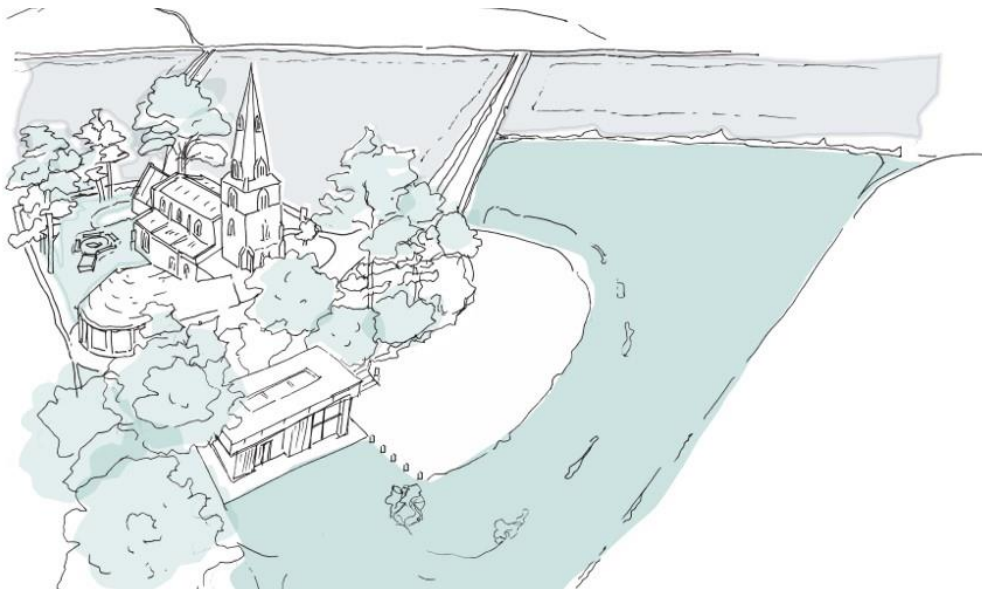




Health and Safety Policy & Site Risk Assessment



The Chellington Centre

Felmersham Road, Carlton,
Beds, MK43 7NA

Prepared and issued in March 2014

Reviewed annually
Last review date 22nd April 2024

Health and Safety Policy including Site Risk Assessment

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Links to other relevant documents

[Terms & Conditions for Hiring The Chellington Centre](#)
[Group Leader's Information Pack](#)
[Group Leader's Agreement Form](#)
[COSHH Policy and Procedures](#)

Statement of Intent

We prioritise the health and safety of all visiting groups as well as our staff, volunteers and all others who come into contact with The Chellington Centre. We endeavour to function in a safe and secure manner so that groups can focus on getting the most out of their experience at the Chellington Centre, and have established effective policies in all areas where sensible care and attention is required.

The aim of this policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour, voluntary helpers and visitors, and to provide such information, training and supervision as they need for this purpose.

For the purposes of this policy and other related policies and procedures, “The Chellington Centre” refers to The Chellington Centre Trustees, and “Staff” refers to The Chellington Centre employees and volunteers.

This policy will be kept up to date, taking account of changes in legislation and guidance, and feedback from employees, volunteers, group leaders and visitors. Any revisions that are found to be necessary will be incorporated into the document. To ensure this, the policy and the way in which it is operated will be reviewed regularly, at least annually, and appropriate changes made.

To ensure that fire safety risk, health and safety matters are kept constantly under review, Health and Safety including fire safety risk is on the agenda of every trustee board meeting and staff management meeting to ensure that all aspects of health and safety are always to the fore.

This document forms part of the Group Information Pack sent to Group Leaders in advance of their stay at The Chellington Centre and a printed copy is kept in the reception area of the centre for groups to refer to during their stay.

Signed:



Date:

22nd April 2025

Name and Address of Premises:	The Chellington Centre, Felmersham Road, Carlton, Bedford MK43 7NA
Use of Premises:	Residential Youth Centre
Registered Charity Number:	1156511
Company Registration number:	08794342
Owner/Employer:	The Chellington Centre
Persons in control of Workplace:	Chair of Trustees Centre Manager
General Enquiry/On-Call Telephone Line	01234 720726
Date Risk Assessment Created	Prepared and issued in March 2014
Date of Last Review	22nd April 2025
Next Review Date	April 2026
Name and relevant details of person who carried out the Health & Safety Risk Assessment:	Rachel Lesiter, Chair of Trustees Debbie Holloway, Centre Manager

Section A: Responsibilities

1. Overall Responsibility: Chair of Trustees

Overall responsibility for the Health and Safety Policy Risk and Fire Safety Risk at The Chellington Centre. This includes responsibility for ensuring that arrangements are in place to satisfy the Health and Safety Regulations and the Fire Safety Risk and appropriate Codes of Practice. Specific responsibilities may be delegated to other personnel.

2. Health & Safety Lead: Centre Manager

Responsible for ensuring organisationally that the Health & Safety Policy is adhered to and that the arrangements outlined in this policy are carried out and updated as necessary. In particular, they will be given delegated responsibility for ensuring:

- Up-to-date understanding of Health and Safety Regulations for The Chellington Centre
- Safe systems of work are in place
- Site buildings are clean and tidy
- Grounds are properly maintained including the safety of monuments, tombstones, walls and trees, and that grass is kept cut
- Safety equipment and clothing is provided and used by all personnel where this is required
- All plant, equipment and tools are properly maintained and in good condition and that all operators have received appropriate training
- Adequate access and egress is maintained
- Adequate firefighting equipment is available and maintained
- Food hygiene regulations and procedures are observed

3. Responsibility of Employees and Voluntary Workers

All employees and voluntary helpers have a responsibility to ensure that the health and safety policy, including fire safety risk, is implemented, and to take reasonable care of themselves and others whilst on site at The Chellington Centre or on business.

Employees and voluntary workers must:

- Comply with safety rules, operating instructions and working procedures
- Use protective clothing and equipment when it is required
- Report and log any fault or defect in equipment immediately to the appropriate person
- Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- Note the misuse of anything provided, in the interests of health and safety

4. Responsibility of Group Leaders

Group Leaders are responsible for the overall safety of their Group Members and Guests at all times, as described in the Terms and Conditions for Hiring The Chellington Centre. Group Leaders should ensure they have communicated the Fire Action Plan and the Code of Conduct to Group Members.

Section B: Health & Safety Arrangements

This section sets out our arrangements to implement our Health & Safety Policy and minimise, as far as is reasonably practicable, risks to the health and safety of employees, voluntary workers, clients, visiting groups and contractors. This section includes risk assessment checklists, where appropriate, carried out based on our policy statement, recommendations made by the Health and Safety Executive in documents that were obtained from the Department of Environment and Community Services.

1. First Aid

The Chellington Centre will endeavour to comply with the Health and Safety (First Aid) Regulations 1981, and accept that they have a Duty of Care towards anyone using the buildings and facilities in addition to staff.

First Aid Boxes and Emergency Support

Large first aid boxes:	'3 Large' kits
Location of first aid boxes:	Main Entrance Hall, Kitchen & Herald Building Office
Responsibility for maintaining First Aid Boxes	Centre Manager
Emergency at Work First Aiders	Centre Manager and Assistant/Duty Managers

2. Accident Reporting

The following Regulations require staff to record all accidents and report certain categories of injury, disease or dangerous occurrences.

- Health and Safety (First Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

It shall be the responsibility of the Centre Manager to ensure that the following procedures for reporting and investigation of all accidents are implemented, and that all staff are aware of these procedures.

- All accidents and incidents are entered into the Accident Book or the Near Miss Record Book, both kept on the reception desk in the main entrance hall (or using the form at Appendix 1)
- All accidents will be investigated by the Centre Manager and a note of the investigation will be made.
- In the case of reportable accidents, incidents or dangerous occurrences the Centre Manager will submit HSE form F2508 to the appropriate authority within 10 days.
- Corrective action is taken to prevent a reoccurrence.
- Report forms and full details of reportable accidents and incidents are kept and maintained.

Accident records are reviewed monthly by the Centre Manager and our insurers advised where appropriate.

3. Reporting of Injuries, Diseases and Dangerous Occurrences

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 require certain categories of injury, disease or dangerous occurrence to be reported to the Health and Safety Executive (HSE) within specified times of their occurrence.

A report should be submitted to the HSE if an employee or volunteer, after an injury at work, is absent from work or unfit to carry out their normal work duties for more than 7 consecutive days. In this case, the report must be submitted, in writing, within 15 days of the accident. Further information may sometimes become available after an Accident Report Form has been completed (e.g. an employee may be subsequently unfit for work for more than 7 consecutive days, or a seemingly minor injury may later require medical treatment). In such cases, the Health & Safety Representative must be notified as soon as possible so that a report to the HSE can be submitted if necessary.

All staff are aware of the following HSE guidance regarding when and how to report to HSE:

- [RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - HSE](#)
- Process for reporting: [How to make a RIDDOR report - HSE](#)
- RIDDOR form F2508: [HSE Report of an Injury](#) (<https://notifications.hse.gov.uk/riddorforms/Injury>)

Alternatively, for fatal accidents or accidents resulting in specified injuries only, a phone report can be given to the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday, 8.30am to 5pm). Out of hours contact can be made to the Duty Officer on 0151 922 9235.

