Issue 4 (Nov 09) Ref. No. SN.2

Section 2

THE Health and Safety POLICY

Reference. No.

SN.2/A Centre Health and Safety Statement

SN.2/B Centre Health and Safety Implementation Chart

SN.2/C Safety Committee

SN.2/D Maintenance Policy for Facilities and Equipment

SN.2/E Centre Supervision

SN.2/F Wardens Information

SN.2/G Duty Wardens Guidelines

SN.2/H1 Accident and Emergency Procedures (Sheet 1 of 6)

SN.2/H2 Accident Reporting (Sheet 2 of 6)

SN.2/H3 Emergency Procedures (Sheet 3 of 6)

SN.2/H4 Emergency Action Plan (Sheet 4 of 6)

SN.2/H5 Incident / Accident Log Sheet (Sheet 5 of 6)

SN.2/H6 Hazard (Including Near Misses) Report Sheet (Sheet 6 of 6)

SN.2/J1 Fire / Emergency Precautions - General and Visitors Notification (Sheet 1 of 2)

SN.2/J2 Fire / Emergency Precautions Notice (Sheet 2 of 2)

SN.2/K Personnel Fire Notice

SN.2/L Visiting Groups Code of Practice

SN.2/M Substances Hazardous to Health.

SN.2/M1 Register of Substances Hazardous to Health (Sheet 1 of 2)

SN.2/M2 Register of Substances Hazardous to Health (Sheet 2 of 2)

SN.2/N Aids

Issue 7 (June 2016) **HEALTH AND SAFETY STATEMENT** Ref. No. SN.2/A

Bibbys Farm Limited policy is to provide safe and healthy working conditions for Centre personnel and all users of its facilities.

1. The Safety Officer for Bibbys Farm Scout Campsite and Activity Centre (the Centre) is Mr. Norman Theaker.

2. Any Member of Personnel becoming aware of unsafe working practices, or unsafe equipment or working conditions should report this to the Safety Officer or, in any emergency, to the Duty Warden of the campsite. Near misses should also be reported.

3. The topic of "Health and Safety" will be on the agenda of meetings of the Sites Committee at least three times each calendar year.

4. The Centre, by the nature of its environment and activities has a variety of potential dangers and risks not normally present in a workplace. The presence of quarries, trees, tree surgery equipment, open fires, pressure stoves, reservoirs, ponds, adventure courses, climbing towers / walls, water activity facilities (paddling, kayaking, rafting and sailing), vehicles, office and workshop tools and equipment: as well as the use of the sites by large numbers of young people, means that all centre personnel, instructors, voluntary helpers and users must be particularly vigilant and continually searching for safe working practices.

5.  Particular but not exclusive dangers are

 Tractors, trailers, site machinery and other vehicles used by employees of Bibbys Farm Limited and / or by authorised centre personnel only

 Reservoirs, ponds and quarries

 Climbing Walls and/or Towers

 Wood Piles

 Roofs of buildings

 Adventure Courses.

 Footbridge Access across Motorway

Leaders of visiting groups must ensure that all their members are properly supervised at all times whilst on site since there is equipment on site some of which is provided for the members enjoyment and is dangerous if used unsupervised. Whilst the Centre Personnel will keep a look out for dangerous behaviour it is the visiting Leaders who are responsible for the safety and supervision of their members.

6. It is a requirement that all who use the Centre facilities act in a reasonable and proper way with regard to their personal behaviour, their care of the facilities, the conduct of activities, the duty of care, risk assessment and health and safety issues. In particular, ALL users are expected to abide by the Scout Association’s alcohol policy as per Factsheet: FS185092

7. It is a further requirement that those who conduct activities have the appropriate training, expertise, accreditation, authorisation, and where appropriate, qualifications to do so

8. NOTE – The Group leader must remain on the relevant site whilst his group is under instruction from Centre Personnel. He should have in his possession all documentation referring to names, addresses and home contact details of the Group under instruction.

9. CHILD PROTECTION MEASURES - It is the policy of The Scout Association to safeguard the welfare of all members and users of its premises by protecting them from physical, sexual, and emotional harm.

In order to meet these responsibilities, Bibbys Farm Limited require that users of its facilities sign below, undertaking that all adults in their party are deemed as suitable to work with young people by their own organisation and that any contravention of the Scout Association's Child Protection Code of Practice could lead to the Scout Association initiating its reporting and referral procedures.

NOTE: Making a signature of acceptance of the above requirements is an integral part of the booking form and a pre-requisite of anyone using the site or its facilities

**Bibbys Farm Booking Reference Number……CM…………………** Date of Arrival……………………………………..

Read, accepted and signed on behalf of User ...................................……...........................................date .......…………....

**Organisation Name** …....................................................................... Position in users organisation…………………………

Signed on behalf of Bibbys Farm Limited ....................................................................................

