

**Maximum Adventure Sports UK Limited  
(MASUK Ltd)  
Risk Management Policy**



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# Maximum Adventure Sports UK Limited

## Risk Management Policy

### Distribution

- The MASUK Ltd Board of Directors
- Members of the Outdoor Learning Safety Committee
- All MASUK Ltd staff involved in the provision of Outdoor Learning
- All associate staff involved in the provision of Outdoor Learning
- A copy will be made available on the request of any parent or guardian
- With the approval of the Managing Director a copy may be made available to any other interested party

### Introduction

This Policy provides an overview of MASUK Ltd's approach to safety and risk in Outdoor Learning. Detailed information on particular aspects can be found in the indicated supporting documents.

Outdoor Learning is one of the specialism's of MASUK Ltd and is delivered by and through the Outdoor Education Centre's in partnership with MASUK Ltd.

Outdoor Learning is an experiential, practical and vocational approach to learning and includes all learning that takes place outside the classroom, including field studies, residential experiences, outdoor pursuits, educational visits and development training.

MASUK Ltd's Strategic Vision for Outdoor Learning is:

"To fulfil student potential through challenging outdoor experiences"

Outdoor Learning has the capacity to influence students in an extremely positive manner. A degree of risk is a feature of almost all outdoor activities and the way in which this risk is controlled and managed must be central to the provision of these activities at MASUK Ltd.

### Risk Management Goal

MASUK Ltd aims to provide Outdoor Learning of lasting impact at a level of exposure to risk that is at a similar level to that experienced during classroom activities. As in any endeavour, and despite our constant efforts to minimise them, minor injuries can be expected to occur. Our overriding goal is to avoid all significant risk of disabling injury or loss of life.

## **Key Controls**

Significant risks will be avoided or control measures will be applied to reduce residual risks to a tolerable level. The Director of Training will ensure that all those in positions of influence share a common understanding of what should be regarded as tolerable risk.

The most important influences and controls to be applied to the management of risk are:

- An all pervading safety culture
- Effective and inspirational management relating to:
  - Staff selection, training and authorisation
  - Effective risk assessment
  - Monitoring performance and vetting future plans
  - Proper specification and maintenance of facilities and equipment

These will help us to meet the regulatory requirements which apply to our activities.

## **Safety Culture**

We should judge ourselves on what we do rather than merely on what we say.

The Managing Director, and all others working within MASUK Ltd are committed to the Risk Management Goal and to ensure that all Outdoor Learning takes place in a climate where the proper balancing of risk and the opportunities for learning is in prominent view.

## **Management**

Primary operational responsibility for the management of Outdoor Learning lies with the Managing Director. The chain of responsibility passes through the Senior Instructor of MASUK UK Ltd.

Operational responsibility may be delegated to:

- Approved External providers
- Contracted instructors or other leaders
- Authorised students as groups or individuals

