

## Safety Information for Frank Chapman Outdoor Centre for schools/groups to prepare for a visit and risk assessment

### Introduction

The following information has been developed by Frank Chapman Outdoor Centre and is supplied in order that schools can be provided with relevant and appropriate information for their visit in accordance with the OEAP National Guidance.

<http://oeapng.info/>

This visit information is required by individual schools and groups to assist the completion of their own risk assessments prior to undertaking a visit. It also enables the school to adopt necessary control measures in managing health and safety risks relating to pupils and staff while they are at the Outdoor Centre.

We hope that you will benefit from the information provided as follows:

- Fewer safety enquiries from individual schools
- Less resource requirements for the provision of relevant and appropriate safety information
- Knowledge and reassurance that relevant and appropriate information in relation to health and safety hazards and risks are being communicated effectively
- Assist in the reduction of unnecessary paperwork in the planning and permission needed to execute a visit from a school or youth group.

If you require any further information then please do not hesitate to contact the Centre.

Our full documentation is readily available **only** at the centre and visitors are welcome to inspect it at any time but due to the size and waste involved in the production of copies it will not be copied or sent off site electronically as it is out of date once issued. Many of these documents are what is called 'living' and will be continually under review and dynamic.

<b>Safety Statement</b>	<p>Frank Chapman Outdoor Centre fully accepts its responsibility under Health and Safety Legislation. A Health and Safety Policy is in place together with written risk assessments undertaken in respect of our legal duties relating to persons other than employees (i.e. visitors) coming to either centre and using our facilities.</p> <p>Please be assured that your safety and health whilst at either centre is of our utmost concern. We have worked closely with the owners (Sandwell Metropolitan Borough Council) and Health and Safety Executive (AALA) regarding health and safety matters and want to ensure that your visit is a fun, enjoyable and learning experience.</p> <p>We operate a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for the safety and welfare of visitors / participants are qualified to undertake the duties they are assigned.</p> <p>Schools are informed of the following details that will aid the undertaking of your own school 'educational visit' risk assessment for the purposes of your visit.</p>
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<b>Background</b>	
Experience	Frank Chapman Outdoor Centre has been operating as an Outdoor Centre since 1928.
Venue Details	Frank Chapman OEC is run by Sandwell Metropolitan Borough Councils Residential Education service (SRES) and offers clients the opportunity of experiencing outdoor educational activities on residential courses as well as individual skills courses.
Visitor No.	In excess of 2500 per year
Suitability	Both venues are suitable for pupils from early years upwards and courses can be tailored to suit the objectives of the clients and schools. The centre offers programmes of adventure, curriculum based study and environmental awareness.
Contact Information	<p>We look forward to welcoming you, however, if you wish to discuss aspects of your visit or would like to arrange a pre visit please do not hesitate to contact:-</p> <p>Debbie Heritage, Business Manager –or- Catherine McCamphill, Operational Manager on 01299 403292</p> <p>This telephone number is also the emergency contact number for schools and parents if they should require emergency contact.</p> <p>If after your visit you have any concerns or experienced any problems regarding the management of the centre or safety and health of members of your party, we would welcome the opportunity to discuss these with you.</p> <p>A list of schools that have visited the venue is available upon request.</p> <p>We would request that the group leader reports to the main office on arrival.</p>