*One copy to be retained by user & one copy to be signed by user & returned with Booking Form.*

Issue 3 (Jan 09) Ref. No. SN.2/B

**Health and Safety Implementation Chart**

## **Sites Committee**

*(Sets out Overall Policy)*

**CENTRE MANAGER**

*(Planning & Implementation of Policy and Training)*

**Safety Officer**

 Advisors Safety Committee

 H & S Executive Incident / Accident Reports

 Outside specialists Hazard reports

 Consultants Conduct at Centre

 Activity Advisors Procedures Reviews

 Technical Standards

**Camp Warden**

*Day-to-Day management*

### **Voluntary Duty Warden**

*Conduct at centre*

### **Voluntary Wardens**

 **Instructors Service Crew**

#### **Centre Users**

Issue 4 (Jan 2016) Ref. No. SN.2/C

**Safety Committee**

Bibbys Farm Limited has a Safety Committee to cover the Centre facilities as part of it’s Health and Safety management procedures.

The general composition of this committee, chaired by Safety Officer, would be the Centre Manager, the Activity Coordinator and representatives of the Directors, the Camp Wardens and the Site Crew plus as required, Activity Advisors relevant to the Centre and specialist for areas under discussion.

Frequency of meetings: -

The Safety Committee will hold four meetings per annum, two formal and two informal. The informal meetings will check progress on minuted actions and review the Incident / Accident and Hazard Report log books. All meetings will be held at the Centre. The Safety Officer will undertake monitoring of actions from the Hazard Book on a more regular basis. Members will themselves agree the dates of meetings.

The Standard Agenda for Formal Meetings would be: -

1. Minutes of last meeting and review of actions taken.
2. Lessons learned
3. Specific items for discussion.
4. Reviews of Incident / Accident Reports
5. Reviews of Hazard log entries.
6. A tour of the Centre, identifying Hazards and recording significant findings and actions required.
7. Approve Risk Assessments and revisions to assessments.
8. Approve updates to Health and Safety Manual
9. Agree recommendations to be placed before the Sites Committee
10. Any other Business

Safety Committee Minute Book: -

The Safety Committee Minute Book will be retained at the Centre Office. Minutes from all Safety Committee meetings will be circulated to all present at the Meeting and to all other members of the Safety Committee, to assist in identifying good practice.

Issue 2 (Jan 09)Ref. No. SN.2/ D

**Maintenance Policy**

**Facilities and Equipment**

Bibbys Farm Limited, through its Sites Committee Budgets, have an annual renewal and maintenance programme. It employs a number of voluntary part time Centre personnel to ensure that genera! maintenance and minor repair projects can be undertaken in-house as arising.

In general terms the Maintenance Programme falls in to three categories:

1. **Day to day maintenance**. Highlighted at changeover, cleaning, visual impact as reported by customers, instructors, and/or Centre personnel.Day-to-day maintenance is affected by the season. i.e. leaves in autumn, frost in winter, levelof the Centre occupancy etc.

2. **Planned maintenance**. These are items advised by specialist trades advisors, some of whom may be members of the Sites Committee and/or of National GoverningBodies for Activities, and are agreed by the Sites Committee for implementation. The season of the year as above also is borne in mind.

1. **Major Maintenance and Development Projects**. These would be items extracted from Long Term Plans, which had been discussed widely, with input from users, specialist trades and Activity Advisors. Other major / development projects are included as a result of Government Legislation, Local Authority Agencies or Emergency Services advice or requirements.

**Persons authorised to undertake maintenance**.

Bibbys Farm LimitedSites Committee approves individual trades people and companies to undertake specialist maintenance / development workat the Centre. The names of persons or companies are submitted and minuted by the Sites Committee where approved.

**Areas under this system include**:

Electrical Systems and Portable Appliance Testing

Water and Filtration Plant annual inspections

Fire and intruder alarm systems

Fire extinguishers and associated equipment annual inspection

Boiler Plant annual inspections

Sewage Plant annual inspection

Other major projects / systems are sub contracted as arising.

Much of the planned maintenance is undertaken by Centre personnel,but only where they are trained and qualified to do so. Where the Sites Committee has not appointed a named person or company and where centre personnel are not qualified to undertake particular items on maintenance work, the item concerned would be returned to the manufacturer or to a specialist repairer.

Issue 4 (Jan 09) Ref. No. SN.2/E

**Centre Supervision**

Bibbys Farm Limited will make every effort to ensure that, at weekends and during the main school holidays, the Centre will be under the supervision of a named Duty Warden. Duty Wardens are drawn from a list compiled of experienced, trained, adult members of the Scout and Guide Organisations.

Duty Wardens will endeavor to be resident on site for the period of their rostered duty. If however the Duty Warden in absent from site, he/she will be able to be contacted at any time by telephone. The mobile telephone number required will be made available to leaders of all visiting groups.

Along with their other duties, they staff reception and provide emergency cover; they are responsible for the supervision of the Centre and of the general supervision of all Centre users.

Duty Wardens hold First Aid qualifications and attend regular in-house training and familiarisation sessions where arrangements for Accident, Emergency and Evacuation procedures are extensively covered.