Further information is in the attached HSE guide (**Appendix 4**).

Types of reportable injury

The death of any person

All deaths of workers and non-workers, with the exception of suicides, must be reported if they arise from a workplace-related accident, including an act of physical violence to a worker.

Specified injuries to workers:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - cover more than 10% of the body
 - cause significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours.

Over-7-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than 7 consecutive days as a result of their injury. This 7-day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-3-day incapacitation of a worker

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.

Non-fatal accidents to non-workers (e.g. visitors and members of the public)

Accidents to visitors, members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Occupational diseases

All employers and self-employed people have a duty to report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include:

- carpal tunnel syndrome

- severe cramp of the hand or forearm
- occupational dermatitis
- hand-arm vibration syndrome
- occupational asthma
- tendonitis or tenosynovitis of the hand or forearm
- any occupational cancer
- any disease attributed to an occupational exposure to a biological agent.

Any staff off sick must inform the Centre Manager in regards to the reason they are off sick for us to be aware of any infectious diseases. We will also monitor anyone who has used or visited The Chellington Centre for the same reason. The Centre will then make a decision on whether to submit a statutory report to the HSE.

Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events, most not relevant to The Chellington Centre. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. The Centre Manager should check if any dangerous occurrences need reporting at the time.

4. Electrical Safety

Every Quarter a visual inspection will be carried out of the fixed electrical installation by the Centre Manager or their designated representative. Any action required will be recorded in the Maintenance Record file kept at the Centre.

The fixed electrical system will be inspected to comply with the 5-year cycle of inspection. The fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work will be carried out.

Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and volunteers must observe the following:

- Visually check all electrical equipment before use.
- Report all faults immediately to the Responsible Person
- Do not attempt to use or repair faulty equipment
- Electrical equipment brought onto the premises by employees or volunteers must be agreed in advance with Centre Manager, be in good working order and used in a safe manner.
- Electrical equipment is to be switched off and disconnected when not in use for long periods.
- Flexible cables are to be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

Group Leaders are responsible for ensuring that any electrical equipment brought by them on Site, shall be safe, in good working order, and used in safe manner.

Every month plugs, cables and sockets are inspected by the Centre Manager or one of the Duty Managers to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to the Centre Manager for action.

Date of last Fixed Wiring Test:	25 th January 2024 – Electrical Installation Conditions Report carried out by SL Byford (Distribution Boards – Kitchen & Ibbett Room)
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Portable Appliance Tests (PAT)

All portable electrical equipment is tested by a competent contractor regularly who is a member of the

NICEIC, (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body) to ensure that all appliances are safe. Any unsafe equipment will be safely disposed of.

Date of last PAT tests	1 st April 2025 by SL Byford Electrical Contractors
Who maintains the list of portable electrical equipment?	The Centre Manager

Location of Distribution Boards

Main Distribution Board	Old Boiler Room
Sub Boards	Kitchen Ibbett Room Cupboard Herald Building Store Room

Are all fuse ratings correct?	Yes. Mini circuit breakers are used
Are there enough sockets to prevent overloading?	Yes.
Are trailing leads used?	Yes. If needed these are laid on safe routes
Are trailing leads safe and suitable for the service?	Yes, with load breakers
How often is electrical equipment checked and by whom?	PAT tests annually Fixed Wiring Tests every 5 years All tests conducted by an approved electrician
Are all staff trained in electrical safety?	Yes, to recognise issues and work safely
Are electrical faults reported without delay and to whom?	Yes. Logged in a record book for attention by the Centre Manager
Where are the electrical points outside the buildings?	One, on wall in the North Garden area
Where are RCDs fitted? (a sensitive safety device that switches off electricity automatically if there is a fault)	On all distribution boards

Lightning Conductor

Every two years the lightning conductor system is examined and tested by a specialist contractor.

Date of last lightning conductor test:	20 th February 2025 by Rodells Ltd
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5. Lighting

In order to ensure that the Centre is adequately lit, an inspection is carried out every month to ensure that all lights in the centre and grounds are working. Any lamps which require replacing will be replaced as soon as possible, working to the safety procedures for the replacement of lamps.

Are lighting levels adequate?	Yes
Main Hall and Bedroom 7	90% LED/ 10% Florescent tubes
Corridors, Ibbett Room, Main Hall, Herald Building, Winnie Hall, Toilets	LED
Kitchen, Bunkroom reading lights	Fluorescent tubes
When are failed tubes replaced?	Within 3 days of reported failure

6. Heating & Hot Water

Heating and hot water are provided by Air Heat Source Pumps. All heating is provided via underfloor heating.

Location of heat pumps	Main Building pumps are located in an enclosure below the retaining wall outside the boiler room. Herald Building pump is located in an enclosure behind the Herald Building.
Key holders for the heat pump enclosures	Staff only
Location of internal units	2 units in the Main Building Boiler Room 1 unit in the Herald Building Store Room
Location of hot water storage - 300l vessel - 250l vessel	Main Building Attic Room Herald Building Store Room
Underfloor heating	Throughout the main building and the Herald Building.
Temperature Controls	Wall mounted temperature thermostats in the following locations (all lockable): Ibbett Room, Main Corridor, boys washroom, kitchen Winnie Hall Room, Main Hall x3 in/around bunkrooms, Herald Building office, Herald Building washroom x4 Herald Building storeroom
Temperature in the Manifolds	47°C
Date of last inspection & service of the heating system	5 th September 2024
Other heaters	Winnie Hall fixed fan heaters (last tested 25 th Jan 2024). 3 oil based portable heaters & 2 convector heaters used occasionally by groups with signed risk assessment, all kept in the Herald Building Storeroom. (PAT tested 1 st April 2025) All visitors advised not to put anything on top of heaters or to move when on
Hot water temperature controls	3- way valve at the Altherma units
Hot water temperature - Washroom basins & showers - Kitchen sink and sluice	53- 60°C 44°C - temperature limited via control valves set 50°C - temperature not limited and reaches 50 within 10 secs
Warning signs for hot water	Located by kitchen sink and sluice
Frequency of water temperature checks	Weekly
Is water distributed between 20°C and 50°C	Yes. For temperature-controlled water outlets
Steps taken to protect against Legionella bacteria?	In Main Building, water is on a 60° Loop with sink-based limiting valves. In the Herald Building it is auto-raised periodically

7. Gas Equipment Safety

No gas is used or available on site. Heating is by air source heat pumps.

8. Ventilation

The building is ventilated via a purpose-built natural air ventilation system, providing fresh air. The building is free from odours.

Ventilation system maintained by	TL Trading
Frequency of service	Bi-annual
Date of last service	March 2023 (next service booked for 30 th Apr 2025)

9. Hazardous Buildings/Glazing

Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every quarter by the Centre Manager.

- Any defects noted are immediately recorded and the procedures put in hand for repairs. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
- A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.

10. Windows & Doors

Are all sills above 80cm?	Yes. Except for: Ibbett room - wall length windows with chairs in front of this. Main and Garden Entrances which have large logo repeated. Herald Admin Room with blinds/signage to prevent walk through
Are safety bars required?	No
Are all frames in good order?	Yes
Are all windows draught free?	Yes
Is all glazing in good order?	Yes
Are window restraints adequate?	Not required
Window cleaning	Staff, volunteers and contractors where necessary
Are doors fitted to all hazardous areas inside & outside?	Yes
Do all doors open & close correctly?	Yes

11. Interior Floors and Steps

In order to reduce the risk of slips, trips and falls as far as is reasonably practicable, an inspection is carried out every quarter by the Centre Manager of all floors and steps with any defects recorded and repairs carried out.

Floor surface materials <ul style="list-style-type: none"> Stone Short-pile carpet (fitted) Ceramic tiles Altro-flooring Concrete 	Main hall, bedrooms and corridor Winnie Hall Room, Ibbett Room, Bedroom 7 & Herald Building Admin space Main building washroom floors Herald Building washrooms Herald Building storeroom
Frayed carpets	None
Rugs	None
Doormats	By main entrance and garden entrance, fixed into a well so non-slip. Others are slip-resistant

Stairs	No stairs inside any of the buildings
Steps	2 shallow stone steps from Main Hall to Winnie Hall Room

12. Exterior Paths and Steps

In order to reduce the risk of slips, trips and falls as far as is reasonably practicable, an inspection is carried out every quarter by the Centre Manager of all paths and steps in the grounds. Particular note will be made of moss, algae and leaves on paths. Any defects will be recorded for repairs to be carried out.

