



# Hadlow Fields

## Conditions of Use Policy & Risk Assessment

### Indoor Residential Event - The Cottage & Orchard Shelter



<b>Event/Activity:</b> Indoor Residential Event  <b>Venue:</b> The Cottage / Orchard Shelter	<b>Maximum Number of users:</b> The cottage has bunk beds that sleep 18 people plus 6 camp style moveable beds. Maximum number of overnight sleepers is 24. Maximum number of daytime users is 50.	<b>Date:</b> 04/11/2023
<b>Conditions of Use Policy:</b> <ol style="list-style-type: none"> <li>1. For Girlguiding members, the use of The Cottage &amp; Orchard Shelter must be under the supervision of the appropriate number of adult leaders (over 18yrs) in accordance with GGUK policies.</li> <li>2. All leaders of units/ groups using The Cottage &amp; Orchard Shelter 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><u>Non-Girlguiding users must also complete and submit at the time of booking the Hadlow Fields Hirer's Agreement Form.</u></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 carrying out on site activities. Please ensure you do not encroach on to other campsites when running activities.</li> <li>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.</li> <li>8. The use of amplified music and activities involving shooting (except archery in Orchard) or motorised vehicles are not permitted.</li> <li>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.</li> <li>10. Any users wishing to use on site equipment (excluding the Adventure Playground &amp; Traversing Wall) or use our outdoor spaces (fairy Trail, Outdoor Classroom, Pizza Oven area) should complete the appropriate equipment booking form and submit it at the time of booking the cottage.</li> <li>11. All users are expected to leave the Cottage and Orchard Shelter and all associated equipment including the oven / fridge &amp; 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 &amp; book within the cottage.</li> <li>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.</li> <li>13. Unit / Group leaders are expected to have with them a first aid kit adequate for their needs and competent adult first aiders.</li> </ol>		
<b>Consent for Event/Activity forms completed:</b> 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.	<b>Instructor qualifications:</b> 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)	Are further controls required?	Hadlow Review Date & Who	Hirer Review Date & Who
Minor injury - slips / trips / falls / cuts / sprains	Users	<ul style="list-style-type: none"> <li>• Adult supervision always.</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 Service Rep	
Major injury - head injury / breaks	Users	<ul style="list-style-type: none"> <li>• Adult supervision always.</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>• 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.</li> <li>• Contact information for local hospitals /doctor/dentist can be found on the Site Users Information notice board in the main room of the cottage.</li> </ul>	Low	Group leader to have completed their own risk assessment for all activities their group will be undertaking.	November 2023 Site Service 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 Cottage Notice Board &amp; in Users Handbook.</li> <li>• Contact details of local hospitals, doctor, dentist is on the Cottage Noticeboard &amp; in the Users Handbook.</li> </ul>	Low	Site users should be aware of any medical needs of their members. Appropriate support plans should be in place.	November 2023 Site Service Rep	
Fire	Users	<ul style="list-style-type: none"> <li>• The Cottage &amp; Orchard Shelter have a suitable detection &amp; alarm system. The</li> </ul>	Low		November 2023	

