

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

Centre Name: The Lochgoilhead Centre

Date: 14th 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 30th March 2017 – RNN669645

2. The PROPERTY

- | | |
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| - 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

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| - 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?	Good
	Ropes/ Assault Courses evidence of regular maintenance?	Yes
	Artificial Climbing Walls evidence of regular maintenance?	N/A
	Evidence of PPE Records?	Yes
5.	TRANSPORT	
	- Vehicles in good condition/serviced etc?	N/A
	- All Drivers D1 qualified and/or MIDAS?	N/A
	- Maintenance Records	N/A
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	No
	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:

The Scouting Association have invested significantly in resources for CfE and has a comprehensive skills development lesson plan linked to the CfE Experience and Outcomes for all the activities that are provided. These resources are of a high quality and are discussed with schools at the pre-site visit and with staff throughout the trip. Pupils are learning to articulate their experiences of activities through the language of skills development. Pupils can easily translate these skills into school reports and achievement procedures. Staff members are skilled in Outdoor Learning and in providing teaching training opportunities and CPD programmes.

The Lochgoilhead Centre is a member of Institute of Outdoor Learning

Learning Outside the Classroom Quality Award No

NOTES

The Lochgoilhead Centre is self contained and has a range of on-site activities and access to open water sailing without having to transport pupils away from the campus. The centre holds a comprehensive range of high quality equipment, which is well maintained with records available for periodic and scheduled maintenance and inspection checks. Staff training and qualification records were also well maintained.

The Lochgoilhead is an RYA accredited Training Centre and has a wide range of sailing boats and canoes for water sports.

The centre also offers the Duke of Edinburgh Award Scheme.

The centre holds a current AALA Licence.

Lochgoilhead is operated through the Scout Association. The centre contributes and adheres to the strategic policies, procedures and guidelines administered by the Association. Child Protection, Anti-Bullying and Child Welfare policies are well documented and training records are maintained to show that staff have undertaken the appropriate training. An electronic database system is operated to store policies, guidelines, risk assessments, training and inspection records, and identifies when qualifications require to be updated. Policies and procedures are reviewed on an annual basis.

Newer accommodation blocks are of a higher standard than the older blocks which are basic but functional. Equipment store rooms are well maintained, with the centre offering mountain bikes, sailing, canoeing, climbing, archery and rope / cable assault course activities.

The centre had an adequate supply of personal protective equipment (PPE) in addition to activity equipment.

Classroom facilities have an interactive white board and other technical facilities. The centre is adjacent to a Village Hall with a multi use games area (MUGA), which provides additional flexibility, choices and activities. The dining hall facilities are well presented and well organised.

Staff working in the kitchen had the relevant food hygiene qualifications.

Disabled accommodation facilities are available, but limited, and the centre has equipment that can be adapted for disabled access for most activities including sailing and climbing.

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