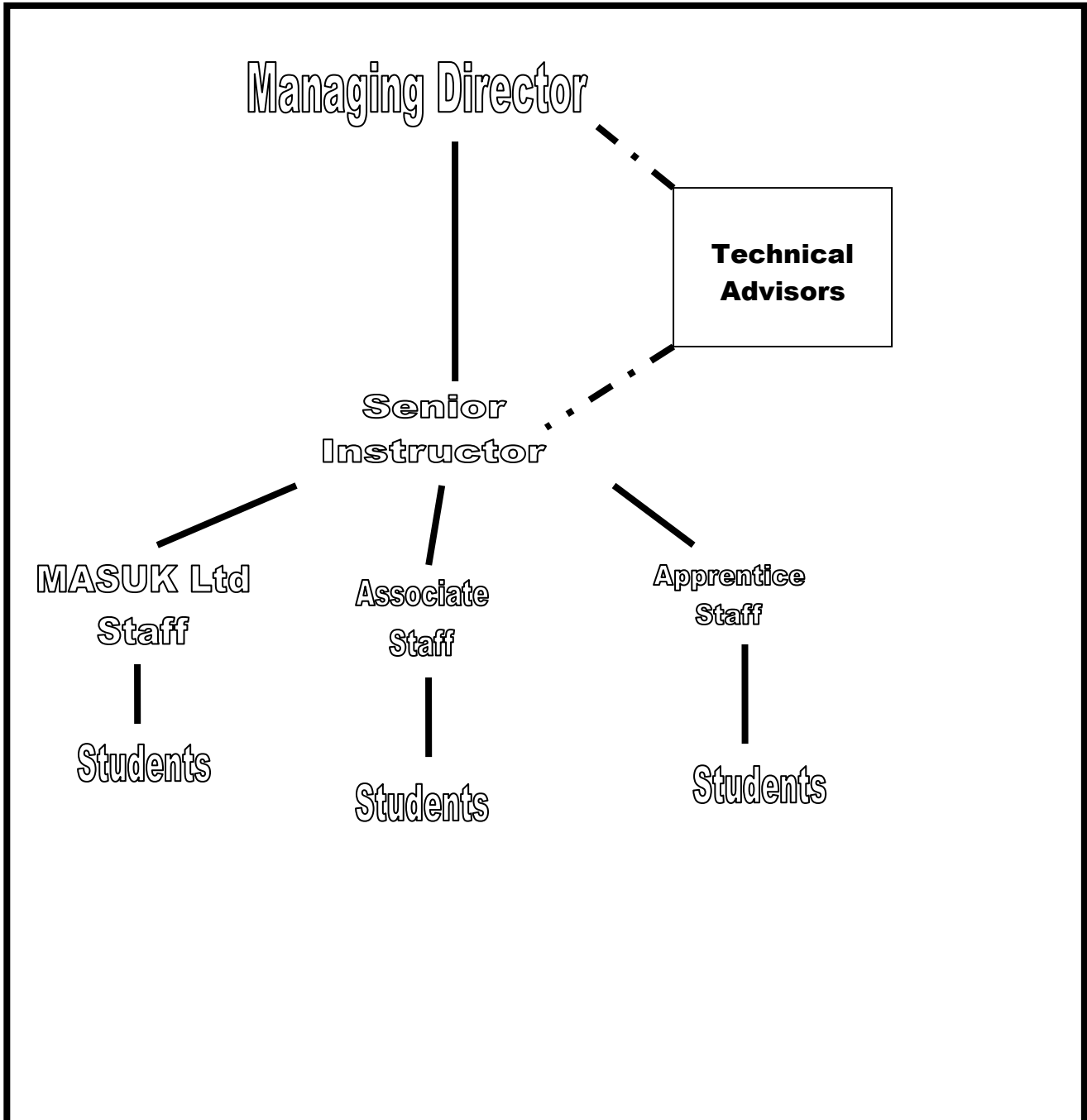
During any activity it should be made clear who is in charge of safety management at the location.

In the absence of the Managing Director the nominated Deputy to that post will take the place of the Director in all managerial and operational matters.

The Managing Director will ensure that those given responsibility are appropriately trained, experienced and, where applicable, qualified. This is of the greatest importance when responsibility is given to students.

The Managing Director has regular contact with the company's technical advisors for all matters relating to safety and the delivery of outdoor learning.

The management structure of Outdoor Learning is summarised thus:



Routine operational procedures are outlined in the appendices and other supporting documents listed below.

## **Regulatory Requirements**

We will comply with the guidance relating to Outdoor Learning given by:

“Health and Safety of Pupils on Educational Visits”

“A Handbook for Group Leaders”

The Managing Director and the Senior Instructor act as Educational Visit Coordinators.

### *Adventure Activities Licensing Regulations*

These regulations only apply directly to part of our provision of Outdoor Learning. We, of course, must comply as necessary but, in any case, aspire to a similar quality and safety of provision for all our activities, not just for those in scope of the Regulations.

Any other relevant guidance as and when it is issued

## **Operational Procedures**

### **Programming**

Outdoor activities, visits and excursions are planned and programmed in advance. The Managing Director ensures that learning goals, staffing and logistical arrangements are appropriate to the intended participant group. Past, current and future activities and the applicable arrangements are logged to enable emergency access to students and staff via senior staff within MASUK Ltd. (Appendix A Example of Course Programme)

### **Overnight excursions**

Overnight excursions require the specific approval of the Managing Director and written consent by parents. (Appendix B – Parental Consent form and procedure)

### **Regular staff meetings**

Regular staff meetings are held to discuss points of information, interest and safety. This is a regular forum for discussing accidents or incidents recorded by the incident reporting system.

