Risk Management Arrangements for Sealyham ALC

1. Centre Details

Name: Sealyham Active Learning Centre
Address: Wolf's Castle, Haverfordwest SA62 5NF
Tel.: 01348 840307
E-mail: info@activelearningcentres.co.uk
Website: www.activelearningcentres.co.uk/locations/sealyham/

2. Safety Accreditations

Sealyham Active Learning Centre holds an Adventure Activities Licence from the Adventure Activities Licensing Authority (AALA), a Learning Outside the Classroom (LOtC) Quality Badge, Adventure Activities Industry Advisory Committee (AAIAC) Adventuremark and the Association of Heads of Outdoor Education Centre's (AHOEC) Gold Standard. A copy of our accreditations can be sent to you on request.

License No.: L162400
Expiry date: 21st June 2027

Certificate No.: 105445
Expiry date: 8th November 2026

Certificate No.: AAA101703
Expiry date: 8th November 2026

Expiry date: 28th October 2025

3. Insurance

Insurance Company: Zurich Municipal
Policy No.: KSC-242045-2663
Expiry: 30th November 2025
Public liability limit: £25,000,000
Employers' liability limit: £5,000,000

4. Centre Hazards

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

- On-site activity areas are accessible when not in use. Unless participating in a scheduled activity, they are out-of-bounds to all participants.
- Off-site activities are in public environments that Sealyham Active Learning Centre does not control.
- There are a number of ponds on site. They are signed and are out of bounds to all participants.
- Vehicles use the centre's roadways to access the site and service areas. Speed limit is set at 5mph.
- The main accommodation building may be shared between different school groups.
- Some accommodation has en-suite facilities and some has separate bathrooms within the building.
- Some of our staff live in on-site accommodation. This is out-of-bounds to visitors.
- The site is in a secluded location but has a public right of way through the site. All accommodation can be locked to prevent unauthorised entry.
- Conduct in dormitories, and generally throughout the centre, causes many unintended minor injuries. Good behaviour in the dormitories must be reinforced including keeping floors clear of bags, using bunk beds and ladders sensibly and taking care around closing doors.

5. Risk Assessments and Operational Procedures

Active Learning Centres conducts risk assessments within all areas of its operations, including activities, premises and fire safety, in line with relevant regulations and legislation. They are also inspected as part of our Adventure Activities Licence. They are reviewed and up-dated on a regular basis and are available for inspection on site.
Our risk assessments are mostly intended as internal documents and are unlikely to be of use to visit leaders. The Outdoor Education Advisors Panel has produced *National Guidance 6a: Asking for a providers risk assessments*, which provides the following advice on the requirement for visit leaders to access a provider's risk assessments:

"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."

6. Adventure Activity Equipment

All equipment provided will be fit for purpose and is inspected as per statutory regulations. Records of equipment checks are available for inspection on site.
All participants will be instructed on the correct use of the equipment provided and will be expected to follow these instructions for the duration of the activity. Any participant not adhering to these instructions will be removed from the activity for their safety and the safety of others.

7. Staff Competence and Qualifications

All Outdoor Instructors will either hold a relevant National Governing Body (NGB) qualification or will have a "Statement of Competence" issued by an appropriately experienced/qualified person where no NGB exists, or is not necessary, or via internal training. Staff training and internal observation of performance is regular and on-going. Qualification, experience and training will be appropriate to the activity, client group, and the prevailing environmental conditions.

8. First Aid

All Outdoor Instructors are first aid qualified. We recommend that at least one member of the visit leadership team is first aid trained to deal with situations when centre staff are not present.

9. Supervision Arrangements

Sealyham ALC will provide an Outdoor Instructor to lead all scheduled activities. The ratio of Outdoor Instructor to Participant is set depending on the activity being carried out. This is typically 1:10 for the majority of activities. These ratios account for the Outdoor Instructor being engaged in the technical instruction and safety oversight of the activity and relies upon the visit leaders being present at all activities to assist with behavioural and pastoral supervision, as well as supervision of those not directly under the instruction of the Outdoor Instructor.
Outside of scheduled activities, including meal times and free time, the visit leaders are responsible for the supervision of their groups. This may also include responsibility for certain evening activities. Visit leaders are given a thorough briefing regarding both evening activities and dealing with some basic emergencies.
Centre staff are on-call during the evening and overnight to assist with emergencies, and can be reached either in-person or via a mobile telephone contact number. The details of this will be briefed upon arrival at the centre.

10. Safeguarding

Active Learning Centres has a robust Safeguarding Policy in place. An Enhanced Disclosure and Barring Service (DBS) check is carried out on all staff and training is given on safeguarding principles and procedures. Each Active Learning Centre has a trained Designated Safeguarding Lead on-site.

11. Fire Safety

Sealyham ALC complies with the requirements of The Regulatory Reform (Fire Safety Order) 2005 and has a fire risk assessment and plan in place, which are reviewed regularly.
All buildings are fitted with smoke detectors, alarms and an emergency lighting system, which are subject to a regular maintenance and testing regime.
Fire drill procedures are explained to all groups on arrival and a fire drill is carried out on the first evening of the course, if deemed necessary for the group.
A trained Fire Marshal is on-call at all times.

12. Transport

Active Learning Centres holds a Transport Operators License. As such:

- All minibuses undergo a strict maintenance and service regime.
- All drivers possess the required license and driver certificate of professional competence, and adhere to the ALC Driving Manual.
- Only employees of Active Learning Centres, permitted by the Transport Manager, are allowed to drive the centre minibuses.

13. Site Security

Visit Leaders are briefed at induction as to how to lock and secure the main building each evening.
The Centre has CCTV coverage on the external doors.
Call out procedures for Sealyham staff are explained at induction.