



The Chellington Centre

Felmersham Road, Carlton, Beds,
MK43 7NA.

Health and Safety Risk Assessment

Prepared and issued in March 2014

Reviewed March 2015

Reviewed June 2016

Reviewed October 2017

Reviewed 12th April 2019

COVID-19 Supplement 4th July 2020

COVID-19 Review 13th July 2020

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Introduction

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 building 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 Chellington youth centre. This work was completed and The Chellington Centre was opened in September 2005.

This is a residential centre especially for young people from counties around the Centre and further afield. The Centre is provided with facilities that are appropriate for the wide range of users of all ages and abilities

Chellington is a place of expedition, contemplation, inspiration and invigoration, particularly but not exclusively for young people, providing many opportunities to build self-confidence and to reflect and celebrate life. A place of transformation.

The project is directed by the The Chellington Centre, a company set up in December 2013 to take care of and run the facility. The General Manager is responsible for the day to day operation of the centre. The company has charity status, it's charity number is 1156511.

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.

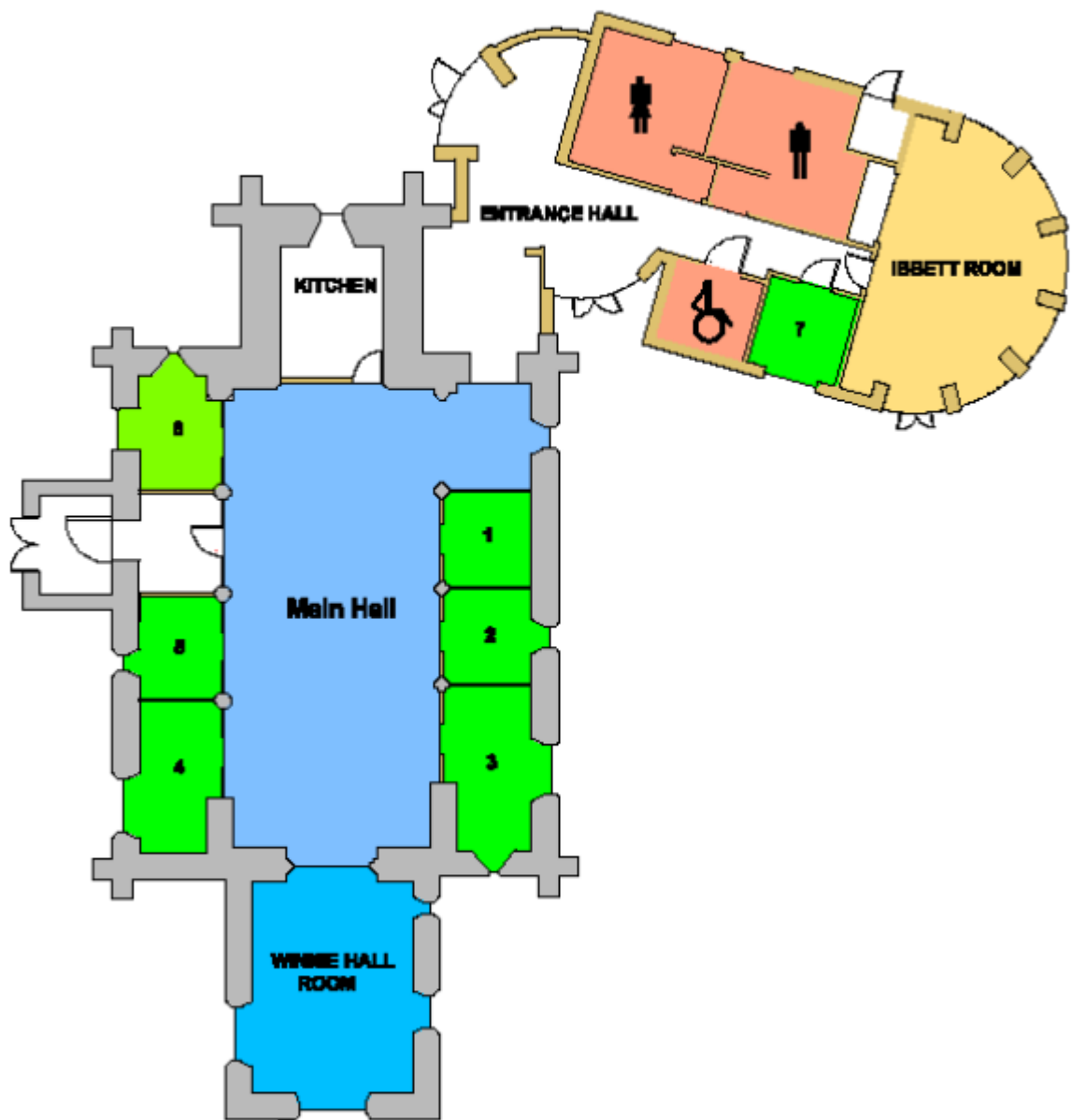
(2) The efficient and effective maintenance, organisation and management of the Chellington Centre to facilitate the provision outlined in sub-clause (1)

(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.

The Health and Safety Risk Assessment has been prepared in accordance with statutory requirements. The document is subject to annual review to ensure that the latest requirements are met and any revisions that are found to be necessary are incorporated in the document.

The Risk Assessment Forms at the end of this document form part of the letting documents.

Health and Safety is on the agenda of every board meeting of the company to ensure that all aspects of health and safety are always to the fore.



Section A

Health and Safety Policy

Particulars of the Premises

Name and Address of Premises:	The Chellington Centre, Felmersham Road, Carlton, Bedford, MK43 7NA.
Use of Premises:	Residential Youth Centre,
Owner/Employer/	The Chellington Centre
Persons in control of Workplace:	Chairman of The Chellington Centre General Manager
General Enquiry Line General Manager telephone	01234 720726 Home 01234 720771 Emergency Mobile 07970 672204
Date of Risk Assessment	Prepared and issued in March 2014
Date of Review	23 rd March 2019
Name and relevant details of the person who carried out the Health & Safety Risk Assessment:	Scott Holden, General Manager Address: 77, Odell Road, Odell, BEDS MK43 7NA

Policy on Fire Risk and Health & Safety

We believe that successful management of health and safety is fundamental to the well being of those working and volunteering at the Chellington Centre, our users, and to all others brought into contact with the company and its premises.

The 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 clients and to provide such information, training and supervision as they need for this purpose.

The Chellington Centre will endeavour to ensure, the health, safety and welfare of all clients, visitors, contractors, and others who may visit The Chellington Centre or any property being used by the Charity.

The Policy will be kept up to date, taking account of changes in legislation and guidance, feedback from employees, volunteers and users, and any changes in the scope and size of the project. To ensure this, the policy and the way in which it is operated will be reviewed regularly and at least annually and appropriate changes made.

In order to ensure that fire safety risk, health and safety matters are kept constantly under review, an item on health and safety including fire safety risk, will be on the agenda for all The Chellington Centre board meetings, Trustee and sub committee meetings of trustees.

Signed:

Gareth Swidenbank - Chairman of
The Chellington Centre

Date:

Review Dates:	03/05/15	
	24/06/16	
	10/10/17	
	12/4/19	
	4/7/20 (Covid-19 related)	
	13/7/20 (Covid-19 related)	

Section B

ORGANISATION AND RESPONSIBILITIES

Responsibility of the Chairman of The Chellington Centre

Overall responsibility for and the Health and Safety Risk and Fire Safety Risk is that of the Chairman who has overall responsibility for The Chellington Centre:

Mr Gareth Swidenbank

who will ensure 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. Responsibility of the General Manager of the Chellington Centre

Responsible for ensuring that the arrangements outlined in this safety policy are carried out and updated as necessary:

Mr Scott Holden.

3. Responsibility of The Chellington Centre

The Board of The Chellington Centre, staff and volunteers have general responsibility to ensure that the health and safety policy, including fire safety risk, is implemented.