Are the grounds used after dark?	Yes. For supervised campfire or barbeque activities and for access to the Centre & car park
Are all paths in good order?	Yes
Are hand rails provided at all steps	Yes
Are security lights fitted?	Yes. Entrances, pathways and car park
Are automatic exterior lights installed? If so where?	Yes. All exits from the buildings, car park and steps
Are manually operated lights fitted to the exterior of the property?	Yes. To override the car park lights
Are there any hazardous areas in the grounds?	No
Steps to the Herald Building from the Main Building	Concrete slabs fitted with handrails, checked regularly
Ramp to North garden	Concrete slabs fitted with handrails
Steps to North garden	Concrete slabs fitted with handrails, checked regularly
Tomb (responsible organisation is English Heritage)	This is not safe & is fenced off until it is repaired

13. Control of Substances Hazardous to Health (COSHH)

All workplaces with workers must carry out an assessment under the Control of Substances Hazardous to Health Regulations 1994. The Chellington Centre will assess the workplace for risks to health from substances used in the workplace and take all necessary steps to control any risks identified. High risk substances must have specific branded risk assessments. Low risk substances such as washing up liquid and anti-bacterial spray can have a generic risk assessment.

A hazardous substance can be a liquid, solid, dust, powder or gas which can damage health when it comes into contact with skin or eyes; enters the body through the skin; is inhaled, swallowed or transferred to the mouth via contaminated hands.

The Centre Manager is responsible for maintaining a list of all hazardous substances used on the site. Where possible, the use of hazardous substances has been eliminated. Where this is not possible, our safety arrangements are as follows:

For all hazardous substances, which include substances marked as “Harmful, Irritant, Corrosive, Toxic, Very Toxic, Flammable, Highly Flammable, Extremely Flammable, Explosive, Oxidising or Dangerous for the Environment”, data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage and action to take in the event of an accident

Please see separate [COSHH Policy and Procedures](#) for full details

All employees and voluntary workers must observe the following:

- Do not mix chemicals
- Do not store chemicals in unmarked containers

Who keeps the COSHH list?	The Centre Manager
How often is it updated?	As necessary, at least annually

14. Safety of Work Equipment

The Chellington Centre recognises the duty placed upon it under the Provision and Use of Work Equipment Regulations 1998 (PUWER).

The Chellington Centre will ensure, so far as is reasonably practicable, that all equipment is safe and that systems of work relating to the operation of that equipment are safe.

All equipment will be regularly inspected and maintained in accordance with the above Regulations. See also section 4 on Electrical Safety.

All persons using any equipment will be sufficiently trained. They will be given adequate information and instructions pertaining to the use of the equipment.

Risks of using equipment are assessed via individual service risk assessments or specific equipment risk assessments and measures will be taken to protect against potential hazards from using the equipment.

The procedures for checking and rules for use are as follows:

- 1) Employees and voluntary workers must not operate equipment that they are not trained and authorised to use.
- 2) Employees and voluntary workers must not ride on any parts of equipment not intended for that use.
- 3) Equipment must be switched off before any adjustments or repairs are made.
- 4) After carrying out maintenance and adjustments, all guards must be replaced before the equipment is used.
- 5) Before using equipment, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
- 6) The appropriate personal protective equipment must be worn when operating any equipment.
- 7) Persons under the age of 18 may use hand tools and are not permitted to operate any power-driven equipment.
- 8) Ladders may only be used when they can be safely secured. This may necessitate the use of ladder ties or two-person operation.
- 9) Any defect and damage found to any equipment must be reported to the Centre Manager.
- 10) All equipment will be regularly maintained and a schedule kept of maintenance requirements.
- 11) Items of plant and equipment are tested by a competent person in accordance with an inspection programme.

15. Working at High Levels

The implementation of the Working at Height Regulations 2005 as they apply to The Chellington Centre are set out in this section. See also Appendix 5 at the end of this document.

Working at height should be avoided wherever possible. All activities at the Chellington Centre which must involve working at height must be properly planned and risk assessed, be appropriately supervised, carried out by competent individuals, using correctly maintained equipment.

It is the responsibility of the Chair of Trustees and the Centre Manager to ensure that each work activity that requires work to be carried out at height must be risk assessed with due consideration being given to:

- **The activity** - Assess the work at height required and the risk in doing the work. Is the work at height necessary? If not, avoid it
- **The equipment used** (stepladders, ladders, kick stools etc.) - Is this equipment suitable for purpose and properly maintained by a competent person with the relevant training?
- **Training** - Ensure provision of the appropriate training in the safe use of the equipment and working at height.
- **Control measures** - Identify any control measures required to minimise the distance and consequences of a fall should one occur
- **Risk Assessment** - are all staff and volunteers involved with working at height aware of the risk assessments and all associated control measures?

16. Manual Handling (lifting, carrying and moving loads)

Our policy is to eliminate the need for manual handling as far as is reasonably practicable.

Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.

17. Preparation of Food

Food prepared on the premises will only be carried out under the supervision of a person or persons who are qualified to do so, whether contractor, group leaders, the Chellington Centre staff or voluntary workers.

18. Display Screen Equipment

The Chellington Centre recognises that it has duties to staff under the Health & Safety (Display Screen Equipment) Regulations 1992 and 2002.

Our policy is to assess the risks to all staff who use screens as a significant part of their work and to reduce those risks to the lowest level possible. Where necessary, the following process will be followed by the Centre Manager:

- A suitable and sufficient workstation assessment
- Reduce risks as identified by the assessment
- Ensure that the user receives sufficient breaks and changes to reduce the workload
- Provide eye sight tests at regular intervals if requested (every two years is recommended)
- Provide training and information to ensure persons are not exposed to unnecessary risks

19. Child Protection and Safeguarding

Safeguarding of visitors is a priority for The Chellington Centre. All staff are aware of our Safeguarding Policy, which outlines the procedures they should carry out in the event they suspect a child or a young person may be at risk of harm. Staff undertake training in safeguarding and we have a designated Safeguarding Lead and Safeguarding Trustee. See Safeguarding Policy for further information.

All staff and relevant volunteers are subject to a Disclosure and Barring Service check at an appropriate level for their role.

20. Risk Assessments

The Chellington Centre recognises the importance of risk assessments to identify and reduce risks.

The Centre Manager is responsible for ensuring that all necessary Risk Assessments are carried out at regular intervals on all areas of the premises in order to meet our obligations under The Management of

Health and Safety at Work Regulations 1999 and other legislation. Wherever possible, risk control strategies and procedures have been produced to eliminate or reduce the risk of injury so far as is reasonably practicable. This includes all activities that carry a significant risk:

- Camp Fires, Barbeques, Fetes/Open Days etc including the use of Bouncy Castles
- Sponsored Walks, challenges and similar activities

21. Emergency Operations

It is the policy of The Chellington Centre that staff and other persons working for The Chellington Centre are not put at risk by any work activity. However, it must be acknowledged that despite these measures, it cannot be assumed that a major incident will never occur.

The Chellington Centre shall ensure that:

- A written assessment is made of all risks to which staff are exposed whilst at work via individual service risk assessment
- Appropriate arrangements are in place to cover the health and safety of staff and others who may be affected by their work activities
- Procedures to follow in the event of serious imminent danger are established and include risks from non-occupational sources such as bomb alerts
- All staff and others using the building are provided with suitable and sufficient information, instruction and training in the above
- Competent persons are nominated to implement the above with regards to the evacuation of premises
- No unauthorised person has access to restricted areas
- Satisfactory records are maintained and are readily available for inspection at any reasonable time
- Procedures are in place to cover evening and weekend working, and that an up-to-date call-out list for key personnel is readily accessible (if relevant)
- Important items of equipment such as shut-off valves, fire points and electrical isolators are clearly labelled and that access routes for the emergency services are kept clear at all times
- Emergency equipment and escape routes are tested, checked and inspected regularly
- Emergency procedures are tested and reassessed at regular intervals. (See Fire Safety Risk Assessment)

22. Security

The Chellington Centre and all named group leaders have a responsibility to ensure the utmost security of The Chellington Centre at all times.

The Chellington Centre ensures that:

- Casual unsupervised entry (i.e. anyone accessing the building without prior appointment/agreement) is not allowed at any time
- Keys are issued for the exclusive use of the named key holder and must not be copied, lent or given to anyone else

Please refer to The Chellington Centre Security Policy and Procedures document for further information.

23. Contractors

Anyone entering the premises for the purposes of carrying out work or providing services, other than an employee or voluntary worker of The Centre, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:

- 1) Have their own health and safety policy (where required by law) and be able to provide a copy of the same.
- 2) Produce evidence that they have appropriate public and employer's liability insurance in place. A record of this evidence will be maintained.
- 3) Comply with all the requirements of this health and safety policy and co-operate with The Centre officials in providing a safe place of work and a safe system of operation.
- 4) Where equipment is brought onto the premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.
- 5) Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of The Centre officials. However, responsibility will remain with the contractors.
- 6) All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This "permit to work" will also specify any safety precautions they must undertake.

