

VAUXHALL CHRISTIAN TRUST

VAUXHALL FARM

GREAT WENHAM

COLCHESTER

CO7 6QQ

HEALTH AND SAFETY GUIDE

2017

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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 churches 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 church's 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 in the folder that is kept in the back room of the kitchen complex. Each group must bring their own First Aid kit.

Rules & Regulations - a separate leaflet that specifies our rules and regulations for the use of the campsite is on our website, listed below. All leaders should read through these before coming to camp. If you have difficulty in accessing this document please contact Andrew Horrex our secretary.

Child Protection Policy - Our policy can be seen on our web site at www.vauxhallchristiantrust.org.uk. All leaders 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 Managers – You will be welcomed by the Duty Site Managers 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 managers are available if you have any problems, but please do not call on them unnecessarily.

As the trust does not employ anyone on a full time basis, 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 every one will enjoy.

Notes

The trustees have carried out their own Risk Assessments of the campsite and periodic inspections will be made by the site 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 practical 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 practical 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 practical, 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.

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 glass 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 day when in use 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	Date	June 2017	Ref No:	RA1
Hazard	Persons who may be harmed	Risk controls already in place		Risk rating; Low; Moderate; High; Extreme	Further action to be taken (where applicable).
Trailing leads and cables	All	ALL LEADERS involved to ensure that cables are kept to the sides of Marquee and routed over the entrance.		Low	
Stakes holding guy ropes	All	LEADERS to make sure all stakes are clearly marked and protected so that no one is injured.		Medium	Annual check by VCT site manager
Electrical Equipment	All	All electrical equipment to be P.A Tested by qualified person. Leaders to check any electrical equipment before use.		Low	Annual PA Test carried out.

VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

Title	Dining Room		Date	June 2017	Ref No:	RA2
Hazard	Persons who may be harmed	Risk controls already in place	Risk rating; Low; Moderate; High; Extreme	Further action to be taken (where applicable).		
Fire	Those using the dining room	Site Manager to make sure smoke detectors are working, and fire extinguishers are in place prior to groups arriving. Replace batteries at the beginning of the camp year. Ensure that no doors are locked when using the dining room	Low	Annual check & service.		
Water Spillage	Those using the dining room	Ensure that all spillages are cleaned-up, and warning triangles used where floor is wet.	Low			
Electrical Equipment	Those using the dining room	All electrical equipment to be P.A Tested by qualified person Leaders to check any electrical equipment before use.	Low	Annual PA Test carried out.		

VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

Title	Five Cabins		Date	June 2017	Ref No:	RA3
Hazard	Persons who may be harmed	Risk controls already in place	Risk rating; Low; Moderate; High; Extreme	Further action to be taken (where applicable).		
Fire	Users of Cabins	Smoke detectors to have new batteries at the start of each camping season. Fire Extinguishers to be available nearby. Testing to be carried out by site manager prior to groups arriving.	Medium	Annual Review		
Ladder to Top Bunks	Users of Cabins	Each group to check side rails and ladder is safe to use before using.	Low			
Top Bunks	Under 7's	No child under seven to be allowed on the top bunk.	Low			
Electrical Fires	Users of Cabins	Ensure that no flammable items are left below the heater. Fireguard (where fitted) is in place. Check wiring and socket. PA Test label present, in date and readable.	Low	Annual Review		

VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

Title	Lake	Date	June 2017	Ref No:	RA4
Hazard	Persons who may be harmed	Risk controls already in place		Risk rating; Low; Moderate; High; Extreme	Further action to be taken (where applicable).
Drowning	All on site	Maintain fence around the Lake. Keep gates secure from very young people, at ALL times. ALL LEADERS to check the lifebelt and rope before using the Lake Keep Lifebelt available at all times. Each camp should have at least one life saver.		Medium	Check condition of Lifebelt and rope. Annually
Weils Disease (Leptospirosis)	Those who are in contact with the lake water.	Anyone with cuts or abrasions to cover with waterproof plasters before going on the lake. If anyone falls into the lake – to thoroughly wash afterwards. No livestock to enter the water. No dogs to enter the water.		Low	Pest Control officer to visit regularly to check for rats.
Water Activities	Those engaged in activities	Any water activities must be supervised by only qualified staff who have professional qualifications. All persons engaged in water activities must wear appropriate safety equipment. All equipment must be checked before use to ensure it is in good order.		Low	
Blue Algae	Those in contact with water	Check weekly through the season. If blue algae is spotted – close lake until the algae has gone.		Low	Site Manager to review if Blue Algae is found

VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

Title	Games Room		Date	June 2017	Ref No:	RA5
Hazard	Persons who may be harmed	Risk controls already in place	Risk rating; Low; Moderate; High; Extreme	Further action to be taken (where applicable).		
Pool & Bar-Football tables	Those who want to move the tables	Only adults to attempt this, and only with 2 persons. Use the trolley provided, ensuring tables are level and safe after moving.	Low			
Laundry Area	Anyone entering this area	Area to be locked at all times. Area to be opened only when needed by Leaders.	Low			
Laundry Equipment	Senior Staff	Carry out checks for safe use. All Electrical Equipment to have PA Test Annually	Low			
Smoke Detectors	All	Change Batteries on an Annual basis Site Manager to check at start of each camp.	Low			

VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

Title	Swimming Pool		Date	June 2017	Ref No:	RA6
Hazard	Persons who may be harmed	Risk controls already in place	Risk rating; Low; Moderate; High; Extreme	Further action to be taken (where applicable).		
Drowning	All Swimmers and spectators	<p>Changing rooms doors to be locked at all times – except when swimming is in progress Competent swimmer or life saver to be present when swimming takes place. All displayed rules to be observed at all times Lifesaving belt to be kept in the pool area at all times Pool cover to be removed and secured before swimming takes place Responsible person to ensure that all swimmers and spectators have left the pool area before locking up.</p> <p>No raucous behaviour. Maximum number of swimmers in the pool at any one time is 20.</p>	Medium	<i>No swimming in the pool with all your clothes on, as this damages the filters in the pool.</i>		
Chlorine		<u>Refer to RA10 Pump Room and Page 3 Swimming pool procedures.</u>				

VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

Title	Kitchen		Date	June 2017	Ref No:	RA7
Hazard	Persons who may be harmed	Risk controls already in place		Risk rating; Low; Moderate; High; Extreme	Further action to be taken (where applicable).	
Food	All	<i>Do not allow children to access the Kitchen or food Preparation areas</i> At least one person to have Basic Hygiene Certificate – Level 2 All food to be checked when unpacking to ensure it is not out of date.		Low		
E Coli	All	Follow best practice in Food Handling Hygiene at all times. All Kitchen staff to read instructions in the box file (in kitchen).		Low		
Cookers	Kitchen Staff	Hot plates of cookers should not be cleaned with water, just a damp cloth.		Low		
Hot Water Boilers	Kitchen Staff	Take care when using as risk of scalding/burns from hot water.		Low		
Freezers / Refrigerators	Kitchen Staff	Check daily they are functioning properly, reading the temperatures to ensure they are correct for the appliance and recorded.		Low		
Utensils e.g. sharp knives etc	Kitchen staff	Ensure that all sharp objects are stored safely and out of sight. Ensure that all sharp objects are kept out of the reach of children		Low		
Detergents / cleaners	Kitchen Staff	Ensure that all detergents/cleaners are secured in their containers Ensure that all detergents/cleaners are kept out of sight and reach of children		Low		
Waste Food	Kitchen Staff	Remove all waste food daily and dispose in refuse bins provided. Clean and remove any waste spillages as appropriate.		Low		
Spillages of Fluid	Kitchen Staff	Clean up any spillages immediately Ensure Yellow warning signs are in place as appropriate.		Low		
Electrical Equipment	Kitchen Staff	PA Test to be carried out by a qualified person on Annual basis All users to check PA test labels before using equipment		Low		
Smoke Detectors	Kitchen Staff	Change batteries on an annual basis Site Manager to check at start of each camp.		Low		

VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

Title	Caravan		Date	June 2017	Ref No:	RA8
Hazard	Persons who may be harmed	Risk controls already in place		Risk rating; Low; Moderate; High; Extreme	Further action to be taken (where applicable).	
Electrical Wiring & Equipment	Occupants of Caravan	Carry out safety check of electrical circuits, equipment etc Check all PA Test labels for correct date PA Test to be carried out if required		Low		
Step	Occupants of Caravan	Ensure that step is in place before entering and leaving		Low		
Smoke Detector	Occupants of Caravan	Replacement of battery on an annual basis Site manager to check each time caravan is used		Low		

VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

Title	Pond		Date	June 2017	Ref No:	RA9
Hazard	Persons who may be harmed	Risk controls already in place		Risk rating; Low; Moderate; High; Extreme	Further action to be taken (where applicable).	
Pond (outside of main sports hall)	All campers and visitors	Ensure that fence is maintained in good order to prevent people falling in.		Medium		
Drowning	All campers and visitors	All Leaders to be aware that this is outside of the 'campsite' area Access to be restricted as far as is reasonably practicable. No Children or young people to be alone when outside of the sports hall.		Medium		

VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

Title	Pump room for Swimming pool		Date	June 2017	Ref No:	RA10
Hazard	Persons who may be harmed	Risk controls already in place	Risk rating; Low; Moderate; High; Extreme	Further action to be taken (where applicable).		
Chlorine	All swimmers	Pump room to be securely locked at all times Only persons appointed by the trust, to be allowed entry Appointed persons will carry out tests of the water & add chlorine to the system to bring the mixture to the correct levels Appointed persons to observe the correct procedures for handling chlorine. All containers to be kept securely closed after use When chlorine is added, records must be kept of the amount of chlorine added to bring the water to correct levels. <u>Refer to Risk assessments RA6 Swimming Pool and Page 3</u>	Medium			

VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

Title	Bell Tents		Date	June 2017	Ref No:	RA11
Hazard	Persons who may be harmed	Risk controls already in place	Risk rating; Low; Moderate; High; Extreme	Further action to be taken (where applicable).		
Poles	Those erecting / dismantling tents	All poles and rope ties to be checked before using. Care to be taken to ensure that other persons / third parties are kept away from immediate area whilst erecting and dismantling the tents.	Low			
Tent Pegs	Occupants of tents & third parties	Inform all parties of the ties and pegs especially those who will occupy the bell tents, to keep clear of tents pegs. If possible mark tent pegs so they are clearly visible.	Low			

VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

Title	All Activities		Date	June 2017	Ref No:	RA12
Hazard	Persons who may be harmed	Risk controls already in place	Risk rating; Low; Moderate; High; Extreme	Further action to be taken (where applicable).		
Games & Activities	All participants	<p>All games should be organised by a competent leader. Activities such as archery, canoeing and cycling, must have a fully qualified person in charge. They must be able to produce on request their certificates and insurance to cover their sport.</p> <p>All groups must have their own Public Liability Insurance for the activity in which they are participating.</p>	Medium			
Equipment	Users of Equipment	<p>All equipment must be inspected each time prior to use to make sure that it is fit for the intended purpose. Damaged or unfit equipment must not be used.</p>	Low			

VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

Title	Trampoline and Climbing Frame		Date	June 2017	Ref No:	RA13
Hazard	Persons who may be harmed	Risk controls already in place	Risk rating; Low; Moderate; High; Extreme	Further action to be taken (where applicable).		
Trampoline	Children	Must be supervised by an adult. Ensure net is not damaged. Only used by children up to 11 yrs.	Low			
Climbing Frame	Children	Only to be used by children Up to 11 years old to be supervised at all times by an adult. Check weekly when in use, that there is no damage. Annual inspection of wooden posts to be undertaken of platform, walkway and slide to ensure that all are in good order. Inform insurance company.	Low			

VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

Title	Toilets and Showers		Date	June 2017	Ref No:	RA14
Hazard	Persons who may be harmed	Risk controls already in place	Risk rating; Low; Moderate; High; Extreme	Further action to be taken (where applicable).		
Cleaning materials	Users of toilets & showers	All chemicals and cleaning materials to be kept securely closed. All users of cleaning materials to be aware of the COSHH assessment and relevant precautions i.e. using gloves etc	Low			
Slip. Trips & falls	Users of toilets & showers	Ensure water spillage is properly cleared. Yellow warning signs to be in place when appropriate.	Low			
Hygiene	Users of toilets & showers	Toilets & showers to be cleaned on a daily basis.	Low			
Electrical fixtures and fittings	Users of toilets & showers	All electrical fixtures and Fittings to be PA tested by a qualified person annual. Any broken fixtures and/or fittings to be reported immediately.	Low			
Fire Alarm system	All	Test system and record weekly.	Low			

VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

Title	Tuck shop		Date	June 2017	Ref No:	RA15
Hazard	Persons who may be harmed	Risk controls already in place	Risk rating; Low; Moderate; High; Extreme	Further action to be taken (where applicable).		
Food	Those purchasing food	The Tuck shop to be run by a responsible person. All goods sold must be checked for "sell by" date. Food out of date to be disposed of. All food to be checked for split/broken wrapping, if so food must be disposed of.	Low			
Refrigerator	Those purchasing food	Temperature of refrigerator to be checked daily to ensure contents are kept at the correct temperature. Record temperature. To have an annual <i>PAT</i> check for Safety by <i>qualified person</i>	Low			

VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

Title	Farm & Farm Buildings		Date	June 2017	Ref No:	RA16
Hazard	Persons who may be harmed	Risk controls already in place	Risk rating; Low; Moderate; High; Extreme	Further action to be taken (where applicable).		
Tractors and farm vehicles/equipment	Those using the campsite	Warn each new group that opposite the campsite is a working farm, and to take care and keep well away from all tractors and farm vehicles. This area is out of bounds to campers. All gates to farm are to be kept closed, and warning notices complied with.	Medium			
Horses etc	Those using the campsite	Inform all users/campers that horses pass by on the bridle way opposite the camp field. Inform them to keep well clear of the horses and not to frighten them. All pets to be kept under control. Inform camper/users of site that some members of the public may be walking dogs along the bridle way.	Low			

VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

Title	Static Caravan		Date	June 2017	Ref No:	RA17
Hazard	Persons who may be harmed	Risk controls already in place	Risk rating; Low; Moderate; High; Extreme	Further action to be taken (where applicable).		
Gas bottles	Occupants of Caravan	Check Gas bottles and connections before using Turn off gas bottles when leaving caravan vacant.	Low			
Gas Appliances	Occupants of Caravan	Get qualified person to test appliances on an annual basis Users of caravan to check appliance for gas leaks before use – turn off Gas supply and report if leaks found.	Medium			
Smoke & Carbon Monoxide detectors	Occupants of Caravan	Test both detectors before occupation Batteries to be replaced annually.	Low			
Electrical equipment & wiring	Occupants of Caravan	Check equipment before occupation, if faulty report to owners Check for PA Test labels on relevant equipment PA Test to be on an annual basis	Low			
Ramp and veranda	Occupants of Caravan	Ensure that ramp and veranda are clean and secure Take extra care in wet, damp & icy weather – slips, trips & falls Where practicable clear away excess water from steps & veranda	Low			
Winter	Occupants of Caravan	Turn off water supply at stopcock. Drain down all water appliances.	Low			

VAUXHALL CHRISTIAN TRUST – HAZARD & RISK ASSESSMENT

Title	Sports Hall		Date	June 2017	Ref No:	RA17
Hazard	Persons who may be harmed	Risk controls already in place	Risk rating; Low; Moderate; High; Extreme	Further action to be taken (where applicable).		
Sports Equipment	Users of sports Hall	Only leaders or competent persons to erect/dismantle equipment Follow manufactures instructions when erecting/dismantling equipment Check equipment before each use.	Low			
Games & Activities	Users of sports Hall	All games to be supervised by competent person(s) with relevant qualifications. <u>Refer to RA 12 Games & Activities</u>	Low			
Shutter door	Users of Sports hall	Only competent person to operate shutter doors When opened leaders/supervisors to ensure that precautions are taken to minimise the risk of children / young people falling from height.	Medium			