**NOTE:**

Supervision of the Centre for specific activities may be provided at other times by negotiation. However, it should be noted that on occasion young persons, who are participating in Scout/Guide programmes or the Duke of Edinburgh Award scheme may use the Centre for overnight camping, without their necessarily being adult supervision present. Leaders of all Scout parties not accompanied by an adult must have a valid Events Passport issued by a Warranted Leader holding a Nights Away Permit.

**All such parties must have their Leaders' permission and the Centre must be made aware of such events through its normal booking procedures.**

###### THIS IS THE SCOUT METHOD

Issue 4 (June 2016)Ref. No.SN.2/F

**WARDENS INFORMATION**

**IT IS Bibbys Farm Limited POLICY TO PROVIDE SAFE AND HEALTHY CONDITIONS FOR ALL CENTRE PERSONNEL AND USERS OF ITS FACILITIES.**

The Safety Officer for the Centre is Mr Norman Theaker.

The Safety Officer of the Centre is responsible and accountable to the Sites Management Committee and to the Directors of Bibbys Farm Limited for implementing the Safety Policy and for all matters relating to Health, Safety and Welfare within the establishment.

The day-to-day management of Health and Safety matters (especially duties) will be delegated by the Safety Officer to the Centre Manager and the Wardens.

EMERGENCY INFORMATION

Emergency contact list

P Sturgess Mobile 07792 540560

 Home 0300 20 10 077

D Bootland Mobile 07801 858046

 Home 01706 823725

N Theaker Home 01204 62852

 Mobile 07803 987752

Location of First Aid Boxes / equipment

 1 - Camp Centre reception

 2 - Voluntary personnel quarters

 3 - Upstairs Accommodation Kitchen

 4 - Downstairs Accommodation Kitchen

 5 - Indoor Archery Range

 6 - Explorer Cabin

 7 - Three portable kits are available at reception for use on any activity.

Fire / Evacuation procedures 1 - Posted in Accommodation Barn

 2 - Camp Centre reception

 3 - Voluntary personnel quarters

Posted emergency information regarding Hospital

 1 - On reception door

 2 - On Accommodation Barn notice-board

 3 - On Activity Barn door

 4 - On Laminated Card available from reception for off-site activities.

Issue 2 (Jan 09) Ref. No.SN.2/G

DUTY WARDEN'S GUIDELINES

**1. AIM**

To assist the Sites Committee in the safe management and organisation, whilst contributing to the development of the Centre, which includes its estate, facilities and equipment. A major part of this development will be provision of safety cover and Centre supervision.

**2. GENERAL**

During their period of duty, Duty Wardens will assume the responsibility for

1. Overseeing health, safety and hygiene aspects

2. The interface between users

3. Ensuring that the Estate "No Go" conservation areas are observed

4. Encouraging a variety of activities

5. Ensuring correct use and storage of equipment and, recording activity equipment usage

1. Acting as a spokesman for the Centre in the absence of the Centre Manager

**3. DOMESTIC NOTES**

On arrival, the Duty Warden(s) should report to reception to collect the Duty Wardens File, which will include information sheets of visiting Groups, and the keys they will require. Visitors could be invited to undertake a good turn for the Centre during their stay. Where fees are collected, the list of charges and receipt register are located in the Centre Office. Fees collected should be placed in the safe as per the Centre Manager's instructions. If the Wardens have any queries / problems they should contact the Centre Manager.

**4. ADMINISTRATION**

IMPORTANT - ALL CENTRE PERSONNEL & ACTIVITY SUPERVISERS MUST ENSURE THAT THEY COMPLETE THE INCIDENT / ACCIDENT LOG BOOK AND THE HAZARD REPORT BOOK PRIOR TO THEIR DEPARTURE. IT IS ALSO IMPORTANT THAT THEY DRAW ANY COMMENTS TO THE ATTENTION OF EITHER THE DUTY WARDEN OR THE CENTRE MANAGER AS SOON AS POSSIBLE.

NOTE Incident / Accident Log Book

 Hazard Report Book

These are all located in the Camp Centre reception room and must be available to all Centre users. At the end of their period of duty, the Duty Wardens should ensure that they are handed to the Camp Warden.

Sheet 1 of 6 - Issue 2 (Jan 09) Ref. No. SN.2/H1

**ACCIDENT AND EMERGENCY PROCEDURES**

Many accidents can be avoided and to that end all Centre personnel must actively discourage irresponsible behaviour at all times.

###### Prevention is better than cure.

**FIRST AID ARRANGEMENTS**

In the first instance all Groups are expected to carry their own First Aid equipment and to carry out First Aid on their own party members as required working on the principle that they will have a better knowledge and understanding of their members than the Centre personnel can have. The Group Leader must also be prepared to act *in loco parentis* should this be required.

