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Section 4

Management Structure,

Personnel Responsibilities,

Recruitment and Training

Reference. No.

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Issue 3 (Jan 2016) **MANAGEMENT CHART** Ref. No. SN.4/A

**(SUPERVISORY PERSONNEL)**

**Bolton Scout Trust**

**Special Events**

# Projects

Fd Raising

# Treasurer

Bibbys Farm Directors

Tuck Shop Manager

Health & Safety Coordinator

 Centre Manager

Administration Assistant

Project Controller

Warden

Crew Leader

Events

Coordinator

Service Team

Coordinator

Cleaner / Handyman

Voluntary Wardens

Service Crew

Service Teams

Grounds Coordinator

Buildings Coordinator

# Activities Coordinator

Games Boxes Coordinator

# Leader Led Activities Coordinator

# Climbing Activities Coordinator

Water Activities

# Coordinator

Target Sports

# Coordinator

# GMN ACC Activities

# Technical Adviser Water

# Technical Adviser Climbing

# Climbing Quartermaster

 County Activities Team

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

**1.0 THE DUTIES OF THE Directors**

1.1 In the discharge of their duty the Directors in consultation with the Sites Committee will

* make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of Bibbys Farm Limited, in particular the Management of Health and Safety at Work Regulations 1999
* ensure that there is an effective and enforceable policy for the provision of health and safety through the Sites Committee
* periodically assess the effectiveness of this policy and ensure that any necessary changes are made
	+ identify and evaluate all risks relating to
		1. accidents
		2. health
		3. Bibbys Farm Limited related activities (including work experience)
			- * identify & evaluate risk control measures in order to select the most appropriate means of minimising risk to centre personnel, children and others

create and monitor the management structure.

1.2 In particular the Directors undertake to provide

a safe place for centre personnel, children and others to work including safe means of entry and exit

plant, equipment and systems of work which are safe

safe arrangements for the handling, storage and transport of articles and substances

safe and healthy working conditions which take account of all appropriate

i. statutory requirements

1. codes of practices whether statutory or advisory
2. guidance whether statutory or advisory
* supervision, training and instruction so that all centre personnel, children and others can perform their Bibbys Farm Limited related activities in a healthy and safe manner. All centre personnel will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before any member of Centre Personnel commences any relevant work. Wherever training is required by statute or considered necessary for the safety of centre personnel, children and others then the Directors will ensure, within the financial resources available, that such training is provided. Children will receive such training as is considered appropriate to the Bibbys Farm Limited related activities which they are carrying out. All training will be regularly updated.
* necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
* adequate welfare facilities

1.3. So far as is reasonably practicable the Directors, through the Sites Committee, will make arrangements for all centre personnel, including temporary and voluntary helpers, and those on fixed-term contracts to receive comprehensive information on

* + this policy
		- all other relevant health and safety matters
		- the instruction and training that will be given to all Centre personnel so that they may carry out their duties in a safe manner without placing themselves or others at risk.

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

1. **THE DUTIES OF THE CENTRE MANAGER**

2.1 Ensure that proper procedures are in place for all functions carried out at Bibby’s Farm.

2.2 As well as the general health and safety duties which all centre personnel have (see SN.3/C), the Centre Manager has responsibility for the day-to-day maintenance and development of safe working practices and conditions for personnel, children, visitors and any other person using the premises or engaged in Bibbys Farm Limited related activities and will take all reasonably practicable steps to achieve this end through centre personnel and others as appropriate.

2.3 The Centre Manager is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

2.4 In particular, the Centre Manager will

* + - be aware of the basic requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the Centre.
		- ensure, at all times, the health, safety and welfare of centre personnel, children and others using the Centre or facilities or services or attending or taking part in any Bibbys Farm Limited related activities
		- ensure safe working practices and procedures throughout the Centre including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled
		- consult with centre personnel, including the safety representatives, on health and safety issues
		- arrange systems of risk assessments to allow the prompt identification of potential hazards
		- carry out periodic reviews and safety audits on the findings of the risk assessments
		- identify the training needs of centre personnel, children and others, and ensure, within the financial resources available, that all members of personnel, children and others who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
		- encourage centre personnel, children and others to promote health and safety
		- ensure that any defects in the Centre premises, their plant, equipment or facilities which relate to or may affect the health and safety of centre personnel, children and others are made safe without delay
		- encourage all centre personnel to suggest ways and means of reducing risks
		- collate accident and incident information and, when necessary, carry out accident and incident investigations
		- monitor the standard of health and safety throughout the Centre, including all Centre based activities
		- encourage centre personnel, children and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others
		- monitor first aid and welfare provision and ensure that supplies of first aid materials are held at various locations throughout the Centre. The Centre Manager will determine these locations and ensure that all centre personnel are advised of their positions which will be prominently marked. The Centre Manager will also arrange for materials to be checked regularly and any deficiencies made good without delay.
		- monitor the management structure, along with the Directors
		- be aware of any Department for Education (DFE), the Health and Safety Executive and other regulatory or advisory bodies that will issue codes of practice that should be incorporated into the Health and Safety Manual.
		- review of emergency plans.
		- sanction funds within limits set by the Directors.
		- provide operational and when appropriate project management progress reports to both Bibbys Farm Directors and the Bolton Scout Trust.

2.5 The number of certificated First Aiders will not, at any time, be less than the number required by law.

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**3.0 THE DUTIES OF THE CAMP WARDEN MANAGER**

The Camp Warden will be permanently resident at the Centre and will assume the responsibility for

* Preparation of procedures applicable to areas of his responsibility.
	+ Day-to-day security of the Centre and will notify the Centre Manager, in reasonable time, of any periods when he will not be available to allow cover to be arranged.
	+ In addition to the general duties the Camp Warden Manager is responsible for the implementation and operation of the Bibbys Farm Limited Health and Safety Policy.
	+ Ensure Duty Wardens are available on a rota system.
* Carrying out the responsibilities of the Duty Warden during times when no Duty Warden is present at the Centre.
	+ Act as Duty Warden in the rota for at least two weekends per calendar month.
	+ Work with the Administration Officer to keep a firm control of all correspondence, telephone calls, answer phone messages, e-mails and faxes, by taking messages, dealing with requests and notifying the Administration Officer of any other matters relating to bookings.
	+ Arrange with Centre Manager / Duty Wardens to facilitate reconnaissance visits to the Centre by prospective party leaders, including Local Education Officers and other interested parties, working in consultation with the Camp Warden.
	+ Will be available to assist the centre and section managers with interviews of any prospective personnel and their on-site training.
	+ Assist the Centre and Section Manager to ensure the continuation of maintenance and development projects.
* Holding the keys to the Hazardous Substances store, except when they are held by the Site Services Manager.
* Ensuring all persons present on the Centre premises are known and authorized.
* Ensuring safe custody of all Centre documentation, Incident / Accident, & Hazard Log sheets and Equipment History Log Sheets.
* In consultation with the Tuck Shop Manager ensure that the Tuck Shop has a personnel rota, is fully stocked with suitable items for sale and that the Tuck Shop accounts are kept up to date.
* In consultation with the Publicity / Promotions and IT Manager ensure adequate booking and publicity documentation is available and the website is kept up to date.
* In conjunction with the Junior Site Service Team Leader ensure work programs, training arrangements and team members records are maintained. Also ensure that the welfare of the Junior site service team members is assured.
* Act as Chairman of the Special Events Committee.
	+ When necessary take on the duties of Centre Manager.

