



# Hadlow Fields

## Conditions of Use Policy & Risk Assessment

### Outdoor Residential / Non-Residential Event - Camping Field



<p><b>Event/Activity:</b> Outdoor Residential Event &amp; Non-Residential Event on the camping field.</p> <p><b>Venue:</b> The camping field including the named campsites, campfire circles, wooded areas and driveway.</p>	<p><b>Maximum Number of users:</b> 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><b>Date:</b> 04/11/2023</p>
<p><b>Conditions of Use Policy:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. All leaders of groups or units using any aspect of the site must follow the Conditions of Use Policy, Site Rules and the guidance set out below.</li> <li>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.</li> <li>4. <b>Non-Girlguiding users must also complete and submit at the time of booking the Hadlow Fields Hirer's Agreement Form.</b></li> <li>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.</li> <li>6. All users are expected to show consideration to other site users and our neighbours when arriving / leaving the site and in 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. Activities should be confined to the site booked unless by prior agreement.</li> <li>7. The use of amplified music and activities involving shooting or motorised vehicles are not permitted.</li> <li>8. The use of Orchard is only permitted for archery under the supervision of a Girlguiding Wirral Archery Instructor or qualified GB Archery instructor. No other use is permitted.</li> <li>9. Any users wishing to use on site equipment (excluding the Adventure Playground &amp; Traversing Wall) or our outdoor spaces (Fairy Trail, Outdoor Classroom, Outdoor Kitchen) should complete the appropriate booking form and submit it at the time of booking. This also applies to users who have booked to stay in the cottage.</li> <li>10. All users are expected to leave their campsite, shelter, fire circle and all associated equipment including the alter fire / fridge &amp; 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 the main site notice board on the Gate House.</li> <li>11. 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.</li> <li>12. Unit / Group leader are expected to have with them a first aid kit adequate for their needs and competent adult first aiders.</li> </ol>		
<p><b>Consent for Event/Activity forms completed:</b> GGUK member's - REN Form signed by Commissioner; Parental Information &amp; Consent forms and Health Forms. For non-GGUK members appropriate enquiries should be made with your organisation concerning consent.</p>	<p><b>Instructor qualifications:</b> 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 (L/M/H)	Are further controls required?	Hadlow Review Date & Who	Hirer Review Date & Who
Injury to person from a moving vehicle	All Users	<ul style="list-style-type: none"> <li>• 5mph signs on the driveway approaching the car park and speed limiter ramps.</li> <li>• No Parking signs in use on key gates to allow emergency access.</li> <li>• Group leaders should accompany under 16's if they need to access the car park or driveway.</li> <li>• The main gate from the car park to the camping field should be kept closed.</li> <li>• Vehicles are not permitted on the camping fields.</li> <li>• Limited vehicle parking on the main field for events can be agreed in advance with Site Service and a risk assessment drawn up.</li> <li>• 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.</li> <li>• All vehicles should be parked in a way to maximise use of the car park for all users.</li> <li>• This restriction does not apply to Emergency Response Vehicles attending an incident.</li> </ul>	Low	Group leaders expected to conduct their own risk assessment if groups are walking on the driveway.	November 2023 Site Services Rep	
Poisoning / Burns from Cleaning Materials (Toilet Block)	All Users	<ul style="list-style-type: none"> <li>• Only the cleaning products provided in the locked cleaning cupboards should be used.</li> <li>• Cleaning products should not be left out.</li> <li>• Chloride based cleaners are not permitted on site.</li> <li>• Hand wash soap is provided in the toilets.</li> </ul>	Low	Group leader to ensure cleaning chemicals are always out of reach of children.	November 2023 Site Services Rep	

		<ul style="list-style-type: none"> <li>• Safety Data sheets for cleaning products and hand soap is in the main cleaning cupboard.</li> <li>• The toilet block should be cleaned under adult supervision.</li> </ul>				
Electrocution from electricity supply or onsite appliances (Icehouse & Toilet Block)	All Users	<ul style="list-style-type: none"> <li>• Portable appliance testing of electrical items is conducted on a risk-based approach with high-risk items checked annually.</li> <li>• Devices are labelled with their last inspection date.</li> <li>• Electrical fixed wiring throughout the site is subject is inspected and testing by an approved person on a five-year programme in accordance with current legal requirements.</li> </ul>	Low	No	November 2023 Site Services Rep	
Electrocution / risk of electrical fire from electrical portable devices brought in by site users	All Users	<ul style="list-style-type: none"> <li>• Cheshire Fire &amp; Rescue have advised that portable charging devices or mobile phones pose a risk of fire when stored in clothing, bags or in tents.</li> <li>• Charging of a leader's emergency contact mobile phone can be carried out in the Icehouse if necessary. Charging must only be carried out during the day; charging must not be carried out overnight. No other electrical devices should be charged.</li> <li>• Any electric items brought to site must have been tested to the appropriate safety standard within the last 12 months. A copy of the certificate of test should be with the item when on site. This excludes mobile phones.</li> <li>• Girlguiding Wirral does not accept any responsibility for any loss or damage</li> </ul>	Medium  Low  Low  Low	Group leader to have in place suitable system to minimise this risk.   Group leader responsibility.	November 2023 Site Services Rep	

