

Horstead Centre – Risk Management Summary

Reviewed January 2024

At the Horstead Centre, we hold ourselves to the highest standards of safety and risk management in all areas of our provision, from catering, accommodation and activities, to safeguarding and data protection.

We ask that our visiting guests also maintain a vigilant and compliant attitude to managing their own health and safety *and* the safety of those for whom they are responsible. All concerns must be brought at the earliest opportunity to the Manager or the Chief Instructor.

The Horstead Centre operates a Safer Recruitment policy, and all staff are periodically DBS checked and trained in safeguarding children.

The Horstead Centre holds an insurance policy with the Activities Industry Mutual (AIM) for up to £5,000,000 of public and products liability.

All policies, risk assessments and statements of insurance are available on request.

Statement of Risk Management for activities:

All Horstead instructors hold a relevant National Governing Body (NGB) qualification, or statement of competence signed by an appropriately experienced and qualified person consistent with the requirements of the Licensing Regulations. Activities are regularly observed for quality assurance and for compliance with our activity risk assessments. These risk assessments are reviewed at least annually or if a new consideration arises.

The Horstead Centre holds the Adventuremark quality badge and has been deemed to have met or exceeded the necessary standards for the safe delivery of adventurous activities as defined by the Adventurous Activities Industry Advisory Board (AAIAC).

Remaining risk:

Despite the best efforts of our qualified and professional team, all indoor and outdoor activities hold a small element of risk to the health of participating individuals and groups. Whilst it is the Horstead Centre's responsibility to mitigate and manage these risks to acceptable levels, we cannot eradicate them entirely.

To ensure that all risks are minimised, we need the collaboration and compliance of our guests. The Horstead Centre cannot be held responsible for accidents, illness or injury resulting from any behaviour or actions that are contrary to any guidance and instruction given by the Horstead Centre team or resulting from any unsupervised and/or unsanctioned risky behaviour.

Consent:

In making a booking with the Horstead Centre the lead person from each visiting group commits to ensuring that *all* participants (or their legal guardians) understand the small risks associated with our provision, as described in blue above. This same lead person must also ensure that they have received clear, recorded consent from all visitors to attend the Centre *and* to participate in their chosen activities.

Risk Management Process

Overview – The Horstead Centre (HC) risk assessment follows the recognised five-step process as recommended by the Adventurous Activities Industry Advisory Committee and HSE. These are outlined below.

STAGE 1 - Identify the hazards.

A hazard is something that has the potential to cause harm.

STAGE 2 - Identify who may be harmed

Category	Description
Individual	Individuals participating in the HC programme
Teachers	School teachers assisting with the HC programme
Instructors	HC Instructors or assistants
Group	The first three categories
Others	Non-participating students, teachers, or members of the public
All	All of the above

STAGE 3 - Determine the risk

Risk is determined by examining the likelihood and the consequence and multiplying the two together to obtain the risk rating.

	Slight Harm <i>(Superficial injuries, minor cuts, bruises etc.)</i>	Harmful <i>(Minor Fractures, injuries or ill health leading to minor and temporary disability)</i>	Extremely Harmful <i>(Multiple or major injuries, major fractures, permanent disability, or fatalities)</i>
Unlikely <i>(Rarely Happens)</i>	LOW	LOW	MEDIUM
Likely <i>(Often Happens)</i>	LOW	MEDIUM	HIGH
Very Likely <i>(Nearly always happens)</i>	MEDIUM	HIGH	HIGH

STAGE 4 - Implement control measures - These are the measures taken to reduce the risk to an acceptable level. Decide if control measures are sufficient or whether activity/resource/area is unsuitable.

STAGE 5 - Review the process – Ensure all relevant are aware of, and fully understand, each risk assessment. Ensure that all risk assessments are regularly reviewed. Ensure that there is a process through which all stakeholders can contribute their observations and recommendations to improve risk.

Reviewing of the documentation and subsequent measures on a regular basis (or earlier if needed) is vital to close the loop and to ensure continuous improvement.