



Hadlow Fields

Conditions of Use Policy & Risk Assessment

Indoor Residential Event - The Cottage & Orchard Shelter



Event/Activity: Indoor Residential Event	Maximum Number of users: The cottage has bunk beds that sleep 20 people. Maximum number of overnight sleepers is 24. Maximum number of daytime users is 50.	Date: 16/01/2020
Venue: The Cottage / Orchard Shelter		
Conditions of Use Policy: <ol style="list-style-type: none"> 1. For Girlguiding members, the use of The Cottage and Orchard Shelter must be under the supervision of the appropriate number of adult leaders (over 18yrs) in accordance with GGUK policies. 2. All leaders of units using The Cottage and Orchard Shelter 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. 4. <u>Non-Girlguiding users must also complete and submit at the time of booking the Hadlow Fields Hirer's Agreement Form.</u> 5. 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. 6. All users are expected to show consideration to other site users and our neighbours when carrying out on site activities. 7. All activities to be carried out on site during the period of your stay must be listed on the Hadlow Booking Form. 8. The use of amplified music and activities involving shooting or motorised vehicles are not permitted. 9. The use of Orchard is only permitted for archery under the supervision of a GirlGuiding Wirral Archery Instructor. No other uses are permitted. 10. Any users wishing to use on site equipment (excluding the Adventure Playground & Traversing Wall) or our outdoor spaces (fairy Trail, Outdoor Classroom, Outdoor Kitchen) should complete the appropriate equipment booking form and submit it at the time of booking the cottage. 11. All users are expected to leave the Cottage and Orchard Shelter and all associated equipment including the oven / fridge & freezer in a clean and tidy condition at the end of their stay. Information on cleaning the cottage and rubbish disposal can be found on the Site Users Information notice board within the cottage. 12. Unit / Group leaders are responsible for having a Fire Evacuation List of persons staying and to have conducted a fire drill before the first night of the stay. 13. Unit / Group leaders are expected to have with them a first aid kit adequate for their needs and competent adult first aiders. 		
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.	Instructor qualifications: N/A For non-GGUK users appropriate enquiries should be made with your organisation concerning instructor qualifications.	

Hazard	Who is affected?	What controls are in place?	Risk level (L/M/H)	Are further controls necessary?	Action by & date	Review by & date
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	Group leader to have completed their own risk assessment for all activities their group will be undertaking.		
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>An AED machine is located on the Gate House wall and all site users are given the access code as part of the checking in procedure. NW Ambulance Service also has the code.</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	Group leader to have completed their own risk assessment for all activities their group will be undertaking.		

Medical Emergency	Users	<p>Protocol for calling the Emergency Services including the site address is detailed on the 'Information for First Aiders' sheet on the Site User Information Noticeboard in the main room of the cottage.</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	<p>Site users should be aware of any medical needs of their members.</p> <p>Appropriate Care Plans should be in place.</p>		
Fire	Users	<p><u>Detection & Alarm System</u></p> <p>The Cottage and Orchard Shelter have installed a suitable detection and alarm system that is serviced on a six-monthly basis by an approved contractor. A site representative tests the system weekly.</p> <p>In the event of a fire the Fire Service must be call on 999.</p> <p><u>Fire Drill & Evacuation</u></p> <p>It is the responsibilities of the group/unit leader to have a list of all persons staying in the cottage to ensure all are safely evacuated in the event of the fire alarms sounding. Pro forma Fire Safety Evacuation lists are available in the cottage by the back door.</p> <p>The Group Leader must make all users aware of the location of the fire alarm activation points and fire exits.</p> <p>A fire drill must be carried out with all users prior to the first night of the stay. The muster point by Orchard Wall next to the Car Park and is clearly marked.</p>	Low	<p>Group leader to carry out fire drill.</p>		

