

**VAUXHALL CHRISTIAN TRUST**

**VAUXHALL FARM**

**GREAT WENHAM**

**COLCHESTER**

**CO7 6QQ**

# **HEALTH AND SAFETY GUIDE**

**2021**

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## GENERAL

All groups using the campsite do so at their own risk. The trustees cannot be held liable for accidents, loss of equipment, or damage to vehicles.

The trustees have Public Liability Insurance that covers their risks, and in the following pages we draw attention to those risks and the risks to campsite users. All groups should read through this manual and make sure they are familiar with its contents and carry out any additional risk assessments that are not mentioned, but may arise through extra activities not listed.

Each group should have their own Public Liability Insurance to cover all the activities they propose having during the time that is spent on the campsite. This will be normally covered by their Public Liability Insurance, but each group should check that this is in place well before coming to camp, so if an activity is not covered by their insurance, they should arrange insurance cover prior to coming to camp.

**First Aid.** Each group should have at least one person who has a current First Aid certificate. If a doctor is required at any time, the nearest doctor's surgery and hospital, with telephone number, is listed on the notice board in the kitchen. Each group must bring their own First Aid kit.

**Terms & Conditions** - All leaders should read through these before coming to camp.  
<https://www.vauxhallchristiantrust.com/bookingtandcs.pdf>

**Child Protection Policy** - Our policy can be seen on our web site at <https://www.vauxhallchristiantrust.com/childprotectionpolicy.pdf>. All leaders working with children must have had a DBS check and be familiar with our policy in case an incident occurs. It is highly recommended that each group has its own child protection policy.

**Basic Food Hygiene Certificate Level 2** – At least one person, but preferably all those working with food in the kitchen should have this award, and be up to date.

**Site Supervisors** – You will be welcomed by the Duty Site Supervisors on your arrival who will answer questions, and give you the keys to the various buildings. You should find the campsite clean and tidy, and we request that you leave it as you find it. The Site Supervisors are available if you have any problems.

**As the trust employs less than five people, we do not require a Health & Safety Policy. This Guide is for the help and benefit of everyone, and it is the desire of the trustees that no accidents occur while groups are on the campsite. We wish a happy and fulfilling stay that everyone will enjoy.**

## Notes

The trustees have carried out their own Risk Assessments of the campsite and periodic inspections will be made by the Campsite Manager to ensure that it is a safe environment for all leaders, campers and visitors.

Each group using the campsite should carry out Risk Assessments on all their activities to ensure that they operate in a safe manner for everyone involved.

Our Health and Safety Guide is to provide and maintain as far as is reasonably practicable a safe and healthy environment for all leaders, campers and visitors to the site.

This Health and Safety Guide will give you as a Group Leader a general instruction on safe methods you should employ, not only to ensure the safety of your group and visitors, but also to assist you to keep safe as well.

Health and Safety law places responsibilities on all those who use the premises of Vauxhall Christian Trust in any capacity. Reading and understanding this Guide should make you aware of your duties.

The Trust will take all reasonably practicable steps to meet obligations and ensure the following:

1. Maintain and evaluate a risk assessment base approach towards the management of Health and Safety.
2. To maintain equipment as far as is reasonably practicable to minimise the risk to health and safety.
3. To have in place appropriate arrangements to deal with, so far as reasonably practicable, safety and the absence of risk to health in the connection with the handling, storage and transport of chemicals.
4. Sufficient information and instruction given to the leaders of groups using the site to ensure that as far as reasonably practicable, their groups can use the site with the minimal risk to their Health and Safety.
5. Maintain a safe, tidy and healthy site for all leaders, campers and visitors.
6. To regularly carry out safety inspection of the site and to investigate accidents and to eliminate similar occurrences.
7. To have adequate welfare facilities, e.g. toilet, showers, and amenities.

Hazard/Risk assessments use a 5 x 5 matrix which is below.

