



Hadlow Fields

Conditions of Use Policy & Risk Assessment

Indoor Residential Event - The Cottage & Orchard Shelter



Event/Activity: Indoor Residential Event Venue: The Cottage / Orchard Shelter	Maximum Number of users: The cottage has bunk beds that sleep 18 people plus 3 Jay-Be Pioneer Beds (2 in Leaders Room), 2 Sofa Beds (main room) Maximum number of overnight sleepers is 24. Maximum number of daytime users is 50.	Date: 15/03/2025
Conditions of Use Policy: 1. For Girlguiding members, the use of The Cottage & Orchard Shelter must be under the supervision of the appropriate number of adult leaders or volunteers (over 18yrs) in accordance with GGUK policies. 2. All leaders of units/ groups using The Cottage & 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. Please ensure you do not encroach on to other campsites when running activities. 7. To ensure everyone's enjoyment of the site please list on the Hadlow Booking Form all proposed activities to be carried out on site during the period of your stay. 8. The use of amplified music and activities involving shooting (except archery in Orchard) 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 or GB Archery Instructor. No other uses are permitted. 10. Any users wishing to use on site equipment (excluding the Adventure Playground & Traversing Wall) or use our outdoor spaces (Tree Explorer Area, Outdoor Classroom, Pizza Oven) 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 & book 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 L/M/H	Hadlow Review Date & Who	Unit Leader - Are further controls required?	Hirer Review Date & Who
Minor injury - slips / trips / falls / cuts / sprains	Users	• Adult supervision always. • Groups using Hadlow Fields are expected to have with them suitable First Aid Kits and leaders who can deal with minor injuries. • Additional First Aid Kits are in the Gate House, The Cottage & the cleaning cupboards in the Toilet Block on the campsite. • Group leaders should brief groups members of the appropriate behaviour standards expected with the cottage and on the camping fields to reduce the risk of injury. • Group leader to have completed their own risk assessment for all activities their group will be undertaking.	Medium	March 2025 Committee		
Major injury - head injury / breaks	Users	• Adult supervision always. • Groups using Hadlow Fields are expected to have with them suitable First Aid Kits and leaders who can deal with major injuries. • Additional First Aid Kits are in the Gate House; The Cottage & the cleaning cupboards in the Toilet Block on the campsite. • 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. • Contact information for local hospitals /doctor/dentist can be found on the Site Users Information notice board in the main room of the cottage. • Group leader to have completed their own risk assessment for all activities their group will be undertaking.	Low	March 2025 Committee		
Medical Emergency	Users	• Protocol for calling the Emergency Services including the site address is detailed on the	Low	March 2025 Committee		

		‘Information for First Aiders’ sheet on the Cottage Notice Board & in Users Handbook. • If the emergency services are summonsed, then an adult should be sent to the bottom of the driveway to assist them locating the site entrance. • Contact details of local hospitals, walk in treatment centres and NHS Direct are on the Cottage Noticeboard & in the Users Handbook. • Unit / Group Leaders are expected to have made the necessary plans and adjustments for the wellbeing of any members who has a severe pre-existing medical condition. • In the event of the emergency service being attending the site, your warden must be informed immediately. You should also follow your own organisation notification procedures.				
Fire	Users	• The Cottage & Orchard Shelter have a suitable detection & alarm system. The system is serviced on a six-monthly basis by an approved contractor. • A site representative tests the system weekly. • An internal & external emergency lighting system is in place. The system is serviced annually by an approved contractor. • A site representative checks the system monthly. • Extinguishers are by the back door, the door leading into orchard and in Orchard Shelter. They are serviced annually by an approved contractor and checked by a site representative. • Fire blankets are in the kitchen area and Orchard Shelter. They are inspected annually by an approved contractor. • A site representative checks them monthly. • In the event of a fire the Fire Service must be call on 999 and a leader should go to the bottom of the drive to mark the site entrance.	Low	March 2025 Committee		