<b>General Information</b>	
Communication Systems	Mobile phone reception is poor on most networks. The centre has Wi-Fi and phones available to visitors.
Criminal History / Civil Actions	All centre staff have been subject to full criminal record disclosures.
Equipment	All equipment is regularly checked to ensure it remains 'fit for purpose' and results of inspections are recorded in an equipment log.
Emergency Evacuation	<p>Emergency evacuation procedures are in place. All centre staff are familiar with and regularly practice these.</p> <p>On hearing the alarm, which is a continuous ringing bell, all visitors must make their way to the dedicated Assembly Points</p> <p>Frank Chapman - Car Park or Callow Cottage front garden</p>
Facilities for visitors with Special Needs	<p>The centre tries to accommodate the requirements of visitors with special needs. Schools and party leaders must ensure that suitable arrangements are in place in order that appropriate supervision and assistance is available to special needs pupils.</p> <p>Please contact us for help/ information in creating specific risk assessments for special needs pupils.</p>
First Aid	<p>The main first aid point is located in the kitchenette/staff room in the main building but other kits are mobile or situated and signed around site.</p> <p>All operational staff are first aid qualified and hold current first aid certificates. A "duty instructor" is on call either onsite or locally based for staffed/catered residential courses.</p> <p>On activities off-site instructors will be carrying a basic first aid kit.</p>
Centre Briefing	<p>Soon after arrival all school groups will be given a detailed "centre briefing" covering fire, rules, emergency procedures and a wide variety of useful information to enable the visit to be safe, enjoyable and fun.</p> <p>Any detailed medical or dietary needs will be discussed with the group leaders and appropriate provision made.</p>
Insurance (Public Liability)	<p>We have a public liability insurance of £5,000,000 and employer's liability of £5,000,000.</p> <p>A copy of our insurance certificate can be provided on request.</p>
Group Control	<p>On activities an instructor will be responsible for the technical instruction of the activity. A responsible adult group leader/teacher will pastorally supervise all groups and group discipline will be the responsibility of that leader – who remains in loco parentis throughout the stay.</p> <p>Clear handovers at starts and ends of sessions will be done by the staff to ensure everyone is clear where responsibility lies.</p> <p>At other times there will be a "duty instructor" on site acting as first aid as well as being on call overnight for any emergency etc.</p> <p>At times group members will have "free time" enabling them to explore the grounds and play. However, the centre briefing given on arrival at the centre will lay down the boundaries, rules and regulations.</p>

	<p>As part of the outdoor experience, some activities will involve young people "exploring" the countryside, e.g. forest orienteering where they will not be directly supervised by an adult. However, great care is taken in choosing the correct venue for remote supervision and a detailed activity briefing will be given to all participants. Participants will not be sent out alone - they will always be in a group, with the strict instructions not to separate from the group.</p>
Maximum Party Sizes	<p>The main centre caters for up to 66 group members in total and has multiple toilet, changing and disabled facilities.  The Orchard Pods - 44 beds  Callow Cottage - 10 Beds  Coopers Mill has 36 places with 11 internal beds and the rest camping  The camp field has a limit of 100 residents.</p>
Medical Needs	<p>The centre should be contacted by the school or party leader if any pupil is known to have any specific or serious medical condition / need. We also ask that Behavioural / Dietary / Learning information is passed to us two weeks in advance to ensure the safety of all participants. Parents are reminded to ensure the party leaders/school have the most up to date information.</p> <p>We will, where it is safe to do so, aim to fully include pupils with specific or serious medical conditions within activities offered this may require extra pastoral staff supplied by the group leaders.</p>
Harmful / Poisonous Plants / Fungi	<p>At certain times of the year some poisonous leaves and berries may be prevalent on trees and shrubs within the grounds, and in areas visited. Group leaders should advise all children that berries should not be picked or eaten unless directed by an instructor</p> <p>Certain fungi (<i>mushrooms &amp; toadstools</i>) are also known to grow periodically. Group leaders should advise all children that fungi should not be picked or eaten unless directed by an instructor</p> <p>Some activities will include foraging for wild food under the supervision of a competent person.</p>
Required Visitor Conduct	<p>Visitors must</p> <ul style="list-style-type: none"> <li>• abide by the rules and regulations given at the centre briefing and on notice boards</li> <li>• follow the rules, regulations and safety guidelines given by instructors on activities</li> <li>• follow instructions given by teachers/group leaders/instructors</li> </ul>
Bedrooms	<p>A bedroom plan will be confirmed by the group leader for allocation of beds for the group prior to arrival. This forms part of the centres fire and emergency plan – changes must be notified to the centre immediately.</p>
Site Inspections of Centre Facilities / Areas	<p>Centre staff conduct regular inspections of the facilities and an internal reporting mechanism is in place for any safety hazards. Please help us by pointing out any faults so we can rectify them.</p>
Site Staff Identification	<p>All instructors will be introduced to the group at the earliest opportunity and whilst the "duty instructor" is in charge of the daily routine, any instructor can be approached at any time for assistance.</p>
Vehicle Traffic	<p>A site speed restriction, with appropriate signage of 5 m.p.h. is in place. Limited car parking is available. Space is available for parking of coaches but this is loading and unloading only.</p>
Weather	<p>The member of the instruction staff will have prepared a weather report</p>