		caused to electrical device brought onto site or charged on site.				
Fire risk from open fires and gas appliances	All Users	<ul style="list-style-type: none"> <li>• Group/Unit Camp Leader to have a suitable audible method of raising the alarm in the event of an expected fire.</li> <li>• In the event of a grass fire, fire at the woodpile or tent fire the Fire Service must be call on 999. A leader should go to the bottom of the drive to mark the site entrance.</li> <li>• Group/Unit leader to have a fire evacuation list naming all persons using their campsite.</li> <li>• A fire drill must be carried out with all users prior to the first night of the stay.</li> <li>• The site Muster Point is inside orchard farthest away from the cottage and is clearly marked with a green muster point sign.</li> <li>• Group/Unit Camp Leader should have available fire blankets and water buckets where open fires or gas cooking is being used.</li> <li>• Campfire circles should only be used under adult supervision. Fires should be contained to the center of the bricked / soil area.</li> <li>• Fires must not be of a size that would reach the surrounding grass area or cause any damage to surrounding grass or trees.</li> <li>• Woodpiles must be at least 3m away from any campfire.</li> <li>• Ashes must be completely cold and be soaked in water before being scattered along the hedge line.</li> </ul>	Medium	<p>Group leader to arrange for an audible alarm system.</p> <p>Group leader to conduct a fire drill.</p> <p>Group leader to ensure the safety of all persons using the campfire circle.</p>	November 2023 Site Services Rep	

		<ul style="list-style-type: none"> <li>• Cooking stoves must not be used immediate adjacent to any sleeping tents.</li> <li>• Cheshire Fire &amp; Rescue advise where a tent is used for cooking it should be positioned 6m away from any other tent. There should be a fire blanket and or extinguisher in the tent in case of emergency. All cooking appliances must be positions away from walls or roof of the tent. Gas bottle should be turned off when not in use.</li> <li>• Cheshire Fire &amp; Rescue advise that sleeping tents should be positioned no closed then 2m to each other.</li> </ul>		Group leader to ensure the safe position and set up of cooking tents.		
Gas leak from the LPG tank, pipework, or gas appliance (toilet block boiler)	All Users	<ul style="list-style-type: none"> <li>• Gas tank &amp; each building are fitted with isolator valve to 'turn off' the supply, these are clearly marked.</li> <li>• Red Emergency Action signs on each isolator valve provide the emergency call out number in the event of a leak.</li> <li>• Gas supply tank and pipework is subject to inspection by Calor Gas (supplier) at the time of delivery to the site.</li> <li>• Fixed gas appliances are subject to an annual inspection by an approved Gas Safe Registered engineer.</li> </ul>	Low	Group leader to report to the warden immediately any concerns.	November 2023 Site Services Rep	
Minor injury - slips / trips / falls / cuts / sprains	All Users	<ul style="list-style-type: none"> <li>• Adult supervision always during activities.</li> <li>• Groups using Hadlow Fields are expected to have with them suitable First Aid Kits and leaders who can deal with minor injuries.</li> <li>• Additional First Aid Kits are in the Gate House, The Cottage &amp; the cleaning cupboard in the Toilet Block on the campsite.</li> </ul>	Medium	Group leader to have completed their own risk assessment for all activities their group will be undertaking.	November 2023 Site Services Rep	