4. The responsibility of the Health and Safety Officer shall be to:-

1. be familiar with Health and Safety Regulations for the Chellington Centre.
2. ensure so far as is reasonably practicable, that safe systems of work are in place.
3. ensure The Centre is clean and tidy.
4. ensure the grounds are properly maintained including the safety of monuments, tombstones, walls and trees, and that grass is kept cut.
5. ensure that safety equipment and clothing is provided and used by all personnel where this is required.
6. ensure that all plant, equipment and tools are properly maintained and that training is provided where required.
7. ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received appropriate training
8. ensure that adequate access and egress is maintained.
9. ensure adequate fire fighting equipment is available and maintained.
10. ensure that food hygiene regulations and procedures are observed

5 Responsibility of employees and voluntary workers

All employees and voluntary helpers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst at The Centre on business or on the premises.

Employees and voluntary workers must therefore:

1. comply with safety rules, operating instructions and working procedures.
2. use protective clothing and equipment when it is required.
3. report and log any fault or defect in equipment immediately to the appropriate person.
4. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible.
5. note the miss use of anything provided, in the interests of health and safety.

6 Responsible Persons

The General Manager (or their deputy/assistant) is responsible for safety in the following areas:-

1.	By Activity	Name
	Fire extinguishers (2.1)
	Portable electrical appliances (3.1)
	Fixed electrical system (3.4)
	Gas Equipment (4) (removed 2014)
	Hazardous substances (5)
	Plant and equipment (6)
	Condition of floors (7.1)
	Condition of grounds (7.2)
	Light bulb changing (8)
	Working at high levels (9)
	Display screen equipment 12)
	Building defects/glazing (13)
	Contractors (18)

Accident Book/Accident Reporting (1)
Emergency evacuation (2.4)
Food preparation (10)
Manual handling (11)
Child protection (14)
Personal safety (15)
Health and safety training

2. By Area

Name

Main Hall
Winnie Hall room
Bedrooms
Kitchen
Exit route from the main hall
Main entrance & corridors
Disabled toilet
Female toilet
Male toilet
Ibbett room
Hydro room
Grounds and car park
Entrance drive
Walls

Section C

Health and Safety Arrangements

(Implementation of the Policy)

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, clients, visitors and contractors.

1. ACCIDENTS AND FIRST AID

First Aid. First aid boxes are located in the Kitchen and Entrance Hall

Trained/qualified First Aiders are: The General Manager and Hirers.

The **Accident Book** is located in the Leaders' Folder on the work top in the Entrance Hall

All accidents and incidents are to be entered in the accident book or on an accident report form and our insurers advised.

Accident book and accident records are reviewed weekly and quarterly by General manager or their deputy.

Fatal accidents, major injuries and dangerous occurrences must be reported immediately by a responsible person by the quickest practicable means (normally the telephone) to the Local Authority Environmental Health Department, 01234 227 260, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. (This office is closed over the weekend and the report should be made first thing on Monday morning). Following the initial notification, a written report on the approved form F2508 must be sent to the enforcing authority within 10 days of the accident or occurrence. If there is any doubt as to whether the accident is reportable, or to which authority it should be reported, the advice of the Health and Safety Executive should be obtained.

The following is a summary of the injuries or occurrences which must be reported (for further information, refer to the Regulations or contact the HSE or Environmental Health Officer):

- any fatality to employees or non-employees including volunteers.
- major injuries to employees (this includes fractures, amputations, dislocations, loss of sight, electric shock, exposure to harmful substances, any injury resulting admission to hospital for more than 24 hours and any accident that causes more than three consecutive days off work.
- Injuries to non-employees that require the injured person to be taken straight to hospital for treatment.

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

These accidents will be reported by the General Manager.

When the Centre is let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book. A separate book is kept for this purpose.

2. GENERAL FIRE SAFETY

The policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this the General Manager is the responsible person who will undertake the following:

1. An assessment of the fire risks in the Centre and associated buildings. This is carried out every 12 months, or earlier if required, either as a specific exercise or as part of the health and safety risk assessments
2. A check that a fire can be detected in a reasonable time and that people can be warned.
3. To provide reasonable fire fighting equipment and fire exit notices
4. A check that people who may be in the building can get out safely including the provision of emergency lighting
5. A check that those in the building know what to do if there is a fire
6. A regular check that the fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company

2.1 Fire Extinguishers

1 Fire extinguishers are kept in the following locations:

Location	Type of Extinguisher and capacity
Exit from the main hall	1 - CO ₂ , 1 - Water
Kitchen	1 – CO ₂ and Fire Blanket
Entrance Hall	1 – Water
The Ibbett Room	1 – CO ₂ , 1 – Water
Winnie Hall Room	1 – Water
Attic plant area	1 – Co ₂

The extinguishers noted above are checked every month by the General Manager to ensure that they are in place and have not been discharged.

The extinguishers noted above are checked annually by a specialist contractor

2.2 Fire Alarm System

There is an alarm system operating through a Redcare monitoring procedure.

2.3 Other Fire Protection Equipment

Adequate smoke detectors are provided with call points in the exit from the main hall, by the front and rear entrances and in the boiler room.

There are heat detectors in the kitchen and boiler room.

The kitchen unit has a sounder associated with it.

There are two smoke detectors in the attic plant room

2.4 Evacuation Procedures

1. All designated fire doors must be unlocked before The Centre is used. The Centre is clearly marked with fire exit signs using the "Running Man" symbol.
2. A check must be made that all doors can be opened.
3. In the event of an emergency (fire/bomb threat, etc), an announcement to leave the building will be made by the person in charge
4. All persons will assemble by the bench at the entrance to the car park
5. The emergency services will be contacted immediately by telephone

2.5 Evacuation Drills

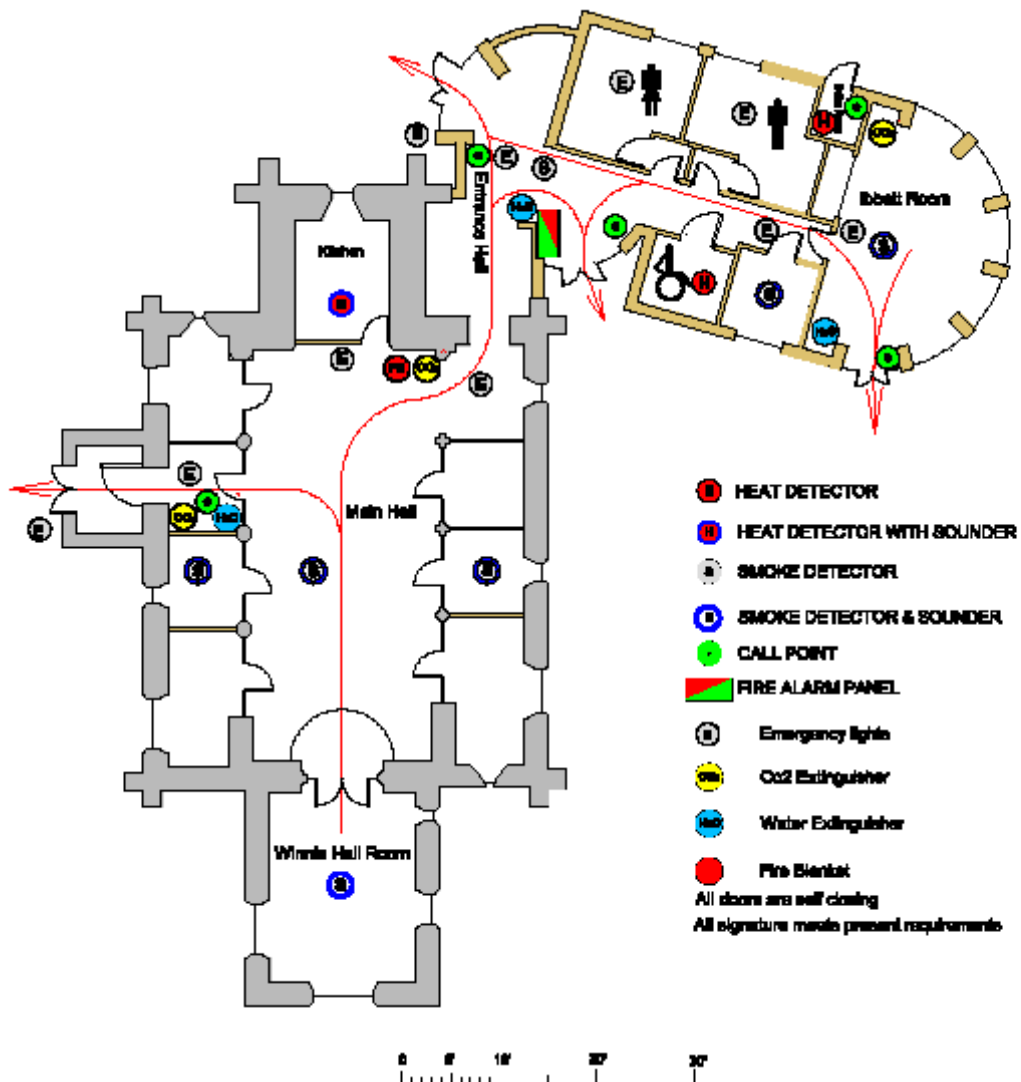
All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed. A drill will be held at least twice per annum involving all paid staff and (as far as possible) all regular volunteers.

