

18 May 2010

Dear Sir / Madam

I am writing in reply to your request for a copy of our risk assessments.

First of all, please rest assured that Oaklands, in both our building and activities, are current in our risk assessments.

All domestic and instructional staff at Oaklands are Wirral employees, as such have undergone an enhanced Criminal Record Bureau (CRB) check.

From a visiting group leaders' point of view all that is required is the need to assess your travel at the beginning and end of your course, also the residential aspect of your course (i.e. after the Oaklands staff leave the Centre at 5pm, if you are staying overnight).

We do not issue our paper risk assessments to users for the following reasons:

- We are an AALA licensed centre. As such our risk assessments are scrutinised, in part of the licensing process, by experts in outdoor education on a bi-annual basis
- Our written risk assessments are only part of the overall risk assessment process, and therefore only give part of the picture. A crucial part in the process is the dynamic risk assessments that our trained and qualified staff make, on the day, taking in to account weather, group dynamics and venues. We feel this is the most important part of assessing and managing risk and cannot be quantified on paper alone
- We have reservations in copying and sending our risk assessment documents out as they are dynamic documents, as such they could well be out of date by the time they are received. Sending documents would also be both time consuming and expensive
- If we send out assessments for some activities and not others there could be a temptation to stick to inappropriate activities for the weather or the group

You are more than welcome to visit the Centre and view our files if you contact us and make an appointment.

Yours sincerely

Carolyn Bird / Nuala Dunn
Joint Heads of Centre

\\W-OAKC-S43273\Staff Documents\Centre Managment\Risk Assessment Letter.doc