



Hadlow Fields

Conditions of Use Policy & Risk Assessment

Outdoor Residential / Non-Residential Event - Camping Field



<p>Event/Activity: Outdoor Residential Event & Non Residential Event on the camping field.</p> <p>Venue: The camping field including the named campsite, campfire circles and wooden areas.</p>	<p>Maximum Number of users: Each campsite is restricted to a maximum of 50 overnight sleepers. The camping field has maximum capacity of 400 people for daytime use. Car Park maximum capacity 25 cars.</p>	<p>Date: 01/01/2018</p>
<p>Conditions of Use Policy:</p> <ol style="list-style-type: none"> 1. For Girlguiding members the use of the campsites and main field must be under the supervision of the appropriate number of adult leaders (over 18yrs) in accordance with GGUK policies on residential events or activities. 2. All leaders of units using the campsites/main field must follow the Conditions of Use policy, Site Rules and the guidance set out below. 3. Users other than GirlGuiding should ensure they comply with their own activity / residential policy requirements of their organisation. You must ensure you have on site at all times enough adults to ensure the proper supervision and safety of all under 18's. Non-Girlguiding users must also complete and submit at the time of booking the Hadlow Fields Hirer's Agreement Form. 4. All users agree to comply with the Hadlow Fields Site Rules Policy and any failure to comply with these rules will result in users being asked to leave the site and future site bookings will be cancelled. Quiet hours on site are from 10pm until 7am. 5. All users are expected to show consideration to other site users and our neighbours when carrying out on site activities. All activities to be carried out on site during the period of your stay must be listed on the Hadlow Booking Form. The use of amplified music and activities involving shooting or motorised vehicles are not permitted. 6. The use of Orchard is only permitted for archery under the supervision of a GirlGuiding Wirral Archery Instructor. No other use is permitted. 7. Any users wishing to use on site equipment (excluding the Adventure Playground & Traversing Wall) should complete the appropriate equipment booking form and submit it at the time of booking the cottage. 8. All users are expected to leave their campsite, shelter, fire circle and all associated equipment including the alter fire / fridge & freezer in a clean and tidy condition at the end of their stay. Information on cleaning the toilet block and rubbish disposal can be found on the Site Users Information notice board in each shelter and in the toilet block. 9. Unit / Group leaders are responsible for having a Fire Evacuation List of person staying and to have conducted a fire drill before the first night of the stay. 		
<p>Consent for Event/Activity forms completed: GGUK member's - REN Form signed by Commissioner; Parental Information & Consent forms and Health Forms. For non-GGUK members appropriate enquiries should be made with your organisation concerning consent.</p>	<p>Instructor qualifications: N/A For non-GGUK users appropriate enquiries should be made with your organisation concerning instructor qualifications.</p>	

Hazard	Who is affected?	What controls are in place?	Risk level (L/M/H)	Are further controls necessary?	Action by & date	Review by & date
Car Park (moving vehicles & emergency access blocked)	Users	Signage on the driveway approach to the car park to reduce speed to 10mph and speed limiter ramps. Parking is not permitted in front of the gate on to Orchard or the gate onto the main camping field, as these are emergency access points. Signage in place to inform site users.	Low	Yes. Unit /group leaders must be present in the car park when children are in the car park.	GM 01/01/2018	
Cleaning Materials (Toilet Block)	Users	Only the cleaning products provided should be used. No beaches or chloride based cleaners to be used. The toilet block should be cleaned under adult supervision. All cleaning products are stored in the cupboard marked 'cleaning materials' in the toilet block out of the reach of children. Hand wash soap is provided in the toilets.	Low	Yes It is the responsibility of the group leader to ensure cleaning chemicals are out of reach of children at all times.	GM 01/01/2018	
Electricity Supply & appliances (Ice House & Toilet Block)	Users	A competent person conducts portable appliance testing of electrical items in the Ice House on an annual basis. Devices are labelled with their last inspection date. Electrical fixed wiring throughout the site is subject to inspection and testing on a five-year programme in accordance with current legal requirements by an approved person.	Low	No	GM 01/01/2018	
Electrical Portable Devices	Users	Cheshire Fire & Rescue have advised that	Medium	Yes	GM	

