

# Risk Management Summary

## Centre Details

Carlton Lodge Outdoor Centre, Carlton Miniott, Thirsk, North Yorkshire. YO7 4NJ  
Telephone: 01845 522 145 Fax No: 01845 527 433  
Web: [www.carltonlodge.org.uk](http://www.carltonlodge.org.uk) Email: [info@nyy.org.uk](mailto:info@nyy.org.uk)

## Adventure Activities License Details

Carlton Lodge Outdoor Centre is registered with The Adventurous Activities Licensing Authority and is licensed to provide specified activities under the following headings: Climbing, Caving, Watersports.

The holder of an Adventure Activities License means that we have been inspected by the Adventure Activities Licensing Authority (AALA), and our risk analysis and management systems were found to be at least satisfactory. License details can be confirmed by calling the Licensing Service on 020920755715. AALA License No: L12313/R0293 License expires: 18th July 2017

## Learning Outside the Classroom Quality Badge

The Learning Outside the Classroom Quality Badge inspection looks at all the aspects of the way the Centre is run including checking our domestic risk assessments and our processes for the residential part of any visits. More details can be found at the LOfC website.  
Certificate No: R2QB100536 Expiry Date: 26 August 2017

## Staff Competence and Qualifications

All staff will hold either 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.

## Child Protection

Our policy is consistent with current good practice in this area and meets statutory requirements. All staff undergo Safeguarding Training. Disclosure and Barring Service (DBS) checks are carried out on all centre staff.

## Supervision When Not On Activities

The responsibility of supervision falls to the Group Leaders outside activities. During normal office hours staff are available at reception. Outside office hours the Duty Manager is contactable on an emergency telephone.

## Risk Assessments

Inspected as part of our Adventure Activities License and the Learning Outside the Classroom Quality Badge. Hambleton District Council carry out an annual hygiene inspection.

## Insurance

Insurance Company: Royal Sun Alliance  
Policy No: RTT277835  
Dates of Cover: 30.03.17 – 30.03.18 and any subsequent period for which renewal of this insurance is agreed.

**Amount of cover: Employers liability £10,000,000 Public Liability £5,000,000**

## Fire Protection

The Centre is visited on a regular basis by a Fire Safety Officer. The Centre has an up to date Fire Risk Assessment dated Feb 2017. Fire drills are carried out every six months. Group leaders are informed of the fire procedures upon arrival.

## Transport

If transport is provided as part of your visit, it is hired from local suppliers who adhere to all current legislation regarding vehicle safety and maintenance. All centre staff drivers hold the relevant minibus driving qualification.

## Equipment

All specialist equipment is provided by the Centre and will be fit for purpose. It is inspected as part of our annual Adventurous Activities License Authority inspection.