



RISK MANAGEMENT SUMMARY

Owner: Steve Turner. **Date for Review:** Feb 2023

File Path: [https://mountcookactivity.sharepoint.com/sites/Operations/Documents/Mount Cook Policies/Checked by Steve Feb 22/MC - Risk Management Summary - Feb 22.docx](https://mountcookactivity.sharepoint.com/sites/Operations/Documents/Mount%20Cook%20Policies/Checked%20by%20Steve%20Feb%2022/MC%20-%20Risk%20Management%20Summary%20-%20Feb%2022.docx)

RISK MANAGEMENT SUMMARY

The purpose of our Risk Management Summary is to reassure all who visit Mount Cook Adventure Centre, for whatever purpose, that our risk analysis and management schemes are adequately robust.

Many control measures have been put in place to protect and ensure an enjoyable but safe visit. It is important to consider that the purpose and objective of an outdoor education centre is to help participants experience a sense of adventure, controlled risks and develop a sense of personal responsibility with the hope that this will help them learn and grow as an individual.

Whilst parental responsibility is represented by the teacher or group leader and the safety and skills are the centre instructor's responsibility, group members are allowed a certain amount of freedom during their stay. Groups are not directly supervised during these times but are expected to obey the rules of the centre and to behave responsibly at all times.

We emphasise that group leaders are encouraged to carry out their own due diligence if they decide to bring a group to Mount Cook. To assist with this, we provide free pre-arrival planning visits to our centre, which can be organised with our booking coordinators at least 1 month prior to arrival.

Centre Details

Address: Mount Cook Adventure Centre, Porter Lane, Middleton-by-Wirksworth, Matlock, Derbyshire DE4 4LS

Tel: 01629 823 702

Email: explore@mountcook.uk

Website: www.mountcook.uk

Company registration number: 08906431. Registered address: 57 Ashbourne Road, Derby, DE22 3FS.
VAT registration number: 241628125

Adventure Activities Licence Details

All of Mount Cook's licenced activities are delivered by our activity partner Acclimatize. More information on Acclimatize's license can be found on their website: www.acclimatize.co.uk/safety-quality/

Reference number: R1224

Licence number: L58043

Expiry date: 08 July 2023

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Accreditations from Other Organisations



AHOEC Gold Standard Centre

We will be re-inspected in Nov 2023



LOtC Quality Badge (Learning Outside the Classroom)

Certificate number: R2QB103883

Expiry date: 31st December 2022



Adventure Mark

Certificate number: AAA101482

Expiry date: 31st December 2022

Accreditation certificates can be provided upon request.

Enforcing Authority for Health and Safety issues

Derbyshire Dales District Council Environmental Health department can provide further advice and guidance on policies and procedures:

<http://www.derbyshiredales.gov.uk/services-business/health-a-safety>

Staff Competence and Qualifications

Staff are recruited with a suitable level of competency whatever their role, which includes the right mixture of qualifications and experience. On-going staff training is an essential part of our operation. Activity 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 LOtC requirements. Copies and training records will be available for inspection on site.

Safeguarding: The protection of children, young people and adults at risk

Our policy is consistent with current good practice and meets current statutory requirements. Our Safeguarding Statement and Policy is available on request. Disclosure and Barring Service (DBS) checks are carried out on all Centre staff.

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Supervision

Overall supervision of a group is the responsibility of group leaders whilst on site. We request a ratio of 1 group leader to 12 participants. Mount Cook staff are on call at night for emergencies. Reception is open during the day for any enquiries or assistance. During activity sessions, Mount Cook staff ensure participant safety during instruction. We require that 1 group leader is present for pastoral / behavioural supervision of group participating in an activity unless prior agreement has been arranged with Mount Cook staff.

Risk Assessments

All our activities are individually risk assessed and assessments for outdoor learning activities are available at: www.mountcook.uk/risk-assessments/

In addition, our operating procedures with the risk assessment are reviewed annually or sooner if changes occur. We are independently reviewed and inspected according to BAPA regulations and LOTC Quality Marks. These reports are available on request.

Health and Safety Policy Statement

Our statement of general policy is to:

- Provide information, instruction, training and supervision to enable all employees to contribute positively to their own Health and Safety and to all persons visiting the Company premises
- Ensure, through a systematic risk assessment programme, that the risks associated with the Company's activities are identified, eliminated, reduced or adequately controlled, in line with health and safety legislation
- Provide overnight accommodation in temporary or permanent structures that meet all relevant legislation
- Provide adventurous activities appropriate to the age of the customer using equipment that has been made or certified and checked for integrity before each use
- Provide meals either on or off site, that meet all relevant storage and production regulations and standards
- Provide staff and customer welfare facilities as far as reasonably practicable.
- Provide adequate finance and resources to successfully achieve our aims.
- Recognise that an effective Health and Safety culture will benefit the Company in reducing financial and resource loss
- Require that any Contractor working on the Company's premises, either delivering activities or carrying out other work on the premises applies Health and Safety standards consistent with our own
- The Health and Safety Committee, chaired by the Director, will meet regularly to record any incidents or improvements required. The committee will review on an

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annual basis the effectiveness of this policy by measuring performance against standards set in legislation and Company policies, auditing and reviewing performance and amending arrangements considering the results.

Insurance

Company: Clear Insurance Management Ltd trading as John Ansell & Partners and BAHIS

Policy number: ACT00382

Renewal date: 30 December 2022

Amount of cover:

Employers liability £10 million

Public liability £5 million

Products liability £5 million

We recommend visitors have personal accident/ possessions/ cancellation insurance.

Fire Protection

We adhere to Fire Precautions (Workplace) Regulations 1999 and the Fire Safety Reform Order (2006), whereby we assess our entire site for fire risks. We have regular visits and discussions as appropriate by Derbyshire Fire and Rescue Service and our local Wirksworth Fire Station staff annually visit. We act on their recommendations.

Fire drills are carried out for groups with under 16s and groups are given a welcome safety talk and pre-arrival Group Leader Pack. All our accommodation is annually inspected and serviced by our contractors, Derbyshire Fire and Rescue.

Transport

On occasion, we provide transport for groups to and from our Centre. Our vehicle is insured, regularly inspected and holds valid documentation.

Equipment

All site equipment will be fit for purpose and inspected by competent staff and by external bodies if relevant. Records of equipment checks will be available for inspection on site.

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Security Arrangements


A First Aid trained member of staff is available 24 hours a day during your stay at Mount Cook. We also provide welcome talks and a pre-arrival group leader information packs which include emergency contact details. All bedrooms are locked using a special access key card and luggage can be securely stored in lockers if you bring a padlock. Regular staff training on all aspects of Health & Safety, and child protection and safeguarding is provided. We also regularly liaise with the emergency services.

GDPR Statement

Mount Cook has measures in place to protect any personal data held by us. Personal data collected from you, including information relating to participants within a group, will only be used by Mount Cook and any relevant external delivery partners to fulfil our obligations for your booking including the administration of it, and in the arrangement of provision of the activities and in compliance with our obligations in relation to Health and Safety and other regulatory obligations. All personal data is processed in accordance with data protection legislation.

Declaration

I declare that the information above is accurate on the date this document was created. If you wish for further clarification, please contact the Mount Cook office: 01629 823 702.



Steve Turner

Chief Executive Officer

Mount Cook Adventure Centre

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