(Users)		<p>portable charging devices or mobile phones pose a risk of fire when stored in clothing, bags or in tents.</p> <p>Charging of an emergency contact mobile phone can be carried out in the Ice House. This is restricted to the leaders phone only. Charging must only be carried out during the day, charging must not be carried out overnight. No other electrical devices should be charged.</p> <p>Girlguiding Wirral does not accept any responsibility for any loss or damage caused to mobile phones.</p>		Group leader to have in place suitable system to minimise this risk.	01/01/2018	
Fire	Users	<p>Detection & Alarm System It is the responsibility of the group leader to have in place for each camp as suitable audible method of raising the alarm to evacuate in the event of a fire.</p> <p>In the event of a grass fire, fire at the woodpile or tent fire the Fire Service must be call on 999.</p> <p>Fire Drill & Evacuation It is the responsibilities of the group/unit leader to have a list of all persons using the site to ensure all are safely evacuated in the event of the fire.</p> <p>A fire drill must be carried out with all users prior to the first night of the stay.</p> <p>Muster Point Is located inside orchard farthest away from</p>	Medium	<p>Yes Group leader to arrange for an audible alarm system.</p> <p>Yes - users to carry out fire drill.</p>	GM 01/01/2018	

<p>Fire - Campfire Circles</p>		<p>the cottage and is clearly marked with a green muster point sign.</p> <p><u>Extinguishers & Fire Blankets</u> Are not provided on the camping field or in the campsite shelters.</p> <p>Water buckets are provided in each campsite shelter and should be placed adjacent to any open fires.</p> <p><u>Campsite Circles</u> Used under adult supervision at all times.</p> <p>Fires should be contained to the center of the bricked / soil area.</p> <p>Fires must not be of a size that would reach the surrounding grass area or cause any damage to surrounding grass or trees.</p> <p>Woodpile must be at least 5m away from the campfire.</p> <p>Water buckets must be used.</p> <p>Ashes must be completely cold and be soaked in water before being scattered along the hedge line.</p>		<p>Yes Group leaders responsibility to provide if their risk assessment deems it necessary.</p> <p>Yes - it is the responsibility of the group / unit leader to ensure the safety of all persons using the campfire circle.</p>		
<p>Gas supply & appliances</p>	<p>Users</p>	<p>Our gas supply tank is subject to inspection by Calor Gas our supplier at the time of delivery to the site.</p> <p>Gas boiler is subject to an annual inspection by an approved Gas Safe Registered installer.</p>	<p>Low</p>	<p>No</p>	<p>GM 01/01/2018</p>	

Minor injury - slips / trips / falls / cuts / sprains	Users	<p>Adult supervision at all times.</p> <p>Groups using Hadlow Fields are expected to have with them suitable First Aid Kits and leaders who are able to deal with minor injuries.</p> <p>Additional First Aid Kits are located in the Gate House, The Cottage & the cleaning cupboard in the Toilet Block on the campsite.</p>	Medium	No	GM 01/01/2018	
Major injury - head injury / breaks	Users	<p>Adult supervision at all times.</p> <p>Groups using Hadlow Fields are expected to have with them suitable First Aid Kits and leaders who are able to deal with major injuries.</p> <p>Additional First Aid Kits are located in the Gate House; The Cottage & the cleaning cupboard in the Toilet Block on the campsite.</p> <p>AED is located on the wall of the Gate House, the access code is provided to all site users on arrival as part of the booking in process. The access code has been supplied to NW Ambulance Service.</p> <p>Contact information for local hospitals /doctor/dentist can be found on the Site Users Information notice board in the main room of the cottage.</p>	Low	No	GM 01/01/2018	
Medical Emergency	Users	Protocol for calling the Emergency Services including the site address is detailed on the 'Information for First Aiders' sheet on the	Low	Site users should be aware of any medical needs	GM 01/01/2018	

