



THE LAKE DISTRICT CALVERT TRUST RISK MANAGEMENT SUMMARY

The Lake District Calvert Trust recognises the need for visiting groups to assure themselves as to the quality and safety of any outdoor activity provision. The purpose of this document is to help organisers by providing the information usually required.

ADVENTURE ACTIVITIES LICENCE

We believe that the safety of outdoor activities is best assessed by the experience and expertise of the Adventure Activities Licensing Authority (AALA). The Calvert Trust holds a licence issued by AALS for the safe conduct of activities it delivers, as required by law. AALA is an independent organisation who inspect on behalf of the Health and Safety Executive. Their remit includes Climbing, Caving, Watersports and Trekking (be it on foot, cycle or horseback.) The inspection process covers the safety management of activities, which includes risk assessments, staff qualifications and the maintenance of equipment associated with the activities. The inspectors are experts in the field of Outdoor Activity delivery and the inspection is rigorous. The Calvert Trust undertakes to perform to the requirements and guidance of the Licensing Service and its inspectors and is subject to spot inspections.

Calvert Trust holds an AALA licence, Licence Number L144736, Reference Number RO517
https://aala.hse.gov.uk/aala/provider_detail.php?ref_no=R0517

The specified activities on this licence are: Kayaking, Open Canoeing, Sailing, Improvised Rafting, Rock-Climbing, Abseiling, Gorge Scrambling, Hill Walking and Mountaineering, Off Road Cycling, Orienteering, Pony Trekking and Mine Exploration. However, AALA can (and do) include in their inspection non-licensable activities and unrelated activities, to establish whether a “culture of safety” exists within the organisation.

ACCREDITATION BY OTHER ORGANISATIONS

In addition to the AALA licence the Calvert Trust is approved, and where relevant inspected, by the following National Governing Bodies for safety and quality of provision of specific activities:

Institute of Outdoor Learning	Accredited Training Provider
Royal Yachting Association	Training Centre For dinghies, keelboats, powerboats.
British Horse Society	Approved Riding Establishment
Riding for Disabled Association	Horse Riding and Carriage Driving

RISK ASSESSMENTS

The Trust has a Health and Safety policy and Standard Operating Procedures that contain inherent generic risk assessments. Daily risk assessments are carried out at the morning planning meeting which take into account the forecast weather, staff qualifications, equipment availability, group abilities and the planned activity. Visiting staff are encouraged to attend and contribute to these meetings. Dynamic risk assessments are carried out by activity delivery staff during the activity to take into account local conditions and other continually changing factors.

Risk assessments and risk management are a major part of the AALA inspection. The Trust’s Risk Assessments and Operating Procedures are a substantial document. Copies are available for inspection on-site and samples can be provided on request to confirm we operate a suitable risk management process. A full copy can be provided at a cost of £25 to cover administration costs.

STAFF COMPETENCE

All staff leading activities will hold the relevant National Governing Body qualification or have been assessed as competent by an appropriately experienced and qualified person as required by the Licensing Service.

TRANSFER OF RESPONSIBILITIES

The Trust's staff will be responsible for the safety and management of participants on all Trust led activities. It is essential that visiting staff provide advice regarding individuals and offer appropriate support to enable the activities staff to properly perform their duties. Visiting staff remain *in loco parentis* at all times for participants under 18. As a general principal, group leaders are responsible for the pastoral care of all members of their group. If a participant is withdrawn from the "led" activity for any reason, then the responsibility for those withdrawn will revert to the visiting staff. If at any time the visiting staff are unhappy about the activity it is essential that they make their concerns known to the Trust's staff at the earliest opportunity. Visiting staff, carers or family members may request that any activity does not continue on the grounds of physical or psychological harm, or that the activity is not commensurate with their planned outcomes. In this case the Trust's staff will stop the activity as soon as it is safe to do so and discuss alternative plans. At all times the safety of all participants, both physical and psychological will be the priority of the Trust's staff.

SUPERVISION WHEN NOT ON ACTIVITIES

Visiting staff are responsible for the supervision of their groups when not in a structured session led by Trust staff. The Trust has a duty member of staff on site at all times for assistance or in the event of an emergency. The Duty Staff is a qualified first aider. Rules regarding conduct of visitors whilst at the Centre will be discussed on arrival.

SAFEGUARDING

Disclosure and Barring Service (DBS) checks are carried out on all Trust staff and volunteers. Staff are trained in safeguarding, and our safeguarding policy is regularly reviewed. Safeguarding of participants remains a priority for all of the Trust's staff. Any safeguarding concerns of our staff will be reported and managed as per the Trust's safeguarding policy. Any reports received from participants or visitors will be managed as per the Trust's safeguarding policy.

SECURITY ARRANGEMENTS

All external doors can be locked to prevent entry by an intruder. External doors to bedroom areas can be alarmed to warn visiting staff of egress by residents. Bedroom doors can be locked and this can be overridden by pass keys which can be provided to visiting staff. Bedroom windows have limiters to prevent access.

FIRE PROTECTION

Our fire risk assessment is reviewed annually and has been developed using an external competent consultant. The centre operates a maintained and externally monitored class L1 fire detection system. The centre is constructed to ensure a minimum of a 30-minute fire separation between rooms / zones and all staff are trained in fire evacuation procedures. A member of staff is on duty overnight to respond in the event of an alarm.

TRANSPORT

The Trust minibuses and vehicles are operated under PSV Section 19 Permits. The inspection and maintenance routines meet the standards for these type of vehicle. All drivers hold a PCV licence or D1 Entitlement and have been externally examined for driving minibuses.

INSURANCE

The Lake District Calvert Trust holds Public Liability insurance, as required by law. It has a limit of £10million indemnity for any one incident. Please note that Public Liability does not include Personal Accident Cover or Cancellation Insurance. Public Liability requires negligence on our behalf before any payment is made. If Personal Accident cover or Cancellation Insurance is required, this can be obtained through holiday / travel insurance policies.

Sean Day

Chief Executive

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Next Review Due Feb-26