

Risk Management Summary 2011-2012 For Lendrick Muir

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

Provider Details

Registered Name: Lendrick Muir Centre
Owned and operated by: Scripture Union Scotland
Website: www.suscotland.org.uk
Email: lmooffice@suscotland.org.uk

Adventure Activities Licence Details

The holding of an Adventure Activities Licence means that we as a centre and organisation have been inspected by the Adventure Activities Licensing Authority (AALA), and our risk analysis and management systems were found to be at least satisfactory. For further information please see Licensing Authority's website www.aala.org.uk

Reference No: RO888
Date Licence expires: 18th February 2013

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. For activities not requiring NGB qualifications, staff are trained and assessed in house and thereafter monitored.

Child Protection

Our policy and vetting procedure is consistent with current good practice in this area and meets current statutory requirements. Disclosure Scotland checks are carried out on all staff who work at the centre, as per government recommendations. This is carried out at enhanced level for all staff. Contractors, deliverers etc are supervised by Scripture Union staff. (For further advice refer to www.disclosure.gov.uk)

24 hour Emergency Contact

Throughout your visit a member of staff will be On Site and On Call 24 hours a day, should any problems or emergencies arise. Further more they have access to further resources should this prove necessary.

Risk Assessment

Lendrick Muir risk assessments are inspected as part of the Adventure Activities Licence. Activity and venue specific risk assessments are carried out for all activities and are updated and monitored on a regular basis. Daily planning allows for ongoing risk assessment with consideration made to weather and group abilities for each venue and each planned activity.

Insurance

Employers Liability

Insurance Brokers: Willis Underwriting Limited

Policy Number: 24778057 CCI

Expiry Date: 31st March 2012

Amount of Cover: £10 Million, any one event

Public Liability:

Insurance Brokers: Willis Underwriting Limited

Policy Number: 24778057 CCI

Expiry Date: 31st March 2012

Amount of Cover: £5 Million

Excess Public Liability:

Insurance Brokers: QBE Insurance (Europe) Ltd

Policy Number: To be Advised

Expiry Date: 31st March 2012

Amount of Cover: £5 Million over underlying £5 Million

Motor Insurance

Insurer: Willis Underwriting Limited

Policy Number: 41 MF1 5001105

Expiry Date: 31st March 2012

Vehicle Insurance: Fully comprehensive

Equipment

All specialist outdoors equipment used by Lendrick Muir is solely designed for the activities provided. 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.

Minibus Maintenance and Repair

Our onsite minibuses are checked weekly, annually MOT'd and serviced.

Security Arrangements

The centre is locked and checked every evening by the duty staff member to ensure the building is not accessible from the outside. Fire doors although locked remain functional allowing guests to exit the building if required.

Security arrangements will be addressed prior to undertaking any activity or programme and will be documented where considered appropriate.

Fire Safety

Fire safety procedures will be explained by Lendrick Muir staff on arrival and a fire drill will be implemented within 24 hours of arrival to ensure all guests are aware of the procedures should they hear the fire alarm. These procedures and the nearest fire exits are documented in each bedroom and highlighted to children by LM staff.

Declaration

I declare that the information above is accurate

Signed.....*Fraser Morrison*

Date...26th April 2011