2.6 If You Discover a Fire (No matter how small)

1. Immediately raise the alarm.
2. Telephone the emergency services
3. Only if it is safe attack the fire if within your capability using the appliances provided,
4. If it is not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. People must be safeguarded ahead of property.
5. Evacuate to the designated assembly point by the bench at the entrance to the car park
6. Ensure clear access for the emergency vehicles.
7. Ensure you take the signing in book to check against evacuated staff, volunteers and users

Site Plan – Alarms, Extinguishers, Emergency lights, Escape routes

CHELLINGTON CENTRE



Alarms, Extinguishers, Emergency Lights & Escape Routes

3. ELECTRICAL SAFETY

1. A list of all portable electrical appliances is maintained by the General Manager.
2. Every month plugs, cables and sockets will be inspected by the Manager or his representative to ensure that there are no loose connections, worn flexes or trailing leads.
Any repairs needed will be reported to the General Manager for action.
3. Every year all portable electrical equipment will be tested by a competent contractor 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.
4. Every Quarter a visual inspection will be carried out of the fixed electrical installation by the General Manager or his designated representative.
Any action required will be recorded in the Maintenance Record file at the Centre
5. 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.
6. Every two years the lightning conductor system will be examined and tested by a specialist contractor.
8. Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:-
 - i) Visually check all electrical equipment before use.
 - ii) Report all faults immediately to the Responsible Person.
 - iii) Do not attempt to use or repair faulty equipment.
 - iv) No electrical equipment is to be brought onto the premises and entered in the electrical equipment record.
 - v) Electrical equipment is to be switched off and disconnected when not in use for long periods.
 - vi) 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.

4. GAS EQUIPMENT SAFETY

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

5. HAZARDOUS SUBSTANCES

1. The General Manager will maintain a list of all hazardous substances used in the Centre.
2. Where at all 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

A separate list of all such substances is maintained by the General Manager

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

6. SAFETY OF PLANT AND MACHINERY

The General Manager will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:-

1. Employees and voluntary workers must not operate plant or Machinery that they are not trained and authorised to use.
2. Employees and voluntary workers must not ride on any parts of machinery not intended for that use.
3. Machinery 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 machinery is used.
5. Before using any item of plant or machinery, 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 item of plant or machinery.

7. Persons under the age of 18 may use hand tools and are not permitted to operate any power driven item of plant or machinery.
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 item of plant or machinery must be reported to the Manager.
10. All plant and machinery 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.

7. SLIPS, TRIPS AND FALLS (Condition of floors, steps and paths)

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every quarter by the General Manager of all floors and steps in The Centre, and 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.

8. LIGHTING

In order to ensure that the Centre is adequately lit, an inspection will be made every month by the General Manager to ensure that all lights in The Centre and grounds are working. Any lamps which require replacing will be recorded to ensure that they are replaced working to the safety procedures for the replacement of lamps.

9. WORKING AT HIGH LEVELS

The implementation of the Working at Height Regulations 2005 as they apply to The Chellington Centre are set out in a document copied on page 54 of this assessment.

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

- The activity - 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
- Is there a written record of tests and maintenance certificates?
- Training - Have all staff received training in the use of this equipment?
- Risk Assessment - Are all staff and volunteers involved with working at height aware of the risk assessments and all associated control measures?

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.

10. 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

11. MANUAL HANDLING (Lifting, carrying and moving loads)

1. Our policy is to eliminate the need for manual handling as far as is reasonably practicable.
2. 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.

12. DISPLAY SCREEN EQUIPMENT

Our policy is to assess the risks to all habitual users of computer work stations and to reduce those risks to the lowest level possible. The following factors will be considered when carrying out risk assessments:-

1. Stability and legibility/size of the screen
2. Contrast and brightness of the screen
3. Tilt and swivel of the screen
4. Suitability of keyboards, desks and chairs
5. The work station environment
6. The user friendliness of the software.

Daily work routines will involve periods away from the screen.

Where necessary risk assessments will be carried out by the General Manager.

13. HAZARDOUS BUILDINGS/GLAZING

1. 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 General Manager.
2. Any defects noted are immediately recorded and the procedures put in hand for repairs.
3. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
4. 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.

14. CHILD PROTECTION

A statement upholding our procedures will be made at each annual meeting and be suitably recorded. Our Child and Vulnerable Adult Protection Policy refers to a permanent record will be maintained of all accidents involving children.

15. PERSONAL SAFETY

ACTIVITIES AND OTHER AREAS THAT MAY NEED PROCEDURES

The General Manager or his Nominated Representative is responsible for ensuring that all necessary Risk Assessments have been undertaken and that suitable risk control strategies and procedures have been produced and are to be followed for all hazardous activities including

1. Camp Fires, Barbeques, Fetes/Open Days etc including the use of Bouncy Castles
2. Sponsored Walks, challenges and similar activity.

17. RISK ASSESSMENTS

Risk assessments will be carried out by a competent person at regular intervals on all areas of the premises and all activities that carry a significant risk in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999 and other legislation.

18. CONTRACTORS

Anyone entering the premises for the purposes of carrying out work, 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 plant and machinery 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.

The General Manager will ensure that the necessary arrangements are put in hand under The Construction (Design and Management) Regulations.

19. INFORMATION AND ENFORCEMENT

Environmental Health Service Address:

Borough Hall, Cauldwell Street, Bedford,. MK42 9AP

Tel: 01234 718060

Section D

HEALTH AND SAFETY POLICY RISK ASSESSMENT CHECK LIST

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	<u>POINT FOR CONSIDERATION</u>	<u>COMMENT</u>	<u>ACTION</u>
1	ACCIDENTS AND FIRST AID		
1A	ARE FIRST AID BOXES PROVIDED?	YES. '2 SMALL' KITS	
1B	WHERE IS IT LOCATED?	ENTRANCE HALL AND KITCHEN	
1B	WHO IS RESPONSIBLE FOR MAINTAINING IT?	THE GENERAL MANAGER	
1C	WHO IS RESPONSIBLE FOR THE ACCIDENT REPORT FORMS?	THE GENERAL MANAGER	
1D	DO THE STAFF HAVE FIRST AID TRAINING?	YES (SH AND GW)	
1E	TO WHAT LEVEL	EMERGENCY FIRST AID AT WORK	
2	FIRE SAFETY		
2A	FIRE ESCAPES		
2B	ARE ESCAPE ROUTES ADEQUATE?	YES.	
2C	ARE ALL ROUTES CORRECTLY LABELED?	YES	
2D	ARE ALL ROUTES UNOBSTRUCTED?	YES.	
2E	ARE FIRE DOORS LABELED AS SUCH?	YES	
3	FIRE FIGHTING EQUIPMENT		
3A	WHAT EQUIPMENT IS PROVIDED?	FIRE EXTINGUISHERS / BLANKET	
3B	LAST SERVICE DATE	02 ND JANUARY 2019	
3C	KITCHEN	1- BLANKET & 1 – CO ₂	
3D	MAIN HALL	1 - WATER & 1 – CO ₂	
3E	IBBETT ROOM	1- H ₂ O & 1 – CO ₂	
3F	ENTRANCE FOYER	1- H ₂ O	
3G	DATE OF THE LAST INSPECTION BY THE FIRE DEPT.	15 TH DECEMBER 2018	
3H	HAVE STAFF BEEN ON COURSES OR RECEIVED ADEQUATE TRAINING?	YES	
3I	ARE THERE NOTICES STATING THE ACTION TO BE TAKEN IN THE EVENT OF A FIRE?	YES	
4	EMERGENCY LIGHTS		
4A	ARE ALL AREAS PROVIDED FOR?	YES	
4B	ARE ALL LIGHTS IN WORKING ORDER?	YES	