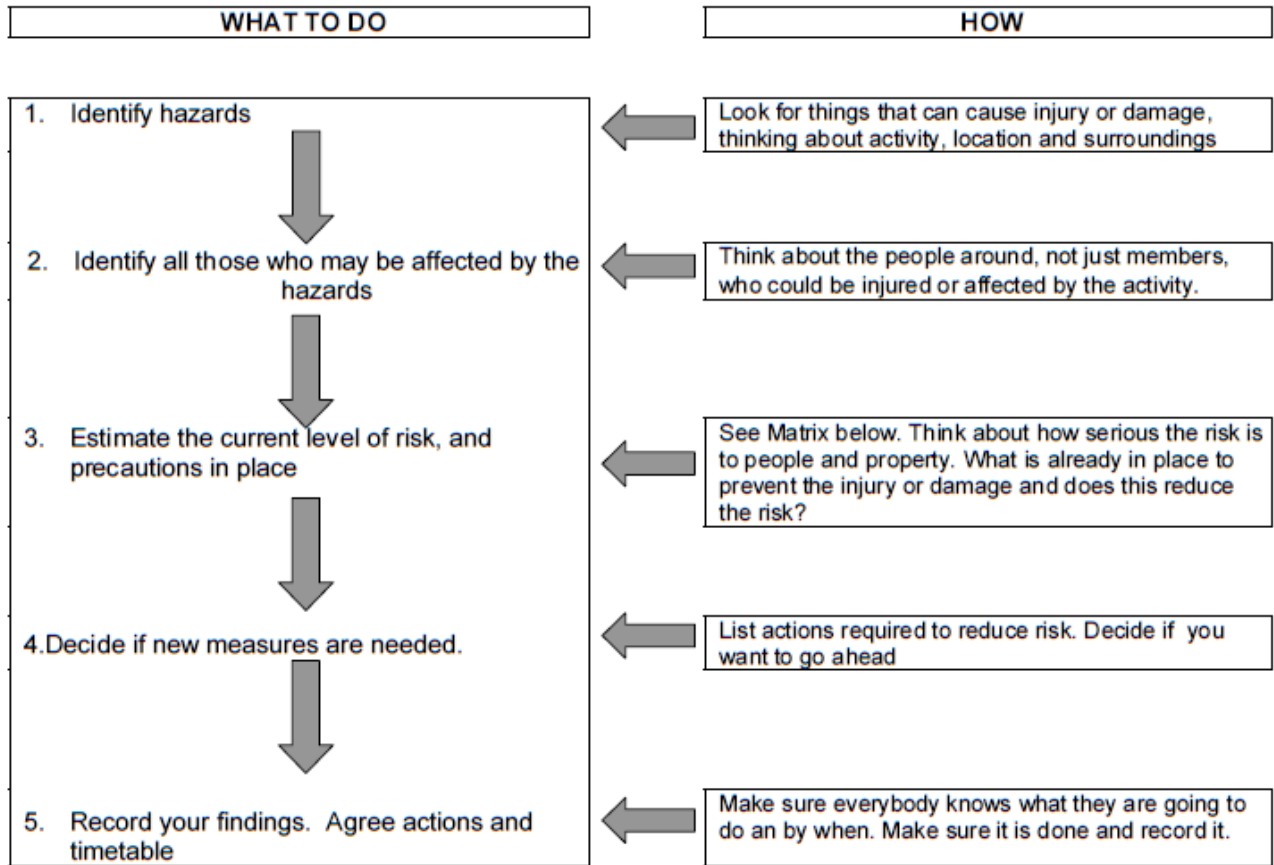
		<p><u>Emergency Lighting</u> The Cottage and Orchard Shelter have installed an internal and external emergency lighting system that is serviced on an annual basis by an approved contractor. A site representative checks the system monthly.</p> <p><u>Muster Point</u> Is located inside orchard farthest away from the cottage and is clearly marked with a green muster point sign.</p> <p><u>Extinguishers & Fire Blankets</u> Extinguishers are located by the back door and by the door leading in to orchard and in Orchard Shelter. Fire blankets are located in the kitchen area and Orchard Shelter. An approved contractor services extinguishers and fire blankets on an annual basis. A site representative visually checks them monthly.</p> <p><u>Fire Doors & Emergency Exits</u> These are clearly marked and must not be obstructed.</p> <p><u>Fireplace</u> The cottage has an open fire with fireguard that users can use. Only kiln dried logs or smokeless fuels can be burnt in the grate no other fuel to be used. The fire should not be lit when the kitchen extractor fan is in use as this will draw smoke back down the chimney into the cottage and trigger the fire alarm.</p>		<p>All leaders must familiarise themselves with the location of extinguishers & exits.</p> <p>All leaders must ensure that fire doors or emergency exits are not blocked.</p>		
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Electrocution from electricity supply & appliances. Fire risk from an electrical fault.	Users	<p>Portable appliance testing of electrical items in the cottage is conducted on an annual basis. Devices are labelled with their last inspection date.</p> <p>Electrical devices should be turned off over night with the exception of the fridge and freezer.</p> <p>Electrical fixed wiring throughout the cottage and orchard shelter is subject to inspection and testing on a five-year programme in accordance with current legal requirements by an approved person.</p>	Low	Group leader must ensure that electrical devices are turned off over night.		
Electrocution / fire risk from Portable Electrical Devices (Users)	Users	<p>On the advice of Cheshire Fire & Rescue <u>portable charging device are not permitted</u> in the bedrooms of the cottage at all.</p> <p><u>Portable charging devices or mobile phones must not be stored in coat pockets in either the bedrooms or the vestibule by the back door due to the significant fire risk they pose.</u></p> <p>Portable charging devices; mobile phones or other electrical devices brought on to site by users must only be used in the main cottage area.</p> <p>They must not be left on over night.</p>	Medium	Group leader must ensure that portable charging device are not in use during sleeping hours or in use in the bedrooms.		