		<p>system is serviced on a six-monthly basis by an approved contractor.</p> <ul style="list-style-type: none"> <li>• A site representative tests the system weekly.</li> <li>• An internal &amp; external emergency lighting system is in place. The system is serviced annually by an approved contractor.</li> <li>• A site representative checks the system monthly.</li> <li>• Extinguishers are by the back door, the door leading into orchard and in Orchard Shelter. They are serviced annually by an approved contractor.</li> <li>• Fire blankets are in the kitchen area and Orchard Shelter. They are inspected annually by an approved contractor.</li> <li>• A site representative checks them monthly.</li> <li>• <b>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.</b></li> </ul> <p><b><u>Fire Drill &amp; Evacuation</u></b></p> <ul style="list-style-type: none"> <li>• Group/Unit leaders must have a fire evacuation list naming all persons using or staying in the cottage.</li> <li>• Pro forma Fire Safety Evacuation lists are available in the cottage by the back door.</li> <li>• Group/Unit Leader must ensure all users are aware of the location of the fire alarm activation points and fire exits.</li> <li>• Group/Unit Leader must ensure fire exits are always unlocked and unobstructed.</li> <li>• Group/Unit Leader must ensure that fire doors are not propped open.</li> <li>• A fire drill must be carried out with all users prior to the first night of the stay.</li> </ul>		<p>Group leader to carry out fire drill.</p> <p>All leaders must familiarise themselves with the location of extinguishers &amp; exits.</p> <p>All leaders must ensure that fire doors or emergency exits are not blocked.</p>	<p>Site Service Rep</p>	
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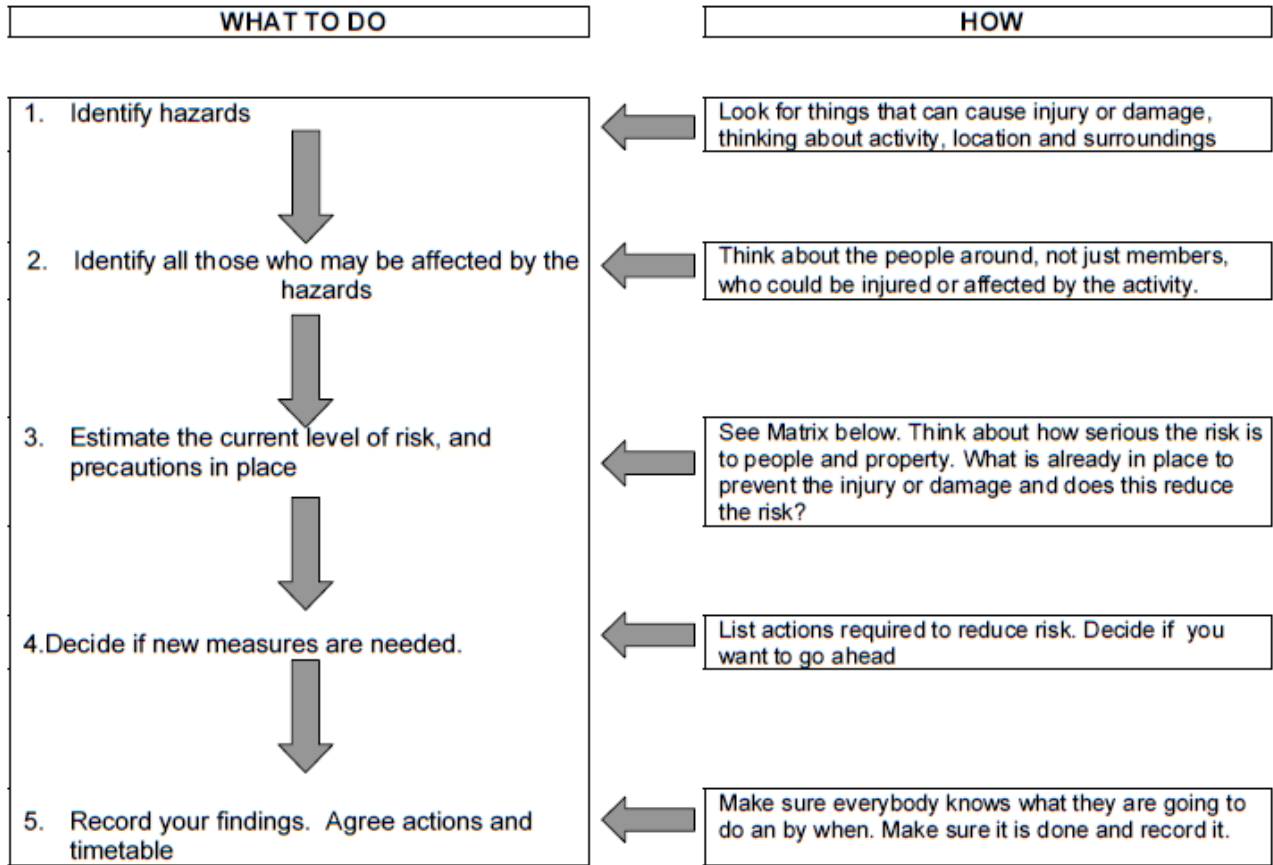
		<ul style="list-style-type: none"> <li>• The muster point is by Orchard Wall next to the Car Park and is clearly marked.</li> </ul> <p><u>Fireplace</u></p> <ul style="list-style-type: none"> <li>• The cottage has an open fire with fireguard that users can use.</li> <li>• Only kiln dried logs or smokeless fuels can be burnt in the grate no other fuel to be used.</li> <li>• 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.</li> </ul> <p><b><u>Activities using a naked flame are not permitted in the cottage or in Orchard Shelter.</u></b></p> <p>Volunteer wardens seeing units/groups into the cottage will explain the fire detection / alarm system and point out location of extinguishers and exits.</p>				
Electrocution from electricity supply & appliances. Fire risk from an electrical fault.	Users	<ul style="list-style-type: none"> <li>• Portable appliance testing of electrical items is conducted on risk-based approach with high-risk items checked annually.</li> <li>• Devices are labelled with their last inspection date.</li> <li>• Electrical devices should be turned off over night except for the fridge and freezer.</li> <li>• Electrical fixed wiring in the cottage &amp; orchard shelter is inspected and tested by an approved persons on a five-year programme in accordance with current legal requirements.</li> </ul>	Low	Group leader must ensure that electrical devices are turned off overnight.	November 2023 Site Service Rep	
Electrocution / fire risk from Portable	Users	<ul style="list-style-type: none"> <li>• On the advice of Cheshire Fire &amp; Rescue <u>portable charging device are not permitted in the bedrooms of the cottage at all.</u></li> </ul>	Medium	Group leader must ensure that portable charging	November 2023	

