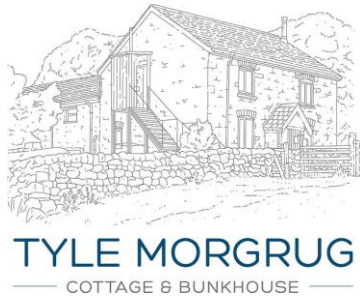




Chichester Youth Adventure Trust

Health and Safety Policy

Version	Date	Updated / Reviewed by	Comments
1.0	Sept 2019		
2.0	Feb 2023	Cathy Childs	Updated booking secretary to Nigel Colenutt
2.1	Sept 2023	Cathy Childs	Add Nigel Colenutt as trustee & removed Mikey Pearce
	Feb 2024		
	Feb 2025		
	Feb 2026		



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Statement of intent

- The Trust is aware that a Hirer of the cottage and bunkhouse has a responsibility to provide competent persons to supervise a group whilst using the facilities provided by the Trust.
- However, the Trust accepts its Duty of Care. In doing so, it is the policy of the Trust to develop a positive Health and Safety culture. The Trust believes that high Health and Safety standards are pre-requisite in the pursuit of the Trust operations.
- To achieve this the Trust will identify workplace hazards and respond appropriately to eliminate or control risks to employees and others affected by the activities of the Trust.
- The trust will apply positive control standards and provision of information training and supervision as needed.
- We recognise and accept our duty to protect the health and safety of our Caretaker, Volunteers, Trust members, hirers, contractors as well as any members of the public who might be affected by our operations.
- Our Health and Safety objective is to minimise the number of instances of occupational accidents and illness and ultimately to achieve an accident-free Centre.
- An effective Health and Safety programme requires continuous communication between staff, Trust Members, and potential hirers.
- Accident records are crucial to the effective monitoring and revision of the policy and therefore must be accurate and comprehensive. We will record and monitor all injuries, however small, sustained by a staff member or Volunteer. We have a system of recording accidents at the cottage and bunkhouse.
- The Policy will be reviewed at least every twelve months and updated as necessary following that review. If there is significant change in the scale and nature of the running of the cottage and bunkhouse this may necessitate additional reviews between the annual reviews.

Signed

J Robbins

Other Trust members

Michael Merritt
Cathy Childs
Peter Cox
Peter Harvey
David Hatton
Ray Creasey
Martin Tomlinson
Nigel Colenutt



Organisation

The Trust recognises that it has the ultimate legal responsibility for Health and Safety; accordingly, Trustees have accepted delegated roles in the implementation of the policy.

Chairman - John Robbins

- Overall responsibility for policy formulation and implementation.
- To ensure the timely implementation of delegated work.
- To manage the Caretaker & Cleaner in the undertaking of his/her duties.
- To ensure that the Caretaker & Cleaner maintain the cleanliness of the building to agreed standards.

Treasurer - Michael Merritt

- Ensure that sufficient financial resources are available for the successful implementation of the policy.
- Arrange for the emptying of the septic Tank when requested.

Buildings & furnishings - John Robbins & Peter Harvey

To organise any work to:

- Ensure safe access to and departure from the cottage and bunkhouse.
- Ensure safe passage through the building.
- Ensure that a competent person inspects the fixed electrical wiring circuits, the electrical equipment and sockets, including lighting fixtures every year.
- Inspect the structure of the building and maintain it in a safe condition.
- Arrange the testing of the portable electrical equipment every year.
- Ensure that mattresses, curtains, tables and chairs, and soft furnishings are maintained in good condition.
- Ensure gas boiler, cooker and wood burner are serviced annually.
- Ensure chimney is cleaned annually.
- Ensure extractor system in kitchen is checked for grease build up & cleaned as necessary.

Access track and grounds – John Robbins

- Ensure that the track, pathways, stonewalls, fences and hedges are maintained so as not to present a risk of damage to vehicles and persons.
- Identify and remove any vegetation that might be poisonous or injurious to persons.
- Ensure that the spring source for the domestic water is protected from livestock and that the external storage tank is kept in good repair.



- Maintain the condition of the Fire Escapes and ensure no combustible material is stored beneath them.
- Ensure all outside maintenance is undertaken for the grounds, building including walls, windows, gutters, downpipes, roof, grassed areas, patio, shared outbuildings & trees.

Kitchens - Michael Merritt

- Ensure that work surfaces including cutting boards are in good condition.
- Ensure that catering equipment is working efficiently and safely.
- Provide and maintain enough utensils, cooking pots, cutlery and crockery that are suitable for the task.
- Provide the Trustees with an annual inventory of all items including fixtures & fittings.
- Maintain a list of portable kitchen equipment.