		<u>Fire Drill & Evacuation</u> • Group/Unit leaders must have a fire evacuation list naming all persons using or staying in the cottage. • Pro forma Fire Safety Evacuation lists are available in the cottage by the back door. • Group/Unit Leader must ensure all users are aware of the location of the fire alarm activation points, fire exits, firefighting equipment and muster point. • Group/Unit Leader must ensure fire exits are always unlocked and unobstructed. The doors have thumb turn locks for nighttime. • Group/Unit Leader must ensure that fire doors are not propped open. • A fire drill must be carried out with all users prior to the first night of the stay. • The muster point is by Orchard Wall next to the Car Park and is clearly marked. <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. <u>Activities using a naked flame are not permitted in the cottage or in Orchard Shelter.</u> Volunteer wardens seeing units/groups into the cottage will explain the fire detection / alarm system and point out location of extinguishers and exits.				
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Electrocution from electricity supply & appliances. Fire risk from an electrical fault.	Users	• Portable appliance testing of electrical items is conducted on risk-based approach. • Devices are labelled with their last inspection date. • Electrical devices should be turned off overnight except for the fridge and freezer. • Electrical fixed wiring in the cottage & orchard shelter is inspected and tested by an approved persons on a five-year programme in accordance with current legal requirements.	Low	March 2025 Committee		
Electrocution / fire risk from Portable Electrical Devices (Users)	Users	• On the advice of Cheshire Fire & Rescue <u>portable charging devices are not permitted</u> in the bedrooms of the cottage at all. • <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> • Portable charging devices, mobile phones or other electrical devices brought on to site by users must only be used in the main cottage area. • They must not be left on overnight.	Medium	March 2025 Committee		
Gas leak from the LPG tank, pipework or gas appliances	Users	• Gas supply tank & each building are fitted with isolator valves to 'turn off' the supply these are clearly marked. • Red Emergency Action signs on each isolator valve provide the emergency call out number in the event of a leak. • The gas inlet pipe is fitted with a low-pressure regulator valve to maintain a steady low-pressure supply of gas. The valve also features a overpressure shutoff function to automatically shut off the gas supply if the pressure exceeds a safe limit.	Low		March 2025 Committee	

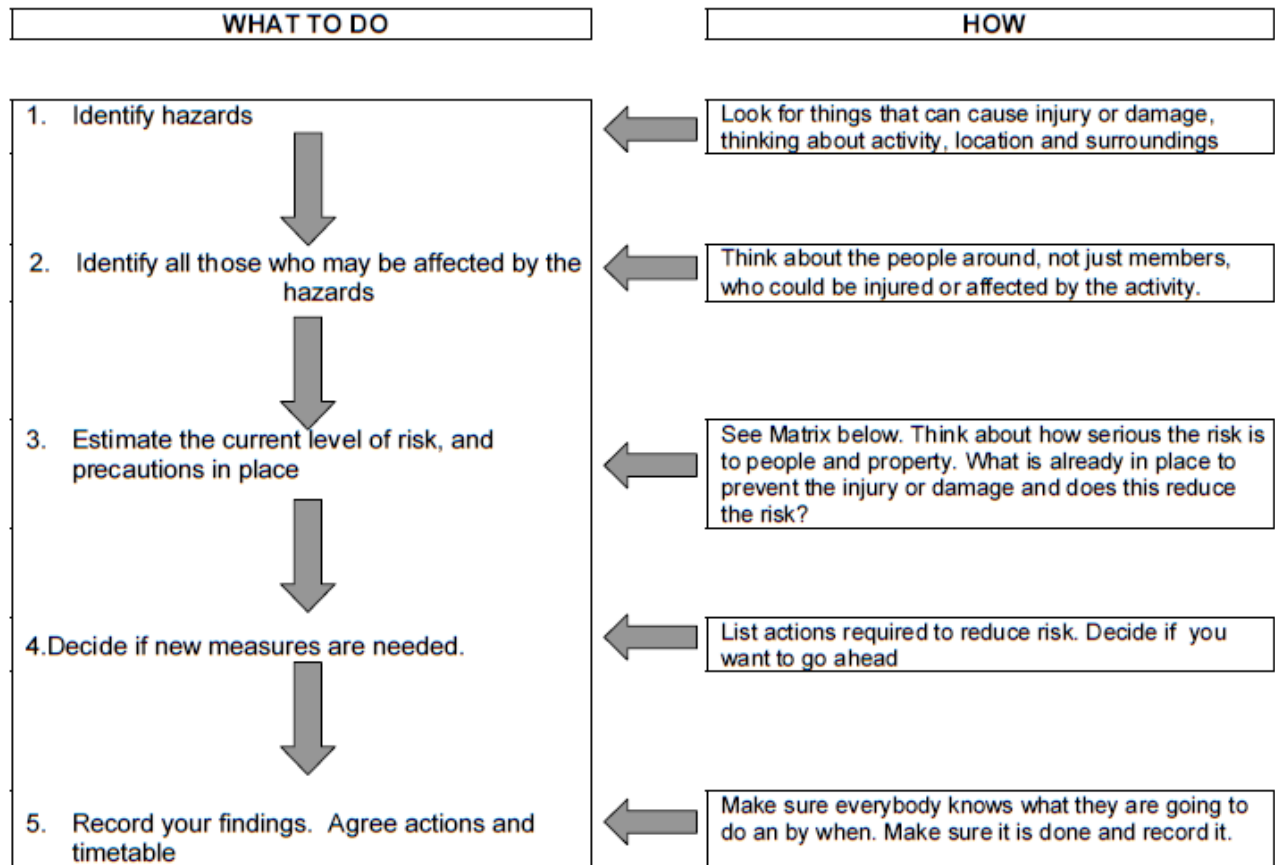
		• Gas supply tank and pipework is subject to inspection by Calor Gas our supplier at the time of delivery to the site. • The internal gas supply off valve is located to the left of the kitchen window just above the worktop and is yellow in colour. • Gas boiler and cooker are subject to an annual inspection by an approved Gas Safe Registered contractor. • 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. • The Warden will demonstrate the use of the oven and fans at the time of seeing users into the cottage. User guides are also displayed on the wall & in the red information file.				
Water supply contamination	Users	• All water to the cottage is a main fed supply, there are no water storage tanks on site. • The water supply to the site and around the site is monitored in line with the site water risk assessment policy.	Low	March 2025 Committee		
Food Preparation Area (Food Poisoning & Allergens)	Users	• The extractor fan unit and kitchen is deep cleaned annually by an approved contractor. • A separate hand wash sink with soap dispenser is provided in the kitchen and should be used. • Colour coded chopping boards, knives and utensils are provided to prevent cross contamination during food preparation and service. • All users are expected to leave the kitchen area and all equipment in a high standard of cleanliness at the end of their stay. • Group leader to ensure that a high standard of food hygiene practice is used in all food preparation.	Low	March 2025 Committee		

