

BF ADVENTURE RISK ASSESSMENT MANAGEMENT SUMMARY

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

Comprehensive documentation is available upon request

PROVIDER/CENTRE DETAILS

BF Adventure
www.bfadventure.org
tonyb@bfadventure.org

ADVENTURE ACTIVITIES LICENCE DETAILS

Holding an Adventure Activities Licence means that we have been inspected by the Adventure Activities Licensing Authority (AALA), and our risk analysis and management systems have been endorsed. More about what holding a licence means can be found on the Licensing Authority's website www.aala.org.uk.

Licence No: R0402
Date licence expires: 8th May 2018

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. Copies will be available for inspection on site.

CHILD PROTECTION

Our policy is consistent with current good practice in this area and meets current statutory requirements. Criminal Records Bureau (CRB) checks are carried out on all instructional staff.

SUPERVISION

During the times when groups are not doing an activity they are supervised by the group leaders or, if requested, by member/s of BF Adventure staff.

Overnight, groups have the option of either being supervised by group leaders (with a member of BF Adventure staff on call) or by a BF Adventure staff member on site overnight. A group leader will still need to be present to help supervise the group.

The appropriate telephone numbers for on call staff will be given to the group each day.

RISK ASSESSMENT

Inspected as part of our Adventure Activities Licence

INSURANCE

Employer's Liability	£10 000 000
Public and Products Liability	£10 000 000
Insurance company	Zurich Insurance plc
Certificate No	P/ 01/ 39238976 / XAO:27T0010013
Dates of Cover	28/11/2016 to 27/11/2017

FIRE PROTECTION

The buildings at Goodygrane, all have the recommended number and type of fire extinguishers which are maintained and serviced by our contact provider.

TRANSPORT

BF Adventure uses minibuses and on occasions, personal cars which have business insurance

Drivers have either completed the Cornwall County Council Driver/ Minibus driver Improvement Course, or undergone a process of 'in-house' training and assessment that satisfies section 19 minibus permit guidelines.

The vehicles are checked daily by the staff and regularly by our contracted service provider.

EQUIPMENT

All equipment provided will be fit for purpose and is inspected as part of our adventure activities licence. Records of equipment checks will be available for inspection on site.

SECURITY ARRANGEMENTS

All vehicles and personal effects remain the responsibility of the users of the Centres. Valuables may be given to staff to be locked away in the office or the staff room but this does not guarantee their safety from theft.

DATA PRTECTION

ENVIRONMENTAL MANAGEMENT

LOtC

DECLARATION

I declare that the information above is accurate

Signed



(Tony Baker – Centre Manager)

5th September 2017