4D	DATE OF LAST INSPECTION BY APPROVED ELECTRICIAN		
4E	IS THE SYSTEM SATISFACTORY?	YES	
5	ALARM SYSTEMS		
5A	WHAT TYPE OF ALARM SYSTEM IS FITTED?	INTEGRATED SYSTEM. FIRE & INTRUDER ALARM	
5B	HOW IS THE SYSTEM MONITORED	REDCARE MONITORING - EMCS	
5C	HOW OFTEN ARE ALARMS TESTED?	WEEKLY	
5D	HOW OFTEN IS AN EMERGENCY EVACUATION PRACTICED	YEARLY	
5E	BREAK GLASS ALARM INITIATORS	5 INSTALLED. 1 –MAIN HALL, 2 - ENTRANCE FOYER, 1 – IBBETT ROOM, 1 – BOILER HOUSE	
5F	WHERE ARE SMOKE ALARMS FITTED?	9 INSTALLED. 1 – MAIN HALL, 2 - ENTRANCE FOYER, 1 – IBBETT ROOM, 4 – BEDROOMS, 1 – WINNIE HALL ROOM,	
5G	WHERE ARE CO ₂ ALARMS FITTED?	NOT REQUIRED.	
5H	WHERE ARE HEAT ALARMS FITTED?	3 INSTALLED. 1 – KITCHEN, 1- DISABLED TOILET, 1- BOILER ROOM	
5I	IS THE SYSTEM ADEQUATE?	YES	
6	ELECTRICAL SAFETY		
6A	DATE OF LAST FIXED WIRING TEST	22 ND JANUARY 2019	
6B	DATE OF LAST PORTABLE APPLIANCE TESTS	31 ST JANUARY 2019	

6C	WHO MAINTAINS THE LIST OF PORTABLE EQUIPMENT?	THE GENERAL MANAGER
6D	IS ALL EQUIPMENT FIT FOR ITS SERVICE?	YES.
6E	WHERE IS THE MAIN DISTRIBUTION BOARD HOUSED?	3 – INSTALLED. 1 – BOILER ROOM, 1 – KITCHEN, 4 1 – CUPBOARD IN IBBETT ROOM
6F	ARE ALL FUSE RATINGS CORRECT?	YES. MINI CIRCUIT BREAKERS ARE USED.
6G	ARE THERE ENOUGH SOCKETS TO PREVENT OVERLOADING?	YES.
6H	ARE TRAILING LEADS USED?	YES. WHEN USED THESE ARE LAID ON SAFE ROUTES.
6I	ARE TRAILING LEADS SAFE AND SUITABLE FOR THE SERVICE?	YES.
6J	IS CLIENTS EQUIPMENT CHECKED?	COVERED BY LETTING AGREEMENT
6K	HOW OFTEN IS ELECTRICAL EQUIPMENT CHECKED AND BY WHOM?	PERIODIC 5 YEARLY (NORMALLY COMPLETED USING A 25% PROPORTION 4 OF 5 YEARS BY AN APPROVED ELECTRICIAN)
6L	IS ALL STAFF TRAINED IN ELECTRICAL SAFETY?	YES.
6M	ARE ELECTRICAL FAULTS REPORTED WITHOUT DELAY AND TO WHOM?	YES. LOGGED IN A RECORD BOOK FOR ATTENTION BY THE MAINTENANCE ENGINEER.
6N	WHERE ARE THERE ELECTRICAL POINTS OUTSIDE THE BUILDING ?	ONE IN THE GARDEN AREA
6P	WHERE ARE RCD'S FITTED?	ON ALL DISTRIBUTION BOARDS
6Q	WHEN WAS THE LIGHTENING CONDUCTOR LAST TESTED AND BY WHOM?	18 TH MARCH 2019 BY RODELLS LIMITED, ST ALBANS
7	LIGHTING	
7A	ARE LIGHTING LEVELS ADEQUATE?	YES
7B	MAIN BUILDING	80% LED/ 20% FLORESCENT TUBES
7C	CORRIDORS	LED
7D	IBBETT ROOM	LED
7E	ALL OTHER ROOMS & TOILETS	FLORESCENT TUBES
7F	WHEN ARE FAILED TUBES REPLACED?	WITHIN 7 DAYS OF REPORTED FAILURE EXCEPT FOR THE ELEVATED LAMPS THAT ARE REPLACED AS AGREED.
8	GAS SAFETY	
8A	TYPE OF GAS USED	NO GAS IS NO LONGER USED ON THE SITE
9	HEATING	
9A	WHAT FORM OF HEATING IS USED	AIR SOURCE HEAT PUMPS
9B	WHERE ARE THE HEAT PUMPS LOCATED	BELOW THE RETAINING WALL OUTSIDE THE SWITCH ROOM
9C	HOW ARE THEY PROTECTED FROM ATTENTION	THEY ARE IN AN ENCLOSURE WITH A LOCKED DOOR
9D	WHO HAS A KEY TO THE ENCLOSURE?	THE GENERAL MANAGER & ASSISTANT MANAGER.
9E	WHERE ARE THE ALTHERMA UNITS LOCATED?	IN THE GROUND FLOOR PLANT ROOM
9F	IS THERE HOT WATER STORAGE?	YES 300 LITRE VESSEL IN THE PLANT ROOM
9G	HOW IS THE BUILDING HEATED?	UNDER FLOOR HEATING
9H	HOW IS THE ROOM TEMPERATURE CONTROLLED?	WALL MOUNTED PUSH BUTTON TEMPERATURE THERMOSTATS
9I	IS THE CONTROL SATISFACTORY?	YES
	HOW IS THE TEMPERATURE TO THE MANIFOLDS CONTROLLED AT 47/48°C?	BY A PUSH BUTTON CONTROL UNIT AT EACH ALTHERMA OUTLET.
	WHAT IS THE TEMPERATURE IN THE MANIFOLDS?	47°C
10	HOT WATER	
10A	DATE OF LAST INSPECTION & SERVICE OF THE HEATING SYSTEM?	10 TH SEPTEMBER 2018
10B	HOW IS THE DOMESTIC HW CONTROLLED?	BY A 3-WAY VALVE AT THE ALTHERMA UNITS
10C	WHAT IS THE DH TEMPERATURE?	53- 60°C
10D	HOW IS THE TEMPERATURE LIMITED AT WASHBASINS AND SHOWERS?	BY TEMPERATURE CONTROL VALVES SET AT 44°C
10E	HOW IS THE TEMPERATURE LIMITED AT KITCHEN SINK & SLUICE	THE TEMPERATURE AT THE TWO OUTLETS IS NOT LIMITED AND REACHES 50° C WITHIN 10 SECS
10F	ARE LABELS PROVIDED WARNING OF HOT WATER?	YES
10G	HOW OFTEN IS THE CONTROLLED HOT WATER TEMPERATURE CHECKED?	MONTHLY
10H	IS WATER DISTRIBUTED BETWEEN 20°C AND	YES. FOR TEMPERATURE CONTROLLED WATER OUTLETS