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**3.1 THE DUTIES OF THE DUTY WARDEN**

Duty Wardens are resident at the Centre for the period of their rostered duty. During their period of duty, Duty Wardens will assume the responsibility for the following: -

In addition to the general health and safety duties, (see SN.3/C), the Duty Warden is responsible for the implementation and operation of the Bibbys Farm Limited Health and Safety Policy within his relevant areas of responsibility.

**Visitor Liaison**

* Tour of site and buildings
* Issue of publicity literature
* Making provisional bookings

User Liaison Prior to Arrival

* + - Opening up premises prior to arrival of visitors and ensuring the building is in a suitable condition to receive visitors.
		- Reading of utility meters and checking of oil and salt levels.

**User Liaison During Stay**

* + - Staffing reception and providing emergency cover
		- Ensure that Group leaders park sensibly in the designated spaces and ensure that access is kept clear for emergency vehicles.

 **Accomodation / Buildings**

* + - Welcoming of visitors and allocation of keys.
		- Give building safety talk including fire alarm procedures and make visitors aware of the building layout.
		- Provide instructions regarding the use of kitchen equipment.
		- Responsible for the security, safety and cleanliness of the Accommodation Barn and the Toilet Block during their period of duty. They may request assistance from the service team members to achieve this objective.

 **Camping**

* + - Advise where visitors are camping, identifying location of toilet block, woodpile and water supplies.

 **General Liaison requirements**

* + - Answering visitors queries and requests.
		- Arranging with the Service Crew for visitors to undertake a good turn for the site during their stay, which they should have been requested to do prior to their arrival.
		- The interface between users.

**User Liaison at Departure**

* Check that the buildings are clean after use, that all equipment is OK and see the visitors out.
* Check that camp sites are left clean and see the visitors off site.

**Health and Safety**

* + - Ensuring that all Centre personnel complete and file any Incident / Accident Log Sheets and Hazard Report Sheets before departing from the Centre.
		- Health and safety forms are signed and filed.
		- Duty Wardens are responsible for checking and replenishing the contents of each first aid kit during their period of duty.

**Emergency Procedures**

* + - The responsibility of calling the Fire Service is designated to the Duty Warden.
		- Supervising Accident, Emergency and Evacuation procedures.
		- In the event of a fire or other emergency, the Duty Warden will be responsible for ensuring that members of Centre personnel are accounted for.
		- In the event of an incident, the Duty Warden is 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 is completed.

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**3.1 THE DUTIES OF THE DUTY WARDEN (Continued)**

**Office administration**

* + - Work with the Administration Officer and Duty Warden Manager to keep a firm control of all correspondence, telephone calls, answer phone messages, e-mails and faxes, by taking messages, dealing with requests and notifying the Administration Officer of any other matters relating to bookings.

**Invoicing**

* + - Issuing of invoices to visitors
		- Collect payments, receipt invoices and file paperwork.

**Activity Administration**

* + - Signing approval of all Activity Requisition Forms.
		- Provide activity Instructors details of activity sessions they are to supervise.
		- Coordinate booking out of activity equipment and checking of equipment after activity sessions are completed.

**Tuck Shop Administration**

* Check that the Tuck Shop is staffed during arranged opening periods.

**Utilities**

* Read meters for electric and oil, check salt level both at the start and after the end of each duty period.
* Isolation point for electric - each part of site
* Salt store
* Isolation point for water - each part of site
* Isolation point for oil - each boiler feed.

**Hygiene**

* Ensure toilets are checked during and at the end of period of duty and arrange to remove rubbish, clean and restock.
* Ensure site bins are emptied and litter removed during and at the end of period of duty.

**Security**

* Security of all buildings on closing up.
* Intruder Alarm system

**Junior Service team liaison**

* Liaise with Junior service crew team leader to ensure members have a range of work experience during their stay at the site.

**General Duties**

* + - At the end of their period of duty, the Duty Wardens should ensure that all Log Books and Equipment History Log Books are returned to the Centre Office and ensure that they draw any comments to the attention of either the Camp Warden or the Centre Manager.
		- Holding the keys to the Hazardous Substances store on occasions that the Camp Warden Manager is not present at the Centre.
		- Acting as a spokesman for the Centre in the absence of the Centre Manager and Camp Warden Manager.
		- Assist with Personnel Induction Training and signing of the Personnel Induction Checklist as required.
		- Have access to information with regard to local hike routes and overnight campsites, local coach firms, suitable venues for day trips, availability of special offers i.e. cheap or party rates, pony trekking, local nature trails, and local shop times etc. Local churches location and service times.
		- The supervision of the Centre and the general supervision of all Centre users.

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**3.2 THE DUTIES OF THE JUNIOR SERVICE TEAM LEADER**

In consultation with the Camp Warden Manager and the Duty Warden the Junior Service Team Leader’s responsibilities include managing a team to cover:

* Allocate work programs to Junior Service Teams
* Ensure welfare of Junior Service team Members
* Arranging training of Junior service crew members
* Maintain personnel records of service crew members
* Actively recruit junior service team members
* In consultation with the Site Services Manager ensure service team members are available on a Rota system

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**3.2 THE DUTIES OF THE JUNIOR SERVICE CREW**

**Responsibilities of Junior Service Crew include:**

**Support for Senior Service Crew**

**Hygiene**

* + - Cleanliness of toilets.
		- Cleanliness of dustbins
		- Tidiness of woodpile.
		- Tidiness of pioneering pole rack.
		- Tidiness of altar fire store.
* Litter collections.

**Site Organisation and Ceremony**

* Flag Break Rota organisation and supervision
* Final site inspections
* Organisation of "LONE" patrols i.e. activities ceremony etc., health and safety
* Competition judging
* Assist in the shop.

**Activity Equipment Booking Out / Return Procedure**

* + - Abseiling, climbing wall, Aerial Runway and Rope Bridges
		- Archery
		- Shooting
		- Kayaking, Canoeing, Rafting and Bell Boating
* Pioneering
	+ - Pedal Cars
		- Mountain Biking
		- Orienteering
		- Beaver Trail
		- Games Equipment

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**4.0 THE DUTIES OF THE ACTIVITIES MANAGER**

The Activity Manager reports to the Centre Manager and is responsible for all aspects of activities made available to Bibbys Farm visitors.

**Instructor Led Activities (Climbing, Water and Target Shooting)**

**Responsibilities include:**

* + - In addition to the general health and safety duties, (see SN.3/C), the Activity Manager is responsible for the implementation and operation of the Bibbys Farm Limited Health and Safety Policy within his relevant areas of responsibility.
		- Ensure Instructor led activity Codes of Practices are in place and are adhered to.
		- Developing teams of qualified instructors for each of the instructor led activities.
		- Ensure instructors are available to carry out activities as per the activity-booking schedule.
		- Arranging training of potential instructors.
		- Arranging authorisation of instructors by Greater Manchester North Assistant County Commissioner Activities (ACCA) or by qualified Governing Body instructors.
		- Keep a record of instructor’s qualifications.
		- In consultation with the Health and Safety Officer update of Risk Assessments on a regular basis
		- Ensure activities are carried out inline with Bibby’s Farm Code of Practices.
		- Ensure equipment history logs are maintained.
		- Ensure instructor logs are kept up to date.
		- Ensure development of existing and new activities.
		- Prepare annual budgets for new or replacement activity equipment/ facilities
* Attend Greater Manchester North Scout County activity meetings

Leader Led Activities

Activities include Pioneering, Grass Sledging, Pedal Cars, On and Off site Mountain Biking, Orienteering, Beaver Trail and various games equipment.