Contractors Used

Intruder/Fire Alarm Systems Engineering Support	Daemon Fire & Security Ltd B5K Business Park, Quartz Close, Tamworth, B77 4GR Tel: 0800 3689938 Email: info@daemonfire.co.uk
Intruder/Fire Alarm Systems Monitoring Service	Redcare Monitoring Securi-Guard Tel: 01752 204911
Fire Extinguisher Servicing	T&J Fire Tel: 01707 326 093
Building Work	By quotation
Electrician	SL Byford Electrical Contractors 35 St. Marys Avenue, Rushden, Northants NN10 9EP Mobile: 079701016145 Email: slbyfordelectrical@gmail.com
Heating and Hot Water (Air Source Heat Pump)	Griffiths Air Conditioning and Electrical Contractors 111 High Street, Burton Latimer, Kettering, Northants NN15 5RL Tel: 01536 420666 Email: office@griffithsaircon.co.uk
Technical (non-Heat-Source) Schematics etc:	SDG Electrical and Mechanical Engineering Ltd 23 Sergeants Way, Bedford MK41 0EH Tel: 01234 328209 email: darren@sdgservices.co.uk
Plumbing	Pronto Plumber (David Lambert) 45A, Station Road, Willington, Bedford, MK443QL Mobile: 07770232595 Email: david@prontoplumber.com Christy Plumbing & Heating Ltd 199 High Street, Clapham, Bedford, MK41 6AJ Tel: 01234 325620 Email: info@christyplumbing.co.uk
Garden Maintenance	Staff & volunteers
General Maintenance	Staff, volunteers or specialists when required
Ventilation Equipment	TL Trading LTD Enquiries@tltrading.co.uk Tel: 07540 828518
Dishwasher	Wards of York

	Unit 5, Centurion Office Park, Tribune Way, Clifton Moor, York YO30 4RY Tel: 01904 693905 Email: sales@wardscatering.co.uk 2 years parts and labour warranty (expires Oct 26)
Glazier	Woodford Glass Limited Unit 5, Windmill Business Centre, Glassbrook Road Rushden, Northants NN10 9TH Tel: 01933 355311
Roofing	CBH Roofing (Colin Hubbard) 85 Denmark Street, Bedford MK40 3TH cbhroofing@live.co.uk Tel: 01234 349827 Mobile: 07914 810851 or 07920 755805

24. Utilities

Electricity Board – Southern Emergencies	National Power Cut Helpline: 105 If there is a power cut, call 105
Electrical Supply – Yorkshire Gas and Power	0113 856 0056 Mon - Fri 9am - 5pm Email: contact@ygp.co.uk www.ygp.co.uk

25. Information & Enforcement

Environmental Health Service	Bedford Council Address: Borough Hall, Cauldwell Street, Bedford, MK42 9AP Tel: 01234 718099 Email: ehadmin@bedford.gov.uk
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Section D: Risk Assessments

The Chellington Centre uses the following risk matrix to assess risks:

Risk Score						
Impact	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		likelihood				

Likelihood

1. Rare
2. Unlikely
3. Possible
4. Likely
5. Almost certain

Impact

1. Insignificant
2. Minor
3. Moderate
4. High
5. Extreme

Risk Assessments for The Chellington Centre Buildings and Site

Area 1: Main Building – Bedrooms 1-7

Date of Risk Assessment:	Risk Assessors:	Next Review Date:
22/04/25	Claire Bassett (Programme Manager), Debbie Holloway (Centre Manager), Rachel Lesiter (Chair of Trustees)	April 2026

Hazard	Potential Harm	Risk Rating *	Existing control measures	Recommended further action (& person responsible)	Residual Risk *	Action Due Date	Completion Date
Slips, trips and falls	Falling from ladder or bed	2 x 5 = 10	<ul style="list-style-type: none"> Beds are solid bunks designed with metal bar to all top bunks to prevent rolling out Wooden steps on all bed ladder legs 		1 x 5 = 5		
Persons unknown observing beds at night	Safeguarding/Privacy	2 x 3 = 6	<ul style="list-style-type: none"> Opaque panelling to lower/ middle part of window during daytime Roller blinds in all bedrooms 	None	1 x 3 = 3		
Danger of crushing	Crushing from moving parts in bed mechanisms	2 x 4 = 8	<ul style="list-style-type: none"> Beds are left in down in a ready position. Groups can request different configurations ahead of their stay, or call upon staff to assist a change. Only trained staff or volunteers close or open beds Stowed beds have signs "Do Not Move or Stow Beds" Stowed beds are secured in place Litter Picker and vacuum with long arms available to remove stray debris/belongings 	Some signs need replacing (Debbie Holloway)	1 x 5 = 5		

(* Please refer to the Risk Matrix and explanatory notes on page 18)

Risk Assessments for The Chellington Centre Buildings and Site

Area 2: Main Building – Winnie Hall Room

Date of Risk Assessment:	Risk Assessors:	Next review date:
22/04/2025	Claire Bassett (Programme Manager), Debbie Holloway (Centre Manager), Rachel Lesiter (Chair of Trustees)	April 2026

Hazard	Potential harm	Risk rating	Existing control measures	Recommended further action	Residual risk	Action Due Date	Completion Date
Slips, trips and falls	Walking into glass doors	2 x 3 = 6	<ul style="list-style-type: none"> Logos on doors to show if closed 	None	1 x 3 = 3		
Electrical shock or burn risk	Burns, death	2 x 5 = 10	<ul style="list-style-type: none"> There are two hard-wired fan heaters with adequate warning signs Timers are set high up for adult use and require 3 independent, sequential switches to activate Group Leaders are advised during the Orientation not to place anything in front of heaters 	None	1 x 5 = 5		
Person unknown observing beds at night	Safeguarding/Privacy	2 x 2 = 4	<ul style="list-style-type: none"> Opaque panelling to lower/middle part of window large windows 	None	1 x 2 = 2		

(* Please refer to the Risk Matrix and explanatory notes on page 18)

Risk Assessments for The Chellington Centre Buildings and Site

Area 3: Main Building – Main Hall

Date of Risk Assessment:	Risk Assessors:	Next review date:
22/04/2025	Claire Bassett (Programme Manager), Debbie Holloway (Centre Manager), Rachel Lesiter (Chair of Trustees)	April 2026

Hazard	Potential harm	Risk rating	Existing control measures	Recommended further action	Residual risk	Action Due Date	Completion Date
Slips trips and falls	Broken limbs, head injury	2 x 4 = 8	<ul style="list-style-type: none"> No equipment kept on the floor. All power sockets on walls to four corners of room, to avoid any excess cable trailing 'Wet Floor' signs available for spillages in cleaning cupboard 	None	1 x 4 = 4		
Infectious Disease (i.e. SARS-CoV-2)	Respiratory and lasting illness, death	2 x 5 = 10	<ul style="list-style-type: none"> Scheduled professional cleaning and maintenance between each group Observing best practise and govt advise for gatherings Large void with high ceiling and Villavent ventilation system allows excellent fresh air flow Doors that open 	None	1 x 5 = 5		
Electric shock	Burns, shock, death	2 x 5 = 10	<ul style="list-style-type: none"> All power sockets on walls to four corners of room, to avoid any excess cable trailing Scheduled wiping and maintenance checks 	None	1 x 5 = 5		

Risk Assessments for The Chellington Centre Buildings and Site

Area 4: Main Building – Kitchen Area

Date of Risk Assessment:	Risk Assessors:	Next review date:
22/04/2025	Claire Bassett (Programme Manager), Debbie Holloway (Centre Manager), Rachel Lesiter (Chair of Trustees)	April 2026

Hazard	Potential Harm	Risk rating	Existing Control Measures	Recommended Action	Residual Risk	Action Due Date	Completion Date
Slips, trips, falls	Arm, Neck, Back, Head and Leg injury	2 x 4 = 8	<ul style="list-style-type: none"> Group Leaders to ensure suitable footwear is worn No equipment kept on the floor Scheduled cleaning and maintenance checks 'Wet Floor' Signs available in Cleaning Equipment cupboard 	None	2 x 3 = 6		
Electric Shock	Burns, Death	3 x 5 = 15	<ul style="list-style-type: none"> Equipment serviced or tested annually (PAT) Scheduled cleaning and maintenance checks, always cleaned between groups All electrical repairs are carried out by a qualified person. Faulty equipment removed and replaced 	None	1 x 5 = 5		
Heat and hot water	Scalds and Burns	3 x 4 = 12	<ul style="list-style-type: none"> Oven gloves provided Drip tray to urn provided Groups should exercise caution when plate warmer and/or hob are on 	None	1 x 4 = 4		
Sharps	Cuts	3 x 5 = 15	<ul style="list-style-type: none"> Separate drawer for all kitchen equipment with blades (eg knives, scissors) Equipment is checked regularly and replaced as required First Aid box ('Small') provided in kitchen for emergency Key is available on request to close off kitchen area Separate lockable Group Leader's cupboard in reception area can be used by Group Leader for storing equipment with blades if any issues with children or vulnerable adults 		1 x 5 = 5		
Biohazards	Spray in eyes, poison	3 x 4 = 12	<ul style="list-style-type: none"> Key is available on request to close off kitchen area Separate lockable Group Leader's cupboard in reception area can be used by Group Leader for storing equipment with blades if any issues with children or vulnerable adults 		1 x 4 = 4		
Food poisoning, infectious diseases	Upset stomach, severe vomiting, sickness, death	2 x 4 = 8	<ul style="list-style-type: none"> A handwash sink with antibacterial hand wash is provided Anti-bacterial cleaning spray and cleaning cloths are provided Sanitiser is provided at main reception desk Fridge and Freezer equipment checked regularly for correct temperature and working order and recorded in the maintenance schedule A separate vegetable washing sink is provided 		1 x 4 = 4		

