property and site reviewed annually in line with Cambridgeshire County Councils property service. These are reviewed annually and communicated to the entire staff team. There are two parts, one is the General H+S Policy, the second is the Activity H+S Policy. GWC holds a quarterly H+S Committee Meeting to review practices including any incidents and first aid issued.

CHILD PROTECTION

Our policy follows Cambridgeshire County Councils good practice in this area and meets current statutory requirements. Disclosure and Barring Service (DBS) checks are carried out on all GWC staff. All visitors, volunteers and work experience are signed in via reception and issued with lanyards and supervised by GWC staff.

SUPERVISION WHEN NOT ON ACTIVITIES

Visiting School staff act in Loco Parentis for the duration of the visit. GWC have a qualified First Aider based on site and operate an 'on call' system 24 hours a day when groups with young people are staying onsite. Where GWC has groups without visiting staff, GWC will act in Loco Parentis.

INSURANCE

Grafham Water Centre is indemnified by Cambridgeshire County Council public liability insurances in respect of its business activities and any legal liability arising. We recommend schools & groups should arrange their own insurance for personal injury, loss of possessions or cancellations – cover should be effective from the time of booking for cancellation cover to operate.

Policy No	P23CASLFG00049
Cover Date	30 th September 2024
Expiry Date	30 th September 2025
Insurer	Maven Public Sector
Amount of cover	£35,000,000 any one occurrence and in the aggregate in respect of Products Liability

FIRE PROTECTION

GWC has a wireless system covering all buildings operating an audible siren, which is checked on a regular basis. The centre has a Fire Safety Risk Assessment which is carried out in conformation with Cambridgeshire County Council Fire Safety Policy.

EQUIPMENT

All specialist including PPE equipment is provided. All equipment will be fit for purpose and is inspected as per our Activity H+S Policy Equipment is checked prior to use on session and a recorded check on a 6-week basis and prior in line with manufacturer guidance. Records of equipment checks will be available for inspection on site.