**Responsibilities include:**

* + - Ensure leader led activity Codes of Practices are in place
		- Ensuring activity equipment and facilities are properly maintained
		- Where applicable ensure activities are carried out inline with Bibbys Farm Code of Practice
		- Update of Risk Assessments on a regular basis
		- Ensure equipment history logs are maintained.
		- Ensure development of existing and new activities.
		- Prepare annual budgets for new or replacement activity equipment

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**4.1 THE DUTIES OF THE WATER ACTIVITIES TEAM LEADER**

**Qualifications: Authorization from Greater Manchester North Scout County**

**Responsibilities Include:**

* + - In addition to the general health and safety duties, (see SN.3/C), the Water Activities Team leader is responsible for the implementation and operation of the Bibbys Farm Limited Health and Safety Policy within his relevant areas of responsibility.
		- In consultation with the Activity Managerdevelop a team of qualified instructors for kayaking open canoeing, bell boating and rafting.
		- Make recommendations to the Health and Safety Committee for the development and up dating of the water activity Codes of Practices.
		- Ensure activities are carried out inline with Bibby’s Farm Code of Practices.
		- Ensure instructors are available to carry out activities as per the activity-booking schedule.
		- Maintain activity equipment and in consultation with Site Services develop the water activity facilities.
		- In consultation with the Health and Safety Officer update. Risk Assessments on a regular basis.
		- Arrange for boat certificate / buoyancy aid inspections.
		- Update equipment history logs.
		- Ensure instructor logs are kept up to date.
		- Prepare annual budgets for new or replacement water activity equipment / facilities.

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**4.2 THE DUTIES OF THE CLIMBING ACTIVITIES TEAM LEADER**

**Qualifications SPA Assessment**

**Responsibilities include:**

* + - In addition to the general health and safety duties, (see SN.3/C), the Climbing Activities Team leader is responsible for the implementation and operation of the Bibbys Farm Limited Health and Safety Policy within his relevant areas of responsibility.
		- In consultation with the Activity Managerdevelop a team of qualified instructors for On / off site climbing and abseiling activities, crate climbing, rope bridges, low and high ropes courses.
		- Train and authorize climbing Instructors.
		- Make recommendations to the Health and Safety Committee for the development and up dating of the climbing and abseiling activity Codes of Practices.
		- Ensure activities are carried out inline with Bibby’s Farm Code of Practices.
		- In consultation with the Health and Safety Officer update Risk Assessments on a regular basis.
		- Ensure instructors are available to carry out activities as per the activity booking schedule.
		- Maintain climbing activity equipment and in consultation with Site Services develop the climbing activity facilities.
		- Update equipment history logs.
		- Ensure instructor logs are kept up to date.
		- In consultation with Activity Manager purchase new or replacement equipment.
		- Prepare annual budgets for new or replacement climbing activity equipment/ facilities.

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**4.3 THE DUTIES OF THE TARGET SHOOTING ACTIVITIES TEAM LEADER**

**Qualifications: GNAS/ Greater Manchester North Archery Course Certificate and NSRA Youth Proficiency Scheme**

**Responsibilities include:**

* In addition to the general health and safety duties, (see SN.3/C), the target shooting activities team leader is responsible for the implementation and operation of the Bibbys Farm Limited Health and Safety Policy within his relevant areas of responsibility.
* In consultation with the Activity Managerdevelop a team of qualified instructors for archery and rifle shooting activities.
	+ - Make recommendations to the Health and Safety Committee for the development and up dating of the shooting activity Codes of Practices.
* Ensure activities are carried out inline with Bibby’s Farm Code of Practices.
* In consultation with the Health and Safety Officer update Risk Assessments on a regular basis.
* Ensure instructors are available to carry out activities as per the activity-booking schedule.
* Maintain archery and rifle shooting activity equipment and in consultation with Site Services develop the target shooting facilities.
* Update equipment history logs.
* Ensure instructor logs are kept up to date.
* In consultation with Activity Manager purchase new or replacement equipment / consumables.
* Prepare annual budgets for new or replacement target shooting equipment/ facilities.

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**4.4 THE DUTIES OF THE LEADER LED ACTIVITIES TEAM LEADER**

Activities include: Pioneering, Grass Sledging, Pedal Cars, Mountain Biking Orienteering, Beaver Trail and various games equipment.

**Responsibilities include:**

* In addition to the general health and safety duties, (see SN.3/C), the Leader Led Activities Team leader is responsible for the implementation and operation of the Bibbys Farm Limited Health and Safety Policy within his relevant areas of responsibility.
* Maintain activity equipment and In consultation with Site Services develop existing / new activity facilities.
	+ - Make recommendations to the Health and Safety Committee for the development and up dating of the relevant activity Codes of Practices.
* In consultation with the Health and Safety Officer update Risk Assessments on a regular basis.
* Where applicable ensure activities are carried out inline with Bibbys Farm Code of Practice.
* Update equipment history logs.
* In consultation with Activity Manager purchase new or replacement equipment / consumables.
* Prepare annual budgets for new or replacement equipment / facilities.
	+ - Liase with Bolton Council’s Sport Inclusion Unit for the continued use of their mountain bikes.

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###### 4.5 THE DUTIES OF ACTIVITY INSTRUCTORS

**Responsibilities Include:**

* Undertake Activity sessions and run them in line with the activities Code of Practice.
* Ensure Activity log is registered for session carried out.
* Ensure Qualifications are kept up to date.

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**5.0 THE DUTIES OF THE SITE SERVICE MANAGER**

The Site Services Manager reports to the Centre Manager and is responsible for the managementof Machinery, Ground Maintenance, Building Maintenance, Senior and Junior Service Crews.

In addition to the general health and safety duties, (see SN.3/C), the Site Services Manager is responsible for the implementation and operation of the Bibbys Farm Limited Health and Safety Policy within his relevant areas of responsibility.

**Responsibilities include:**

**MACHINERY**

* + - Responsible for equipment, systems, records inspections and retirement philosophy.
		- Ensure Codes of Practice for safe use of equipment are in place.
		- Purchase of new or replacement equipment.
		- Stowage arrangements of tools equipment and vehicles.
		- Maintenance philosophy of equipment based either on a planned maintenance schedule or break down requirement.
		- Ensure records of servicing and repairs are kept up to date.
		- Ensure equipment inspections are carried out.
		- Ensure quarantining of redundant equipment.
		- Preparation of schedules of who can use equipment.
		- Preparation of Schedule of who can maintain equipment.
		- As and when required provide updates to Health and Safety Manual.
		- Management of COSH store.
		- Preparation of budgets for prediction of annual expenditure.
		- Support the Machinery Team Leader to ensure the above is carried out.

**GROUND MAINTENANCE**

* + - Ensure maintenance of services Water, Sewage / Drains, Electricity & Telephone is carried out in line with statutory requirements.
		- In consultation with and supporting the Ground Maintenance Team leader ensure the following work is carried out
		- Grass Cutting
		- Drain Trenches
		- Trees & hedgerows
		- Fencing
		- Landscaping
		- Campsite development
		- Pond maintenance
		- Stone walling
		- Flower beds
		- Woodland development
		- Conservation field development
* Preparation of budgets for prediction of annual expenditure.

