



Burwell House



RISK MANAGEMENT SUMMARY

The following is our risk management summary. The purpose of this summary is to satisfy customers that our risk analysis and management schemes are adequately robust.

CENTRE DETAILS

NAME: Burwell House

WEBSITE: www.burwellhouse.co.uk

TELEPHONE: 01638 741256

EMAIL: burwell.house@cambridgeshire.gov.uk

STAFF COMPETENCE AND QUALIFICATIONS

Staff are recruited ensuring they have the necessary skills, experience and relevant qualifications for their role. New staff undertake an induction process and probationary period with review after 3 months.

RISK ASSESSMENTS / RISK BENEFIT ANALYSIS

Examined as part of our LOfC Inspection. Property and site reviewed annually in line with Cambridgeshire County Council's property service. These are reviewed annually and communicated to the entire staff team. Our health and safety includes specific Health and Safety policies and Risk assessments covering all aspects of school visits and residential trips we provide.

LOfC Quality Badge Certificate Number: 102125

CHILD PROTECTION

Our policy follows Cambridgeshire County Councils good practice in this area and meets current statutory requirements. Disclosure and Barring Service (DBS) checks are carried out on all Burwell staff. All visitors, volunteers and work experience are signed in via reception and issued with lanyards.

SUPERVISION WHEN NOT ON ACTIVITIES

Visiting School staff act in Loco Parentis for the duration of the visit. Although Burwell House has first aiders on the staff; the schools are responsible for any first aid requirements for the children in their

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care. The school is also responsible for providing a first aid kit, and for administering any medication required by the group.

INSURANCE

Burwell house is indemnified by Cambridgeshire County Council public liability insurances in respect of its business activities and any legal liability arising. We recommend schools & groups should arrange their own insurance for personal injury, loss of possessions or cancellations – cover should be effective from the time of booking for cancellation cover to operate.

Policy No	P23CASLFG00049
Insurer	Maven Public Sector
Amount of cover	£35,000,000 any one occurrence and in the aggregate in respect of Products Liability

FIRE PROTECTION

The Centre maintains a comprehensive and regularly reviewed fire risk assessment. All areas of the house are covered by a modern fire alarm system and sprinkler system, and all school visitors complete a fire drill on the first day of their visit.

EQUIPMENT

All specialist equipment including PPE equipment is provided. All equipment will be fit for purpose and is inspected regularly. Equipment is checked prior to use on session and a recorded check on a monthly basis in line with manufacturer guidance. Records of equipment checks will be available for inspection on site.