	50°C ?	
10i	WHAT STEPS ARE TAKEN TO PROTECT AGAINST LEGIONELLA BACTERIA?	ALL WASHING HOT TAP TEMPS ARE RAISED TO OR ABOVE 60°C MONTHLY
11	HAZARDOUS SUBSTANCES	
11A	WHO KEEPS THE COSHH LIST ?	THE ASSISTANT MANAGER
11B	HOW OFTEN IS IT UPDATED ?	AS NECESSARY, AT LEAST YEARLY
12	FLOOR SURFACES	
12A	ARE ALL FLOOR SURFACES SUITABLE?	YES.
12B	SPECIFY AREAS REQUIRING ACTION	NONE
12C	SURFACE MATERIALS	STONE OR FITTED CARPET
12D	FRAYED CARPETS ETC.	NONE
12E	ARE DOORMATS SAFE?	YES. THE MAIN DOOR MAT IS IN A WELL, OTHERS ARE RUBBER ON STONE FLOOR
12F	WHERE ARE RUGS SITED?	NO RUGS
13	STAIRS	NONE EXCEPT FOR 2 STEPS ON EXTERIOR EXIT TO THE WINNIE HALL ROOM
14	VENTILATION	
14A	HOW IS THE BUILDING VENTILATED	PURPOSE BUILT AIR VENTILATION SYSTEM
14B	IS THE AIR FRESH?	YES.
14C	IS THE BUILDING FREE FROM ODOURS?	YES
15	WINDOWS	
15A	ARE ALL SILLS ABOVE 80CM?	YES. EXCEPT FOR THE IBBETT ROOM THAT HAS WALL LENGTH WINDOWS, CHAIRS ARE IN FRONT OF THIS.
15B	ARE SAFETY BARS REQUIRED?	NO.
15C	ARE ALL FRAMES IN GOOD ORDER?	YES
15D	ARE ALL WINDOWS DRAUGHT FREE?	YES
15E	IS ALL GLAZING IN GOOD ORDER?	YES
15F	ARE WINDOW RESTRAINTS ADEQUATE?	NOT REQUIRED.
16	RADIATORS	NONE. UNDER FLOOR HEATING
17	DOORS	
17A	ARE DOORS FITTED TO ALL HAZARDOUS AREAS INSIDE & OUTSIDE?	YES
17B	DO ALL DOORS OPEN & CLOSE CORRECTLY?	YES.
18	WINDOW CLEANING	
18A	WHO CLEANS WINDOWS?	INSIDE - VOLUNTEERS OUTSIDE – VOLUNTEERS WITH HIGH WINDOWS ASSISTED BY ROD ATTACHMENT
19	GENERAL	
20	EXTERIOR	
20A	ARE THE GROUNDS USED AFTER DARK?	YES. FOR SUPERVISED CAMPFIRE OR BARBEQUE ACTIVITIES AND FOR ACCESS TO THE CENTRE & CAR PARK
20B	ARE ALL PATHS IN GOOD ORDER?	YES
20C	ARE HAND RAILS PROVIDED AT ALL STEPS	YES
20D	ARE SECURITY LIGHTS FITTED?	YES. ENTRANCES AND CAR PARKS
20E	ARE AUTOMATIC EXTERIOR LIGHTS INSTALLED? IF SO WHERE?	YES. ALL EXITS FROM THE BUILDING AND THE CAR PARK
20E	ARE MANUALLY OPERATED LIGHTS FITTED TO THE EXTERIOR OF THE PROPERTY?	YES. TO OVERRIDE THE CAR PARK LIGHTS

20F	ARE THERE ANY HAZARDOUS AREAS IN THE GROUNDS?	STAIRWAY TO CAR PARK (WARNING SIGNAGE OF STEPS) TOMB IN SOUTH GARDEN (FENCED OFF)	
20G	STAIRWAY	FITTED WITH HANDRAILS & SAFE	
	TOMB	THIS IS NOT SAFE & IS FENCED OFF UNTIL IT IS REPAIRED	
21	GENERAL MAINTENANCE		
21A	ON WHAT BASIS IS MAINTENANCE AVAILABLE?	AS AND WHEN REQUIRED.	
21B	WHAT ARRANGEMENTS EXIST FOR GARDEN MAINTENANCE?	BY VOLUNTEERS. USUALLY WEEKLY	
22	CONTRACTORS USED		
22A	INTRUDER/ALARM SYSTEMS	GENESIS INTERGRATED SYSTEMS PARTNER WITH NETWORK SECURITY AND FIRE SPECIALIST 0870 33 33 478 / 01256812744 OP 2	
22B	ALARM MONITORING SERVICE	SECURIGUARD 01752204911	
22C	BUILDING WORK	BY QUOTATION	
22D	ELECTRICIAN	GRAHAMS ELECTRICAL LTD, MK42 7SH 01234 852852 / 07710511485	
22E	HEATING AND HOT WATER HEAT SOURCE	BATCHELOR AIR CONDITIONING & REFRIGERATION LTD 01234 712 901	
22F	FIRE EXTINGUISHER SERVICING	T&J FIRE 01707 326 093	
22G	GARDEN MAINTENANCE	VOLUNTEERS	
22H	GENERAL MAINTENANCE	VOLUNTEERS OR SPECIALIST	
22I	PORTABLE APPLIANCE TESTING (PAT)	YEARLY WITH GRAHAMS ELECTRICAL LTD, MK42 7SH 01234 852852 / 07710511485	
22K	VENTILATION EQUIPMENT	VILLAVENT, AVENUE 2, STATION LANE IND ESTATE, WHITNEY OXON OX28 4YL 01993 772270	
22L	PLUMBING	SDG ELECTRICAL AND MECHANICAL ENGINEERING LTD 23 SERGEANTS WAY . BEDFORD . MK41 0EH 01234 328209	
22M	ELECTRICITY BOARD – SOUTHERN EMERGENCIES	NATIONAL POWER CUT HELPLINE ON 105	
22N	WATER AUTHORITY - EMERGENCIES	ANGLIA WATER	08457 145 145
24	OTHER TELEPHONE NUMBERS		
24A	ENVIRONMENTAL OFFICE		01234 718060
24B	FIRE SAFETY INSPECTING OFFICER	STEPHEN FLANDERS	01234 245510
24C	PLATE POLISHER	TIM AT TJS	07957357098

The Chellington Centre

Health and Safety Risk Assessment Check List

The following risk assessment check has been carried out based on the preceding policy statement, recommendations made by the Health and Safety Executive in documents that were obtained from the Department of Environment and Community Services.

The assessment deals with specific subjects. Each subject is subdivided into items to be considered, the present position is noted and action called for where this is necessary.

Notes are attached that highlight items that are of a general or more specific nature that require further consideration and/or action.

The General Manager will initiate action where work is required.

Section E

Risk Assessment Forms

Duties of Employees and Volunteers under the regulations

Risk Assessments

It is the responsibility of the General Manager to ensure that all working at height is given due consideration in Chellington's work Risk Assessment process. The purpose of the risk assessment process is to:-

- Assess the work at height required and the risk in doing the work.
- Identify the control measures required to minimise the distance and consequences of a fall should one occur
- Identify the work equipment required (i.e. kick stools, ladders, steps, fall arrest equipment etc)
- Ensure provision of the appropriate training in the safe use of the equipment and working at height.

Responsibilities

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

- The activity - 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
- Is there a written record of tests and maintenance certificates?
- Training - Have all staff and volunteers received training in the use of this equipment?
- Risk Assessment - Are all staff and volunteers involved with working at height aware of the risk assessments and all associated control measures?

SUMMARY

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

ACTIVITY: - Bedrooms 1-7 #30				LOCATION: - THE CHELLINGTON CENTRE					
				RISK ASSESSOR:- Scott Holden, General Manager					
HAZARD	POTENTIAL HARM	WHO MIGHT BE HARMED	RISK *	EXISTING CONTROL MEASURES	RECOMMEND'S FURTHER CONTROL MEASURES	RESIDUAL RISK *	RESPONSIBILITY	DUE DATE	COMPLETED DATE
30.1 Slips, trips and falls	Falling from ladder or bed	Users	2x5=10	<p>Locked bedrooms if just day-use only.</p> <p>Metal bar to all top bunks.</p> <p>Rubber grip on all bed ladder legs and grapple 'u' bend.</p> <p>Signage on all bedroom doors asking not to consume beverages or food</p>	Replace or repair rubber grips.	1x5=5	SH and ROC	End March 2019	
30.2 Persons unknown observing beds at night	Safeguarding/ Privacy	All overnight users	1x3=3	<p>Opaque panelling to lower/ middle part of window.</p> <p>Roller blinds in all bedrooms</p>					
30.3 OTHER: Danger of crushing	Danger of moving parts in bed mechanisms	Users	2x4=8	<p>Litter Pickers available to remove stray debris/belongings</p> <p>Bedrooms are locked for day-users.</p>	<p>Beds are now left in down in a ready position.</p> <p>Only trained staff or volunteers adjust.</p>	1x5=5			

-Assessors Signature		Authorisers Signature	
Assessors Name	Scott Holden	Authorisers Name	Scott Holden
Date: 21/6/16		Date 21/6/16	

REVIEW OF ASSESSMENT

Date	Name and Signature of Reviewer	Outcome of Review
17/7/17	Scott Holden	See further control measures
11/2/19	Scott Holden	See further control measures