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**5.1 THE DUTIES OF THE MACHINERY TEAM LEADER**

In consultation with the Site Services Manager the Machinery Team Leader’s responsibilities include managing a team comprised of Senior Service Crew members to cover:

* Purchase of new or replacement equipment as agreed with the Site Service Manager.
* Stowage of equipment.
* Maintenance of equipment based either on a planned maintenance schedule or break down requirement.
* Preparation of records of servicing and repairs.
* Quarantining of faulty or redundant equipment.
* Equipment inspections.
* In consultation with the Site Service Manager update schedules of who can use equipment.
* In consultation with the Site Service Manager update who can maintain equipment.
* As and when required provide updates to Health and Safety Manual.
* Upkeep of COSH store.
* In consultation with the Site Services Manager preparation of budgets for prediction of annual expenditure.

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**5.2 THE DUTIES OF THE GROUND MAINTENANCE TEAM LEADER**

In consultation with the Site Services Manager the Ground Maintenance Team Leader’s responsibilities include managing a team comprised of Senior Service Crew members to cover:

* Maintenance of services Water, Sewage / Drains, Electricity & Telephone.
* Grass cutting.
* Drain trenches.
* Trees & hedgerows.
* Fencing.
* Landscaping.
* Campsite development.
* Pond development.
* Stone walling.
* Flowerbeds.
* Woodland development.
* Conservation field development.
* Preparation of budgets for prediction of annual expenditure.

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**12.0 THE DUTIES OF THE BUILDINGS MANAGER**

The Buildings Manager reports to the Centre Manager and is responsible for the managementof Building Maintenance.

In addition to the general health and safety duties, (see SN.3/C), the Buildings Manager is responsible for the implementation and operation of the Bibbys Farm Limited Health and Safety Policy within his relevant areas of responsibility.

**Buildings:** Accommodation Barn, Canteen & Kitchen, Activity Barn, Toilet Block, Junior and Senior Service Crew Quarters

**Maintenance required:** Structural, Electrical, Heating / Plumbing & Joinery repairs, painting and decorating.

In consultation with the Centre Manager the Building Manager’s responsibilities include:

* Preparation of planned maintenance schedules for the buildings.
* Periodical review of building risk assessments for submission to the Safety Officer.
* Undertaking building maintenance work as required at weekends.
* Ensuring regular testing of evacuation procedures and fire alarms.
	+ - Ensuring utility usage schedules are kept up to date.
* Ensuring buildings, fixtures and fittings are kept clean, tidy and in a good condition.
* When necessary and in consultation with the Centre Manager arranging for qualified staff to undertake maintenance work.
* Arranging for purchase of consumables and cleaning equipment to ensure suitable stock levels are maintained.
* In consultation with the Centre Manager preparation of budgets for prediction of annual expenditure.
* Ensuring that the kitchens and canteens are fully stocked prior to each user period.

Sheet 5 of 6 - Issue 2 (Nov 09) Ref. No. SN.4/F5

**5.4 THE DUTIES OF THE SENIOR SERVICE CREW**

The Senior Service Crew is headed up by the Site Service Manager who can call upon the Senior Service Crew members to undertake appropriate tasks working in conjunction with various team leaders.

Site Services Manager’s responsibilities include

* + - Establishing programmes of work for the senior service crew.
		- Arrange for training of service crew members.
		- Maintain personnel records of service crew members.
		- Actively recruit service crew members.
		- Ensure service team members are available on a rota system.

In addition to the general health and safety duties, (see SN.3/C), the Site service team members are responsible for the implementation and operation of the Bibbys Farm Limited Health and Safety Policy within their relevant areas of responsibility, which include assisting the various Site Service Team Leaders in the execution of their duties.

**Responsibilities include:**

**Machinery**

* In consultation with the Machinery Team Leader
* Stowage of equipment.
* Maintenance of equipment based either on a planned maintenance schedule or break down requirement.
* Preparation of records of servicing and repairs.
* Quarantining of redundant equipment.
* Equipment inspections.
* Preparation of schedules of who can use equipment.
* Preparation of Schedule of who can maintain equipment.
* As and when required provide updates to Health and Safety Manual.
* Upkeep of COSH store.

Ground Maintenance

* In consultation with the Ground Maintenance Team Leader
* Maintenance of services Water, Sewage/ Drains Electricity & Telephone
* Grass Cutting.
* Drain Trenches.
* Trees & hedgerows.
* Fencing.
* Landscaping.
* Campsite Development.
* Pond Development.
* Stone walling.
* Flower Beds.
* Woodland Development.
* Conservation Field Development.

**Building Maintenance**

* In consultation with the Building Maintenance Team Leader
* Undertake building maintenance work (Electrical, Plumbing Joinery, Painting)

### **Marquees & Camping Equipment**

* Pitching and striking of marquees.
* Booking out of camping equipment.
* Checking condition and maintenance of marquees and camping equipment.

Sheet 6 of 6 - Issue 1 (Nov 09) Ref. No. SN.4/F6

**13.0 THE DUTIES OF THE CARETAKER**

The services, from the groups below, to be detailed following discussions with the Centre Manager and based on the actual requirements for the following week.

1. Caretaking Services for the cleaning and maintenance of the Accommodation Barn, the maintenance of the Toilet Block and Junior and Senior Service Crew Quarters.

2 Opening up the campsite to visitors and / or tradesmen mid-week, checking them in and out at such times as agreed with the Centre Manager.

3. Such other duties as will be required to be performed that are within the caretaker’s capabilities.

Issue 1 (Nov 09) Ref. No. SN.4/F6.1

**Accommodation Barn, Canteen and Kitchen Condition Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Accommodation Barn** | Item | **Accepted on****Arrival** | **Accepted on Departure** | **Comments****Breakages / Damages** |
| Hall & Stairs | Clean & Tidy |  |  |  |
| Kitchen | Cooking appliances |  |  |  |
| Cooking utensil |  |  |  |
| Refrigerators |  |  |  |
| Crockery & cutlery |  |  |  |
| Sinks & working surfaces |  |  |  |
| Floor |  |  |  |
| Waste Bins |  |  |  |
| Common Room | Tables & Chairs clean and stacked |  |  |  |
| Floor |  |  |  |
| Bedrooms & Corridors | Carpets |  |  |  |
| Beds |  |  |  |
| Toilets | WCs & Toilet rolls |  |  |  |
| Showers |  |  |  |
| Sinks & Showers |  |  |  |
| Floor |  |  |  |
| Waste & Sanitary Bins |  |  |  |
| Cleaning Room | Buckets, Hoovers, Mops Brushes Etc. Cleaning Materials |  |  |  |
| **Canteen Kitchen & Bedrooms** | **Item** | **Accepted on****Arrival** | **Accepted on Departure** | **Comments****Breakages / Damages** |
| Canteen | Floor |  |  |  |
| Tables Clean and Stacked |  |  |  |
| Kitchen | Cooking appliances |  |  |  |
| Cooking utensil |  |  |  |
| Fridges |  |  |  |
| Crockery & cutlery |  |  |  |
| Sinks & working surfaces |  |  |  |
| Floor |  |  |  |
| Waste Bins |  |  |  |
| Buckets, Hoovers, Mops Brushes Etc. Cleaning Materials |  |  |  |
| Toilets | WCs & Toilet Rolls |  |  |  |
| Showers |  |  |  |
| Sinks & Showers |  |  |  |
| Floors |  |  |  |
| Waste & Sanitary Bins |  |  |  |
| Bedrooms | Carpets |  |  |  |
| Beds |  |  |  |

Name of Duty Warden / Site Staff (Print) …………………………………. Signature……………………………..

Group …………………………………….

Date & Time of Arrival ………………………………….. Date & Time of Departure …………………………………..

Facility accepted on arrival by

 Group Leader Name (Print)…………………………………. Signature……………………………...