Risk Assessments for The Chellington Centre Buildings and Site

Area 5: Main Building – Reception Area and Corridors

Date of Risk Assessment:	Risk Assessors:	Next review date:
22/04/2025	Claire Bassett (Programme Manager), Debbie Holloway (Centre Manager), Rachel Lesiter (Chair of Trustees)	April 2026

Hazard	Potential harm	Risk rating	Existing control measures	Recommended further action	Residual risk	Action Due Date	Completion Date
Slips, trips and Falls	Neck, leg, arm, head injury	2 x 4 = 8	<ul style="list-style-type: none"> See Terms and Conditions for Group Leader's Responsibilities for Group Members No equipment kept on the reception counter or corridor floors Scheduled cleaning and maintenance checks 'Wet Floor' Signs available for spillages and in the cloakroom area, found in nearby Cleaning Equipment Cupboard Group Leaders advised in the Group Leaders Information Pack that spillages must be cleaned up immediately using materials provided 	None	1 x 4 = 4		
Uninvited members of public	Interruption /disturbance /molestation	2 x 4 = 8	<ul style="list-style-type: none"> The Centre doors can be locked by Leader with keys provided Additional switch to activate all exterior lighting around Buildings Multiple notices warning of no right of public access and Chellington office contact details displayed 		1 x 4 = 4		
Walking into glass panels	Cuts, bruises, broken limbs	2 x 4 = 8	<ul style="list-style-type: none"> Full-length glass is toughened and has logo film to prevent 'walk-through' 	None	1 x 4 = 4		
Vulnerable children and adults	Safeguarding	2 x 4 = 8	<ul style="list-style-type: none"> Staff and Volunteers wear name and photo ID badges Thumb turn locks are operable from the inside for evacuation reasons (you cannot lock anyone inside) 		1 x 5 = 5		
Electric Shock	Burns, Death	2 x 5 = 10	<ul style="list-style-type: none"> All electrical repairs and testing are carried out by a qualified person Electrical equipment is serviced or tested annually (PAT) Scheduled cleaning and maintenance checks - good practise with electrical items such as vacuums kept separate from water carriage or water-based cleaning (eg careful positioning to alternative power sockets, using 'Spillage' signage) 		1 x 5 = 5		

Risk Assessments for The Chellington Centre Buildings and Site

Area 6: Main Building – Cleaning Equipment Cupboard

Date of Risk Assessment:	Risk Assessors:	Next review date:
22/04/2025	Claire Bassett (Programme Manager), Debbie Holloway (Centre Manager), Rachel Lesiter (Chair of Trustees)	April 2026

Hazard	Potential harm	Risk rating	Existing control measures	Recommended further action	Residual risk	Action Due Date	Completion Date
Hazardous Substances (COSHH)	Poisoning by drinking cleaning chemicals	2 x 4 = 8	<ul style="list-style-type: none"> It is recommended that Group Leaders keep the Cleaning Equipment Cupboard locked during their stay using the key provided at Orientation Cleaning products made available to Group Leaders are kept in the lockable Group Leaders' cupboard, shown at Orientation Cleaning chemicals should be used in accordance with manufacturer's instructions provided (see COSHH folder at reception for details of all chemicals available) Appropriate PPE is provided, kept in the Cleaning Equipment Cupboard Signs advising where to stow buckets, mops etc available Wet mops should be placed in a bucket All chemicals used by TCC Staff are locked away 	None	1 x 4 = 4		
Hazardous Substances (COSHH)	Skin irritation	2 x 4 = 8	<ul style="list-style-type: none"> See COSHH folder at reception for itemised list of products and chemicals used on site We keep a modicum of bleach and chemicals in a separate area and these are not made available for groups but are included in the Coshh reports 		1 x 4 = 4		
Burns	Scalding from tap	2 x 3 = 6	<ul style="list-style-type: none"> Warning Sign 'Very Hot Water' (temperature of water in cleaning sink is not regulated) It is recommended that Group Leaders keep the Cleaning Equipment Cupboard locked during their stay using the key provided at Orientation 	None	1 x 3 = 3		

Risk Assessments for The Chellington Centre Buildings and Site

Area 7: Toilets & Showers (Main Building & Herald Building)

Date of Risk Assessment:	Risk Assessors:	Next review date:
22/04/2025	Claire Bassett (Programme Manager), Debbie Holloway (Centre Manager), Rachel Lesiter (Chair of Trustees)	April 2026

Hazard	Potential harm	Risk rating	Existing control measures	Recommended further action	Residual risk	Action Due Date	Completion Date
Slips, trips and falls	Injury to neck, head, arms, leg, head from slipping on wet floor.	2 x 3 = 6	<ul style="list-style-type: none"> • Anti-slip tiled floor in showers in Main Centre washrooms • Altro slip-resistant flooring in Herald Building showers & toilet areas • LED emergency lighting • Full Access shower/toilet rooms have rails and shower seats • No equipment is stored on floors apart from the bins • 'Wet Floor' Signs made available for spillages, kept in the Cleaning Equipment Cupboard 	None	1 x 3 = 3		
Burns	Scalding from basin taps/showers	2 x 3 = 6	<ul style="list-style-type: none"> • Temperature of water in all shower and bathroom sink taps is regulated to non-scald temperatures (approximately 44°) and checked periodically • Key is available to close areas if any issues with children or vulnerable adults 	None	1 x 3 = 3		
Hazardous substances	Poisoning/Infection	2 x 4 = 8	<ul style="list-style-type: none"> • Cleaning products are used according to the manufacturer's instructions. There is an up-to-date COSHH folder in reception • Hands dryers are provided near to room exits • PPE appropriate to task is worn when cleaning, and hands washed when finished • Programme of scheduled cleaning between all groups • Touch surfaces can be cleaned using the chemicals and materials stored in the lockable Cleaning Equipment Cupboard and Group Leaders' Cupboard 	None	1 x 4 = 4		
Air pollution	Air-transmitted infections	2 x 4 = 8	<ul style="list-style-type: none"> • Fresh air is continually replenished through natural window venting, opaque roof Dorma and extraction system 		1 x 4 = 4		
Safeguarding	Molestation	2 x 3 = 6	<ul style="list-style-type: none"> • Each area has suitable signage to avoid accidental use of opposite gender areas • Adult leaders can use signage to change use at certain times of day or as required 		1 x 3 = 3		

Risk Assessments for The Chellington Centre Buildings and Site

Area 8: Main Building – Ibbett Room (with panoramic views)

Date of Risk Assessment:	Risk Assessors:	Next review date:
22/04/2025	Claire Bassett (Programme Manager), Debbie Holloway (Centre Manager), Rachel Lesiter (Chair of Trustees)	April 2026

Hazard	Potential harm	Risk rating	Existing control measures	Recommended further action	Residual risk	Action Due Date	Completion Date
Fire	Burns, death	2 x 5 = 10	<ul style="list-style-type: none"> Leaders should not to draw blind over exit door unless they are supervising group use 	None	1 x 5 = 5		
Walking into windows	Bruising, broken bones through walking into windows	2 x 5 = 10	<ul style="list-style-type: none"> Chairs are positioned against the windows to avoid walking into windows Three column wooden frame design of windows reduces risk of mistakenly walking into the glass 	None	1 x 5 = 5		
Exit door blind blocks fire exit door	Obstructs exit, trapped in	2 x 5 = 10	<ul style="list-style-type: none"> If using roller blind over door (for visual presentation for instance), the leader should not leave room unattended 	None	1 x 5 = 5		
Slips, trips and falls	Neck, leg, arm, head injury	2 x 3 = 6	<ul style="list-style-type: none"> Media trolley provided to keep equipment off floor and cables contained 		1 x 3 = 3		
Tripping on two Steps at fire exit	Injury or death	2 x 5 = 10	<ul style="list-style-type: none"> There are two emergency exits to this space Group Leaders are advised at Orientation and in other documentation to ensure a buddy system is in place in case of an emergency for any wheelchair, infirm, hearing impaired, partially sighted or vulnerable Group Members 				

Risk Assessments for The Chellington Centre Buildings and Site

Area 9: Roof void above reception (staff & volunteers only, no group access)

Date of Risk Assessment:	Risk Assessors:	Next review date:
22/04/2025	Claire Bassett (Programme Manager), Debbie Holloway (Centre Manager), Rachel Lesiter (Chair of Trustees)	April 2026

Hazard	Potential harm	Risk rating	Existing control measures	Recommended further action	Residual risk	Action Due Date	Completion Date
Working from Height/ladder use	Injury to neck, leg, head, arms, back	2 x 5 = 10	<ul style="list-style-type: none"> Entry loft steps have hand hold and are fixed to buildings at top for stability First time loft steps users are talked through, until familiar with dangers Signage advising roof void by ladders and in loft itself 	None	1 x 5 = 5		
Loft closure in ceiling	Head Injury	2 x 5 = 10	<ul style="list-style-type: none"> Opening/closure of loft ladders - only trained staff or volunteers allowed to open the hatch to access step ladders A loft pole is available to draw-down stepladders (locked and located in Ibbett Room cupboard) Apparatus is stowed or a responsible person stands at base if a group is present whilst access is needed A cone is required, placed under hatch when in use 	None	1 x 5 = 5		
Tripping in loft space used as storage	Injury to neck, leg, head, arms, back	2 x 5 = 10	<ul style="list-style-type: none"> Yellow hazard tape applied to floor area in roof void to ensure equipment is not stored in yellow hazard area to remove risk of tripping 		1 x 5 = 5		