**Awareness and basic principles**

Bibbys Farm Limited Centre personnel hold valid First Aid certificates and the Directors aim for all the Centre Duty Wardens and instructors to have been formally trained in First Aid at some stage and to hold valid certificates. The Directors are also aware that First Aid awareness needs to be covered during induction training stressing that First Aid is mainly a matter of common sense and that the main aim of the First Aider is simply to try to

**Preserve life**, including his/her own

**Limit the effects** of the condition on the patient and

**Promote** the patient's recovery.

● Keep calm, assess the situation and make the area safe

● Do not move the patient unless absolutely necessary

● Seek qualified or professional advice (quickly)

● Deal with priorities (see next paragraph)

● Do not give food or drink

● Reassure and protect the patient

**Dealing with priorities**

In an emergency situation it is vital to establish the correct order of priorities and to treat the patient(s) accordingly

**Breathing/Heart** (check Airway, Breathing, Circulation)

**Bleeding**

**Other injuries**

**Shock**

Under no circumstances must any member of Centre personnel administer medicines, such as paracetamol or inhalers to other Centre personnel, participants or visitors.

**First Aid Kits**

A large first aid kit is kept in the Camp Reception Room. Other smaller basic kits are kept at various locations around the Campsite and Activity Centre and in the main accommodation building. It is the responsibility of the First Aider to replenish, or ask the Duty Warden to replenish the contents of used kits as necessary. Duty Wardens will be responsible for checking each kit weekly to ensure its viability. (See Duty Warden's checklist).

**Other considerations**

It is important for First Aiders to be aware of sexually transmitted and other diseases and the ways in which the risk of infection can be minimised.

Sheet 2 of 6 - Issue 5 (Apr 2015) Ref. No. SN.2/H2

**ACCIDENT REPORTING**

The following system for reporting all accidents must be observed

1. Fill in the normal Centre Incident / Accident Log Sheet Appendix 2/H5.

2. Gather any other relevant information from witnesses, leader in charge etc

3. In the case of equipment failure put faulty equipment in quarantine pending further investigation

4. For Scout Groups make sure that their own leader reports the accident to the Home District Commissioner

5. In serious cases inform the Centre Manager as soon as possible

Where the activity is a purely voluntary activity i.e. volunteers undertaking an activity supervised by volunteers, no further steps other than the ones above are required. However where an accident involves a member of Centre personnel or where voluntary participants in activities are under Centre personnel supervision i.e. instructor led activities, Bibbys Farm Limited are required to inform the Scout Association Legal Department who, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) legislation, will contact the relevant authority, e.g. Police, Health and Safety Executive etc. as required. Under normal circumstances this would be undertaken by the Centre Manager but in his absence the Warden in charge should contact the Legal Department and also contact the County Commissioner or County Secretary to familiarise them with the circumstances.

Under no circumstances may Centre personnel comment to the Press or other outside agency without the above procedures being followed and without having received advice from the Legal Department or County officials.

(See further Policy, Organisation & Rules of the Scout Association, Scout Association Fact sheet FS120079 Accidents - A guide to reporting for Leaders & Commissioners, Scout Association Fact sheet FS120075 - In Touch Process.)

In the case of every incident an entry must be made in Section 1 of the Incident / Accident Log Sheet. Whenever treatment is necessary, no matter how minor, Section 2 must also be completed and the entry brought to the attention of the Centre Manager.

**Guideline Notes for Reporting Incidents, Accidents, Hazards and Near Misses**

1. An incident is an accident where medical treatment is not required and should be reported on Section 1 of the Incident / Accident Log Sheet - Appendix 2/H5.

2. An accident is an incident resulting in medical treatment being given and should be reported on both Section 1 and Section 2 of the Incident / Accident Log Sheet - Appendix 2/H5.

3. A hazard is any instance of a potentially dangerous situation being observed that could lead to an accident occurring and should be reported on a Hazard Report Sheet - Appendix 2/H6.

4. A near miss is an occurrence that could have resulted in an incident / accident and should be noted on a Hazard Report Sheet - Appendix 2/H6.

Sheet 3 of 6 - Issue 3 (Apr 2015) Ref. No. SN.2/H3

**EMERGENCY PROCEDURES**

**Fire procedures and evacuation of the Centre.**

All groups resident at the Centre have the Fire Precautions Notice for that building or camping area drawn to their attention when collecting their keys or site allocation. At this time Group Leaders will be requested to enter the number of campers and possible visitors to their site. Group leaders are also requested to bring the Notice to the attention of all their members, to familiarise them with Fire Exits, break glass call points, fire extinguishers and Assembly Point(s) and to hold a fire drill as soon as possible after arrival.

Group leaders are also requested to park sensibly in the designated spaces and ensure that access is kept clear for Emergency Vehicles. In the event of an evacuation group leaders are responsible for ensuring that everyone in their group is accounted for and informing the Duty Warden accordingly.

Should a fire occur and evacuation prove necessary when day visitors are present then their leaders will need to account for their group members. Where participants are under activity instruction from Centre personnel, the Centre instructors should assume responsibility for ensuring that participants in his/her care are taken to their assembly point. The Duty Warden will be responsible for ensuring that members of Centre personnel are accounted for. All Centre personnel should be aware that day visitors, whether self-help groups or under Centre instruction, will need extra assistance in recognising the fire alarm and in knowing where their Assembly Point is.