ACTIVITY: - Winnie Hall Room RA #23	LOCATION: - THE CHELLINGTON CENTRE
	RISK ASSESSOR:- Scott Holden, General Manager

HAZARD	POTENTIAL HARM	WHO MIGHT BE HARMED	RISK *	EXISTING CONTROL MEASURES	RECOMMENDATIONS FURTHER CONTROL MEASURES	RESIDUAL RISK *	RESPONSIBILITY	DUE DATE	COMPLETED DATE
23.1 Other	Walking into glass doors	Staff, Volunteers, Guests	2x3=6	Logos on doors to show if closed.					
23.2	Electrical shock or burn risk	Guests	2x5=10	Timers are set high up for adult use. Staff to re-set timers and heaters (x3 independent controls) after each use to prevent accidental heat demand		1x5=5			
23.3 Persons unknown observing beds at night	Safeguarding/ Privacy	Adults	2x2=4	Opaque panelling to lower and middle part of window. Leaders reminded room is ad hoc sleeping room has opaque panels but no blinds		1x2=2			

ASSESSMENT UNDERTAKEN BY: -

Assessors Signature		Authorisers Signature	
Assessors Name	Scott Holden	Authorisers Name	Scott Holden
Date 3/4/14		Date 3/4/14	

REVIEW OF ASSESSMENT

Date	Name and Signature of Reviewer	Outcome of Review
11/2/19	Scott Holden	See further control measures

General Risk Assessment

ACTIVITY: <u>Main Hall RA #24</u>	LOCATION: - THE CHELLINGTON CENTRE
RISK ASSESSOR:- Scott Holden, General Manager	

HAZARD	POTENTIAL HARM	WHO MIGHT BE HARMED	RISK *	EXISTING CONTROL MEASURES	RECOMMENDATIONS FURTHER CONTROL MEASURES	RESIDUAL RISK *	RESPONSIBILITY	DUE DATE	COMPLETED DATE
24.1 slips trips and falls		All	2x4=8	No equipment kept on the floor. Scheduled cleaning and maintenance checks All power sockets on walls to four corners of room, to avoid any excess cable trailing 'Wet Floor' Signs available Group Leaders advised in Leaders Folder that spillages to be cleaned up immediately using materials provided	1x4=4				
24.2 Electric shock	All users			All power sockets on walls to four corners of room, to avoid any excess cable trailing Scheduled cleaning and maintenance checks					

ASSESSMENT UNDERTAKEN BY: -

Assessors Signature		Authorisers Signature	Scott Holden
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Assessors Name	Scott Holden	Authorisers Name	
Date 3/4/15		Date	

REVIEW OF ASSESSMENT

Date	Name and Signature of Reviewer	Outcome of Review
4/5/16	Scott Holden	No additional recommendations
17/7/17	Scott Holden	No additional recommendations
11/2/19	Scott Holden	No additional recommendations

General Risk Assessment

ACTIVITY: Kitchen. RA #25	LOCATION: - THE CHELLINGTON CENTRE
	RISK ASSESSOR:- Scott Holden, General Manager

HAZARD	POTENTIAL HARM	WHO MIGHT BE HARMED	RISK *	EXISTING CONTROL MEASURES	RECOMMENDATIONS FURTHER CONTROL MEASURES	RESIDUAL RISK *	RESPONSIBILITY	DUE DATE	COMPLETED DATE
25.1 Slips, trips, falls	Arm, Neck, Back, Head and Leg injury	All users	2x4=8	Procedure document in place. Sign on fridge door to ensure correct footwear is worn. No equipment kept on the floor.		2x3=6			

				Scheduled cleaning and maintenance checks 'Wet Floor' Signs available					
25.2 Electric Shock	Burns, Death	All users	3x5=15	Yearly PAT testing. Scheduled cleaning and maintenance checks. Equipment serviced annually. All electrical repairs are carried out by a qualified person. Faulty equipment removed and replaced.		1x5=5			
25.3 Other	Scalds and Burns	All users	3x4=12	Procedure document in place. Oven Gloves Provided. Drip tray to urn provided. Groups advised to place tea towels provided and use caution when plate warmer is on .		2x4=8			
25.4 Biohazards and sharps	Cuts	All users	3x5=15	Separate knife drawer (Can be locked in a leaders cupboard if desired) First Aid box ("Small") provided in kitchen.					
25.5 Other- Food poisoning	Upset stomach, severe vomiting	All users	2x5=10	- Separate chopping boards are provided to avoid cross contamination - Fridge and Freezer equipment checked regularly for working order and temperature recorded. - A food probe and wipes are provided.	Hand towel to be provided for each group	1x5=5	General Manager	End Feb 2019	

				A separate hand washing sink is provided, antibacterial hand wash, hand towel or paper wipes Anti-bacterial cleaning spray and clothes provided.					
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ASSESSMENT UNDERTAKEN BY: -

Assessors Signature		Authorisers Signature	Scott Holden
Assessors Name	Scott Holden	Authorisers Name	
Date	3/4/15	Date	

REVIEW OF ASSESSMENT

Date	Name and Signature of Reviewer	Outcome of Review
4/6/15	Scott Holden	
21/6/16	Scott Holden	
02/10/17	Scott Holden	See further control measures
11/2/19	Scott Holden	See further control measures

ACTIVITY: - <u>Reception, Main door (Centre security) RA#26</u>	LOCATION: - THE CHELLINGTON CENTRE
	RISK ASSESSOR:- Scott Holden, General Manager

HAZARD	POTENTIAL HARM	WHO MIGHT BE HARMED	RISK *	EXISTING CONTROL MEASURES	RECOMMENDATIONS FURTHER CONTROL MEASURES	RESIDUAL RISK *	RESPONSIBILITY	DUE DATE	COMPLETED DATE
26.1 Slips, trips and Falls	Neck, leg, arm, head injury	All	2x4=8	No equipment kept on the reception or corridor floors. Scheduled cleaning and maintenance checks 'Wet Floor' Signs available Group Leaders advised in Leaders Folder that spillages to be cleaned up immediately using materials provided Group should be adequately supervised	1x4=4				
26.2 Other-Walking in to glass panels	Cuts, bruises, broken limbs	All		Logo on full length glass to highlight window Glass is reinforced	1x3=3				
26.3 Vulnerable children and adults	safeguarding	All vulnerable users	2x4=8	Staff wear green polo shirts or sweatshirts with logo and name of Centre Staff and Volunteers wear name badges Leader can choose to close and/or lock five bar gate at entrance driveway, this limits or prevents vehicle access,	1x4=4				

				<p>leaving long access driveway and site free of un-wanted traffic</p> <p>Perimeter pathway (a Permissive Path) is behind a post and rail fence to reduce public access onto Centre grounds.</p> <p>Signage entitled "Please Respect the Privacy of the Users" at drive to prevent unwanted visitors.</p> <p>Leader can lock with thumb turn all main doors to Centre (without restricting fire escape requirements)</p>					
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ASSESSMENT UNDERTAKEN BY: -

Assessors Name	Scott Holden	Authorisers Name	Scott Holden
Date 17/4/15		Date 17/4/15	

REVIEW OF ASSESSMENT

Date	Name and Signature of Reviewer	Outcome of Review
6/6/15	Scott Holden	No additional recommendations
21/6/16	Scott Holden	No additional recommendations
02/10/17	Scott Holden	No additional recommendations
18/3/19	Scott Holden	No additional recommendations

General Risk Assessment

ACTIVITY: <u>Cleaners Cupboard RA#27</u>	LOCATION: - THE CHELLINGTON CENTRE
	RISK ASSESSOR:- Scott Holden, General Manager

