

## Risk Management Summary

The following is our risk management summary. The purpose of this summary is to satisfy clients that our risk analysis and management systems are adequately robust and have been externally verified.

Calvert Exmoor  
[www.calvertexmoor.co.uk](http://www.calvertexmoor.co.uk)  
exmoor@calvert-trust.org.uk  
01598 763221

### **Adventure Activity Licensing Authority (AALA) details:**

The holding of an Adventure Activities licence means that we have been inspected by the Adventure Activities Licensing Authority (AALA), and our risk and management systems were found to be at least satisfactory. More about what holding a licence means can be found on the Licensing Authority's website [www.aala.org.uk](http://www.aala.org.uk).

Calvert Trust Exmoor License No: **L99910/R0355**  
License Expiry date: 27th June 2025

### **Other Accreditations and memberships**

- AHOEC Gold Standard
  - LOTC Learning Outside the Classroom Quality Badge
  - AAIAC AdventureMark
- British Horse Society Approved Centre
- Institute of Outdoor Learning membership
- Riding for the Disabled Association (RDA) membership.

### **Staff Competence and Qualifications**

All staff 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 and Operating Procedures**

Our activities are risk assessed and externally verified consistent with the requirements of accreditations listed above. These documents are not normally shared with clients. However, we are happy to discuss their content and to help our clients develop their own risk assessments.

### **Activity Equipment**

All of our equipment is inspected and serviced in line with current legislation and manufacturer guidelines. These checks are requirements of our accreditations above.

### **Child and Vulnerable Adult Safeguarding**

All full and part time members of staff, trustees and residential volunteers are DBS checked in line with government guidance. (All other volunteers are accompanied by a member of staff at all times.) Our policies are consistent with current best practice in this area and meet all Licensing Regulations.

### **Supervision when not on Activities**

Supervision is the responsibility of the visiting guests. Leaders are responsible for the security of their groups when not on activities.

The centre is locked overnight by the duty instructor and reopened in the morning. Overnight staff are on call and can be contacted via reception.

### **Fire Protection**

The centre is covered by a modern fire protection system, installed throughout the building. Our firefighting equipment and system are regularly checked and serviced in line with current legislation.

**Insurance**

Royal & Sun Alliance Insurance Limited (RSA)

Policy Number: RKL23407/09/1064

Insurance Expiry Date: 31<sup>st</sup> August 2023

Limits of Indemnity:

- Employers' Liability £10m
- Public and Products Liability £5m
- Trustees Indemnity £1m
- Professional Indemnity £1m

**Transport**

Calvert Exmoor has no minibus in use currently. When Calvert Exmoor vehicles are in use, they are fully insured and comply with current legislation.

**Food Safety**

Calvert Exmoor has a 5-star rating with the Food Standards Agency.

**Site Security**

The centre is locked by the duty staff at night and reopened in the morning. All of our external doors are electronically alarmed and will sound if any person leaves or enters the building.

If additional security measures are required we are happy to discuss this with individual groups.

**Declaration**

I declare that the information above is accurate to the best of my knowledge.

Signed:

A handwritten signature in black ink, appearing to be 'J. Young', is written over a light grey rectangular background.

Jennifer Young, Centre Director

Date: 29/06/2023