Electrical Devices (Users)		<ul style="list-style-type: none"> <li>• <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></li> <li>• Portable charging devices, mobile phones or other electrical devices brought on to site by users must only be used in the main cottage area.</li> <li>• They must not be left on overnight.</li> </ul>		device are not in use during sleeping hours or in use in the bedrooms.	Site Service Rep	
Gas leak from the LPG tank, pipework or gas appliances	Users	<ul style="list-style-type: none"> <li>• Gas supply tank &amp; each building are fitted with isolator valves 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 our supplier at the time of delivery to the site.</li> <li>• The internal gas supply off valve is located to the left of the kitchen window just above the worktop.</li> <li>• Gas boiler and cooker are subject to an annual inspection by an approved Gas Safe Registered contractor.</li> <li>• 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.</li> <li>• Warden is responsible for demonstrating the use of the oven and fans at the time of seeing users into the cottage. User guides are also displayed on the wall &amp; in the red information file.</li> </ul>	Low		November 2023 Site Service Rep	

Water supply contamination	Users	<ul style="list-style-type: none"> <li>• All water to the cottage 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> </ul>	Low			
Food Preparation Area (Food Poisoning)	Users	<ul style="list-style-type: none"> <li>• The extractor fan unit and kitchen area is deep cleaned annually by an approved contractor.</li> <li>• A separate hand wash sink with soap dispenser is provided in the kitchen and should be used.</li> <li>• Colour coded chopping boards are provided to prevent cross contamination during food preparation.</li> <li>• All users are expected to leave the kitchen area and all equipment in a high standard of cleanliness at the end of their stay.</li> </ul>	Low	Group leader to ensure that a high standard of food hygiene practice is used in all food preparation.	November 2023 Site Service 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) for the removal of rubbish from the site.</li> <li>• Recycling of all clean paper, cardboard, tins, and plastic is encouraged by all site users.</li> <li>• Neither bin bags nor food waste should be stored outside the cottage due to the fire risk / vermin risk this poses.</li> <li>• Sanitary disposal bins are in all toilets and are serviced by our appointed contractor.</li> <li>• There are no facilities on site for the disposal of medical waste.</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 the off-site disposal of medical waste.</p>	November 2023 Site Service Rep	
Poisoning / Burns from Cleaning Materials	Users	<ul style="list-style-type: none"> <li>• Only the cleaning products provided should be used.</li> <li>• No beaches or chloride-based cleaners to be used.</li> <li>• All cleaning products are in a marked box on top of the fridge.</li> </ul>	Low	Group leader to ensure cleaning chemicals are always out of reach of children.	November 2023 Site Service Rep	

		<ul style="list-style-type: none"> <li>• Safety Data Sheets are available on the main cottage notice board.</li> <li>• Only washing up liquid, anti-bacterial counter spray &amp; hand wash are permitted in the kitchen.</li> <li>• Hand wash soap is provided in the toilets.</li> </ul>				
Bunk Beds	Users	<ul style="list-style-type: none"> <li>• No child under the age of 6yrs should sleep on the top bunk.</li> <li>• The top bunk is only recommended for users under 79kgs and the bottom bunk for users under 90kg.</li> <li>• Group/Unit Leaders to ensure that users know not to bounce on the bunk bed especially the top one.</li> <li>• Groups/Unit Leaders to ensure that users know only one person is allowed on the top bunk at any time.</li> </ul>	Low	Group leader to ensure users follow the safety rules.	November 2023 Site Service Rep	
Adverse weather - snow, high winds, pro-longed 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.	Low	Group leader should liaise with their warden if adverse weather is expected.	November 2023 Site Service Rep	

## RISK MANAGEMENT



## RISK ASSESSMENT MATRIX

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