Calculation of RISK		LIKELIHOOD				
		LIKELY 5	PROBABLE 4	POSSIBLE 3	REMOTE 2	IMPROBABLE 1
S E V E R I T Y	FATAL 5	INTOLERABLE 25	High 20	High 15	Medium 10	Low 5
	MAJOR 4	High 20	High 16	Medium 12	Medium 8	Low 4
	NOTIFIABLE 3	High 15	Medium 12	Medium 9	Low 6	Low 3
	MINOR 2	Medium 10	Medium 8	Low 6	Low 4	Low 2
	NEGLIGIBLE 1	Low 5	Low 4	Low 3	Low 2	Low 1

## **Swimming Pool – Procedure for keeping the water safe for swimming.**

1. The pool ideally should be checked once a day during use.
2. The record book is kept in the test kit case and is found in the pump house.
3. The water is tested for Ph and chlorine levels as follows:
  - a. Take two 10mm samples of pool water in the clear phials.
  - b. Put comparison disc in holder Chl/Phenol red side facing away from eyepiece.
  - c. Dissolve one DPD No1 tablet (for chlorine level) in phial.
  - d. Place in holder, look through the aperture and revolve disc until close colour match is found.
  - e. Read figure in window – reading needs to be between 2.0-5.0.
  - f. Repeat the process with Phenol red tablets to check Ph level.
  - g. Ideal reading should be around 7.2-7.6.
4. Chlorine level is altered by adjusting the valve on the chlorinator unit. Keep unit topped up with tablets that are stored in the locked compartment on the outside of the pump house.
5. Ph level. This is controlled by adding Ph increaser or decreaser as per instructions on the container.
6. The two filter baskets should be kept clear of debris. These are located on one side of the pool. Remove the tops and lift out the baskets.
7. The pool should be backwashed once a week as follows:
  - a. Switch off pump.
  - b. Then turn the multi valve handle to position to backwash.
  - c. Open waste valve.
  - d. Shut skimmer valve.
  - e. Switch on pump and wait for the water to run clear through the top of the filter.
  - f. When clear water is flowing through the filter, switch off pump.
  - g. Turn the multi valve to filtration position.
  - h. Shut waste valve.
  - i. Open skimmer valve.
  - j. Switch pump back on.
  - k. Sump valve seems best left at “Five past Seven” position.
8. Note – Failure to shut waste valve will result in the swimming pool emptying.
9. The pool capacity is around 11,000 gallons.
10. For reference to chemical amounts to be used – scales for weighing chemicals are kept on the shelf above the bench in the pump house.
11. If the water appears cloudy, place sparkle filter aid tablets – one in each filter basket and one in the pump filter basket, or use swim clear granules.
12. If the pool gets out of balance then the pool can be shocked back using the shock back treatment granules as per instructions on the container.
13. **All workers to wear appropriate safety clothing provided when handling chemicals**

## **Refer to Risk Assessments: 6 Swimming pool & 10 Pump room**

## VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

TITLE	Marquee					LOCATION	Vauxhall Christian Trust			DATE	May 2021		REF NO	VCT RA1
Activity, Process etc	Hazards	Exposed Persons	Risk Rating – Initial Situation			Controls in place, comments	Risk Rating – Existing Situation			Additional Controls Planned				
			Probability	Severity	Risk		Probability	Severity	Risk					
Use of trailing leads and cables	Slips, trips and falls	All persons using Marquee	5	4	20	<ul style="list-style-type: none"> <li>All leaders to ensure that all trailing leads/cables are (where practicable) kept to the sides of marquee</li> <li>Where NOT practicable, leaders to ensure leads/cables are clearly marked or contained in relevant cable trays etc.</li> <li>Leaders to ensure that all users are aware of any trailing leads/cables before entering the Marquee.</li> </ul>	2	4	8					
Use of Electrical equipment	Electrocution	All persons using electrical equipment	5	5	25	<ul style="list-style-type: none"> <li>All Electrical Equipment used on site must be (where applicable) PA Tested and fit for purpose.</li> <li>All leaders to ensure that sockets &amp; extension leads are NOT overloaded.</li> <li>Co<sup>2</sup> Fire extinguisher to be in place whilst events are held in Marquee</li> </ul>	2	5	10					
Marquee Stakes	Slips, trips and falls	All on site	5	4	20	<ul style="list-style-type: none"> <li>Campsite Manager to ensure that all stakes are clearly marked and protected.</li> <li>Guy ropes to be checked as and when deemed necessary i.e. after strong winds to ensure correct tension.</li> </ul>	2	3	6					
	Structural integrity	All on site	4	5	20	<ul style="list-style-type: none"> <li>Guy ropes and stakes to be checked as and when deemed necessary i.e. after strong winds to ensure correct tension.</li> <li>Missing and/or broken stakes to be reported to Site Supervisors.</li> </ul>	2	3	6					

