



Health and Safety Summary

This document provides a summary of our risk management at SPEC. Its main purpose is to assure our clients that our procedures for assessing and managing risk are thorough, robust and effective.

Safety culture

SPEC seeks to promote a safety culture in all that we do. At the same time we want children and young people to experience and learn from challenge, to enjoy indoor and outdoor activities and to experience creation in the natural environment around them. We believe that it is possible to provide all this experience within a safe environment through keeping up to date with and following current good practice as well as adhering to statutory health and safety requirements.

Centre details

SPEC (consisting of SPEC Centre and The Loft)

Website: www.spec.org.uk

E-mail: spec@rcdow.org.uk

Telephone: 01727 828888

Fax: 01727 822927

'Adventure' activities

None of the activities that take place at SPEC come under the scope of the Adventure Activities Licensing Authority licensing scheme. However, we do aspire to live up to the standards to which the authority inspects, "that the provider has been able to demonstrate compliance with nationally accepted standards of good practice in the delivery of adventure activities to young people."

The training and qualification for the different outdoor activities that take place at SPEC are outlined below.

Archery: archery is led by Grand National Archery Society (GNAS) qualified leaders

Off-road cycling: internal training

Ropes course: internal training

Night walks: internal training

Sometimes we take groups to other offsite centres to undertake adventurous activities. We check that any centre we use to provide licensable activities does have a current AALA license.

Staff competence and qualification

Our programme leaders are either experienced children or youth workers or qualified teachers.

Our volunteers undergo an extensive induction programme which includes training in risk-management and safety and child protection.

Child protection

Our child protection policy is consistent with good practice. Criminal Records Bureau checks are carried out on all staff and volunteers. International volunteers, for whom a CRB check cannot take place until they have been resident for 6 months, are all checked by their national police authorities. All of our volunteers undergo formal child protection training during induction and key staff undergo an advanced training programme, both given by an external provider.

Supervision

Teachers and catechists remain *in loco parentis* throughout their visit. This responsibility cannot be delegate to SPEC staff or volunteers

Daytime: supervision is by SPEC staff and volunteers although school staff and catechists remain *in loco parentis*.

Breaks: school staff and catechists are asked to supervise their young people during break-times.

Overnight: Responsibility for supervising groups rests with school staff and catechists.

Risk assessment

All relevant activities in SPEC Centre and The Loft are risk-assessed following current good-practice. A regular reviewing process and hazard-reporting procedure ensure that the assessments remain up-to-date and that safety procedures remain effective.

Insurance

Our insurance is under the policy of the Diocese of Westminster

Insurance company	Zurich
Policy number	GE 571468
Dates of cover	Annual renewal on 29 September
Employers liability	£20 million
Public liability	£50 million

Fire protection

An annual fire risk assessment is carried out using a professional agent. Training of staff and regular checks of fire alarm systems, fire extinguishes, fire doors and fire escape routes are carried out according to fire risk assessment recommendations.

Accommodation

Our simple rooms are regularly checked for safety of bunk-beds and furnishings and security of window fastenings.

Transport

Transport is occasionally provided and would usually be by mini bus.

Minibus: our minibus is routinely serviced, regularly inspected and driven only by drivers certified under the MiDas, (Minibus Driver Awareness Scheme).

Bus: bus transport is provided through an agency from reputable transport companies.

Equipment

Few of our activities require specialist safety equipment. Helmets are provided for cycling and ropes course activities. These are purchase to appropriate BSA standards and regularly checked for wear and tear or damage. Other equipment used for activities (e.g. archery equipment and bikes) are routinely checked for defects and serviceability.

Security

Access to all buildings is controlled by electronic key pad. In addition The Loft has an door alarm system which can be set to go off when any external door is opened. Programme leaders check the security of buildings at the end of centre-led activities each evening. In addition the duty manager conducts a security check each evening. CCTV cameras cover strategic locations in the grounds of All Saints Pastoral Centre and The Loft.

Emergency procedures

There is always a senior manager on-call 24 hours when the centre is open to deal with any emergency situations. A separate document is available which outlines our emergency procedures.