Building and Maintenance - David Hatton

- Update the maintenance log after each working party.

Miscellaneous - Michael Merritt

- Monitor drinking water reports.
- Check statutory first aid kit provided for Caretaker.
- Review accident book and accident sheets.
- Ensure that the Hirers' Checklists are returned. Any hazards identified will be brought to the attention of the appropriate Trustee, so that risks are reduced to an expectable level.
- Ensure that all risk assessments are reviewed annually or when circumstances change.
- To undertake an annual inventory of the cottage and bunkhouse and report to the trustees.
- Ensure fire exits, alarms, emergency lighting and fire extinguishers are in place, tested and maintained.
- Ensure the septic tank is emptied on an annual basis or more frequently if advised.

Water supply - Michael Pearce

- Monitor the efficiency of the septic tank when visiting the cottage and bunkhouse.
- Monitor the cleaning or replacement of the incoming water filters at the prescribed intervals.
- Monitor the changing of the UV filters at the prescribed intervals.
- Ensure that the water storage tanks are emptied and cleaned annually.

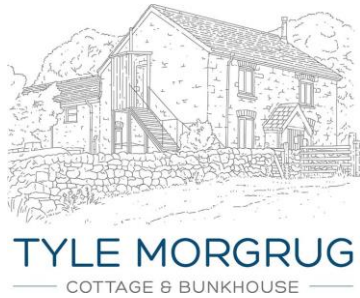


All Trust Members

- Will have direct contact with the Chairman, without reference to other Trustees, on matters that relate to any imminent risk to the Health and Safety of employee or user.

The Caretaker

- Shall comply with any procedures detailed in the Policy to secure the Health and Safety of himself, contractors, and hirers of the cottage and bunkhouse.
- Report to John Robbins, in the first instance, or if he is not available to Nigel Colenutt or Michael Merritt any damage to the structure, fabric, equipment or appliance that could potentially cause injury to hirers using the building.
- Allow access to the building to any contractor for the purpose of maintaining safety equipment. If the contractor fails to arrive to advise John Robbins in the first instance or, if he is not available, Nigel Colenutt or Michael Merritt to arrange a new date.
- Ensure the refrigerators are turned on/off as appropriate.
- Ensure the hot water and central heating are turned on/off as appropriate.
- Visually check the fire extinguishers after each hiring.
- Remove any food from the refrigerators after each hiring.
- Test the fire alarms on a weekly basis and record this in the relevant book.
- Clean the cottage and bunkhouse as advised by the Trustees after each group's visit and arrange additional cleaning on a monthly basis.
- Check emergency lighting on a monthly basis.
- Ensure waste bins are emptied.



Arrangements

- **Contractors**
- **Control of substances Hazardous to Health**
- **Electrical**
- **Personal Safety**
- **Environmental Controls**
- **Food Hygiene**
- **Accident Reporting**
- **Fire Precautions**
- **Manual Handling**
- **Personal Protective Equipment Assessments**
- **Work Equipment**
- **Working at Height**
- **Smoke free premises**
- **Gas supply**



Contractors

Aim

- To assess the competency of any contractor in order to protect the Health and Safety of users to the bunk house.

Controls

- Contractors employed by the Trust to undertake work on the building will be required to provide information as to their Health and Safety policies. The information will include the arrangements for undertaking the task.
- Contractors who fail to satisfy the Trust that suitable arrangements have been made to guard themselves and the hirers will not be used.

Control of Substances Hazardous to Health

Aim

- To ensure the Trust meets the requirements of the Control of Substances Hazardous to Health Regulations (COSHH.)
- To provide a format for carrying out assessments of substances within and around the cottage and bunkhouse.
- To highlight what professional advice should be sought.

Controls

- A register of all substances used on site that have the potential to be hazardous.
- For each product a COSHH assessment will be carried out.
- Before any product is used an assessment will be completed.
- Protective Clothing will be provided and must be worn where necessary.

Electrical

Aim

- To provide procedures and records that will enable the Trust to comply with the Electricity at Work Regulations.

Controls

- A fixed wiring completion certificate should be provided every year.
- A register of all portable appliances and PAT inspection will take place annually.
- Only qualified electricians will be employed to carry out installation and electrical work. The changing of light bulbs, tubes, fuses and minor work will be undertaken by any other competent person approved by a trustee.



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- Any defective equipment will be removed until the appropriate remedial action is taken.
- John Robbins, or someone nominated by him, will inspect the electrical installations and equipment once a year or when problems occur.

Personal safety

Aim

- To ensure the safety of the Caretaker when working alone at the cottage and bunkhouse.
- To provide a safe system of communication to summon assistance should it be required.