		Site User Information Noticeboard in each campsite shelter and in the toilet block. Contact information for local hospitals/doctor/dentist can be found on the Site Users Information notice board in each campsite shelter and the toilet block.		of their members. Appropriate Care Plans should be in place.		
Native Plants & Invasive Species	Users	Invasive species survey is conducted on an annual basis by the Site Services rep. Any plant that poses a risk to site users is removed in an approved manner.	Low	Yes It is the responsibility of the group leader to report to the warden any plants they have concerns about and prevent there group members coming into contact with it.	01/01/2018 GM	
Site Maintenance	Users	Planned maintenance and development work at the site will at times be necessary when the camping fields are in use. Areas that should not be accessed by users will be clearly marked with barriers / cones / hazard fencing and signage. Wardens will bring these areas to the attention of the group leader when they arrive on site.	Low	Yes It is the responsibility of the group leader to ensure that all site users are informed about these restricted access areas.	01/01/2018 GM	
Trees & Woodland	Users	The wooded area adjacent to the car park is out of bounds to all site users. Trees are subject to an annual visual review by a tree surgeon and managed in accordance with our tree risk assessment.		Yes It is the responsibility of the group leader to report to the warden any	01/01/2018	

		<p>Monthly visual tree inspection is conducted by Site Service Rep.</p> <p>Site users are expected to take extra care during periods of extreme weather, which can adversely affect the stability of a tree.</p>		damaged /diseased trees.		
Trolleys	Users	<p>These are for the movement of bulky items or wood to the campsites.</p> <p>They should not be ridden on at any time.</p> <p>All trolleys should be returned to the trolley store in orchard.</p>	Low	<p>Yes It is the responsibility of the group leader to ensure that all site users know trolleys should not be ridden on.</p>	GM 01/01/2018	
Vehicles	Users	<p>Vehicles are not permitted on the main camping field.</p> <p>The main gate from the car park to the camping field should be kept closed.</p> <p>The on duty warden may permit vehicle access to the rear of the cottage / Ice House via the road way in front of the toilet block but with a maximum speed of 5mph.</p>	Low	<p>Yes. Group leader must ensure that vehicles associated with their camp remain in the car park.</p>	GM 01/01/2018	
Waste & Rubbish	Users	<p>Commercial bins are provided at the bottom of the driveway (rubbish & recycling) for the removal of rubbish from the site.</p> <p>Recycling of all clean paper, cardboard, tins, glass and plastic is encouraged by all site users.</p> <p>Dustbins are provided in each campsite shelter but site users should ensure bin bags</p>	Low	<p>Yes It is the responsibility of the group leader to ensure at all rubbish and recycling is removed to the bins at the bottom of the</p>	GM 01/01/2018	

		<p>are used. Bins should be emptied and cleaned at the end of each stay. Neither bin bags nor food waste should be stored on the campsite due to the fire risk / vermin risk this poses - all rubbish to be taken to the main bins.</p> <p>Sanitary disposal bins are in all toilets and are serviced by Cathedral Hygiene.</p> <p>There are no facilities on site for the disposal of medical waste; the group leader should take this off site for appropriate disposal.</p> <p>A night loo waste disposal point is located in the toilet block.</p>		<p>drive.</p> <p>It is the responsibility of the group leader to ensure that medical waste is disposed of appropriately off site.</p>		
Water supply	Users	<p>All water to the site is a mains fed supply, there are no water storage tanks on site.</p> <p>The water supply to the site and around the site is monitored in line with the site water risk assessment policy.</p> <p>New red water supply pipes are fitted to each outside tap at the start of the camping season and disposed of at the end.</p>	Low	No	GM 01/01/2018	
Woodpiles	Users	<p>Access to the woodpiles should be under adult supervision at all times.</p> <p>Use of the equipment in the woodpile area is under the supervision of an appropriately skilled adult.</p>	Low	Yes Group leader must ensure that group members at supervised at all times.	GM 01/01/2018	