The Duty Warden will be responsible for designating someone to contact the Emergency Services and someone to take control of the Assembly point to prevent any further incident. The Duty Warden is the Incident Officer and is also responsible for ensuring that the Action Check List below is completed as soon as possible.

No-one may leave the Centre premises without obtaining permission from the Duty Warden.

**DUTY WARDENS INCIDENT / EMERGENCY ACTION CHECK LIST**

|  |  |  |  |
| --- | --- | --- | --- |
| ACTION | YES / NA | APPROX TIME | NAME OF PERSON TAKING ACTION |
| EMERGENCY SERVICES CONTACTED**Chorley Hospital 01257 261222****or 999** |  |  |  |
| DUTY WARDEN ON SITE CONTACTED  |  |  |  |
| CENTRE MANAGER CONTACTED |  |  |  |
| DISTRICT COMMISSIONERS CONTACTED**Chorley -** **Relevant Home District -** |  |  |  |
| GROUP LEADER ON SITE CONTACTED |  |  |  |
| BOLTON SCOUT TRUST CHAIR PERSON CONTACTED |  |  |  |
| HOME CONTACT CONTACTED |  |  |  |
| INCIDENT / ACCIDENT LOG SHEET FILLED IN & FILED |  |  |  |

Sheet 4 of 6 - Issue 3 (Apr 2015) Ref. No. SN.2/H4

**EMERGENCY ACTION PLAN**

INCIDENT

INCIDENT / ACCIDENT

 (YES) ARE (NO)

DEAL WITH INCIDENT MAKE SAFE & APPLY FIRST AID, CLEAR UP

CONTACT EMERGENCY SERVICES

 EMERGENCY

 SERVICES

 REQUIRED?

MAKE INCIDENT SAFE & TREAT CASUALTY UNTIL ARRIVAL OF EMERGENCY SERVICES

CONTACT GROUP LEADER

CONTACT CENTREMANAGER

Name:

Tel No:

NOTIFY HOME CONTACT IN ACCORDANCE WITH IN TOUCH PROCESS

CONTACT HOME DISTRICT COMMISSIONER

COMPLETE INCIDENT / ACCIDENT

 LOG SHEET AS REQUIRED

REPORT INCIDENT TO SCOUT HQ IN ACCORDANCE WITH POR IN THE EVENT OF A LIFE THREATENING OR SERIOUS INCIDENT

Tel No:

FILE LOG SHEET IN INCIDENT / ACCIDENT BOOK

CONTACT BOLTON SCOUT TRUST CHAIR PERSON

Name:

Tel No.

Sheet 5 of 6 - Issue 6 (2014) Ref. No. SN.2/H5

**INCIDENT / ACCIDENT LOG SHEET - I/ALS** ……….

Assemble key facts as quickly as possible, keep notes, cross check them and use them to prepare your Incident / Accident Log Report.

Date ..................................…………… Time .................... On-Site or Off-Site …………………………….

**SECTION 1 - INCIDENT REPORT**

Exact Location of Incident (Please write details and if possible make sketch on reverse of this sheet)

…………………………………………………………………………………………………………………………………………………..

Nature of Incident ..............................................................................................…………………………………………………..

…………………………………………………………………………………………………………………………………………………..

Names of Persons involved …..……………………………………..…....................................................………………….......

………………………………………………………………………………………………………………………………………………..…

Date of Birth ……………………………………………………………… Group …………………………………………………..…

Injuries ...........................................................................................................................................………………………….....….

Damage to Equipment ..............................................................................................................………………………...……..

Witnesses, Names, Group, Tel numbers .............................................................................................……………….….

…………………………………………………………………………………………………………………………….………………..…..

**SECTION 2 - ACCIDENT REPORT (MUST BE COMPLETED WHEN TREATMENT IS GIVEN)**

Emergency Action Taken (What First Aid was required? Action to make accident safe & clear up)

……………………………………………………………………………………………………………………………………....…………..

………………………………………………………………………………………………………………………………...…….…………..

…………………………………………………………………………………………………………………………..………………………

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………………………………………………………………………………………………………………………….…………...…………..

…………………………………………………………………………………………………………….………………………...…………..

Name of person completing this log (please print) ...................………..............………….. Date ...………..........……

Address …………..............................................................................................................………………………………………….

……………………………………………………………………………………… Signed …………………………………………...

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Further Action Requested by Health & Safety Committee …………………………… Date …………………….

…………………………………………………………………………………………………………………………………………………

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Confirmation of Action by Health & Safety Officer …………………………………….. Date ...………..........……

Sheet 6 of 6 - Issue 7 (2014) Ref. No. SN.2/H6

**HAZARD REPORT SHEET - HAZ** ……….

**(Including Near Misses)**

Assemble key facts as quickly as possible, keep notes, cross check them and use them to prepare your Hazard Report

Date .......................…………..........…………… Time ..........…………........ On-site or Off-Site …………………………….

Exact Location of Hazard (Please write details and if possible make sketch on reverse of this sheet)

…………………………………………………………………………………………………………………………………………………..