Risk Assessments for The Chellington Centre Buildings and Site

Area 10: Outside Space (for camping, see also '13: Games and Camping Field')

Date of Risk Assessment:	Risk Assessors:	Next review date:
22/04/2025	Claire Bassett (Programme Manager), Debbie Holloway (Centre Manager), Rachel Lesiter (Chair of Trustees)	April 2026

Hazard	Potential harm	Risk rating	Existing control measures	Recommended further action	Residual risk	Action Due Date	Completion Date
Slips trips and falls	Arm, leg, back, head and neck injury	2 x 4 = 8	<ul style="list-style-type: none"> Large tomb in south garden, responsibility of English Heritage. Access is prevented by wooden fence surrounding tomb Laid down stones in north garden are used as a pathway and are treated with anti-moss and mildew chemical periodically At night there is exterior lighting surrounding both buildings (some on switch, some on heat sensors) Hand rails on steps leading from the Herald Building to the Main Building 	None	1 x 4 = 4		
Nettle rashes	Rash, allergic reaction	3 x 2 = 6	<ul style="list-style-type: none"> Growth of flora around Site controlled by gardening, cutting and approved weed killers (see COSHH folder at reception) 	None	1 x 3 = 3		
Driveway and car park safety	Arm, leg, back, head and neck injury	3 x 5 = 15	<ul style="list-style-type: none"> Formal 5mph signage along driveway At the roadway, the 5 bar gate can be padlocked when group is in residence There is a flat tarmac area outside the main building with motion sensor lighting for accessible parking that can also be used for loading and unloading. The end of the car park near the entrance to the Herald Building has a flat wide stone pathway with sensor lighting, treated with anti-moss treatment periodically The second gate at the end of the driveway closest to the Buildings can be closed and combination with a padlock (available on request) The car park does not have lighting apart from automatic, sensor lighting at the end of the car park and on the Herald Building If arriving at night, a torch is recommended 		1 x 5 = 5		
Members of the public	Unwanted access/ contact, molestation	2 x 4 = 8	<ul style="list-style-type: none"> Leader can choose to close and/or padlock five bar gate at entrance driveway, preventing vehicle access to non-keyholders At the roadway, the 5 bar gate can be locked when group in residence There is signage stating "Please Respect the Privacy of the Users" at Centre end of drive to help protect group privacy and safety Building doors can be locked by the Group Leader with keys provided 		1 x 4 = 4		

Risk Assessments for The Chellington Centre Buildings and Site

			<ul style="list-style-type: none"> TCC Staff available in the Herald Building office on weekdays from 9:30am-4:30pm Duty Manager provides out-of-office-hours on call support 24/7 				
Sharps (barbed wire)	cuts	2 x 4 = 8	<ul style="list-style-type: none"> At the south end of the playing field there is a perimeter fence with 2 strands of barbed wire. In the summer this is roped this area off with a 2 metre buffer zone Growth of flora and briars at perimeters and perimeter/onsite hedgerow are controlled by periodic cutting 		1 x 4 = 4		
Other - stinging, fungi, nettles etc	Rash. Allergic reaction, vomiting, seizure, death	2 x 5 = 10	<ul style="list-style-type: none"> There are signs in prominent places in the Centre and camping zone asking that there should be no picking or handling of any fruit, seed, flower, leaf or fungi found on the site, without a leader with the appropriate knowledge to advise safe management to prevent accidental stinging, allergic reaction(s), poisoning. Every group leader should communicate to their group this information to doubly ensure the information received 		1 x 5 = 5		
Safeguarding	Nuisance, interruption, molestation	2 x 4 = 8	<ul style="list-style-type: none"> Staff wear green polo shirts or sweatshirts with logo Staff and Volunteers wear branded name badges Five bar gate at Driveway entrance with provision of padlock and key for group Leader provided to restrict or prevent vehicle access. Another five-bar gate at entrance to site with padlock on request available. Site was surrounded by stone wall on three sides and a discreet but efficient barb-wired fence and a locked gate to prevent casual ingress. Signs requesting privacy to users 		1 x 4 = 4		

Risk Assessments for The Chellington Centre Buildings and Site

Area 11: Campfire

Date of Risk Assessment:	Risk Assessors:	Next review date:
22/04/2025	Claire Bassett (Programme Manager), Debbie Holloway (Centre Manager), Rachel Lesiter (Chair of Trustees)	April 2026

Hazard	Potential harm	Risk rating	Existing control measures	Recommended further action	Residual risk	Action Due Date	Completion Date
Slips, trips and falls	Arm, leg, neck head injury	2 x 5 = 10	<ul style="list-style-type: none"> Camp fire procedure document (rules of participants) available on site and online and these items below highlighted in Leader's buildings induction: Area is gravel and fire hearth is separated from users by granite set circle Area can be lit by halogen safety light Entrance to camp area is flat grass without step Wood fuel is stored in specific designated area off the grass and outside of fire circle 	None	1 x 5 = 5		
Camp Fire and smoke	Burns, Smoke inhalation Buildings damage.	2 x 5 = 10	<ul style="list-style-type: none"> Grass kept short and wooden pile (combustibles) are stored 4 metres distance Benches are set 1.5 metres from fire Users of camp fire advised on correct use of Centre exit doors (according to wind speed and direction) Camp fires advised in procedure document to be kept small and hot and use of dry wood fuel to prevent excess smoke Small burns kit available in Centre's own First Aid at reception and kitchen area 	None	1 x 5 = 5		
Toxins	Inhalation	2 x 4 = 8	<ul style="list-style-type: none"> Groups are advised to bring only wood fuel without glues (treated wood etc) 		1 x 4 = 4		
Sharps	Cuts and wounds	2 x 4 = 8	<ul style="list-style-type: none"> Groups are advised to bring wood fuel without nails, tacks or staples 		1 x 4 = 4		

Risk Assessments for The Chellington Centre Buildings and Site

Area 12: Barbeque

Date of Risk Assessment:		Risk Assessors:				Next review date:	
22/04/2025		Claire Bassett (Programme Manager), Debbie Holloway (Centre Manager), Rachel Lesiter (Chair of Trustees)				April 2026	
Hazard	Potential harm	Risk rating	Existing control measures	Recommended further action	Residual risk	Action Due Date	Completion Date
Slips, trips and falls	Injury to body	2 x 4 = 8	<ul style="list-style-type: none">Paving slabs in immediate area	None	1 x 4 = 4		
Barbeque Fire and smoke	Burns Smoke inhalation	2 x 5 = 10	<ul style="list-style-type: none">Leaders are asked if using in the Barbeque it is flagged to leaders the Procedure document (in place) is highlighted	None	1 x 5 = 5		
Other- damage to land	Additional fires created	2 x 4 = 8	<ul style="list-style-type: none">Grass kept shortIn drought conditions Manager may suspend useMetal bin provided for embers		1 x 4 = 4		
Other - food poisoning	Stomach upset, vomiting	3 x 5 = 15	<ul style="list-style-type: none">Groups own leaders' /caterers are recommended to have experience with outdoor cookery and ideally have appropriate food safety/hygiene certification.Refrigeration, lidded storage containers and food probes/wipes available in kitchen (see also Kitchen RA)Green 'go-pac' portable table(s) can be set-up nearbyMultiple utensils provided		1 x 5 = 5		

Area 13: Games & Camping Field

Date of Risk Assessment:	Risk Assessors:	Next review date:
22/04/2025	Claire Bassett (Programme Manager), Debbie Holloway (Centre Manager), Rachel Lesiter (Chair of Trustees)	April 2026

Hazard	Potential harm	Risk rating	Existing control measures	Recommended further action	Residual risk	Action Due Date	Completion Date
Uninvited members of public (safeguarding the site)	Unwanted disturbance/molestation	2 x 4 = 8	<ul style="list-style-type: none"> Staff wear lanyards with photo ID, role description, logo and name of Centre There is a wire and post fence to the south and north perimeters (with barbed wire top), a thick hedgerow to east perimeter and stone wall to church gardens preventing access to site. To the west there is a post and stock wire fence 1.2m to adjoining field which has padlocked 5 bar gate Five bar gate on drive by roadway with provision of padlock and key for group Leader, to enable restrictive vehicle access, leaving long access driveway (a Bridlepath) free of unwanted vehicles and visitors (please note staff still have access) Leader can choose to lock five bar gate at entrance driveway (where Bridlepath finishes), At strategic points there are privacy and direction notices to prevent unwanted casual access Staff support with off-site 'On-Duty Manager' 24/7 and staff may be present in the Herald Building on weekdays (situated in the Herald Building, near the car park area) Charity visitors (to the administration office in car park) are escorted by Chellington staff 	None	1 x 4 = 4		
Slips trips and falls	Arm, leg, back, head and neck injury	2 x 3 = 6	<ul style="list-style-type: none"> The area is inspected periodically for any rabbit holes etc and rectified Grass is mowed regularly in the growing season The Red Kite camping area has a flat area with a post and 3 rail fence (no wire) to prevent any accidental fall steep gradient at west end Groups are advised during very wet weather if the playing field is not suitable for use 		1 x 3 = 3		

