Issue 4 (2014) Ref. No. SN.1

Section 1

# GENERAL PHILOSOPHY

**THE GENERAL PHILOSOPHY OF BIBBYS FARM SCOUT CAMPSITE AND ACTIVITY CENTRE IS TO DEVELOP THE CENTRE IN ORDER TO**

1. Achieve its full potential for safe activities within Scouting, so that current and future generations of Bolton, and all other Scouts get the most beneficial safe use from the Centre, but recognising also the needs of other young people from outside Scouting e.g. from education, industry and training groups, as permitted by the Centre’s planning permission.
2. Maximise utilisation of the Centre by Scouts, particularly Scouts from Bolton, whilst achieving an operating surplus sufficient to pay for the development and future well being of the Centre.

 (c) Promote conservation, retaining the Centre's original character avoiding commercialism as much as possible, and by efficient management, ensuring optimum safe use of the Centre, its facilities and equipment.

Reference. Nos.

SN.1/A General Overview, Arrangements for Centre Health and Safety

SN.1/B Insurance

SN.1/C Duty of Care, Special Needs, Reconnaissance Visits, Personnel and Equipment

SN.1/D Activity Operating Procedures and Visiting Groups Code of Practice

SN.1/E Environment Statement

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1. **GENERAL OVERVIEW**

Bolton Scout Trust set up Bibbys Farm Limited to administer Bibbys Farm Scout Campsite and Activity Centre (The Centre). The Directors of Bibbys Farm Limited are all members of Bolton Scout Trust and report back at regular Trust meetings.

The Centre follows the Policy, Organisation and Rules of the Scout Association and all relevant fact sheets. In addition the Centre has produced an Activities Safety Policy. This policy has been created to comply with current legislation and good practice however, more importantly, the **safety of anyone taking part in Activities at the centre.**

In addition, the Centre operates within the guidelines of those National Governing Bodies whose activities are practised at the Centre.

Bibbys Farm Limited have produced a *Health and Safety Policy Document,* which has been created to comply with the current interpretation of the law and of good practice. However, its prime purpose is to ensure the safety of anyone undertaking land or water activities at the Centre or elsewhere under the auspices of centre personnel. (See SN.2/A)

The safety policy and guidelines are always under review. They reflect current good practice, whereby acceptable levels of risk are reduced to the lowest possible level.

Therefore the aim of the safety policy is to ensure that whilst providing adventurous activities risk is minimal and safety is paramount. This is achieved by the following controls: -

Regular meetings of Centre Personnel and Centre Safety Committee

Risk assessments

Competent instruction and supervision

Appropriate equipment, properly maintained (See Section 5)

Maintaining modern high quality activity equipment

First Aid and emergency care

Reviews of safety policy.

##### Bibbys Farm Limited listens to users of the Centre.

**Anyone wishing to comment on the Centre’s “Health & Safety, Management and Operational Procedures” (HASMOP) should contact the Safety Officer or the Site Office**

###### 1.1 GENERAL ARRANGEMENTS FOR CENTRE HEALTH AND SAFETY

These are the protective and preventative measures taken to reduce the risk of mishap to the lowest possible level.

The way in which the Centre operates is divided into four main categories

* 1. General operation of the Centre
	2. Maintenance operation of facilities, equipment, plant and machinery
	3. Activities operation (self led groups)

(d.) Activities operation (instructed groups)

Issue 3 (Jan 09) Ref. No. SN.1/B

1. **INSURANCE**

Scout Association Insurance cover extends automatically to cover Bolton Scout Trust and Bibbys Farm Limited. The policy indemnifies The Association and, at it’s request, any other Scout body (corporate or unincorporated). The directors of Bibbys Farm Limited have been given defacto evidence that David Hinton, on behalf of The Association, has accepted Bolton Scout Trust and Bibbys Farm Limited as a 'Scout Trust' and a 'Scout Company' set up in furtherance of the aims of Scouting.

The majority of the liability risk is underwritten by the Scout Association’s own company, Scout Insurance (Guernsey) Limited.

The liability policy covers '...any adult authorised to assist with or otherwise supervise a Scouting activity...' The definition of 'authorised' is that they act, ultimately, at the request of a Scout authority (this could be Bibbys, County, District or Group officials). 'Scouting activity' is defined as any activity which is undertaken for the benefit of Scouting and in furtherance of its aims. The definitions are deliberately kept very loose, as the intention is to pick up anyone who may be appointed, co-opted or otherwise 'conned' (in true Scouting fashion) to provide some form of help. A good example might be a parent, who happens to be a carpenter, and who gets 'persuaded' to fit some new doors to his child’s Group HQ. There is no formal appointment or contract, just the Scout Leader asking and the parent agreeing to provide a one off pro bono service. Scouting survives thanks to a vast, unsung, army of mums, dads, friends and relatives and it is intended that they should all be protected under the liability policy.

The liability policy only covers people against third party claims arising in negligence. It does not provide any form of 'no fault' personal injury cover. The Scout Association has a basic form of personal injury cover but this is limited to members who are declared and who pay the membership subscription, because the cover is arranged and the premium paid on an annual declaration to insurers.

The Scout Association’s liability policy includes owners/occupiers liability which covers Bibbys Farm Limited against any potential liability arising under the Occupiers Liability Act (1957). The cover is extended to give protection to any/all persons working on a voluntary basis at the Centre, doing tasks at the Centre Personnel’s request, with their own equipment including the use of motor vehicles 'off the public highway'.