…………………………………………………………………………………………………………………………………………………..

Nature of Hazard / Near Miss ................................................................................................………………………..…....…

…………………………………………………………………………………………………………………………………….…………….

...............................................................…………………………………………............................…………………………………….

…………………………………………………………………………………………………………………………………………………..

Sketch details of location on reverse side if required

Damage to Equipment .....................................................................………………………..............................................……

………………………………………………………………………………………………………..…………………………………………

………………………………………………………………………………………………………………………………………………..…

Name of person completing this report ................................…………………………………………………………..………

(please print)

Group …………………………………………………………………..............…………………………………………………...........…

Address ...........................................................................................................…………………………………………………..…..

………………………………………………..……………………………………………………………………………………..…………..

Signature .............................………………………………………………………………………………. Date …………………….

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Temporary Action taken ............................................……………..………………..............……………………....................…

…………………………………………………………………………………………………………………………………………………..

…………………………………………………………………………………………………………………………………………………..

Signature .............................………………………………………………………………………….…… Date …………………….

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Further Action Requested by Health & Safety Committee …………………………….. Date……………………..

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Confirmation of Action by Health & Safety Officer …………………………………………. Date ...………..........……

Issue 3 (Jan 09) Ref. No. SN.2/J1

**FIRE / EMERGENCY PRECAUTIONS (GENERAL)**

1. Please ensure that all members of your group read and understand the Fire Precaution Notice, which is displayed in your building, a copy of which has been given to you with your keys. A similar copy will have been given to you if you are camping. Ensure that all members of your group staying in the building know the location of Fire Exits, break glass call points, fire extinguishers. **All persons using the centre whether in buildings or camping must be made aware of the assembly point which is the car park.**

2. It is requested that you hold a fire drill, as soon as possible after arrival, to familiarise the members of your party with the actions they should take in the event of an emergency.

3. Please park sensibly in the designated spaces and ensure that access to the building is kept clear for Emergency Vehicles.

4. In the event of a fire group leaders are responsible for calling a roll of their members ensuring that everyone is accounted for and reporting that to the (Incident Officer) at the assembly point.

5. Leaders are reminded that call points broken or extinguishers discharged maliciously will be charged for at the current rate of replacement plus call out fee. It should also be pointed out that it is a criminal offence to tamper with safety equipment under the Health and Safety at Work Act 1974.

**VISITORS FIRE / EMERGENCY PRECAUTIONS NOTIFICATION**

I certify that I have been given a copy of the Fire/Emergency Precautions Notice which is also displayed in the building(s) I have booked, and have also read and understood the general precautions displayed on the front of this folder.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Buildings or campsite booked | Group Name | Leaders signature | Number in party includingVisitors | Centre Personnelsignature |
|  |  |  |  |  |  |

Issue 4 (Jan 09) Ref. No. SN.2/J2

**FIRE / EMERGENCY PRECAUTIONS NOTICE**

ALL VISITORS MUST ENSURE THAT ALL PASSAGE WAYS, CORRIDORS, STAIRCASES AND DOORWAYS ARE FREE FROM OBSTRUCTION AT ALL TIMES.

Self-closing fire resistant doors MUST not be wedged or hooked open.

ALL VISITORS SHOULD ENSURE THAT ALL MEMBERS OF THEIR GROUP KNOW THE EXACT LOCATION OF ALL EXITS.

ALL VISITORS SHOULD ENSURE THAT THEY ARE FAMILIAR WITH THE LOCATION OF THEIR **EMERGENCY ASSEMBLY POINT WHICH IS THE CAR PARK.**

NO-ONE SHOULD RETURN TO THE BUILDING AFTER OR DURING EMERGENCY EVACUATION UNTIL THE DUTY WARDEN GIVES CONSENT.

NO-ONE IS ALLOWED TO LEAVE THE ASSEMBLY POINT UNLESS PERMISSION IS GIVEN BY THE DUTY WARDEN.

WHILST IT IS THE RESPONSIBILITY OF THE DUTY WARDEN TO CALL THE EMERGENCY SERVICES, IF HE/SHE IS NOT IMMEDIATELY AVAILABLE THE PERSON DISCOVERING THE FIRE SHOULD CALL THE EMERGENCY SERVICES. IT IS THE RESPONSIBILITY OF VISITORS TO ENSURE THAT THE DUTY WARDEN IS MADE AWARE OF ANY EMERGENCIES.

**UPON DISCOVERY OF A FIRE**

SHOUT FIRE

Leave THE Fire area immediately

CLOSE ALL DOORS BEHIND YOU

ACTIVATE THE FIRE ALARM

USE THE EXIT TO LEAVE THE BUILDING

ASK THE DUTY WARDEN TO CALL THE EMERGENCY SERVICES, OR CALL YOURSELF FROM A SAFE LOCATION

**UPON HEARING THE FIRE ALARM**

LEAVE THE BUILDING IMMEDIATELY USING THE NEAREST EXIT AND PROCEED WITHOUT DELAY TO THE ASSEMBLY POINT

CLOSE ALL DOORS BEHIND YOU

**CAUTION**

IF SMOKE IS THICK IN THE CORRIDOR USE AN ALTERNATIVE EXIT.