Controls

- The Trust will instruct the Caretaker to take his/her mobile phone for use in an emergency.
- The Caretaker will notify someone responsible when visiting the cottage and bunkhouse, and of his/her expected time of return.
- If the Caretaker does not return after a reasonable delay the responsible person will telephone the Caretaker's mobile phone. If there is no response the Police will be called to investigate.
- If on arrival at the padlocked gate, the chain or lock has been forced open, or upon arriving at the cottage and bunkhouse, there is a visible sign of a break in, the Caretaker must not proceed up the track or enter the building. The Police should be called on the mobile phone.
- If the alarm has been activated, the Caretaker will call the Police who will accompany him/her to the cottage and bunkhouse.
- If any person using the cottage and bunkhouse physically or verbally abuses the Caretaker, the incident must be notified to John Robbins. If he is not available, it should be reported to Michael Merritt or Nigel Colenutt. Any physical assaults must be reported to the Police.
- A statutory first aid kit is to be provided.

Environmental Controls

Aim

To comply with The Environmental Protection Act and any statutory nuisance requirements, as they relate to noise, smells, water quality, and dogs.

Noise

It is not anticipated that noise will be a nuisance to neighbours as the nearest house is some ½ mile away. However, noise can carry across open countryside.



Controls

- Good relationships have been built up over a number of years with surrounding residents. Houses close to the cottage and bunkhouse will be notified of the Caretaker's telephone number so he/she can be contacted if a noise nuisance occurs.
- The Caretaker will, on receipt of a call, telephone the hirer to make them aware of the complaint.
- If the noise persists, and in view of any comments on the booking form, she will make a judgement as to whether she needs to talk with the people causing the nuisance.
- Police are to be called should users fail to co-operate, or if the building is being used for unauthorised purposes.
- The booking secretary has the right to refuse a booking from any hirer not abiding by Health and Safety rules or of the Ethos of the Trust.

Smells

The septic tank is a possible cause of smells. The tank is situated to the south side of the building.

Controls

- The tank will be emptied on an annual basis or more frequently if required.
- Bleach and other chemicals that would otherwise destroy necessary bacteria are not to be used unless instructions on labels say safe for use with septic tanks.

Water Supply

The water supply is gravity fed from a natural spring. It is filtered within the building through fibre canisters to remove solids and microscopic particles. The water is then pumped through an ultraviolet light filter to remove any microorganisms. The water is stored in two storage tanks in the roof space and used from there for all purposes at the bunk house, including for drinking.

Hazards that can be present in the water include:

- Bacterial – faecal matter from sheep or birds
- Chemical – sprays from farm activity
- Physical – from leaves or extraneous matter or soil from a leaking pipe

Controls

- The water supply is to be maintained and free from any external pollution mentioned above.
- The spring is fenced off to prevent access to animals. The spring is to be cleaned and maintained as necessary.



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- The intermediate storage tank is to be checked annually for leaks and maintenance.
- The water filter in the boiler room is to be changed or cleaned every 6 months and the dates recorded.
- The ultraviolet filter is to be changed in accordance with the manufacturer's instructions, (approximately annually). This is to be recorded.

- The storage tanks in the roof space are to be emptied and cleaned as necessary.
- The water quality is to be tested by the local Authority in accordance with current regulations.

These controls are included in the buildings maintenance log and checked by David Hatton.

Food Hygiene

Aim

To Comply with:

- The Food Safety Act 1990,
- The Food Hygiene (England) (No2) Regulations 2006
- Implementing 852/2004 and 178/2002

The Food Safety Act 1990 provides for the safe preparation of food within the scope of a Food Business. The 2006 (England) regulations, together with the E.U regulations, requires food businesses to write down the methods used to keep food safe.

The Trust of itself is not a Food Business; however, it has a duty to provide food service areas that comply with current food standards. Users of the cottage and bunkhouse may well fall within the definition of a Food business.

Controls

- The floors, walls and kitchen units are constructed of easily cleansable surfaces.
- The Caretaker will ensure that all kitchen equipment is maintained and will undertake regular checks after each booking.
- Michael Merritt will undertake an annual audit of all utensils and equipment.
- The kitchen areas are to be cleaned by each hirer, but in any event checked as clean by the Caretaker after every group has left and cleaned monthly by cleaner.
- A thermometer will be provided for the fridge in the cottage so hirers can check that it is functioning at the correct temperature.
- The kitchen fridge and freezer have external thermometers to enable groups to monitor the temperature.
- The refrigerators are checked for leftover food after each booking and if food is found, this is discarded.

Accident Reporting



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- An accident is an unplanned or uncontrolled event that may cause or has caused injury to persons or damage to the building.
- The responsibility for the reporting of an accident to a member of the hirer's party to the enforcing authority is that of the hirer of the cottage and bunkhouse.
- The Trust has a duty to ensure that an accident that occurs at the cottage and bunkhouse is not attributable to negligence by the Trust.