HAZARD	POTENTIAL HARM	WHO MIGHT BE HARMED	RISK *	EXISTING CONTROL MEASURES	RECOMMENDATIONS FURTHER CONTROL MEASURES	RESIDUAL RISK *	RESPONSIBILITY	DUE DATE	COMPLETED DATE
27.1 Hazardous Substances (COSSH)	Poisoning by drinking cleaning chemicals	All	2x4=8	<p>Cleaning Cupboard kept locked when groups in situ and key provided. Group Leader should ensure adequate supervision of group when using cleaning chemicals. Cleaning chemicals should be used in accordance with manufacturer's instructions provided All cleaning chemicals are kept in cleaning cupboard in their original containers. See COSHH folder at reception for itemised list of Chemicals used in cleaning Rubber and work gloves provided.</p> <p>General Manager or his/her Assistant Manager ensures volunteers and staff are trained in cleaning practise</p> <p>Signs advising where to stow buckets, mops etc. Wet mops removed and clean provided (if used before group arrival).</p>		1x4=4			
Hazardous Substances (COSSH)	Skin irritation	All	2x4=8	<p>Most of the chemicals in use are plant-based and of low toxic level and ph balanced. See COSHH folder at reception for itemised list of Chemicals used in cleaning.</p> <p>More powerful cleaning chemicals are not made available for groups</p>		1x4=4			

27.2	Injury from falling objects	All	2x3=6	A step-up is provided to remove items down from cupboard store above cleaning cupboard	1x3=3				
Manual handling									

ASSESSMENT UNDERTAKEN BY: -

Assessors Signature		Authorisers Signature	
Assessors Name	Scott Holden	Authorisers Name	Scott Holden
Date	3/3/14	Date	

REVIEW OF ASSESSMENT

Date	Name and Signature of Reviewer	Outcome of Review
21/6/15	Scott Holden	Actions Completed
16/6/16	Scott Holden	None
2/10/17	Scott Holden	No additional recommendations
11/2/19	Scott Holden	No additional recommendations

General Risk Assessment

ACTIVITY: - Toilets and Showers RA#28	LOCATION: - THE CHELLINGTON CENTRE
	RISK ASSESSOR:- Scott Holden, General Manager

HAZARD	POTENTIAL HARM	WHO MIGHT BE HARMED	Risk *	EXISTING CONTROL MEASURES	RECOMMENDATIONS FURTHER CONTROL MEASURES	RESIDUAL RISK *	RESPONSIBILITY	DUE DATE	COMPLETED DATE
28.1 Other-Burns	Scalding from tap/shower	Groups	2x3=6	<p>Temperature of shower and taps regulated to non-scald temperatures appropriate for use (currently sinks and showers are regulated to 44°) and checked periodically.</p> <p>Full access toilet is also regulated and has clearly marked shower with hot/cold as red and blue.</p> <p>Key is available if any issues with young children.</p>		1x3=3			
28.2 Slips, trips and falls	Injury to neck, head, arms, leg, head from slipping on wet floor.	Groups	2x3=6	<p>Anti-slip tiled floor in showers and shower squeegee mops with handles provided for excess water spills.</p> <p>LED emergency lighting</p> <p>No excess equipment stored on floors.</p>		1x3=3			
28.3 Hazardous substances	Poisoning Infection	All	2x4=8	<p>PPE should be worn if appropriate when cleaning, and hands washed when finished.</p> <p>Cleaning products should be used according to the manufacturer's instructions and also see COSSH folder in reception</p> <p>Hands dryers are provided in all toilet areas.</p>		1x4=4			

ASSESSMENT UNDERTAKEN BY: -

Assessors Signature		Authorisers Signature	
Assessors Name	Scott Holden	Authorisers Name	Scott Holden
Date	3/3/14	Date	

REVIEW OF ASSESSMENT

Date	Name and Signature of Reviewer	Outcome of Review
4/6/15	Scott Holden	
21/6/16	Scott Holden	See further control measures
2/10/17	Scott Holden	No additional recommendations
8/3/19	Scott Holden	No additional recommendations

General Risk Assessment

ACTIVITY: - <u>Ibbett Room RA#29</u>	LOCATION: - THE CHELLINGTON CENTRE
	RISK ASSESSOR:- Scott Holden, General Manager

HAZARD	POTENTIAL HARM	WHO MIGHT BE HARMED	RISK *	EXISTING CONTROL MEASURES	RECOMMENDATIONS FURTHER CONTROL MEASURES	RESIDUAL RISK *	RESPONSIBILITY	DUE DATE	COMPLETED DATE
29.1 Other- Sharps from broken glass	Bruising, broken bones through walking into windows	All	2x5=10	Chairs are positioned against the windows to avoid walking into windows. On welcome tour, if chairs are repositioned- for cinema set-up for example- window blinds are used and advise to group leaders to leave in place No equipment is left on the floor		1x5=5			
29.2 Slips, trips and falls	Neck, leg, arm, head injury	All	2x4=8	Chairs are in a pre-set position away from fire exits to avoid falling in an emergency. Staff member walks through building with Hirer and if using the exit door, roller blind, leader is advised they should not leave room unattended		1x4=4			
29.3 Manual Handling	Neck, leg, arm, head injury	All	2x3=6	Media trolley provided to keep equipment off floor.		1x3=3			
29.4 Two Steps at fire exit	Death	Wheel- chair users, hearing impaired and partially sighted	2x5=10	There are two steps outside of emergency door: Staff ensure at handover all leaders are asked if they have any wheelchair users, infirm, hearing impaired or partially sighted and suggest buddy-support system when using that room in case of emergency.		1x5=5			

ASSESSMENT UNDERTAKEN BY: -

Assessors Signature		Authorisers Signature	
Assessors Name	Scott Holden	Authorisers Name	Scott Holden
Date 3/3/14		Date: 3/3/14	

REVIEW OF ASSESSMENT

	Name and Signature of Reviewer	Outcome of Review
24/6/15	Scott Holden	
21/6/16	Scott Holden	See further control measures
2/10/17	Scott Holden	No additional recommendations
8/3/19	Scott Holden	No additional recommendations

General Risk Assessment

ACTIVITY: - <u>Roof Void RA#30</u>				LOCATION: - THE CHELLINGTON CENTRE					
				RISK ASSESSOR:- Scott Holden, General Manager					
HAZARD	POTENTIAL HARM	WHO MIGHT BE HARMED	Risk *	EXISTING CONTROL MEASURES	RECOMMENDATIONS FURTHER CONTROL MEASURES	RESIDUAL RISK *	RESPONSIBILITY	DUE DATE	COMPLETED DATE
30.1 Working from Height/ladder use	Injury to neck, leg, head, arms, back	Volunteers Workmen Staff	2x5=10	Staff set loft ladders into position and advise users and other professionals of dangers and are accompanied until familiar with dangers. Signage advising roof void by ladders and in loft itself			1x5=5		

				Yellow hazards boxes applied to floor area in roof void to avoid tripping over stored equipment is not stowed in yellow hazard area					
30.2 Other- Hitting head on loft trap as it opens	Head Injury	Volunteers Workmen Staff	2x5=10	Only trained /volunteers allowed to open this hatch.			1x5=5		

ASSESSMENT UNDERTAKEN BY: -

Assessors Signature		Authorisers Signature	
Assessors Name	Scott Holden	Authorisers Name	Scott Holden
Date	3/3/14	Date	3/3/14

REVIEW OF ASSESSMENT

Date	Name and Signature of Reviewer	Outcome of Review
4/6/15	Scott Holden	
21/6/16	Scott Holden	No additional recommendations
2/10/17	Scott Holden	No additional recommendations
8/3/19	Scott Holden	No additional recommendations

General Risk Assessment

ACTIVITY: - <u>Outside space RA#31</u>	LOCATION: - THE CHELLINGTON CENTRE
RISK ASSESSOR:- Scott Holden, General Manager	

HAZARD	POTENTIAL HARM	WHO MIGHT BE HARMED	RISK *	EXISTING CONTROL MEASURES	RECOMMENDATIONS FURTHER CONTROL MEASURES	RESIDUAL RISK *	RESPONSIBILITY	DUE DATE	COMPLETED DATE
31.1 Slips trips and falls	Arm, leg, back, head and neck injury	All users	2x4=8	<p>All Leaders are advised of the gravelled areas with laid-down grave stones should not be walked in Leaders are asked to advise group</p> <p>The large Tomb has been fenced off from use</p> <p>Stairs to car park. sign stating "Beware, 6 steps down"</p> <p>Laid down stones used as a pathway and arrivals tarmac are treated with anti-moss and mildew chemical periodically</p> <p>Games field is roped on two sides to prevent distracted sports participant accidental contact with barbed wire perimeter</p>		1x4=4			
2931.2 Other- nettle rashes	Rash. Allergic reaction	All users	3x2=6	Growth of flora around Centre controlled by gardening, cutting and approved weed killers (see Coshh folder)		1x3=3			
31.3 Driving/road safety	Arm, leg, back, head and neck injury	All users	3x5=15	<p>5 MPH signs at driveway entrance.</p> <p>Gate can be locked when group in residence.</p> <p>Volunteers to be aware of traffic and when working in area and wear reflective PPE waistcoats (provided)</p>		1x5=5			