Facility accepted on Departure by

 Duty Warden or Site Staff Name (Print)…………………………………. Signature………………………………

Issue 1 (Jan 09) Ref. No. SN.4/G

**6.0 THE DUTIES OF THE ADMINISTRATION OFFICER**

The Administration officer reports to the Centre Manager and is responsible for

* Preparation of administration procedures relating to bookings.
* Ensuring that all correspondence, telephone calls, e-mails, faxes and enquiries are responded to promptly.
* Ensuring that all bookings are correctly recorded.
* Preparing and sending a booking confirmation, where appropriate, together with all relevant information sheets and two copies of the Health and Safety Statement.
* Check for receipt of, and if necessary, pursue all / any documentation required from prospective visitor bookings.
* Up date Activity Booking Schedule on a regular basis.
* Prepare relevant documentation for hand over to Duty Warden and Activity Instructors in a timely manner.

Issue 1 (Jan 09) Ref. No. SN.4/H

# **7.0 THE DUTIES OF THE TUCK SHOP MANAGER**

The Tuck Shop Manager reports to the Camp Warden Manager and in addition to the general duties the Tuck Shop Manager is responsible for the implementation and operation of the Bibbys Farm Limited Health and Safety Policy within his relevant areas of responsibility which includes:

* Establishing a rota for the Tuck Shop supervision.
* Maintaining the Tuck Shop stock.
* Developing a range of items for sale.
* Managing the Tuck Shop accounts.
* Ensuring the Tuck Shop availability to visitors.

Issue 1 (Jan 09) Ref. No. SN.4/J

# **8.0 THE DUTIES OF THE PUBLICITY, PROMOTIONS AND IT MANAGER**

The Publicity, Promotions and IT Manager reports to the Camp Warden Manager and in addition to the general duties the Publicity, Promotions and IT Manager is responsible for the implementation and operation of the Bibbys Farm Limited Health and Safety Policy within his relevant areas of responsibility which includes:

* Upkeep of the Website.
* Development and publication of promotional brochures.
* Development of a promotional DVD.
* Development of the IT Suite.
* Maintain a supply of standard documentation.
* When suitable ensure local press are made aware of events taking place at Bibbys Farm.

Issue 1 (Jan 09) Ref. No. SN.4/K

**9.0 THE DUTIES OF THE FINANCIAL ADMINISTRATOR**

The Treasurer reports to the Centre Manager and is responsible for:

* Ensuring income and expenditure accounts for Barn Accommodation, Camping, Activities, Tuck Shop and Site Infrastructure are prepared and are available for Directors meetings.
* Preparation of accounts for special events and development projects.
* Arranging for timely payment of invoices.
* Providing financial accounts to Bolton Scout Trust.
* Providing financial information to assist grant applications.
* Arranging for accounts to be audited.

Sheet 1 of 2 - Issue 1 (Jan 09) Ref. No. SN.4/L1

## **10.0 THE DUTIES OF THE HEALTH & SAFETY OFFICER**

## The Health and Safety Officer reports to the Bibbys Farm Directors and is responsible for:

* Upkeep of the Management and Operational Procedures Manual.
* In consultation with the Health and Safety Committee review Risk Assessments.
* Site Inspections to assess compliance with Health and Safety Procedures.
* Review Incident / Accident reports.
* Review Hazard Reports.
* Arrange Health and Safety Committee Meetings.

Sheet 2 of 2 - Issue 1 (Jan 09) Ref. No. SN.4/L2

**11.0 THE DUTIES OF THE LEGAL OFFICER**

## The Legal Officer reports to the Bibbys Farm Directors and is responsible for:

* Preparation of Leases.
* Ensuring appropriate insurance cover.
* Managing legal claims made against the Centre and / or its personnel.

Issue 4 (2014) Ref. No. SN.4/M

**PERSONNEL RECRUITMENT, TRAINING & APPRAISAL PROCEDURE**

**Method of Recruitment**

Advertising procedures would be followed via County information sheets and Scouting & Guiding Magazines.

Volunteers. i.e. Service Teams, the Service Crew, and Voluntary Wardens would be approached by centre officials following recommendations from Groups, Districts or former / current personnel.

Receive application forms, or requests for membership from volunteers.

Applicants will be selected for interview, and requested to bring evidence of any qualifications.

Interviews will be conducted for both full time and voluntary positions.

Checks will be made reference selected applicants as follows:

1. Scout Association Initial Enquiry procedure for those over 18 years of age.
2. References will be followed up in all cases.
3. DBS (formerly CRB) Disclosure Application Forms for those over 18 years of age.
4. Verification of NGB qualifications claimed (as necessary).

Successful applicants will only be informed when all the above have been complete.

Training

**Induction Training as soon as possible upon appointment**

Familiarisation with Centre philosophy and systems, especially Health and Safety and it's implications, plus training within NGB training schemes.

Identify specific roles including safety during activities, interface with Duty Wardens and information in Duty Wardens handbook, vehicles, catering, medical procedures, fire etc.

Attend a Child Protection Course if not already undertaken during Adult Leader Training.

**On going personal appraisals, refresher courses and sessions**.

Enabling personnel to develop their own ability and acquire new skills which heighten overall safety awareness.

End of season evaluation and review with advice from the Centre Manager.

**Reviews and Risk Assessments / Appraisal Procedure**

From time to time and when opportunities present themselves personnel will carry out reviews of various log books and review Hazard / Risk Assessments.

**Appraisal Procedure**

Session Assessment and spot checks by Senior Instructor and/or County Advisors.

During these audits advice would be given on how to further personal development and qualifications.

Informal end of session review with Duty Warden.

Issue 4 (2014)Ref. No. SN.4/M1.1

**REGISTRATION FOR VOLUNTARY SERVICE (Sheet 1 of 2)**

Completion of this form does not guarantee engagement (information detailed on this form will not be given to any third party), as per POR (Scout Policy Organization and Rules) all personnel are subject to a DBS (Disclosure and Barring Service) check.

Surname.............................................. Forename(s)....................................................................…….…..

Address: ..........................................................................................................................................………

.............................................................................................……………...… Post Code………………

Date of Birth....................... Telephone No........................................ Mobile No ..................................

E-mail Address.......................................................... DBS Disclosure No............................................…

Occupation............................................................. Child Protection Course .......................................

Position in Scouting.......................…….Membership Number………………..Group..................................

Available for service: Weekends (Sat/Sun)……………Bank Holidays…….…………Evenings……..…....

Current driving licence - valid until ………….. ………. Categories ………….. ………………………….….

First Aid Qualifications …………………………………...valid until date………………………………………

Please give details of experience in planning and running Scouting activities;

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

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

Have you previously provided voluntary service to any Scout / Guide Campsites? YES /NO.

Name of Campsite ..........................................................................................................……………….

Dates of service ...............................................................…………………………………………………..

Please give any other details that you feel may assist your application:

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

Name and address of a Scouting / Guiding person who may be approached for a reference:

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

…………………………………………………………..….....……......... Telephone No………….................

Area in which you would like to help - tick below appropriate heading

 Camp Warden duties Site Services Activities

All volunteers will be given a basic site induction and appropriate specific training will be given as required, however if you already have any previous experience or qualifications please indicate on the attached sheet.