Aim

- To comply with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.
- To maintain a record of all accidents that occur at the cottage and bunkhouse.
- To provide the basic structure for the investigation of the accident.
- To help identify and record any remedial action that is required to prevent further accidents of a similar nature.

Controls

- A statutory accident book will be kept in the boiler room in case of an accident to the Caretaker. The Caretaker will complete and send the information to Michael Merritt.
- In the event of an accident to a member of the hirers group the leader will complete the form in the leaders' manual which will be reviewed at the annual meeting of the Trustees held at the Centre

Commented [CC1]: Booking docs to amend to reference need to email person A re the accident - then to amend this info to reduce GDPR risk

Manual Handling

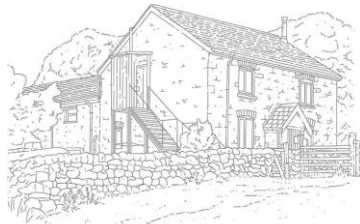
Aim

- We will seek to reduce injury by heavy lifting.
- We shall provide where possible mechanical means of lifting.

Controls

- For all task that involve lifting loads greater than those shown below an assessment will be carried out:

Lifting Height	Weight of load Close to the body	Weight of load At arms length
Head to shoulder	10 kg	5 kg
Shoulder-elbow	20 kg	10 kg
Elbow-waist	25 kg	15 kg
Waist-knee	20 kg	10 kg



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Knee-floor	10 kg	5 kg
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- Following an assessment of the working procedure of the Caretaker, there is no activity that involves lifting any loads above weights of those indicated.
- If heavy loads are needed to be moved, the Caretaker shall seek advice from John Robbins.
- Help to assist the moving of the load will be provided or equipment will be made available.
- The Caretaker must not move heavy loads without assistance.
- Trustees and volunteers whilst undertaking work at the cottage and bunkhouse should also follow this advice.

Fire Precautions

See separate policy.

Personal Protective Equipment

Aim

- To reduce the risk of injury by protecting the Caretaker with protective equipment.
- To comply with Personal Protective Equipment Regulations 1992

Controls

An assessment of risk has been undertaken. It was determined that:

- All necessary precautions will be taken when hazardous substances or potentially dangerous tools or equipment are to be used.
- The Caretaker in the undertaking of his/ her duties does not use sharp knives, axes or cutting equipment.
- Contractors, when using dangerous tools or equipment, will ensure that such equipment will only be used when the cottage and bunkhouse is unoccupied.
- This advice applies to Trustees and volunteers when working at the cottage and bunkhouse. The working party organiser is to ensure that Personal Protective Clothing is worn as appropriate.

Work Equipment

Aim

- To reduce the number of injuries through poorly maintained machinery or improper use.
- To comply with the Provision and Use of Work Equipment Regulations 1992
- To comply with The Dangerous Machines Order 1963.



Controls

- An audit of the work activity undertaken by the Caretaker determined that steps and the vacuum cleaner were identified as work equipment.
- The Caretaker will report any damage to the work equipment to John Robbins. In any event, the Vacuum cleaner is covered by the portable appliance test. Other work equipment will be inspected as part of the regular maintenance checks.
- The person in charge of the work party must monitor any work undertaken on a voluntary basis if the trust does not own the equipment being used.
- The person in charge of the work party must take steps to control any situation in which an emergency could occur and know the emergency contact numbers.

Working at Height

Aim

- To ensure that all work that cannot be done from ground level is carried out safely.
- For work carried out above 2 metres the appropriate equipment must be used.
- That all equipment is maintained.

Controls

- Any work with ladders will only be carried out when more than one person is present.
- Ladders will be checked before use.

Smoke Free Premises

Aim

- To comply with the Smoke Free Premises etc (Wales) Regulations 2007

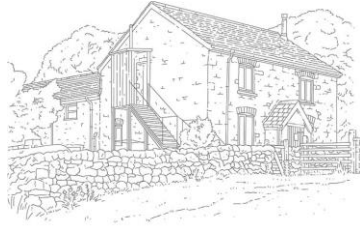
Controls

- Under our fire risk safety assessment we have identified that smoking should not be permitted in the cottage and bunkhouse.
- Bilingual signs need to be placed on the inside of both the front door and back door and in the bedrooms and dormitory reminding users that smoking is not permitted in the building.
- No ashtrays are to be provided to discourage smoking

Gas Supply

Aim

- To comply with the Gas Safety (Installation and Use) Regulations (GSIUR)



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Controls

- Testing and checking of the LPG pipework is the responsibility of Calor who ensure it meets the necessary requirements.