Risk Assessments for The Chellington Centre Buildings and Site

			<ul style="list-style-type: none"> • Overflow camping in playing field: when overflow camping is required, staff can rope-off play area if required 				
Other-stinging, fungi, nettles etc	Rash. Allergic reaction	2 x 4 = 8	<ul style="list-style-type: none"> • Growth of flora and briars at perimeters and perimeter/onsite hedgerow are controlled by periodic cutting • Group Leaders are advised to communicate to group that here should be no picking or handling of any fruit, seed or fungi found on the site/hedgerow without a leader with the appropriate knowledge to advise safe management 		1 x 4 = 4		
Biohazards and sharps (barbed wire)	Cuts	2 x 4 = 8	<ul style="list-style-type: none"> • Playing field and Red Kite camping area are inspected weekly for litter and detritus. • Groups are advised not to bring any glass into these areas • In summer secure the wire and post (with barbwire topped) fence has additional rope and post to avoid any group contact • At the south end of the playing field there is a perimeter fence with 2 strands of barbed wire, in the summer this is roped off with 50m rope to create a 2 metre buffer zone against accidental contact 		1 x 4 = 4		

Risk Assessments for The Chellington Centre Buildings and Site

Area 14: Herald Building (multi-use space)

Date of Risk Assessment:	Risk Assessors:	Next review date:
22/04/2025	Claire Bassett (Programme Manager), Debbie Holloway (Centre Manager), Rachel Lesiter (Chair of Trustees)	April 2026

Hazard	Potential harm	Risk rating	Existing control measures	Recommended further action	Residual risk	Action Due Date	Completion Date
Burns	Scalding from tap and kettle	2x3=6	<ul style="list-style-type: none"> Temperature of water in toilet sink regulated to non-scald temperatures appropriate for use (currently sinks and showers are regulated to 44°) and checked periodically. Staff should take care when using kettle 	Replace kettle	1 x 3 = 3		
Infection	Illness/death	2 x 4 = 8	<ul style="list-style-type: none"> Hand wash is provided to the hand basin Handwashing guidance is provided Paper towel is provided in toilet Touch surfaces cleaned by staff regularly 		1 x 4 = 4		
Large glazing floor to ceiling	Bruising, broken bones through walking into windows	2 x 4 = 8		Logo needs ordering and adding to new Herald Admin windows	1 x 3 = 3		
Air pollution	Air-transmitted infections	2 x 4 = 8	<ul style="list-style-type: none"> Fresh air is continually replenished through natural windows, a ceiling vent (operated remotely) and via open doors as appropriate 		1 x 4 = 4		

Risk Assessments for The Chellington Centre Buildings and Site

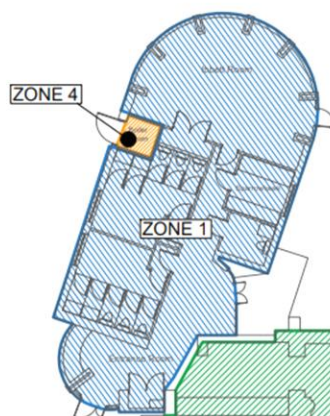
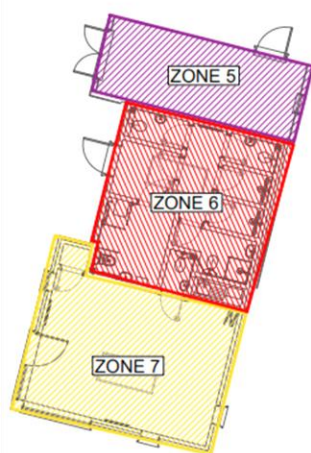
Area 15: Herald Building Store Room

Date of Risk Assessment:	Risk Assessors:	Next review date:
22/04/2025	Claire Bassett (Programme Manager), Debbie Holloway (Centre Manager), Rachel Lesiter (Chair of Trustees)	April 2026

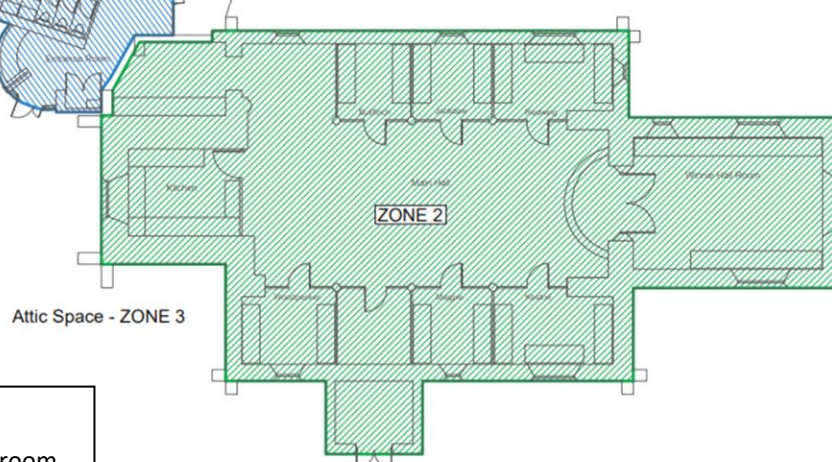
Hazard	Potential harm	Risk rating	Existing control measures	Recommended further action	Residual risk	Action Due Date	Completion Date
Working from Height with ladders or Step-Up use	Injury to neck, leg, head, arms, back	2 x 5 = 10	<ul style="list-style-type: none"> • 'At heights' training given as required and reviewed • Sturdy storage system to assist easy access at heights 	None	1 x 5 = 5		
Exposure to chemicals	Lung inhalation, fire, poisoning	2 x 5 = 10	<ul style="list-style-type: none"> • Chemicals are stowed in a designated fireproof cabinet (see also fire RA) • Foam fire extinguisher in store room for use on chemical fires • Store Room remains locked at all times 	Staff only sign on Store Room	1 x 5 = 5		

Plan of The Chellington Centre: Main Building & Herald Building

Herald Building



Main Building



ZONE 1

Reception, Corridor, Washrooms, Bunkroom 7, Ibbett Room

ZONE 2

Main Hall, Corridor with storage cupboards, Bunkrooms 1-6, Kitchen, Winnie Hall Room

ZONE 3

Attic space

ZONE 4

Boiler room

ZONE 5

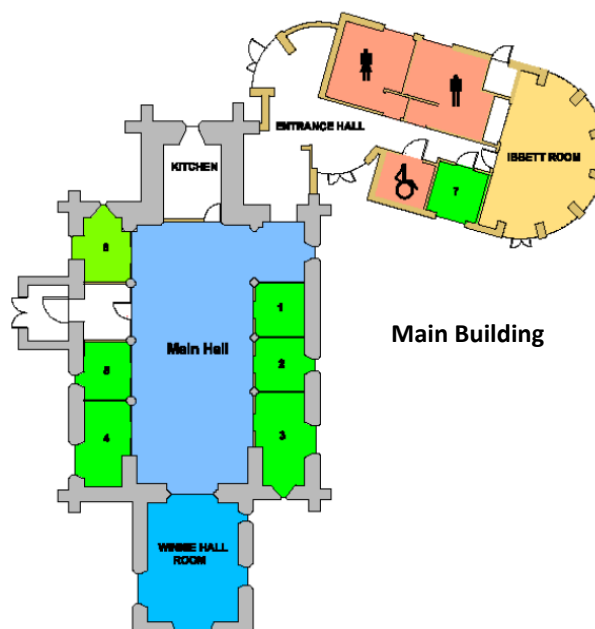
Herald Building Store Room

ZONE 6

Herald Building Washrooms

ZONE 7

Herald Building Office including small kitchen area and toilet



Main Building

Appendix 1: Accident Report Form


All accidents, injuries and dangerous occurrences must be recorded whether or not they need to be reported under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 1995.

Please complete this form or, alternatively, use the Accident Book found on the main reception desk.

Appendix 2: HSE RIDDOR 2013 Guide (p1)

[A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](https://www.hse.gov.uk/pubns/indg453.pdf)


<https://www.hse.gov.uk/pubns/indg453.pdf>



Health and Safety Executive

Reporting accidents and incidents at work

A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)



This is a web-friendly version of leaflet INDG453(rev1), published 10/13

What is RIDDOR?

RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of:

- work-related accidents which cause death;
- work-related accidents which cause certain serious injuries (reportable injuries);
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (incidents with the potential to cause harm).

There are also special requirements for gas incidents (see 'Reportable gas incidents').

This leaflet aims to help employers and others with reporting duties under RIDDOR, to comply with RIDDOR and to understand reporting requirements.