OR IT MAY BE SAFER TO STAY IN YOUR AREA CLOSE TO A WINDOW WHERE YOU CAN BE SEEN AND AWAIT RESCUE.

CLOSE THE DOOR AND PUT A WET TOWEL ALONG THE BOTTOM OF THE DOOR

**STAY CALM AT ALL TIMES**

Issue 3 (Jan 09) Ref. No. SN.2/K

**PERSONNEL FIRE NOTICE**

**FIRE DRILLS**

1. The purpose of fire drills and instructions is to ensure that when a fire is discovered

a. Immediate warning is given, throughout buildings, the campsite and to the Fire Service.

b. Evacuation is carried out in the shortest possible time.

1. The fire, if still small, is attacked with the fire-fighting equipment provided.
2. Drills will be held by Centre personnel at least once every six months and by users as soon as possible after arrival.
3. The responsibility of calling the Fire Service is designated to THE DUTY WARDEN, but if he/she is not immediately available the person discovering the fire should make the call.
4. The senior member of Centre personnel present should ensure that the Fire Service has been called.

**ON DISCOVERING A FIRE**

1. The Alarm must be activated, and the Fire Service called in the event of an outbreak of fire. Centre personnel need not seek confirmation from a senior member before sounding the alarm.
2. Attack the fire with the equipment provided.
3. If the fire continues to grow, leave it and report to your assembly point.
4. If fire is in a building, close all doors on your way out.

**ON HEARING THE FIRE ALARM**

9. a. THE DUTY WARDEN will ensure that the Fire Service has been alerted.

 b. DIAL 999 exchange telephone.

c. Tell the operator your telephone number 01257 249391 and address Bibbys Farm Scout Campsite, Charnock Back Lane, Heath Charnock, PR6 9DL.

 d. Ask for FIRE SERVICE

1. When the fire service answer say distinctly "FIRE AT Bibbys Farm Scout Campsite, POST CODE PR6 9DL"
2. Wait for acknowledgement of the address before disconnecting.

10. All Centre personnel will immediately make their way to and report at the assembly point.

11. The Centre personnel will give assistance to visitors but not so as to put themselves in danger.

**ROLL CALL**

* 1. GROUP LEADERS will conduct a roll call at the assembly point and report to the DUTY WARDEN who will pass this information to the officer in charge of the first fire engine whether or not all persons can be accounted for.

**GENERAL**

13. All Centre personnel should familiarise themselves with the location of fire extinguishers and how to use them, and also the positions of fire alarms, points etc.

14. Closed doors help to prevent the spread of fire.

15. Self-closing fire resistant doors should not be wedged or hooked open.

Issue 4 (Jan 09) Ref. No. SN.2/L

**Visiting Groups - Code of Practice**

There are set procedures covering

a) Visitor Bookings and associated Conditions (see SN.7/A1 & SN.7/A2 for reference)

b) Bibbys Farm Limited Health and Safety Statement. (see SN.2/A for reference)

c) Booking Confirmations (see SN.7/B for reference)

d) Visitors Disciplinary Code (see SN.7/C for reference)

Issue 4 (Jan 09) Ref. No. SN.2/M

**Substances Hazardous to Health**

**COSHH AT Bibbys Farm Scout Campsite and Activity Centre**

Hazardous substances are used in a number of workplaces and may lead to a number of conditions including skin infections, respiratory problems, serious injury or death. Bibbys Farm Limited policy is to conform with the Control of Substances Hazardous to Health Regulations (COSHH). To this end a register of potentially hazardous substances used on the Centre premises is recorded and retained in the Campsite Office.

This Register of Substances Hazardous to Health is maintained by the Centre Manager.

In all cases access is limited by items being kept under lock and key. The keys are held by the Duty Warden or Camp Warden. On the job training is given in most aspects as trainees work alongside experienced Centre Personnel.

**FURTHER ACTIONS** Centre Personnel Training Duty Wardens training weekends

 Service Crew training scheme under review

 Service Teams/Instructors - on job training

All Centre personnel must be instructed not to decant liquids unto unlabelled containers.

Provide gloves and protective clothing as appropriate

**RECOMMENDATIONS**

1. End of season review of accident/incident reports to check on controls

1. Instructions to go to all Centre personnel not to bring any compounds to Centre other than those on this list or that should be added to this list

Issue 4 (Apr 2015) Ref. No. SN.2/M1

**Register of Substances Hazardous to Health**

 **(Sheet 1 of 2)**

**COSHH AT Bibbys Farm Scout Campsite and Activity Centre**

Hazardous substances are used in a number of workplaces and may lead to a number of conditions including skin infections, respiratory problems, serious injury or death. Bibbys Farm Limited policy is to conform with the Control of Substances Hazardous to Health Regulations (COSHH). To this end a list of potentially hazardous substances used on the Centre premises is recorded as follows.

