

Cranedale Educational Charitable Trust Ltd

Provider Statement of Safety and Risk Management

The Cranedale Centre is an Independent Educational Charitable Trust (Reg. Charity No.1087766), providing environmental education courses for all age ranges. It specialises in Geography and Biology fieldstudies for A level/GCSE students and Environmental Studies courses for KS2 pupils.

GDPR

- We are fully compliant with all of the General Data Protection Regulations (GDPR).
- All our staff who require this personal data to fulfil their duties here at the Centre have been trained in our GDPR Policy and are required to adhere to it.
- Where we gather personal information from visitors (including children) we ask for Consent from the visiting school as part of the process. Any individual can request to have their personal data amended or erased in line with GDPR. All of this data is kept securely on our password protected server or where hard copies exist, locked away. We will not transfer any of this information to third parties unless required by law or unless we have received Consent. We also take steps to erase all personal data after set retention times. Please see our GDPR Privacy Policy for further details.

Health and Safety

- The Cranedale Centre complies with relevant health and safety regulations including the Health & Safety at Work Act 1974, and the Management of Health and Safety at Work Regulations 1999. The Centre has a recorded health and safety policy and recorded risk and COSHH assessments for all Centre departments.
- Written Codes of Working Practice and Risk Assessments are in operation for all activities and procedures and, where appropriate, comply with the guidance provided in the DfE Health and Safety on educational visits (November 2018); Health and Safety Executive – School Trips and Outdoor Learning Activities (June 2011) and the National Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom (OEAP 2012).
All policies, general risk assessments and site specific risk assessments are available on request. OEAP Provider Statement Forms can also be completed for the Trip Leader if required.
- Accident & Emergency Procedures are maintained and written records kept.
- The Centre's Catering Department is inspected by the local authority Environmental Health Officer and currently holds a Level 5 Food Hygiene Rating.
- All equipment used in activities is suited to the task, adequately maintained and examined in accordance with current good practice. Where appropriate records are kept of examinations and maintenance checks.
- All operating procedures, policies and risk assessments are regularly reviewed and updated. This has included following the latest Government Guidance on coronavirus (COVID-19).

Insurance

- The Cranedale Centre has Public Liability Insurance of £10 million.

Vehicles

- All vehicles are roadworthy and meet the requirements of the law. The Centre maintains regular recorded vehicle checks.
- All Cranedale drivers of vehicles with 9-16 seats have either pre 1997 licences with a D1 category or post 1997 PCV(D1) licences

Staff

- The Cranedale Centre operates a policy for staff recruitment, training and assessment which ensures that all staff are competent to undertake their duties.
- All Cranedale Centre staff have been vetted under the Disclosure and Barring Service at the enhanced level
- All teaching staff are qualified first aiders.
- There is a clear definition of responsibility between providers and visiting staff regarding supervision and welfare of participants. Study programmes are negotiated in advance with visiting staff, and changes to these programmes are only made in consultation with visiting staff.

Fire

- The Cranedale Centre conforms to the Fire Regulations relevant to the Regulatory Reform (Fire Safety Order), 2005 which came into force in 2006 and the 1982 Education Act relating to residential establishments. The Centre is periodically inspected by the North Yorkshire Fire and Rescue Service. A Work Place Fire Risk Assessment is in force and subject to an annual review.

Accommodation

- The Centre provides 24 hour on call cover from both male and female staff whilst the centre is occupied.
- There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.
- Separate male and female sleeping accommodation is provided in rooms of up to 6. Staff accommodation is close to student accommodation.

Licensing

- The Cranedale Centre does not operate any activities requiring a licence from the Adventure Activities Licensing Authority.

Chris Cassells
Head of Centre