## **Daily risk management meeting for adventurous activities**

Where practicable, daily staff meetings are held every day before adventurous activities commence. Weather for the day, venues, transport and last-minute staff matters are discussed at this time and influence the final planning of the itineraries. When such a meeting is not possible (as might be the case on certain extended journeys or when provision is delegated to a third party provider) the Managing Director will ensure that an equivalent process of planning and risk assessment will take place. When staff are operating away from the head office daily contact with the Managing Director shall take place.

The daily plan for each course and any subsequent changes are recorded on the course programme.

## **Student Briefing**

Before commencing any activity students are given a briefing about safety, security and activity disciplines, including elements of risk assessment and management. They are asked to inform staff about any relevant medical issues that have emerged since submission of their medical information. When operating at external facilities the procedure in the event of a fire alarm is described at this time. (Appendix C Student Briefing)

In addition students are briefed by their individual instructors when participating in a particular activity session. It is the individual teacher or instructor's responsibility to ensure the safety of their students in the field.

## **Activity Guidelines**

There are written guidelines for safe practice in activities. These are regularly updated (fully reviewed annually) and staff are required to stay abreast of their development and take heed of their content. For activities not specifically covered by guidelines, staff are required to review their intentions or plans with the Managing Director. When responding to situations not specifically covered by guidelines staff will use 'accepted' practice where such practice exists.

MASUK Ltd staff undergo specific induction, are specifically authorised and are trained (and required) to assess risks and to apply acceptable precautions.

## **Equipment and clothing**

Equipment and clothing will be provided for the use of staff and students during activities. It is maintained, inspected regularly and kept in secure and suitable conditions. Specialist equipment in use during activities is the responsibility of the staff member in charge. Equipment and clothing which students provide for their personal use is inspected for suitability by staff.

## **Illnesses, allergies and other medical conditions**

Relevant information held by the MASUK Ltd head office is passed on to individual instructors before any activity takes place.

## **Vehicles**

It is recognised that vehicle accidents represent the greatest potential hazard faced by staff and students. It is the duty of all staff to minimise the risk of accident. Maximum Adventure Sports UK Ltd guidance, including authorisation and the avoidance of driver fatigue, is followed.

### **Serious Accident procedure**

In the rare event of a serious accident the procedure to be followed is outlined. A 24 hour dedicated telephone is monitored at Maximum Adventure Sports UK Ltd.

The responsible member of staff at the site of an emergency should not hesitate to make direct contact with the emergency services, such as Mountain Rescue or Coastguard, if in their view this is the correct and timely action. (Appendix D - Emergency Accident Procedure)

### **First Aid**

All staff in charge of activities visits and excursions are qualified first aiders and they have knowledge appropriate to their operating environment. First Aid kits are to be made available for staff and students operating independently and these must be carried at all times. There is always a qualified first aider on site at Maximum Adventure Sport UK Ltd during normal working hours.

### **Incidents**

An incident report will be filled in when:

- a student or instructor withdraws from an activity for a physical reason
- significant first aid is administered
- a near miss is recorded
- behavioural issues (including bullying) have an impact on safety
- when system defects threatening safety are noted

(Appendix E - Incident Reporting)

### **Staff Authorisation**

Staff are employed and deployed to work on activity courses for which they are appropriately experienced and qualified. The Managing Director gives approval for staff to operate on specific activities or excursions. This requirement applies to all staff including those holding relevant external qualifications.

Maximum Adventure Sports UK Ltd will keep accurate up to date records and copies of all staff outdoor qualifications, CRB reports and driving licences. (Appendix F – Staff Authorisation)

## **Insurance**

Maximum Adventure Sport UK Ltd will have in place appropriate Public and Employers Liability insurance. A copy of the insurance certificate is displayed at Maximum Adventure Sport UK Ltd head office.

## **Child Protection**

Maximum Adventure Sport UK Ltd has a Child Protection Policy. All staff working with students to have a Criminal Records Bureau certificate and satisfactory references. The Managing Director will ensure that an appropriate environment and a suitable level of pastoral care are provided during residential and excursions.

## **Fire procedure and evacuation**

Maximum Adventure Sport UK Ltd will have completed appropriate fire risk assessments. During the initial briefing residential students are informed of the procedures when the fire alarms sound.