Issue 3 (Apr 11)Ref. No.SN.4/M1.2

**REGISTRATION FOR VOLUNTARY SERVICE (Sheet 2 of 2)**

**TRAINING AND EXPERIENCE RECORD**

###### Activities

Name ………………………………………

|  |  |  |  |
| --- | --- | --- | --- |
|  | Qualifications | Date awarded | Expiry date |
| **Target Sports** |  |  |  |
| Archery  |  |  |  |
| Rifle Shooting |  |  |  |
|  |  |  |  |
| **Climbing** |  |  |  |
| Quarry experience |  |  |  |
| Climbing Wall |  |  |  |
| Abseiling experience |  |  |  |
| Crate Climbing |  |  |  |
|  |  |  |  |
| **Fell walking**  |  |  |  |
|  |  |  |  |
| **Paddle sports** |  |  |  |
| Kayaking |  |  |  |
| Open canoes |  |  |  |
| Bell Boating |  |  |  |
| Rafting |  |  |  |
|  |  |  |  |
| **Camp Fire Leader** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Issue 4 (Nov 09)Ref. No.SN.4/M2

**Personnel Induction Checklist**

This induction should be started on the first day of arrival of any new member of personnel, and should be completed within as short a period as possible.

Name …………………………………. Position …………………….. Date of Birth ……………. Age .……

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

…………………………………………………………………………… Telephone No…..…………………….

CD of “Health and Safety Policy, Management and Operational Procedures” (HASMOP) issued. Date ..……….…

**Record of Induction**

To be completed within 48 hours of appointment.

The Centre Manager, Section Manager or other persons authorized by the Centre Manager should sign off each line on completion. The points below are not necessarily in chronological order.

Awareness and location of “HASMOP” ……………………………………… Signed …………………….

Familiarisation with Centre Philosophy and with contents of “HASMOP” … Signed …………………….

Identify specific role of Inductee and how their role interfaces with others Signed …………………….

Introduction to other site personnel and their roles………………………… Signed …………………….

History of Scout Trust and of Bibbys Farm…………………………………. Signed …………………….­

Site tour to include location of buildings and their use, activity bases,

reservoir, perimeter fence and public footpaths……………………………. Signed …………………….­

Issue of temporary ID badge …………………………………………………. Signed …………………….­

The Centre Manager and the member of personnel must sign below only on completion of all points in the induction process as noted above.

 Centre Manager …………………………………………………………….

Member of Centre Personnel ………………………………………………

Date of Completion ………………………………………………………….

**Initial Training**

Completion of Questionnaire…………………………………………………. Signed …………………….

Issue of permanent ID badge ………………………………………………. Signed …………………….

The Section Manager and the member of personnel must sign below only on completion of Initial training.

 Section Manager …………………………………………………………….

Member of Centre Personnel ………………………………………………

Date of Completion ………………………………………………………….

Issue 2 (Apr 11) Ref. No. SN.4/M2.1

**Personnel INDUCTION QUESTIONNAIRE (Sheet 1 of 6)**

Name ……………………………… Date ………………………..

|  |  |  |
| --- | --- | --- |
| Section | Question  | Answer |
| SN1General Philosophy | Identify three objectives from Bibbys Farm operating philosophy. |  |
| Who set up Bibbys Farm Ltd? |  |
| Identify three ways in which the Safety Policy minimises activity risks. |  |
| When can staff appointments be made? |  |
| Identify the purpose of the two activity budgets. |  |
| What is an activity instructor issued with prior to the commencement of an activity session? |  |
| Who is responsible for members of a group to act in a reasonable manner? |  |
| SN2Health & Safety Policy | Who is the Safety Officer for Bibbys Farm? |  |
| Who should remain on site when group members are under instruction by Centre personnel and what should they have in their possession? |  |
| Who is responsible for planning and implementation of Health and Safety policy and training? |  |
| How often should the Safety Committee meet? |  |
| Who monitors action identified in the Hazard Book? |  |
| Where is the Safety Committee minute book held? |  |
| Identify the three categories of maintenance. |  |
| Who authorise personal to carry out maintenance? |  |
| What should Scout parties who are not accompanied by an adult have in their procession? |  |

Issue 2 (Apr 11) Ref. No. SN.4/M2.2

**Personnel INDUCTION QUESTIONNAIRE (Sheet 2 of 6)**

Name ……………………………… Date ………………………..

|  |  |  |
| --- | --- | --- |
| Section | Question  | Answer |
| SN2Health and Safety Policy(Continued) | State the location of three first aid boxes. |  |
| Where are Fire / Evacuation procedures posted? |  |
| Identify three areas of responsibility of the Duty Warden. |  |
| Identify two books requiring completion by Centre staff prior to leaving the site.  |  |
| Identify two of the steps required when reporting an accident. |  |
| What is drawn to visiting group’s attention on arrival on site?  |  |
| Who is responsible for notifying the Emergency Services? |  |
| When should the accident report section of the Incident / accident log be filled in? |  |
| What is a hazard? |  |
| Where do you report a near miss? |  |
| Upon hearing the Fire Alarm what should happen? |  |
| Where is the fire assembly point? |  |
| When is a fire drill held? |  |
| What should group leaders carry out during a fire emergency? |  |
| What is COSHH? |  |
| Who is responsible for maintaining the register of dangerous substances? |  |
| Where can the COSHH register be found? |  |

Issue 2 (Apr 11) Ref. No. SN.4/M2.3

**Personnel INDUCTION QUESTIONNAIRE (Sheet 3 of 6)**

Name ……………………………… Date ………………………..

|  |  |  |
| --- | --- | --- |
| Section | Question  | Answer |
| SN3Management & controls of Health & Safety Systems | What is one of the Directors aims? |  |
| In addition to their general duties what other duties do Centre personnel have? |  |
| What should Centre personnel ensure is being applied effectively? |  |
| What practicable steps should be taken in areas in which work is carried out? |  |
| When the premises are used for purposes not under the direction of the Centre Manager who is responsible for safe working practices? |  |
| When the premises are hired to visiting persons what condition is placed on all hirers and contractors? |  |
| What should a contractor have before he commences work at Bibbys Farm? |  |
| Who is responsible for establishing a Safety Committee? |  |
| Who is responsible to ensure a risk assessment survey of Bibbys’ farm premises, methods of work and related activities is carried out annually? |  |
| How often should the Directors review the Health and Safety Policy? |  |
| SN4 Personnel | Who is responsible for ensuring site procedures are available? |  |
| Who does the junior service crew leader report to? |  |
| State thee Activity Groupings |  |
| Who is responsible for ensuring Duty Wardens are available? |  |
| Identify two areas of responsibility of the duty warden associated with buildings. |  |

Issue 2 (Apr 11) Ref. No. SN.4/M2.4

**Personnel INDUCTION QUESTIONNAIRE (Sheet 4 of 6)**

Name ……………………………… Date ………………………..

|  |  |  |
| --- | --- | --- |
| Section | Question  | Answer |
| SN4 Personnel (Continued) | Identify one area of responsibility of the Duty Warden associated with activities. |  |
| What should the Duty Warden ensure at the end of their duty period? |  |
| What activity procedure should the junior service team members be aware of? |  |
| Who keeps records of instructor qualifications? |  |
| Identify two logs the Activity Team leaders should maintain. |  |
| Who is responsible for the COSH store? |  |
| What machinery records should be maintained? |  |
| Identify two responsibilities of the Building Maintenance Team Leader. |  |
| Who updates the Activity Booking Schedule?? |  |
| Who updates the Website? |  |
| Who upkeeps the HASMOP Manual? |  |
| SN5Equipment | Who can maintain equipment? |  |
| Where should equipment be stored? |  |
| What criteria are used to retire equipment? |  |
| What is the procedure for second hand equipment? |  |