Major injury - head injury / breaks	Users	<ul style="list-style-type: none"> <li>• Adult supervision always during activities.</li> <li>• Groups using Hadlow Fields are expected to have with them suitable First Aid Kits and leaders who can deal with major injuries.</li> <li>• Additional First Aid Kits are in the Gate House; The Cottage &amp; the cleaning cupboard in the Toilet Block on the campsite.</li> <li>• AED is located on the wall of the Gate House, the access code is provided to all site users on arrived as part of the booking in process. The access code has been supplied to NW Ambulance Service.</li> <li>• Contact information for local hospitals /doctor/dentist can be found on the Site Users Information notice boards on the Gate House.</li> </ul>	Low	Group leader to have completed their own risk assessment for all activities their group will be undertaking.	November 2023 Site Services Rep	
Medical Emergency	Users	<ul style="list-style-type: none"> <li>• 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 on the Gate House.</li> <li>• AED is located on the wall of the Gate House, the access code is provided to all site users on arrived as part of the booking in process. The access code has been supplied to NW Ambulance Service.</li> </ul>	Low	<p>Site users should be aware of any medical needs of their members.</p> <p>Appropriate Care / Adjustment Plans should be in place.</p>	November 2023 Site Services Rep	
Poisoning / Allergic Reaction to Plants or Insects	All Users	<ul style="list-style-type: none"> <li>• Invasive / poisonous plant species survey is conducted regularly throughout the growing season.</li> <li>• Any plant that poses a risk to site users is removed in an approved manner or will be clearly roped off to users during treatment for removal.</li> </ul>	Low	Group leader is responsible for checking their campsite on arrival for flora/fauna that may pose a risk to their members. Concerns should be	November 2023 Site Services Rep	

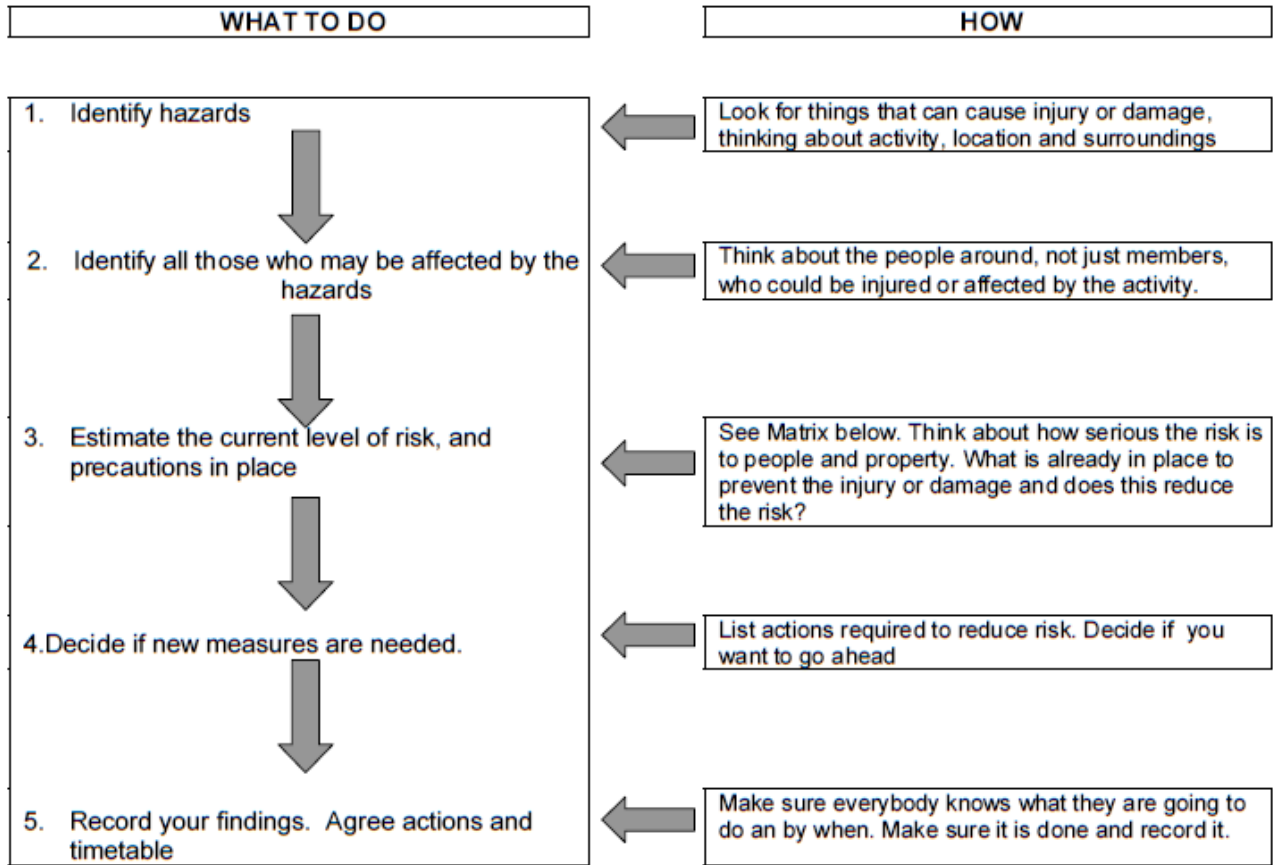
		<ul style="list-style-type: none"> <li>• Group / Unit Leaders should remain vigilant especially in the autumn to the sudden appearance of wild mushrooms. Leader to take the necessary step to ensure their group members know these should not be touched or eaten.</li> <li>• Any area of the site where bees are nesting will be clearly identified.</li> </ul>		reported to the warden. Leaders should exclude members from that area.		
Site Maintenance	Users	<ul style="list-style-type: none"> <li>• Planned maintenance &amp; development work at the site will at times be necessary.</li> <li>• Areas that should not be accessed by users will be clearly marked with barriers / cones / hazard fencing and signage.</li> <li>• Wardens will bring these areas to the attention of the group leader when they arrive on site.</li> </ul>	Low	Group leader to ensure that their group members are informed about these restricted access areas.	November 2023 Site Services Rep	
Falling branches from trees	Users	<ul style="list-style-type: none"> <li>• The wooded area adjacent to the car park is out of bounds to all site users.</li> <li>• Trees are subject to a detailed three-yearly tree survey and an annual visual review by a qualified person.</li> <li>• All trees are managed in accordance with our tree risk assessment.</li> <li>• Site users are expected to take extra care during periods of extreme weather, which can adversely affect the stability of a tree.</li> <li>• Group /Unit leaders must ensure tents are not directly pitched under trees with large bows as trees can unexpectedly drop branches especially in the summer.</li> <li>• There are newly planted young trees across the site, users must avoid carrying out activities close to them to prevent any damage.</li> <li>• Tree climbing is not permitted on the site.</li> </ul>		<p>Group leader to report to the warden any damaged /diseased trees.</p> <p>Group leader to monitor weather conditions while on site and take action as required. Group leaders to ensure this does not happen.</p>	November 2023 Site Services Rep	