Protection / Sun Safety	<p>for the day and suitable clothing will be provided when necessary to protect youngsters from inclement weather.</p> <p>Generally waterproof jackets and trousers, wellies can be issued from centre kit stores if participants don't bring their own or if it is felt they would be better protected by centre clothing.</p> <p>Sun protection is principally down to the group leader though guidance will be given by centre staff on methods of protection from the sun.</p>
Welfare Facilities	<p>Toilets and showers are available for use by the groups at the centre. There is limited access to toilet and hand washing facilities in some areas of operation such as river trips, offsite walks or at the bottom of the 90 acre site.</p> <p>The kitchen caters for a wide range of religious and dietary intolerances if informed in advance but does not provide a menu choice.</p>

<b>Areas of Higher Risk</b>	
Adventure Activities	<p>We are inspected by the following industry quality badge providers.</p> <p>Learning outside the Classroom Quality Badge  Association of Heads of Outdoor Education Centre's Gold Standard  AAIAC Adventure Mark</p> <p>All of the activities offered are subject to specific risk assessment based upon current legislation, best practice, guidance and information.</p> <p>All activity leaders possess the necessary competence, qualifications (where applicable) and experience required for the discharge of their responsibility.</p> <p>Decisions regarding the undertaking of activities are made at the time taking into account a number of factors including forecast weather conditions.</p> <p>If a certain activity is postponed we will where possible arrange for an alternative activity to be undertaken, subject to the safety of the group.</p>
Contact with animals	<p>Petting and feeding of any animals is forbidden unless directed and supervised by an instructor. Contact should be followed by strict hand washing before eating or placing of hands in mouths.</p> <p>Handwashing facilities, soap and paper towels/hand driers are provided for hygiene precautions at the centres. Instructor have access to limited hygiene facilities whilst in the forest or off site.</p>

Residential Accommodation	<p>A fire risk assessment is in place and is regularly updated.</p> <p>Regular evacuation drills are practised and fire exits, fire extinguishers and automatic smoke detection systems are regularly inspected. Evacuation procedures are displayed throughout all buildings. The fire drill procedure is explained in detail to groups upon arrival at the centre.</p> <p>Glazing within the main centre accommodation is of a safety, toughened or laminated standard.</p> <p>All accommodation blocks can be locked by group leaders during the day when nobody is on the site.</p>
	<p>There is provision for safe storage of luggage, clothes, rucksacks and other outdoor equipment.</p> <p>There is adequate heating and provision for drying clothing.</p> <p>There is no provision for the keeping of valuables. All visitors are responsible for their own equipment and valuables.</p> <p>Within the accommodation areas there are toilet blocks, each with hot and cold water supply and each with WCs. These are located in close proximity to sleeping areas.</p>
Own Clothing	<p>A kit list of recommended clothing to bring for the outdoor activity course is issued to the school in advance.</p> <p>Long trousers and arms are recommended even in summer as both sun and protection from scrub plants</p>
Water Based Activities	<p>River studies or walks walking are all wet activities.</p>

<b>Other Relevant Information</b> (including items not covered above (including general hazards) or where details of any of the above specifications cannot be met)	
<p>Many control measures have been put in place to protect and ensure an enjoyable but safe visit, it must be borne in mind that the purposes and objectives of an outdoor education centre is to help participants experience a sense of adventure, perceived risk and develop a sense of personal responsibility with the hope that this will help them learn and grow as an individual.</p> <p>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 course. During this time they are not directly supervised but are expected to obey the rules of the centre and to behave responsibly at all times.</p>	
<b>Signed</b>	<i>DHeritage</i>
<b>Date</b>	01/05/2018
<b>Name (In capitals)</b>	DEBBIE HERITAGE
<b>Position in Organisation</b>	BUSINESS MANAGER –

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