RIDDOR 2013 Changes

From 1 October 2013, RIDDOR 2013 comes into force, which introduces significant changes to the existing reporting requirements. The main changes are to simplify the reporting requirements in the following areas:

- the classification of 'major injuries' to workers is being replaced with a shorter list of 'specified injuries';
- the previous list of 47 types of industrial disease is being replaced with eight categories of reportable work-related illness;
- fewer types of dangerous occurrence require reporting.

There are no significant changes to the reporting requirements for:

- fatal accidents;
- accidents to non-workers (members of the public);
- accidents which result in the incapacitation of a worker for more than seven days.

Recording requirements remain broadly unchanged, including the requirement to record accidents resulting in the incapacitation of a worker for more than three days.

Why report?

Reporting certain incidents is a legal requirement. The **report** informs the enforcing authorities (HSE, local authorities and the Office for Rail Regulation (ORR)) about deaths, injuries, occupational diseases and dangerous occurrences, so they can identify where and how risks arise, and whether they need to be investigated. This

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Appendix 2: HSE RIDDOR 2013 Guide (p2)

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allows the enforcing authorities to target their work and provide advice about how to avoid work-related deaths, injuries, ill health and accidental loss.

What must be reported?

Work-related accidents

For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Not all accidents need to be reported, a RIDDOR report is required only when:

- the accident is **work-related**; and
- it results in an injury of a type which is **reportable** (as listed under 'Types of reportable injuries').

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- the way the work was organised, carried out or supervised;
- any machinery, plant, substances or equipment used for work; and
- the condition of the site or premises where the accident happened.

If none of these factors are relevant to the incident, it is likely that a report will not be required.

See www.hse.gov.uk/riddor/do-i-need-to-report.htm for examples of incidents that do and do not have to be reported.

Types of reportable injury

Deaths

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

Specified injuries to workers

- The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:
- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalpings (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over-seven-day injuries to workers

This is where an **employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days** (not counting the day of the accident).

Appendix 2: HSE RIDDOR 2013 Guide (p3)

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Injuries to non-workers

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

Reportable occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Reportable dangerous occurrences

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- explosions or fires causing work to be stopped for more than 24 hours.

Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc). For a full, detailed list, refer to the online guidance at: www.hse.gov.uk/riddor.

Reportable gas incidents

If you are a distributor, filler, importer or supplier of flammable gas and you learn, either directly or indirectly, that someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with the gas you distributed, filled, imported or supplied, this can be reported online.

If you are a gas engineer registered with the Gas Safe Register, you must provide details of any gas appliances or fittings that you consider to be dangerous to the extent that people could die, lose consciousness or require hospital treatment. This may be due to the design, construction, installation, modification or servicing, and could result in:

- an accidental leakage of gas;

Appendix 2: HSE RIDDOR 2013 Guide (p4)

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- inadequate combustion of gas; or
- inadequate removal of products of the combustion of gas.

You can report online.

Exemptions

In general, reports are not required (regulation 14) for deaths and injuries that result from:

- medical or dental treatment, or an examination carried out by, or under the supervision of, a doctor or registered dentist;
- the duties carried out by a member of the armed forces while on duty; or
- road traffic accidents, unless the accident involved:
 - the loading or unloading of a vehicle;
 - work alongside the road, eg construction or maintenance work;
 - the escape of a substance being conveyed by the vehicle; or
 - a train.

Recording requirements

Records of incidents covered by RIDDOR are also important. They ensure that you collect sufficient information to allow you to properly manage health and safety risks. This information is a valuable management tool that can be used as an aid to risk assessment, helping to develop solutions to potential risks. In this way, records also help to prevent injuries and ill health, and control costs from accidental loss.

You must keep a record of:

- any **accident, occupational disease or dangerous occurrence** which requires reporting under RIDDOR; and
- any other occupational accident causing injuries that result in a worker being away from work or **incapacitated for more than three consecutive days** (not counting the day of the accident but including any weekends or other rest days). You do not have to report over-three-day injuries, unless the incapacitation period goes on to exceed seven days.

If you are an employer who has to keep an accident book, the record you make in this will be enough.

You must produce RIDDOR records when asked by HSE, local authority or ORR inspectors.

How to report

Online

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

Telephone

All incidents can be reported online but a telephone service remains for reporting **fatal and specified injuries only**. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Appendix 2: HSE RIDDOR 2013 Guide (p5)

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Reporting out of hours

HSE has an out-of-hours duty officer. Circumstances where HSE may need to respond out of hours include:

- a work-related death or situation where there is a strong likelihood of death following an incident at, or connected with, work;
- a serious accident at a workplace so that HSE can gather details of physical evidence that would be lost with time; and
- following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or government ministers.

If you want to report less serious incidents out of normal working hours, you should complete an online form at www.hse.gov.uk/riddor/report.htm#online.

You can find more information about contacting HSE out of hours at www.hse.gov.uk/contact/outofhours.htm.

Industry-specific guidance

Accident book BL510 HSE Books 2012 ISBN 978 0 7176 6458 0
www.hse.gov.uk/pubns/books/accident-book.htm

Incident reporting in schools (accidents, diseases and dangerous occurrences)
Education Information Sheet EDIS1(rev3) HSE Books 2013
www.hse.gov.uk/pubns/edis1.htm

Reporting injuries, diseases and dangerous occurrences in health and social care: Guidance for employers Health Services Information Sheet HSI1(rev3)
HSE Books 2013 www.hse.gov.uk/pubns/hsis1.htm

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This leaflet is available at: www.hse.gov.uk/pubns/indg453.htm.

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Appendix 3: Implementation of the Working at Height Regulations 2005 (as amended) at the Chellington Centre

Introduction

In April 2005 a new set of Regulations came into force known as the Working at Height Regulations 2005. The need for such regulations was identified by the Health & Safety Executive (HSE) due to the large number of accidents (4,000 in 2003/4) associated with working at height, many of which resulted in death (67 in 2003/4). The regulations place duties on employers to ensure that if an employee is required to work at height, all the factors involved in the planning, organisation and provision of access equipment have been given due attention to ensure the safety of those individuals involved.

The Chellington Centre as an employer, is required to do all that is reasonably practicable to prevent anyone falling in the course of their work. The Chair of Trustees and the Centre Manager are responsible for ensuring that the appropriate measures are taken to ensure that staff and volunteers work safely at height.

What is working at height?

The Work at Height Regulations have no minimum height requirement for working at height. The regulations include all work where there is a need to control a risk of falling a distance liable to cause personal injury. This is regardless of the work equipment used, the duration the person is at a height, or the height at which the work is performed. It includes access to and egress from a place of work except by use of a permanent staircase. This includes the use of step stools, stepladders, ladders, specialist access equipment, i.e. cherry pickers, traditional scaffold, quick-fit scaffolds, crane platforms etc. It also includes work on any roof area or any platform or intermediary area where access has to be achieved using any of the aforementioned equipment.

The Regulations do not apply in the following areas:

- walking up and down steps at the Chellington Centre
- slipping or tripping on level ground
- falling from the sitting position in a chair

Safe Systems of Work

Under these regulations, the Centre Manager must ensure that staff and volunteers avoid working at height wherever possible. But where it is not reasonably practicable to avoid working at height, the regulations require them to ensure:

- All work at height is properly planned and organized by a competent person in direct consultation with the Centre Manager
- The risks from working at height are assessed and appropriate work equipment is selected and used
- All working at height takes account of weather conditions that could compromise health and safety
- Those involved in working at height are trained, competent, informed of the risks and willing to undertake the work at height
- The place where working at height is done is safe
- Equipment for working at height is appropriately inspected and maintained
- The work at height is appropriately supervised and carried out in as safe a way as is reasonably practicable
- The risks from fragile surfaces are properly controlled
- The risks from falling objects are properly controlled
- There is a plan for emergencies and rescue
- Lone Working policy in place

Background to The Chellington Centre

The medieval church of St Nicholas in the parish of Carlton with Chellington, some eight miles north west of Bedford, was declared redundant in the early 1970's, but support was given to use the buildings as a Centre where young people could stay for short periods and experience life as a community.

A major project was launched in 2002 to "breathe new life" into the Chellington youth centre. This work was completed and The Chellington Centre was opened in September 2005.

The Chellington Centre is a residential and day centre, providing facilities appropriate for a wide range of users of all ages and abilities: www.chellington.org.

The Chellington Centre is managed by an independent charity "The Chellington Centre", set up in December 2013 to take care of and run the facility.

The Charity's objects are specifically restricted to the following:

- (1) The provision of a daytime and residential facility known as The Chellington Centre to:
 - (i) advance education, particularly of the young, through the programmes of groups using the Centre, and
 - (ii) offer a suitable environment to develop physical, mental and spiritual capacities of those in need by reason of youth, age, ill health, disability, financial hardship or other disadvantage, and
 - (iii) facilitate recreation and other leisure time occupation for those in need by reason of youth, age, ill health, disability, financial hardship or other disadvantage in the interests of their social welfare.
- (2) The efficient and effective maintenance, organisation and management of the Chellington Centre to facilitate the provision outlined in sub-clause (1)
- (3) The maintenance of a bursary fund from which to provide bursaries so as to make the facilities of the Charity as accessible as possible to as wide a range of groups as possible.