		<ul style="list-style-type: none"> <li>• No wood should be snapped off living trees and no living tree shall be used for practicing saw /axe / knife skills.</li> </ul>		Group leaders to ensure this does not happen.		
Injury from trolleys	Users	<ul style="list-style-type: none"> <li>• These are for the movement of bulky items or wood to the campsites.</li> <li>• They should not be ridden on at any time.</li> <li>• All trolleys should be returned to the trolley store in orchard immediately after use.</li> </ul>	Low	Group leader to ensure that all site users know trolleys should not be ridden on.	November 2023 Site Services Rep	
Insect or wildlife problems linked to waste & rubbish	Users	<ul style="list-style-type: none"> <li>• Commercial bins are provided at the bottom of the driveway (rubbish &amp; recycling).</li> <li>• Dustbins are provided in each campsite shelter, but site users should ensure bin bags are used.</li> <li>• Bins should be emptied and cleaned at the end of each stay.</li> <li>• Neither rubbish 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 site bins.</li> <li>• Sanitary disposal bins are in all toilets and are serviced.</li> <li>• There are no facilities on site for the disposal of medical waste; the group leader should take this off site for appropriate disposal.</li> <li>• A night loo waste disposal point is in the toilet block and should be used under adult supervision.</li> <li>• Items used in cooking or food preparation must not be washed under the water taps.</li> <li>• Lightweight campers should ask for the outdoor sinks to be turned on.</li> </ul>	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 disposing of medical waste appropriately off site.</p> <p>Group leader responsibility to request this.</p>	November 2023 Site Services Rep	



Water supply contamination	All Users	<ul style="list-style-type: none"> <li>• All water to the site is a main fed supply, there are no water storage tanks on site.</li> <li>• The water supply to the site and around the site is monitored in line with the site water risk assessment policy.</li> <li>• New red water supply pipes are fitted to each outside tap at the start of the camping season.</li> </ul>	Low	No	November 2023 Site Services Rep	
Woodpiles	Users	<ul style="list-style-type: none"> <li>• Access to the woodpiles should be always under adult supervision.</li> <li>• Part burnt wood must not be returned to the wood pile.</li> </ul>	Low	Group leader must ensure that group members at always supervised.	November 2023 Site Services Rep	

## 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