Insect or wildlife problems linked to waste & rubbish	Users	• Commercial bins are provided at the bottom of the driveway (rubbish & recycling) for the removal of rubbish from the site. • Recycling of all clean paper, cardboard, tins, and plastic is encouraged by all site users. • Neither bin bags nor food waste should be stored outside the cottage due to the fire risk / vermin risk this poses. • Group leader to ensure at all rubbish and recycling is removed to the bins at the bottom of the drive. • Sanitary disposal bins are in all toilets and are serviced by our appointed contractor. • There are no facilities on site for the disposal of medical waste. It is the group leader's responsibility to arrange the appropriate off-site disposal of medical waste.	Low	March 2025 Committee		
Poisoning / Burns from Cleaning Materials	Users	• Only the Ecover cleaning products provided should be used. • Groups can bring with them washing up liquid and anti-bacterial surface spray. These should be removed at the end of your stay. • No beaches or chloride-based cleaners to be used. • All cleaning products are in a caddy on the kitchen windowsill and the accessible toilet. • Safety Data Sheets are available on the main cottage notice board for the hand soap and the hand sanitiser in the dispensers. • Hand wash soap is provided in the toilets and the kitchen area. • Group leader to ensure cleaning chemicals are always out of reach of children.	Low	March 2025 Committee		
Bunk Beds	Users	• No child under the age of 6yrs should sleep on the top bunk. • Group leader to ensure users follow the safety rules.	Low	March 2025 Committee		

		• The top bunk is only recommended for users under 79kgs and the bottom bunk for users under 90kg. • Group/Unit Leaders to ensure that users know not to bounce on the bunk bed especially the top one. • Groups/Unit Leaders to ensure that users know only one person is allowed on the top bunk at any time.				
Adverse weather - snow, high winds, prolonged heat	Users	• At times it may be necessary to implement restrictions on how the site is used, what activities can be carried out or to close the site completely due to adverse weather. • Group leader should liaise with their warden if adverse weather is expected.	Low	March 2025 Committee		
Moving Vehicles Accidents	User	• The car park is small so where possible car sharing is encouraged for parent drop off and collections • It is the group leader's responsibility to ensure a leader / adult is on hand to sign user from the car park to the cottage to limit the time cars need to wait in the car park. • 5mph signs on the driveway approaching the car park and speed limiter ramps. • No Parking signs in use on key gates to allow emergency access. • Group leaders should accompany under 16's if they need to access the car park or driveway. • The main gate from the car park to the camping field should be kept closed. • Vehicles are not permitted on the camping fields. • Limited vehicle parking on the main field for events can be agreed in advance with Site Service Lead Volunteer or Site Chairperson with a risk assessment.	Low	March 2025 Committee		

		• Vehicle access to the rear of the cottage is permitted for loading / unloading only. Where the field is in use drivers should have their hazard lights on and not exceed 5mph. Once unloaded the vehicle must be moved back to the car park. • All vehicles should be parked in a way to maximise use of the car park for all users. • At all times emergency response vehicles must be able to access the car park, the main camping field and the rear of the cottage. • In the event of very wet or dry weather vehicles are not permitted at the rear of the cottage.				
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RISK MANAGEMENT



RISK ASSESSMENT MATRIX

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