Issue 2 (Apr 11) Ref. No. SN.4/M2.5

**Personnel INDUCTION QUESTIONNAIRE (Sheet 5 of 6)**

Name ……………………………… Date ………………………..

|  |  |  |
| --- | --- | --- |
| Section | Question  | Answer |
| SN5Equipment(Continued) | What should happen to faulty equipment? |  |
| Who should be informed when a Hazard Book entry is made in respect of any item of equipment? |  |
| Who can use equipment?  |  |
| Who is permitted to ride on a tractor or dumper? |  |
| What are the rules regarding riding on trailers |  |
| SN6Activities | What should the centre personnel activity instructors hold?  |  |
| Who is responsible for ensuring participants are wearing the correct clothing and footwear? |  |
| Prior to commencement of a climbing activity what should be completed? |  |
| Other than the activity instructor who else should be present at a session? |  |
| Identify what equipment associated with the climbing equipment logs should be to be identified? |  |
|  SN7Visitors | When does a provisional booking become a firm booking? |  |
| What should accompany a booking form? |  |
| What is the amount of deposit required when booking a building? |  |
| On vacating a building what should the leader of the hiring party do? |  |
| What are the topics covered under The Personnel and User Disciplinary Code? |  |

Issue 2 (Apr 11) Ref. No. SN.4/M2.6

**Personnel INDUCTION QUESTIONNAIRE (Sheet 6 of 6)**

Name ……………………………… Date ………………………..

|  |  |  |
| --- | --- | --- |
| Section | Question  | Answer |
| SN8Special Needs | Where can more information be obtained from relating to special needs? |  |
| SN9Buildings | What function does the farmhouse serve? |  |
| When sleeping up to 24 in the barn accommodation how many bedrooms can be used? |  |
| When used in conjunction with the canteen how many can sleep in the two partitioned off bedrooms? |  |
| Other than washing and toilet facilities what else is associated with the toilet block? |  |

Issue 2 (Nov 09)Ref. No.SN.4/M3.1

**Personnel Training Record**

**DUTY Warden (Sheet 1 of 3)**

Name………………………………. Date…………………. Issue No…………………

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Topic | Subjects Covered | Sections Ref. in Camp Warden’s or HASMOP Manuals | Trainer | Date |
| Visitor Liaison  | Tour of site and BuildingsIssue of Publicity literatureMaking Provisional Bookings |  |  |  |
| Site user LiaisonPrior to arrivalDuring StayAccommodation / BuildingsCampingGeneral Liaison requirementsAt departure | Opening up premises prior to arrival of visitors and ensuring the building is in a suitable condition to receive visitors. EG Check toilets and kitchen are ready for use.**Reading of utility meters including salt levels. Top up salt levels as required.**Staffing reception and providing emergency cover.Sensibly parking in designated spaces Access kept clear for emergency vehicles.Welcoming of visitors and allocation of keys.Building safety talk including fire alarm procedures.Make visitors aware of the building layout.Instructions regarding the use of kitchen equipment.Security, safety & cleanliness of Accommodation Barn and Toilet Block and assistance from service team to achieve this objective.Advise where visitors are camping, and location of toilet block, woodpile, alter fires and water supplies.Answer visitors queries and requests.Arrange with Service Crew for visitors good turn which they should have been requested to do prior to their arrival.Interface between site usersCheck buildings are clean after use, equipment OK & see visitors out.Check camp sites are clean and see visitors off site. |  |  |  |
| Health & Safety | Complete and file Incident / Accident Log Sheets and Hazard Report Sheets before departing from the Centre.Health and safety forms are signed and filed.Location, check & replenish contents of each first aid kit. |  |  |  |

Issue 2 (Nov 09)Ref. No.SN.4/M3.2

**Personnel Training Record**

**DUTY Warden (Sheet 2 of 3)**

Name………………………………. Date…………………. Issue No…………………

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Topic | Subjects Covered | Sections Ref. in Camp Warden’s or HASMOP Manuals | Trainer | Date |
| Emergency Procedures | The responsibility of calling the Fire Service.Supervising Accident, Emergency & Evacuation procedures.* + - Accounting for Centre personnel in the event of a fire or other emergency.

In the event of an incident, designating someone to contact Emergency Services and someone to take control of the Assembly point to prevent any further incident. Role of Incident Officer & ensuring completion of Action Check List. |  |  |  |
| Office administration | Working with the Administration Officer and Duty Warden Manager to keep a firm control of all correspondence, telephone calls, answering of phone messages, e-mails and faxes, taking messages, dealing with requests and notifying the Administration Officer of any other matters relating to bookings. |  |  |  |
| Invoicing | Produce invoices for visitors.Collect payment, receipt invoice and file. |  |  |  |
| Activity Administration | Signing approval of all Activity Requisition Forms.Provide activity Instructors details of activity sessions they are to supervise.Coordinate booking out activity equipment and checking of equipment after activity sessions are completed. |  |  |  |
| Tuck shop Administration | Checking that the Tuck Shop is staffed during arranged opening periods. |  |  |  |
| Utilities | Read meters for electricity and oil, check salt level at start and end of each duty period.Isolation points for electricity - each part of siteLocation of Salt storeIsolation points for water - each part of siteIsolation points for oil - each boiler feed. |  |  |  |
| Hygiene | Ensure toilets are checked during and at end of period of duty and arrange to remove rubbish, clean and restock.Ensure site bins emptied and litter removed during and at end of period of duty. |  |  |  |

Issue 2 (Nov 09)Ref. No.SN.4/M3.3

**Personnel Training Record**

**DUTY Warden (Sheet 3 of 3)**

Name………………………………. Date…………………. Issue No…………………

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Topic | Subjects Covered | Sections Ref. in Camp Warden’s or HASMOP Manuals | Trainer | Date |
| Security | Security of all buildings on closing up.Intruder Alarm system. |  |  |  |
| Junior Service team liaison | Liaison with Junior service crew team leader to ensure members have a range of work experience during their stay at the site. |  |  |  |
| General Duties | At the end of their period of duty, the Duty Wardens should ensure that all Log Books and Equipment History Log Books are returned to the Centre Office and ensure that they draw any comments to the attention of either the Camp Warden or the Centre Manager.Holding the keys to the Hazardous Substances store on occasions that the Camp Warden Manager is not present at the Centre.Acting as a spokesman for the Centre in the absence of the Centre Manager and Camp Warden ManagerAssist with Personnel Induction Training and signing of the Personnel Induction Checklist as required.Have access to information with regard to local hike routes and overnight campsites, local coach firms, suitable venues for day trips, availability of special offers i.e. cheap or party rates, pony trekking, local nature trails, and local shop times etc. Local churches location and service times.The supervision of the Centre and the general supervision of all Centre users |  |  |  |