TITLE	Dining Room					LOCATION	Vauxhall Christian Trust	DATE	May 2021	REF NO	VCT RA2
Activity, Process etc	Hazards	Exposed Persons	Risk Rating – Initial Situation			Controls in place, comments	Risk Rating – Existing Situation			Additional Controls Planned	
			Probability	Severity	Risk		Probability	Severity	Risk		
Moving tables and chairs	Falling objects	Persons doing the task	5	3	15	<ul style="list-style-type: none"> <li>Tables to be folded and placed on ends in the corners of the room, NO MORE than 8 deep</li> <li>Chairs to be stacked NO MORE than 5 high</li> <li>All children and minors to be supervised when putting away tables and chairs.</li> </ul>	2	3	6		
	Manual Handling	All persons in the Dining Room	5	3	15	<ul style="list-style-type: none"> <li>Practise Safe manual Handling practises when moving objects.</li> <li>Where possible use two persons to move stacked chairs.</li> <li>Only designated persons to move/stack tables and chairs.</li> <li>Tables to be placed where marked for stacking.</li> </ul>	2	3	6		
Spillage of fluids etc	Slips, trips & falls	All persons in the Dining Room	5	4	20	<ul style="list-style-type: none"> <li>All persons using the Dining Room to be aware of the risks from carrying fluids etc into the Dining room</li> <li>Only persons deemed competent to carry fluids etc into and out of the Dining Room</li> <li>Clear up spills immediately and use warning triangles where spillage occurs.</li> <li>No running or games when food and/or fluids whilst there is a risk of slips, trips or falls.</li> </ul>	2	3	6		
Electrical Equipment	Fire	All persons in the Dining Room	4	5	20	<ul style="list-style-type: none"> <li>Site Supervisor to make sure smoke detectors are working and all fire extinguishers are in date and in place</li> <li>Smoke alarms replaced every five years (next due 2026)</li> <li>Ensure that NO doors are locked whilst Dining Room is in use</li> <li>NO NAKED flames in Dining room</li> <li>All Electrical equipment used to be PA Tested and in date.</li> </ul>	2	3	6		

## VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

TITLE	Cabins					LOCATION	Vauxhall Christian Trust	DATE	May 2021	REF NO	VCT RA3
Activity, Process etc	Hazards	Exposed Persons	Risk Rating – Initial Situation			Controls in place, comments	Risk Rating – Existing Situation			Additional Controls Planned	
			Probability	Severity	Risk		Probability	Severity	Risk		
Use of Cabins	Use of bunk beds	All users	4	5	20	<ul style="list-style-type: none"> <li>Site Supervisors to check bunk bed side rails and ladders</li> <li>No child under the age of 7 to use upper bunk.</li> </ul>	2	2	4		
	Fire	All Users	3	5	15	<ul style="list-style-type: none"> <li>Leaders to ensure that all users are made aware of the dangers of using Portable Electrical equipment in the cabins.</li> <li>No flammable items to be left near or around heaters.</li> <li>NO naked flames to be used in cabins</li> <li>Smoke detectors are checked before use of each cabin</li> </ul>	2	4	8		
Use of Electrical equipment	Electrical fires	All users	4	5	20	<ul style="list-style-type: none"> <li>Leaders to ensure that all users are made aware of the dangers of using Portable Electrical equipment in the cabins.</li> <li>Only competent persons to use Heating controls</li> </ul>	2	2	4		



## VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

TITLE	Boating lake					LOCATION	Vauxhall Christian Trust	DATE	May 2021			REF NO	VCT RA4
Activity, Process etc	Hazards	Exposed Persons	Risk Rating – Initial Situation			Controls in place, comments	Risk Rating – Existing Situation			Additional Controls Planned			
			Probability	Severity	Risk		Probability	Severity	Risk				
Water activities	Drowning	All on site and those involved in Water activities	5	5	25	<ul style="list-style-type: none"> <li>Fence around Lake to be maintained and checked before camp starts.</li> <li>Keep all gates secure at ALL times.</li> <li>ALL young people to be escorted and have Life jackets before going on the Lake.</li> <li>Each camp to have at least ONE life saver present during ALL water activities.</li> <li>Life Belt to be available AT ALL TIMES.</li> </ul>	2	5	10				
	Weils Disease (Leptospirosis)	All involved in water activities	4	4	16	<ul style="list-style-type: none"> <li>Anyone with cuts or abrasions to cover them with waterproof plasters before going onto the Lake</li> <li>Any coming into contact or falling in the Lake to wash thoroughly afterwards.</li> <li>No livestock within the fenced area and/or to enter the water.</li> </ul>	2	2	4				
	Blue Algae	Those in contact with the water.	4	164	16	<ul style="list-style-type: none"> <li>Check Lake before using.</li> <li>If Algae is present – Close lake and inform Site Supervisors.</li> </ul>	2	2	4				

## VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

TITLE	Games room					LOCATION	Vauxhall Christian Trust	DATE	May 2021	REF NO	VCT RA5
Activity, Process etc	Hazards	Exposed Persons	Risk Rating - Initial Situation			Controls in place, comments	Risk Rating - Existing Situation			Additional Controls Planned	
			Probability	Severity	Risk		Probability	Severity	Risk		
Using the games room	Manual Handling	Those Moving tables	5	4	20	<ul style="list-style-type: none"> <li>Only Adults to attempt to move them, and 2 persons to do so.</li> <li>Use the trolley provided and ensure that tables are sited level and safe.</li> </ul>	2	2	4		
	Fire	Those using Games room	3	5	15	<ul style="list-style-type: none"> <li>Site Supervisor to check Smoke alarms at start of each camp.</li> <li>Fire extinguishers to be in place, tested and in date.</li> <li>No Naked flames to be taken into games room.</li> </ul>	2	3	6		
Use of Laundry	Laundry equipment	Those using Laundry	3	4	12	<ul style="list-style-type: none"> <li>Laundry to be locked whilst not in use.</li> <li>Laundry equipment only to be used by Leaders and or Adults.</li> <li>All equipment to be PA Tested, labelled and in date.</li> </ul>	1	2	3		

## VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

TITLE	Swimming Pool					LOCATION	Vauxhall Christian Trust	DATE	May 2021	REF NO	VCT RA6
Activity, Process etc	Hazards	Exposed Persons	Risk Rating – Initial Situation			Controls in place, comments	Risk Rating – Existing Situation			Additional Controls Planned	
			Probability	Severity	Risk		Probability	Severity	Risk		
Users of Swimming Pool	Drowning	Swimmers and spectators	5	5	25	<ul style="list-style-type: none"> <li>Swimming Pool to be locked at ALL times whilst not in use.</li> <li>Competent swimmer and/or lifeguard to be present during ALL swimming activities.</li> <li>ALL rules to be observed and obeyed by all using the swimming pool</li> <li>No children to be left unattended whilst swimming pool is open.</li> <li>Life belt to be kept in the pool area at ALL times.</li> <li>Group Leader and/or competent person to ensure that all swimmers and spectators have left the pool area and ensure all sides are secured down before locking up.</li> <li>No swimming in the pool with all your clothes on, as this damages the filters in the pool.</li> </ul> <p style="text-align: center;"><b>No raucous behaviour</b> <b>Maximum number of Swimmers in the pool at any one time is 20.</b></p>	2	5	10		
	Slips, trips & Falls	Swimmers and spectators	5	4	20	<ul style="list-style-type: none"> <li>All rules to be briefed out by group leaders before using the pool.</li> <li>All rules to be observed and obeyed at ALL times.</li> </ul> <p style="text-align: center;"><b>No raucous behaviour</b> <b>Maximum number of Swimmers in the pool at any one time is 20.</b></p>	2	3	6		
	Chlorine	Swimmers and spectators	5	3	15	<ul style="list-style-type: none"> <li>Site Supervisors to check the Chlorine/PH readings before a group uses the pool.</li> <li>Campsite Manager to be informed of any issues with relevant Chlorine/PH levels.</li> </ul> <p style="text-align: center;"><b><u>Refer to VCT RA10 and Swimming pools procedures.</u></b></p>	2	2	4		

## VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

TITLE	Kitchen					LOCATION	Vauxhall Christian Trust	DATE	May 2021	REF NO	VCT RA7
Activity, Process etc	Hazards	Exposed Persons	Risk Rating – Initial Situation			Controls in place, comments	Risk Rating – Existing Situation			Additional Controls Planned	
			Probability	Severity	Risk		Probability	Severity	Risk		
Food Preparation	Food poisoning	Those preparing foods and all who will consume prepared food	5	3	15	<ul style="list-style-type: none"> <li>At least ONE person to have Level 2 Basic Hygiene Certificate which is in date.</li> <li>All surfaces and utensils etc to be cleaned and used as appropriate, to avoid cross contamination.</li> <li>All food preparation staff to wear appropriate PPE in the Kitchen</li> <li>When cleaned all utensils, cutting boards etc to be stored in the correct manner.</li> <li>All food to be checked that it is in date.</li> <li>All fridges and freezers to be checked for correct temperature daily and recorded.</li> <li>All food waste to be removed from Kitchen and disposed of daily.</li> <li>All waste spillages to be cleaned and removed as appropriate.</li> </ul> <p style="text-align: center;"><b><u>No unauthorised persons in the Kitchen at any time</u></b></p>	2	2	4		
	Slip, trips, and falls.	All staff in the Kitchen	5	4	20	<ul style="list-style-type: none"> <li>All spillages to be cleaned up immediately.</li> <li>Area of spillage to be clearly marked by warning triangles.</li> <li>Appropriate footwear to be worn in Kitchen area.</li> </ul>	2	2	4		
	Scalds and burns	All staff in the Kitchen	4	4	16	<ul style="list-style-type: none"> <li>All Kitchen staff to be aware of the potential hazards from hot fluids, foods etc.</li> <li>Extra care to be taken when carrying hot fluids/foodstuffs.</li> <li>Appropriate footwear to be worn in Kitchen area.</li> <li>Extra care to be taken when cleaning hot surfaces i.e. cooker hot plates, hot water boilers etc.</li> </ul>	2	2	4		
	COSHH	All staff in the Kitchen	3	4	12	<ul style="list-style-type: none"> <li>All detergents/cleaners are kept away from foodstuffs and secured in appropriate containers.</li> <li>All COSHH Data sheets to be in the Kitchen and all always adhered to.</li> <li>Correct colour coded equipment and cloths must be used to avoid cross contamination</li> </ul>	1	2	3		
	Cut and abrasions	All staff in the Kitchen	5	4	20	<ul style="list-style-type: none"> <li>All sharp objects to be stored safely and out of sight.</li> <li>Only competent persons to use sharp knives etc.</li> </ul>	2	3	6		
	Fire	All staff in the Kitchen	5	5	25	<ul style="list-style-type: none"> <li>All cookers, hot water boilers etc to be turned off when not required.</li> <li>Fire fighting equipment and fire blanket to be checked before each camp.</li> <li>Site Supervisor to check Smoke Detectors before each camp.</li> <li>Sources of ignition to be stored away from heat source.</li> <li>All Electrical equipment to be PA Tested labelled and in date.</li> </ul>	2	3	6		

## VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

TITLE	Caravan					LOCATION	Vauxhall Christian Trust			DATE	May 2021		REF NO	VCT RA8
Activity, Process etc	Hazards	Exposed Persons	Risk Rating - Initial Situation			Controls in place, comments	Risk Rating - Existing Situation			Additional Controls Planned				
			Probability	Severity	Risk		Probability	Severity	Risk					
Use of Caravan	Fire	Occupants of Caravan	3	5	15	<ul style="list-style-type: none"> <li>Smoke detector to be checked before every use.</li> <li>Electrical equipment to be PA Tested and labelled and in date.</li> <li>Safety check to be carried out on all electrical circuits.</li> <li>No Naked flames or open heat sources i.e. candles etc to be used in the caravan.</li> </ul>	1	5	5					
	Slips, Trips & falls	Occupants of Caravan	4	3	12		<ul style="list-style-type: none"> <li>Ensure that the step is in place before entering or leaving the caravan.</li> <li>No unauthorised persons to use the caravan.</li> </ul>	1	2	3				

## VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

TITLE	Pond (outside of main sports Hall)			LOCATION	Vauxhall Christian Trust			DATE	May 2021			REF NO	VCT RA9		
Activity, Process etc	Hazards	Exposed Persons	Risk Rating - Initial Situation			Controls in place, comments	Risk Rating - Existing Situation			Additional Controls Planned					
			Probability	Severity	Risk		Probability	Severity	Risk						
Pond	Drowning	All campers and visitors	4	5	20	<ul style="list-style-type: none"> <li>All leaders to be aware that this is outside of the 'campsite' area.</li> <li>Access to Farm area to be restricted to all campsite users 'where reasonably practicable'.</li> <li>No children and/or young people to be alone when outside of the sports barn.</li> <li>Ensure fence around campsite is maintained in good order.</li> </ul>	2	5	10						

## VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

TITLE	Pump room for Swimming pool					LOCATION	Vauxhall Christian Trust	DATE	May 2021	REF NO	VCT RA10
Activity, Process etc	Hazards	Exposed Persons	Risk Rating – Initial Situation			Controls in place, comments	Risk Rating – Existing Situation			Additional Controls Planned	
			Probability	Severity	Risk		Probability	Severity	Risk		
Access for pool cleaning and /or chemicals etc	Chlorine Gas	Persons using pump room	4	4	16	<ul style="list-style-type: none"> <li>• Only appointed persons allowed entry to pump room.</li> <li>• Only appointed persons will carry out tests to water and to add chlorine to the system as required to bring water within correct levels.</li> <li>• Upon initial entry to pump room allow time for fresh air to circulate before entering the pump room.</li> <li>• Wear appropriate PPE before handling any Hazardous chemicals.</li> <li>• 'Where practicable' door to pump room to be left open when appointed persons are using pump room – if not practicable a second person to be present in case of emergency.</li> </ul>	2	3	6		
Handling Chlorine / Hazardous chemicals	Chlorine and Hazardous chemicals	Persons using pump room	5	4	20	<ul style="list-style-type: none"> <li>• Appointed persons to observe the correct procedures for handling chlorine.</li> <li>• All containers etc to be kept securely closed after use.</li> <li>• When chlorine is added, records must be kept of the amount of chlorine added to bring the water to correct levels.</li> </ul> <p style="text-align: center;"><b><u>Refer to Risk assessments RA6 Swimming Pool and Page 3</u></b></p>	3	3	9		

## VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

TITLE	Bell Tents					LOCATION	Vauxhall Christian Trust	DATE	May 2021	REF NO	VCT RA11
Activity, Process etc	Hazards	Exposed Persons	Risk Rating - Initial Situation			Controls in place, comments	Risk Rating - Existing Situation			Additional Controls Planned	
			Probability	Severity	Risk		Probability	Severity	Risk		
Erecting / Dismantling Bell Tents	Falling objects	Those erecting / Dismantling Bell tents	5	4	20	<ul style="list-style-type: none"> <li>All Poles ropes and tent pegs to be checked and fit for purpose.</li> <li>Only competent and experienced persons to erect / dismantle Bell tents</li> <li>Third parties etc to be kept away from area during erection / dismantling of Bell tents.</li> </ul>	3	4	12		
	Slips, trips & falls	Occupants and/or third parties	5	3	15	<ul style="list-style-type: none"> <li>All parties to be informed of the risk of slips, trips &amp; falls from tie ropes and tent pegs.</li> <li>Where practicable Bell tents to be erected away from high pedestrian traffic and tent pegs marked.</li> </ul>	3	2	6		



## VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

TITLE	All Activities					LOCATION	Vauxhall Christian Trust	DATE	May 2021	REF NO	VCT RA12
Activity, Process etc	Hazards	Exposed Persons	Risk Rating - Initial Situation			Controls in place, comments	Risk Rating - Existing Situation			Additional Controls Planned	
			Probability	Severity	Risk		Probability	Severity	Risk		
Games activities	Slips, trips and falls.	All participants	5	3	15	<ul style="list-style-type: none"> <li>All games should be organised by a competent person / leader.</li> <li>Where activities have a greater risk e.g. archery, canoeing etc these need to have a dedicated written Risk Assessment which WILL be briefed out and available to all on site.</li> <li>All groups that have high risk activities must have suitable controls in place to minimise the risk from serious injury.</li> <li>Competent persons / leaders to produce upon request their certificates and Insurance for all activities.</li> <li>Competent persons / leaders to have their own Public Liability Insurance which will be available on site.</li> <li>First Aid measures in place where applicable.</li> </ul>	2	3	6		
	Personal injury through physical contact		4	4	16		2	2	4		
	Personal injury through lack of knowledge of dangers		5	5	25		3	4	12		
Games equipment	Personal injury through lack of knowledge of dangers	All participants	4	4	16	<ul style="list-style-type: none"> <li>All equipment to be inspected and checked before any use.</li> <li>All users to be made aware of any issues associated with equipment.</li> <li>Supervision of younger children at all times.</li> </ul>	2	2	4		
Climbing Frame	Fall from height	Users of Climbing frame	4	5	20	<ul style="list-style-type: none"> <li>Ensure that all users are aware of the dangers of climbing and not to exceed the safety limits of the climbing frame etc.</li> </ul>	1	4	4		
	Personal injury through physical contact	All users and third parties	4	4	16	<ul style="list-style-type: none"> <li>Ensure that all users are aware of the dangers of climbing and not to exceed the safety limits of the climbing frame etc.</li> </ul>	2	4	8		
Trampoline	Fall from height	All users	4	4	16	<ul style="list-style-type: none"> <li>Pre inspection check of Trampoline and net before use</li> <li>Adult supervision at all times</li> <li>Only to be used by Children up to 11 years.</li> </ul>	2	2	4		

## VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

TITLE	Toilets and Showers					LOCATION	Vauxhall Christian Trust	DATE	May 2021	REF NO	VCT RA13
Activity, Process etc	Hazards	Exposed Persons	Risk Rating - Initial Situation			Controls in place, comments	Risk Rating - Existing Situation			Additional Controls Planned	
			Probability	Severity	Risk		Probability	Severity	Risk		
Using the showers and washing facilities	Legionnaires' disease	All users	4	4	16	<ul style="list-style-type: none"> <li>All showers and taps run twice before camp starts to ensure no dead water in system and recorded.</li> </ul>	2	2	4		
	Hygiene	All users	3	4	12	<ul style="list-style-type: none"> <li>Showers and toilets to be thoroughly cleaned by each group before they depart and if necessary additional cleaning to be carried out by the group during their stay.</li> </ul>	2	2	4		
	Slips, trips and falls.	All users	5	4	20	<ul style="list-style-type: none"> <li>Any spillages to be cleared up as soon as is possible.</li> <li>Yellow warning signs to be placed to indicate area of spillage.</li> </ul>	2	2	4		
	Fire	All Users	3	5	15	<ul style="list-style-type: none"> <li>Site Supervisor to test Fire Panel before each camp and check all fire extinguishers are in place</li> </ul>	2	2	4		
Use of Cleaning materials	Those using COSHH items	Those using COSHH	4	4	20	<ul style="list-style-type: none"> <li>All chemicals and cleaning materials to be stored securely at all times.</li> <li>COSHH assessments to be available for cleaning materials used</li> <li>All relevant PPE identified in the relevant COSHH assessment to be used at all times.</li> <li>Correct colour coded equipment and cloths must be used to avoid cross contamination</li> </ul>	2	2	4		

## VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

TITLE	Tuck Shop					LOCATION	Vauxhall Christian Trust	DATE	May 2021	REF NO	VCT RA14
Activity, Process etc	Hazards	Exposed Persons	Risk Rating – Initial Situation			Controls in place, comments	Risk Rating – Existing Situation			Additional Controls Planned	
			Probability	Severity	Risk		Probability	Severity	Risk		
Buying of sweets etc	Food poisoning	Those who purchase items from the tuck shop	3	4	12	<ul style="list-style-type: none"> <li>The Tuck shop to be run by a responsible person.</li> <li>All food to be checked for split/broken wrapping, if so food must be disposed of.</li> <li>All goods sold must be checked for "sell by" date, all out of date food to be disposed of immediately.</li> <li>Fridge temperature to be checked daily (ideal temperature between 2-5°C)</li> <li>Fridge to have PA test annually</li> </ul>	1	2	3		

## VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

TITLE		Farm & Farm Buildings				LOCATION	Vauxhall Christian Trust			DATE	May 2021		REF NO	VCT RA15
Activity, Process etc	Hazards	Exposed Persons	Risk Rating – Initial Situation			Controls in place, comments	Risk Rating – Existing Situation			Additional Controls Planned				
			Probability	Severity	Risk		Probability	Severity	Risk					
Ingress to Farm area	Moving vehicles	All using the campsite.	3	5	15	<ul style="list-style-type: none"> <li>No unauthorised access is permitted in the farmyard. All leaders are informed of the dangers and limits to and from the campsite beforehand.</li> <li>All gates to farm to be kept closed and warning signs complied with.</li> </ul>	1	5	6					
	Horse riders and third parties using public footpath	All using the campsite.	3	4	12	<ul style="list-style-type: none"> <li>Inform all users/campers that horses pass by on the bridle way opposite the campsite.</li> <li>Inform users of the campsite that some members of the public may be walking dogs along the bridleway.</li> </ul>	1	4	5					

## VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

TITLE	Static Caravan (Site Supervisors)				LOCATION	Vauxhall Christian Trust	DATE	May 2021	REF NO	VCT RA16
Activity, Process etc	Hazards	Exposed Persons	Risk Rating – Initial Situation			Controls in place, comments	Risk Rating – Existing Situation			Additional Controls Planned
			Probability	Severity	Risk		Probability	Severity	Risk	
Users of Caravan	Risk of Gas explosion	Occupants of Caravan	4	5	20	<ul style="list-style-type: none"> <li>Check gas supply bottles and connections before use for any wear and tear and signs of leakage. If there is TURN OFF supply and contact Campsite Manager.</li> <li>Before leaving caravan ensure all gas appliances are off.</li> <li>Always turn off gas supply to caravan when its being left vacant.</li> </ul>	2	3	6	
	Carbon Monoxide	Occupants of Caravan	3	5	15	<ul style="list-style-type: none"> <li>Smoke and carbon monoxide detectors to be checked before each occupancy.</li> </ul>	1	2	3	
	Slips, trips and Falls	Occupants of Caravan and third parties	3	4	12	<ul style="list-style-type: none"> <li>Ensure the ramp and decking are clean and secure</li> <li>Take extra care in wet, damp &amp; icy weather</li> <li>Where practicable clear away excess water from ramp &amp; veranda</li> </ul>	1	3	4	
	Electrocution	Occupants of Caravan	3	4	12	<ul style="list-style-type: none"> <li>Check equipment before occupation, if faulty report to Campsite Manager</li> <li>All Electrical equipment to be PA Tested, labelled and in date</li> </ul>	1	3	4	
	Frozen pipes	Occupants of Caravan	3	2	6	<ul style="list-style-type: none"> <li>Turn off water supply at stopcock when the caravan is not being used for extended periods</li> <li>Where practicable drain down all water appliances.</li> </ul>	2	1	3	

## VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

TITLE	Sports Barn					LOCATION	Vauxhall Christian Trust	DATE	May 2021	REF NO	VCT RA17
Activity, Process etc	Hazards	Exposed Persons	Risk Rating – Initial Situation			Controls in place, comments	Risk Rating – Existing Situation			Additional Controls Planned	
			Probability	Severity	Risk		Probability	Severity	Risk		
Games and Activities	Personal injury thorough play	Users of sports Hall	5	4	20	<ul style="list-style-type: none"> <li>All games should be organised by a competent person / leader.</li> <li>Competent persons / leaders to produce upon request their certificates and Insurance for all activities.</li> </ul> <p style="text-align: center;"><u>Refer to RA 12 All Activities</u></p>	3	2	6		
Using sports equipment	Personal injury thorough play	Uses of sport equipment	4	4	16	<ul style="list-style-type: none"> <li>Only leaders or competent persons to erect/dismantle equipment.</li> <li>Follow manufactures instructions when erecting/dismantling equipment.</li> <li>Equipment store room to be locked when not in use.</li> <li>Check equipment before each use.</li> </ul>	2	2	4		
Roller shutter door	Falls form height	Users of Sports Hall.	5	5	25	<ul style="list-style-type: none"> <li>Shutter door must only be opened by a competent person / leader.</li> <li>Shutter must not be opened beyond requirements for letting in fresh air</li> <li>Full safety netting to be in place before the shutter door can be opened.</li> <li>When younger children are in the sports hall extra care to be taken to ensure that no one can fall out of the opening.</li> </ul>	2	3	6		