

## RISK MANAGEMENT SUMMARY

Reach Outdoors Ltd recognises the need for visiting groups to assure themselves that the quality and safety of our outdoor activity provision, our risk analysis and management systems; are adequately robust. The purpose of this document is to help group organisers by providing the information usually requested.

### Adventure Activities License

At Reach Outdoors, we believe that the safety of outdoor activities is best assessed by the experience and expertise of the Adventure Activities Licensing Authority (AALA). Reach Outdoors is inspected every 24 months and holds a licence issued by AALA for the safe conduct of activities it delivers, as required by law. AALA is part of the Health and Safety Executive (HSE). 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 inspections are rigorous. Reach Outdoors undertakes to perform to the requirements and guidance of the Licensing Authority and its inspectors and is also subject to spot inspections. <https://www.hse.gov.uk/aala/>

### Reach Outdoors Ltd holds: Licence Number 10506 Reference Number R2058

The specified activities on this licence are:

- Kayaking
- Caving
- Open Canoeing
- Gorge Scrambling
- Improvised Rafting
- Coasteering
- Hill Walking & Mountaineering
- Off-Road Cycling
- Abseiling
- Rock Climbing

In addition, 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.

### Additional Quality Assurance Schemes associated with the provision of adventurous outdoor activities.

Additionally, Reach Outdoors has been approved to deliver training and accredited courses by the following organisations and are members and affiliates of the following bodies.

- Duke of Edinburghs award (approved provider)
- Institute of Outdoor Learning (member)
- Paddle UK Awarding Centre and BCAB course provider
- National Coasteering Charter (member)
- Geopark Coastwise Scheme (member)

Reach Outdoors is an approved provider of Duke of Edinburgh award expeditions in both hillwalking and kayaking. This means that in addition to the mandatory AALA inspection, has also been inspected in the following areas of our provision.

- Customer care
- Safety management, policy, organisation and planning
- Child protection
- Environmental sustainability
- Quality assurance of teaching and Coaching, measuring and reviewing performance
- General conditions
- Emergency procedures

## **STAFF COMPETENCE**

All staff leading our 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. Copies of certificates are available for inspection at the Reach Outdoors office.

## **RISK ASSESSMENTS, GENERIC & SITE SPECIFIC**

Reach Outdoors has a Health and Safety policy and a Codes of Practice which include generic risk assessments supported by site specific risk assessments. These are held at the Reach Outdoors office and are available for inspection at any time. These are updated regularly and reviewed annually. In addition, the daily risks are assessed at a morning meeting to take into account the forecast weather, staff qualifications and equipment availability. Dynamic risk assessments are carried out by activity delivery staff before and during the activity to take into account local conditions and other continually changing factors. All of our delivery staff are not only experienced in the activities that they provide but our induction programme ensures that they know the activity venue and its specific environmental conditions well.

## **TRANSFER OF RESPONSIBILITIES**

The visiting group leader has overall responsibility for their group at all times. The Operations Manager has responsibility for the programme, equipment and facilities and for operating activities to legal requirements. Reach Outdoors staff will be responsible for the safety and management of participants on all activities provided. It is essential that visiting staff provide information regarding individuals and offer appropriate support to enable Reach Outdoors Staff to properly perform their duties. Visiting staff retain a duty of care at all times for participants under 18. 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, visiting staff are unhappy about an activity it is essential that they make their concerns known to Reach Outdoors staff at the earliest opportunity. Visiting staff may insist 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.

## **CHILD PROTECTION**

Enhanced 'Disclosure & Barring Scheme' (DBS formally CRB) checks are carried out on all Reach Outdoors staff and our robust child protection policy is in line with statutory guidelines

## **INSURANCE**

Reach Outdoors Ltd holds Public Liability insurance (policy number B601627538G16) with the Adventure Industries Mutual), as required by law. It has a limit of £10 million indemnity for any one incident. We strongly recommend participants make their own provision for personal accident; travel and cancellation cover should they consider it appropriate.

## **STANDARD OPERATING PROCEDURES (SOPS) & TECHNICAL ADVICE**

Reach Outdoors has robust and comprehensive operating procedures that have been produced based on national governing guidelines, experience and technical advice. We seek advice from Mark Agnew for Rock Climbing, Hill Walking, Coasteering and Gorge Scrambling <http://www.mwe-adventures.co.uk> Andy Sparrow of Cave Climb is our advisor for Caving activities. <http://www.caveclimb.com/aboutus.html> Richard Uren of Paddlecrest Coaching is our TA for kayaking and canoeing [\(20+\) Facebook](#) Our SOPS are reviewed and updated regularly based on industry developments, recording of accidents and implementation of best practice.

## **ACKNOWLEDGEMENT OF RISK**

We will take all reasonable steps to ensure the health & safety of your group whilst on activities with Reach Outdoors is safeguarded. However, you should be aware that certain inherent risks remain, which are integral to the activity and which cannot be eliminated completely. The risk of serious injury is extremely remote but some activities may result in minor injuries; e.g. grazes, sprains and bruises. The level of risk in participation in our activities is no greater than that associated with, for example, normal play activity. This is not a 'disclaimer' but serves to inform group leaders about what participants may experience.

Thank you for your consideration of Reach Outdoors as your activity provider. I hope that you find this information is useful.

Ashley Hone  
Operations Director