**Hazard Persons at risk Existing controls Further action required**

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Asbestos All Centre users and Limited areas, no Known area (barn)

 visitors maintenance undertaken

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Bleach Centre Personnel Access limited or used Centre Personnel training.

 engaged in cleaning. under direction. Ensure containers are

 Kept in labelled container. clearly labelled.

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Diesel Duty wardens, Centre Access limited to Centre Personnel training.

 Personnel, Instructors knowledgeable Centre

 and visitors Personnel.

 Flammable liquids notices

 must be displayed.

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Disinfectant Centre Personnel Access limited or used Centre Personnel training.

 engaged in cleaning. under direction, Ensure containers are

 Kept in labelled container. clearly labelled.

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Evo-stick Centre Personnel Access limited. Centre Personnel training.

 engaged in maintenance. Manufacturer’s instructions

 must be followed.

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Fibreglass Centre Personnel Directions given before use. Centre Personnel training.

 engaged in maintenance. Plastic gloves must be worn.

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Gas All Centre users Must not be used indoors. Safe method of use by

 and visitors. Manufacturer’s instructions responsible persons

 must be followed. Promoted by Centre

 Kept in labelled container. personnel.

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Oil 2-stroke Duty wardens & Access limited to Centre Personnel training.

& engine Instructors. knowledgeable Centre

 Personnel.

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Paint Centre Personnel Access limited. Centre Personnel training.

 engaged in maintenance. Manufacturer’s instructions

 must be followed.

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Petrol Duty wardens, Centre Access limited to Centre Personnel training.

 Personnel, Instructors knowledgeable Centre

 and visitors Personnel.

 Flammable liquids notices

 must be displayed.

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Issue 4 (Apr 2015) Ref. No. SN.2/M2

**Register of Substances Hazardous to Health**

 **(Sheet 2 of 2)**

**Hazard Persons at risk Existing controls Further action required**

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Resin Centre Personnel Access limited. Centre Personnel training.

 engaged in maintenance. Manufacturer’s instructions

 must be followed.

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Resin Centre Personnel Access limited. Centre Personnel training.

hardener engaged in maintenance. Manufacturer’s instructions

 must be followed.

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Sikkens Centre Personnel Access limited. Centre Personnel training.

 engaged in maintenance. Manufacturer’s instructions

 must be followed.

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Varnish Centre Personnel Access limited. Centre Personnel training.

 engaged in maintenance. Manufacturer’s instructions

 must be followed.

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WD40 Centre Personnel Access limited. Centre Personnel training.

 engaged in maintenance. Manufacturer’s instructions

 must be followed.

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White spirit Centre Personnel Access limited. Centre Personnel training.

 engaged in maintenance. Kept in labelled container. Ensure containers are

 Manufacturer’s instructions clearly labelled.

 must be followed.

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Yacht varnish Centre Personnel Access limited. Centre Personnel training.

 engaged in maintenance. Manufacturer’s instructions

 must be followed.

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**FURTHER ACTIONS** Centre Personnel Training Duty Wardens training weekends

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Provide gloves and protective clothing as appropriate

**RECOMMENDATIONS**

1. End of season review of incident/accident reports to check on controls

1. Instructions to go to all Centre personnel not to bring any compounds to Centre other than those on this list or that should be added to this list

Issue 1 (Jan 09) Ref. No. SN.2/N

**FIRST AID INCIDENTS**

 **Aids**

**Aids**

The AIDS virus is passed on by sexual intercourse with an infected person or by taking infected blood into your blood stream. The following precautions should therefore be followed when dealing with any First Aid incident.

● CLEANLINESS - Always wash your hands before and after applying dressings.

● CUTS AND ABRASIONS - Cover any cuts or abrasions on the hands and fingers with a waterproof dressing before treating a casualty.

● PUNCTURE WOUNDS - Take great care to prevent injury to yourself or the patient from glass, used needles or any other sharp objects. If this does occur, immediately encourage bleeding from the site and liberally wash with soap and water. ALL needle puncture wounds must be reported to the relevant G.P.

● GLOVES - Disposable plastic gloves should be worn when dealing with blood or other bodily fluids. After use wash gloves with soap and water before removal and dispose of. Hands should then be washed again with soap and water.

● BLOOD CONTACT - If you or the patient comes into direct contact with another person's blood, the area should be washed as soon as possible with soap and water. In the case of lips, eyes or mouth, clean cold tap water should be used.

● SPILLAGES - Where bodily spillage occurs, the area should be cleaned with bleach diluted with 10 parts of water. Disposable gloves and an apron should be worn.

● DISPOSAL - All clinical waste must be properly bagged for disposal. Needles or any other sharp objects must be properly contained before placing in plastic bags.

● MOUTH - TO - MOUTH RESUSCITATION - Should never be withheld. No case of infection has been reported as a result of mouth - to - mouth resuscitation.

● SOILED CLOTHING - Any soiled linen or clothing can be washed or cleaned in the normal way.

● EQUIPMENT - Any equipment that has come into contact with blood or causes, a cut or abrasion can be washed with bleach diluted with 10 parts of water.