Insurance information supplied by John Grantham, Scout Insurance Services Limited.

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**3.0 DUTY OF CARE**

Bibbys Farm Limited through its association with various organisations, recommendations it receives from outside sources, plus advice and information provided by the emergency services, will through its correspondence and notice boards at the Centre, inform the Centre users with regard to areas of concern.

**4.0 SPECIAL NEEDS**

The Scout Association has an Equal Opportunities Policy and is committed to the principle of activities for all. To ensure the safety of those with Special Needs and others within their activity group, all Group Leaders are asked when booking instructor-led activities for details of persons within their group who have special needs. Bibbys Farm Limited wish to make as much provision for participants with special needs as is possible, but realise that the physical aspects of the site will preclude some people with particular needs. (See Section 8)

**5.0 RECONNAISSANCE VISITS**

It is Bibbys Farm Limited policy to facilitate reconnaissance visits to the Centre by prospective party leaders, including Local Education Officers and other interested parties. To arrange a visit, or obtain further information please contact the Camp Office, Bibbys Farm, Back Lane, Heath Charnock, Lancashire, PR6 9DL. Telephone number and Fax number 01257 249391 or E-mail bookingoffice@bibbysfarm.org.

**6.0 CENTRE PERSONNEL RECRUITMENT, TRAINING & QUALIFICATIONS / COMPETENCE**

The Centre will mainly be manned by voluntary personnel. Personnel recruitment and training are conducted in accordance with the attached documents. In general terms Bibbys Farm Limited would be looking to recruit personnel who have a sense of responsibility, are trustworthy, show initiative and have relevant experience. They would hold National Governing Bodies qualifications if appropriate and would be expected to attend induction training and on-going in-house training sessions. Appointment would only be made following interview, the checking of references and NGB qualifications, and the satisfactory conclusion of the Scout Association's Adult Enquiry and Criminal Records Bureau procedures. During their term of duty, centre personnel would be subject to on going appraisals and disciplinary procedure. (See Section 4)

**7.0 EQUIPMENT**

The attached documents cover Bibbys Farm Limited policies with regard to the purchase, storage, maintenance, inspection and retirement of equipment. The Management Committee takes advice from instructors and advisors, along with advice from the Health and Safety Committee. It allocates an annual budget for the purposes of renewing and developing its activity and ancillary equipment. Purchases of equipment are through the Management Committee in consultation with advisors.

 (See Section 5)

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**8.0 Activity Operating Procedures**

Bibbys Farm Scout Campsite and Activity Centre follows the Policy, Organisation and Rules of the Scout Association and the relevant fact sheets. In addition the Centre has produced an Activities Safety Policy. This policy has been created to comply with current legislation and good practice however, more importantly, the **safety of anyone taking part in Activities at the centre.**

The aim of the Centre’s Activities Safety Policy is to ensure that **risk is controlled** whilst **safety remains paramount** whilst providing an adventurous activity.

 This is achieved by the following controls

• Risk Assessments

• Competent instruction and supervision

• Appropriate equipment properly maintained

• Maintenance of the activity facilities at Bibbys Farm

• First Aid and Emergency Care

• Reviewing safety policy.

Instructors are appointed in accordance with Scout Association Policy, Organisation and Rules and all instructed or supervised activities are carried out in accordance with the Scout Associations Activity Policy.

Operating procedures are documented. Each instructor is issued with a copy of the standard procedure to be followed for each Activity offered at the Centre. Although most activities at the Centre are of a traditional Scouting nature they are operated in accordance with Scouting reference books, Policy Organisation & Rules and Resource Centre fact sheets. Where adventurous activities have a National Governing Body, Bibbys Farm Limited conform to their guidelines, but in these cases Bibbys Farm Limited have included definitions of the competence required of centre personnel for the activity programme, along with statements of instructor / instructed ratios.

 (See Section 6)

**9.0 Visiting Groups Code of Practice**

In the interest of safety, welfare and enjoyment of everyone using the Centre, Bibbys Farm Limited expects visiting groups to adhere to its Health and Safety Policy, its booking conditions and activity codes of conduct. Group leaders are responsible for ensuring that their group acts in reasonable and proper way with regard to their personal behaviour, their care of the facilities, the conduct of their own activities, the duty of care, risk assessment and Health and Safety issues. It is a further requirement that those who conduct activities have the appropriate training, expertise, accreditation and authorisation and, where appropriate, qualifications to do so. (See Section 7)

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**10.0 Environment Statement**

All activities on Bibbys Farm Limited premises or whilst taking part in Bibbys Farm Limited related activities, must be conducted with due care and attention by all participants regarding the conservation and enhancement of the countryside and in particular to ensure sustainable use of the Centre. To that end, users are requested to -

{a.} Observe the country code at all times.

(b.) Give consideration to the needs of other users at popular locations.

* 1. Pay due regard to the effect that activities may have on local communities, making sure that activities have the lowest adverse impact on them.

For further information please contact: -

 The Camp Office

 Bibbys Farm Scout Campsite and Activity Centre

Back Lane

Heath Charnock

 Lancashire.

 PR6 9DL

 Telephone Number 0300 20 10 077

 or 01257 249391

 Website www.bibbysfarm.org.uk

 E-mail booking.office@bibbysfarm.org.uk

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