<p>Gas leak from the LPG tank, pipework or gas appliances</p>	<p>Users</p>	<p>Gas supply tank & each building are fitted with isolator valves to 'turn off' the supply these are clearly marked.</p> <p>Red Emergency Action signs on each isolator valve provide the emergency call out number in the event of a leak.</p> <p>Gas supply tank and pipework is subject to inspection by Calor Gas our supplier at the time of delivery to the site.</p> <p>The internal gas supply off valve is located to the left of the kitchen window just above the worktop.</p> <p>Gas boiler and cooker are subject to an annual inspection by an approved Gas Safe Registered installer.</p> <p>Gas cooker is on an interlinked system to the in and extractor fans in the kitchen. The gas supply will automatically terminate in the event of either fan failing, being turned off or the pressure between the fans dropping.</p> <p>Warden is responsible for demonstrating the use of the oven and fans at the time of seeing users into the cottage.</p>	<p>Low</p>			
<p>Water supply contamination</p>	<p>Users</p>	<p>All water to the cottage 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>Low</p>			
<p>Food Preparation Area (Food Poisoning)</p>	<p>Users</p>	<p>The extractor fan unit and kitchen area is deep cleaned annually by an approved</p>	<p>Low</p>	<p>Group leader to ensure that a</p>		

		<p>contractor.</p> <p>A separate hand wash area is provided in the kitchen and should be used.</p> <p>Coloured coded chopping boards are provided to prevent cross contamination during food preparation.</p> <p>All users are expected to leave the kitchen area and all equipment in a high standard of cleanliness at the end of their stay.</p>		<p>high standard of food hygiene practice is used in all food preparation.</p>		
Insect or wildlife problems linked to 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 and plastic is encouraged by all site users.</p> <p>Neither bin bags nor food waste should be stored outside the cottage 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.</p>	Low	<p>Group leader to ensure at all rubbish and recycling is removed to the bins at the bottom of the drive.</p> <p>Group leader is responsible for the off-site disposal of medical waste.</p>		
Poisoning / Burns from Cleaning Materials	Users	<p>Only the cleaning products provided should be used. No bleach or chloride-based cleaners to be used.</p> <p>All cleaning products are stored in the marked cleaning box on top of the fridge out of the reach of children. Only washing up liquid, anti-bacterial counter spray & hand wash are permitted in the kitchen. Hand wash soap is provided in the toilets.</p>	Low	<p>Group leader to ensure cleaning chemicals are out of reach of children at all times.</p>		

RISK MANAGEMENT



RISK ASSESSMENT MATRIX

	Severity	Slight Harm	Harmful
		superficial injuries, minor cuts and bruises	minor fractures, ill health leading to minor disability
Likelihood			Extremely Harmful
UNLIKELY Rarely happens		LOW	multiple injuries, major fractures, fatalities
LIKELY Often happens		LOW	LOW
VERY LIKELY Nearly always happens		MEDIUM	MEDIUM
		MEDIUM	HIGH
		HIGH	HIGH