

**East Renfrewshire Council
Outdoor Education Centre Inspection Checklist**

Centre Name: Lockerbie Manor Adventure Centre

Date: 12th July 2016

Martin McGrath – Health and Safety Advisor

Joanne Keenan – Health and Safety Technician

1. Does the provider fulfil the requirements laid out in the tender document including Insurance Certificate of Liability Cover?

Yes 1st April 2016 to 31st March 2017 – B601627538G15

2. The PROPERTY

- Is the property in a good state of repair? Yes
- Is the design fit for purpose including the location (ER)? Yes
- Is the dormitory accommodation adequate? Yes
- Are there sufficient Showers/Toilets facilities? Yes
- Are there Social areas for pupils to relax? Yes
- Is the Dining Room adequate and is it well presented? Yes
- Are the Drying Room Facilities adequate? Yes
- Are the Changing Areas adequate? Yes
- Do the Classroom Areas meet ER requirements? Yes

3. ACCESSIBILITY

- Are there any issues with traffic etc? No
- Is the building accessible from the road? Yes
- Are there disabled facilities in the property? Yes
- Does the Centre have wheelchair facilities? Yes
- Does the Centre have a Power Wheelchair for use? No

4.	EQUIPMENT CHECK (Clothing)	
	- Is there an adequate range of sizes?	Yes
	- Is it fit for purpose?	Yes
	- Are there maintenance records?	Yes
	EQUIPMENT CHECK (Specialist)	
	Boats – Coded, RYA, SCA inspected?	Yes
	Mountaineering Equipment?	Yes
	Ropes/ Assault Courses evidence of regular maintenance?	Yes
	Artificial Climbing Walls evidence of regular maintenance?	Yes
	Evidence of PPE Records?	Yes
5.	TRANSPORT	
	- Vehicles in good condition/serviced etc?	Yes
	- All Drivers D1 qualified and/or MIDAS?	Yes
	- Maintenance Records	
6.	PROCEDURES AND POLICIES	
	Child Protection Policy	Yes
	Social Media Policy	Yes
	Standard Operating Procedures Manual	Yes
	Staff Training Log	Yes
	PVG/Disclosure Checklist	Yes
	Risk Assessment Activities Record	Yes
	Appropriate ratio's according to ER Standards	Yes
	AALA License	Yes
	Adventuremark Accreditation	Yes
	RYA, SCA and other NGB Accreditation Schemes	Yes
	Environmental Health Reports on Kitchen Hygiene	Yes
	Fire Risk Assessment Report	Yes

Accident Book – significant incidents	Yes
Staff PRD Log	Yes
7. STAFF	
PVG Checked	Yes
Trained & Qualified to ER Standards in Outdoor Qualifications	Yes
HSE First Aid Qualified	Yes
Evidence of PRD	Yes
Trained in Emergency Procedures	Yes
Internal Verification/Self Assessment	Yes

8. LEARNING

Quality of learning outcomes and experiences – Activities aligned to Curriculum for Excellence Experiences and Outcomes:

Adventure Manor is engaged in an ongoing process to sustain high quality learning outside the classroom.

The centre provides a high quality outdoor adventure experience in a safe and caring environment. Staff provide pupils with challenging and rewarding courses that focus on the development of: Inner Confidence, Self Esteem, Listening and Communication skills, Respect, Team Building, Personal Achievement, Social Skills, Leadership Qualities, Problem Solving Skills and Responsibility in line with the CfE.

Learning Outside the Classroom Quality Award	Yes
--	-----

NOTES

Facilities at the centre were of a very high quality and appeared to be fit for purpose. There was an excellent artificial climbing and abseiling wall, which was ideal for its intended purpose. High ropes, crate stack and zip wire facilities were all of good quality and well maintained and inspected. All personal protective equipment (PPE) was in excellent condition, the stores were well managed and maintained. There are regular checks on equipment and any defects found are placed in a quarantine bin so they cannot be used by centre staff or pupils.

All activities take place in the grounds of the centre and this includes the water activities where there is a large pond, therefore no need to transport the pupils off the campus. There are regular water checks on the pond and regular checks on the equipment used in the pond.

Risk assessments were in place for every activity and were current and up to date. All documentation is reviewed at least annually.

The centre held the Mountain Bike instructor Association of Scotland award scheme (MIAS).

Lockerbie Manor operating procedures were well documented and staff were aware of the content, especially in respect of the policies and procedures of the organisation. All training records and qualifications were retained on site. The centres training matrix identifies when qualifications require to be updated.

Accommodation facilities in the Manor were of a very high standard, with en-suite facilities for staff. In addition to this there are two pod villages which provide excellent facilities for pupils and staff. The pod villages have a 24 hour duty instructor.

Lockerbie Manor offers sufficient space for study weekends, music camps etc and revision of the days activities undertaken in a classroom environment.

Catering was provided in the main building. Staff working in the kitchen had the relevant food hygiene qualifications.

Lockerbie Manor Centre meets the requirements for East Renfrewshire Council residential outdoor Education school visits 2016/17