Issue 2 (Nov 09)Ref. No.SN.4/M4.1

**Personnel Training Record**

**Site Services (Operation)**

Name………………………………. Date…………………. Issue No…………………

|  |  |  |  |
| --- | --- | --- | --- |
| Subject | Procedure Reference | Date | Trainer |
| **Tractor**  |  |  |  |
| 804 |  |  |  |
| 302 |  |  |  |
|  |  |  |  |
| **Implements** |  |  |  |
| Toppers |  |  |  |
| Trailers |  |  |  |
| Roller |  |  |  |
| Forks |  |  |  |
| Chain Harrow |  |  |  |
| Vehicle recovery |  |  |  |
|  |  |  |  |
| **Hand Trucks** |  |  |  |
|  |  |  |  |
| **Dumper** |  |  |  |
|  |  |  |  |
| **Minidigger** |  |  |  |
|  |  |  |  |
| **Goldini** |  |  |  |
|  |  |  |  |
| **Powered hand held equipment** |  |  |  |
| Strimmer |  |  |  |
| Brush cutter |  |  |  |
| Hedge cutter |  |  |  |
| Chain saw |  |  |  |
| Generator |  |  |  |
| Lawn mower |  |  |  |
| Other |  |  |  |
|  |  |  |  |
| **Electrically Powered Equipment** |  |  |  |
| Welder |  |  |  |
| Grinder / Cutting Disc |  |  |  |
| Hand held tools |  |  |  |
| Lights |  |  |  |
|  |  |  |  |
| **Hand tools** |  |  |  |
|  |  |  |  |
| **Pesticides** |  |  |  |
|  |  |  |  |
| **Fuel storage**  |  |  |  |
| Heating oil |  |  |  |
| Diesel fuel |  |  |  |
| Petrol |  |  |  |
| 2 – stroke mixture |  |  |  |
| Propane Gas |  |  |  |
|  |  |  |  |

Issue 2 (Nov 09)Ref. No.SN.4/M4.2

**Personnel Training Record**

**Site Services (Maintenance)**

Name………………………………. Date…………………. Issue No…………………

|  |  |  |  |
| --- | --- | --- | --- |
| Subject | Procedure Reference | Date | Trainer |
| **Tractor**  |  |  |  |
| 804 |  |  |  |
| 302 |  |  |  |
|  |  |  |  |
| **Implements** |  |  |  |
| Toppers |  |  |  |
| Trailers |  |  |  |
| Roller |  |  |  |
| Forks |  |  |  |
| Chain Harrow |  |  |  |
| Vehicle recovery |  |  |  |
|  |  |  |  |
| **Hand Trucks** |  |  |  |
|  |  |  |  |
| **Dumper** |  |  |  |
|  |  |  |  |
| **Minidigger** |  |  |  |
|  |  |  |  |
| **Goldini** |  |  |  |
|  |  |  |  |
| **Powered hand held equipment** |  |  |  |
| Strimmer |  |  |  |
| Brush cutter |  |  |  |
| Hedge cutter |  |  |  |
| Chain saw |  |  |  |
| Generator |  |  |  |
| Lawn mower |  |  |  |
| Other |  |  |  |
|  |  |  |  |
| **Electrically Powered Equipment** |  |  |  |
| Welder |  |  |  |
| Grinder / Cutting Disc |  |  |  |
| Hand held tools |  |  |  |
| Lights |  |  |  |
|  |  |  |  |
| **Hand tools** |  |  |  |
|  |  |  |  |
| **Pesticides** |  |  |  |
|  |  |  |  |
| **Fuel storage**  |  |  |  |
| Heating oil |  |  |  |
| Diesel fuel |  |  |  |
| Petrol |  |  |  |
| 2 – stroke mixture |  |  |  |
| Propane Gas |  |  |  |
|  |  |  |  |

Issue 2 (Nov 09)Ref. No.SN.4/M5

**Personnel Training Record**

###### Activities

Name………………………………. Date…………………. Issue No…………………

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Subject | ProcedureReference | Qualification | IssueDate  | Expiry date | Signed |
| Governing Body  | Scouting / Bibbys Farm  |  |  |  |
| **Climbing** | SN.6/C-C5 |  |  |  |  |  |
| Quarry experience |  |  |  |  |  |
| Climbing Wall |  |  |  |  |  |
| Abseiling experience |  |  |  |  |  |
|  |  |  |  |  |  |
| **Target Sports** |  |  |  |  |  |  |
| Archery  | SN.6/D-D4 |  |  |  |  |  |
| Rifle Shooting | SN.6/E-E4 |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Paddle sports** |  |  |  |  |  |  |
| Bell Boating | SN.6/F-F4 |  |  |  |  |  |
| Kayaking | SN.6/G-G4 |  |  |  |  |  |
| Open canoes | SN.6/G-G4 |  |  |  |  |  |
| Rafting | SN.6/H-H4 |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Fell walking** |  |  |  |  |  |  |
| **Aerial Run Way** | SN.6/J-J4 | Not applicable |  |  |  |  |
| **Crate Climbing** | SN.6/K-K4 | Not applicable |  |  |  |  |
| **Rope Bridges** | SN.6/L-L4 | Not applicable |  |  |  |  |
|  |  |  |  |  |  |  |
| **Cycling** |  |  |  |  |  |  |
| Off site | SN.6/M-M4 |  |  |  |  |  |
| Onsite | SN.6/M-M4 | Not applicable |  |  |  |  |
|  |  |  |  |  |  |  |
| **Grass Sledges** | SN.6/N-N4 | Not applicable |  |  |  |  |
| **Pedal Cars** | SN.6/P-P4 | Not applicable |  |  |  |  |
|  |  |  |  |  |  |  |
| **Camp Fire Leader** |  | Not applicable |  |  |  |  |

Issue 4 (Jan 2016) Ref. No.SN.4/N

**PERSONNEL AND USERS DISCIPLINE NOTES**

Behaviour

Discipline is of vital importance. Safety rules should be explained to all concerned on arrival at the centre and those rules must be adhered to at all times. This applies to both visiting groups and centre personnel.

Any person who jeopardises the safety of others at the Centre premises or whilst participating in any Bibbys Farm Limited related activities may be asked to leave by the Centre Manager or Duty Warden.

Alcohol and Drugs

The use of illegal drugs is strictly forbidden at the Centre. Apart from the legal implications and the dangers to personal health there is a very strong risk of endangering the health of others by increasing the likelihood of accidents. Similarly, solvent or alcohol abuse will not be tolerated. For the Centre Personnel, these are all matters of gross misconduct, which will result in instant dismissal and, where the law has been broken; the police may be informed.

Violence

In Scouting, violence may lead to low morale and a poor image. It can cause pain, suffering and even disability or death. Physical attacks are dangerous, but serious or persistent verbal abuse or threats can also damage health through anxiety or stress. Any such behaviour by a member of centre personnel or a member of a visiting group must be reported at once to the Duty Warden or Centre Manager who will make a record of the incident and take appropriate action, which should at least seek to eliminate recurrence.

Smoking

Notices in buildings and other areas cover smoking, as a fire hazard. There are, however, other safety implications. For health reasons, it is the policy of Bibbys Farm Limited not to encourage smoking.

There must be no smoking in front of the groups at any time. At Bibbys Farm, any person who smokes must use the designated smoking shelter or the exit road out of sight and away from young people. Centre personnel must not offer or accept cigarettes from group members. There is NO SMOKING in Bibbys Farm vehicles or in kitchens / store areas. Smokers must be aware of non-smokers' concerns over passive smoking and behave accordingly.

Discipline

Any breach of the Health and Safety Policy of Bibbys Farm Limited by centre personnel will result in official disciplinary action. Serious breaches are regarded as matters of gross misconduct and will result in instant dismissal.

**NOTE** - Where disciplinary action is taken by Bibbys Farm Limited against a Scouting or Centre Personnel member, their home District Commissioner will be informed in writing by the Centre Manager.

Issue 4 (2014) Ref. No. SN.4/P

**DiSCLOSURE AND BArRING SERVICE**

The Centre Manager will ensure that a Disclosure Reference Number is obtained for all Personnel engaged at Bibbys Farm.

Records will be kept in line with the Scout Association Policy, Organisation and Rules and will be managed through individual Scout Districts..