31.4 Other- Members of the public without business at Centre or visiting graves, accessing land to cross onto public footpath in close proximity with participants	Injury	All	2x5=10	Advice to walkers indicating stile and requesting observe privacy to users and perimeter pathway behind a post and rail fence to control limits of public access (the Permissive Path) reducing foot traffic at unloading area and car park		1x5=5			
31.5 Sharps (barbed wire)	cuts	All	2x4=8	Barbed wire only at perimeters fence with stone walls, hedges or roped-off areas as buffers between to prevent accidental contact. In arrival areas and some other areas, post and rail are used as boundary alternatives to prevent cattle ingress to site. Growth of flora and hedgerow/ briar growth perimeters are controlled by periodic cutting		1x4=4			
31.6 Other- stinging, fungi, nettles etc	Rash. Allergic reaction	All users	2x4=8	Leader should communicate to group that here should be no picking or handling of any fruit, seed or fungi found on the site to prevent accidental poisoning, allergic reaction(s) or stinging, without a leader with the appropriate knowledge to advise safe management.		1x4=4			
31.7 Vulnerable children and adults	safeguarding	All vulnerable users	2x4=8	Staff wear green polo shirts or sweatshirts with logo and name of Centre Staff and Volunteers wear name badges Five bar gate with provision of padlock and key for group Leader at entranceway can restrict or prevent vehicle access.		1x4=4			

				Perimeter pathway behind a post and rail fence to reduce public access (a Permissive Path).					
				Signs requesting privacy to users					

ASSESSMENT UNDERTAKEN BY: -

Assessors Signature		Authorisers Signature	
Assessors Name	Scott Holden	Authorisers Name	Scott Holden
Date	3/3/14	Date	

REVIEW OF ASSESSMENT

Date	Name and Signature of Reviewer	Outcome of Review
4/6/15	Scott Holden	
21/6/16	Scott Holden	No additional recommendations
2/10/17	Scott Holden	No additional recommendations
8/3/19	Scott Holden	No additional recommendations

ACTIVITY: - <u>Camp Fire RA#32</u>	LOCATION: - THE CHELLINGTON CENTRE
	RISK ASSESSOR:- Scott Holden, General Manager

HAZARD	POTENTIAL HARM	WHO MIGHT BE HARMED	RISK *	EXISTING CONTROL MEASURES	RECOMMENDATIONS FURTHER CONTROL MEASURES	RESIDUAL RISK *	RESPONSIBILITY	DUE DATE	COMPLETED DATE
32.1 Slips, trips and falls	Arm, leg, neck head injury	All users	2x5=10	<p>For Camp fire procedure document (rules of participants) available on site and online and these items below highlighted in Leaders building induction:</p> <p>Area is gravel and fire hearth is separated from users by granite set circle</p> <p>Area can be lit by halogen safety light</p> <p>Entrance to camp area is flat grass without step</p> <p>Wood fuel is stored in specific designated area off the grass and outside of fire circle</p>		1x5=5			
32.2 Camp Fire and smoke	Burns, Smoke inhalation Building damage.	All users	2x5=10	<p>Grass kept short and wooden pile (combustibles) are stored 4 metres distance</p> <p>Benches are set 1.5 metres from fire</p> <p>Users of camp fire advised on correct use of Centre exit doors (according to wind speed and direction)</p> <p>Camp fires advised in procedure document to be kept small and hot and use of dry wood fuel to prevent excess smoke</p> <p>Small burns kit available in Centre's own First Aid at reception and kitchen area</p>		1x5=5			

Toxins	Inhalation	All users	2x4=8	Groups are advised to bring only wood fuel without glues (treated wood etc)	1x4=4				
Sharps	Cuts and wounds	All users	2x4=8	Groups are advised to bring wood fuel without nails, tacks or staples	1x4=4				

ASSESSMENT UNDERTAKEN BY: -

Assessors Signature		Authorisers Signature	
Assessors Name	Scott Holden	Authorisers Name	Scott Holden
Date	3/3/14	Date	

REVIEW OF ASSESSMENT

Date	Name and Signature of Reviewer	Outcome of Review
4/6/15	Scott Holden	
21/6/16	Scott Holden	No additional recommendations
2/10/17	Scott Holden	No additional recommendations
8/3/19	Scott Holden	No additional recommendations

General Risk Assessment

ACTIVITY:- <u>Barbeque RA#33</u>	LOCATION: - THE CHELLINGTON CENTRE
RISK ASSESSOR:- Scott Holden, General Manager	

HAZARD	POTENTIAL HARM	WHO MIGHT BE HARMED	Risk *	EXISTING CONTROL MEASURES	REC'DATIONS FURTHER CONTROL MEASURES	RESIDUAL RISK *	RESPONSIBILITY	DUE DATE	COMPLETED DATE
33.1 Slips, trips and falls	Injury to body	All	2x4=8	Paving slabs in immediate area		1x4=4			
33.2 Barbeque Fire and smoke	Burns Smoke inhalation	All users	2x5=10	Leaders are asked if using in the Barbeque it is flagged to leaders the Procedure document (in place) is highlighted		1x5=5			
33.3 Other-damage to land	Additional fires created	All	2x4=8	Grass kept short Fireproof gloves provided Multiple utensils provided		1x4=4			
33.4 Other-food poisoning	Stomach upset, vomiting	All	3x5=15	Groups own leaders' /caterers are recommended to have experience with outdoor cookery and ideally have appropriate food safety/hygiene certs 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 nearby Multiple utensils provided		1x5=5			

				Small plastic beakers provided					
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ASSESSMENT UNDERTAKEN BY: -

Assessors Signature		Authorisers Signature	
Assessors Name	Scott Holden	Authorisers Name	Scott Holden
Date	3/3/14	Date	

REVIEW OF ASSESSMENT

Date	Name and Signature of Reviewer	Outcome of Review
4/6/15	Scott Holden	No additional recommendations
21/6/16	Scott Holden	No additional recommendations
02/10/17	Scott Holden	No additional recommendations
3/8/19		

General Risk Assessment

ACTIVITY: - <u>Games and Camping Field RA#34</u>	LOCATION: - THE CHELLINGTON CENTRE
	RISK ASSESSOR:- Scott Holden, General Manager

HAZARD	POTENTIAL HARM	WHO MIGHT BE HARMED	RISK *	EXISTING CONTROL MEASURES	RECOMMENDATIONS FURTHER CONTROL MEASURES	RESIDUAL RISK *	RESPONSIBILITY	DUE DATE	COMPLETED DATE
34.1 Slips trips and falls	Arm, leg, back, head and neck injury	All users	2x3=6	The grass is mowed regularly and inspected weekly for any rabbit holes etc. Groups are advised during very wet weather the field is not suitable for use (as it can be a little water-logged from pluvial run-off) Rounders and Camping Area is roped-off from main field and groups are advised this area is out-of-bounds	1x3=3				
34.2 Other- stinging, fungi, nettles etc	Rash. Allergic reaction	All users	2x4=8	Growth of flora and hedgerow around field is controlled by periodic cutting and strimming	1x4=4				
34.3 Biohazards and sharps (barbed wire)	cuts	All users	2x4=8	Inspected weekly for litter and detritus. Roped off from direct contact with barbed wire fence separating east side of field (preventing access to/from footpath)		1x4=4	Scott Holden		
34.4 Vulnerable children and adults	safeguarding	All vulnerable users	2x4=8	Staff wear green polo shirts or sweatshirts with logo and name of Centre Staff and Volunteers wear name badges		1x4=4			

34.4 (continued) Vulnerable children and adults				<p>Five bar gate at entranceway of site with provision of padlock and key for group Leader can restrict or prevent vehicle access, leaving long access driveway and site free of un-wanted traffic</p> <p>Perimeter pathway behind a post and rail fence to reduce public access (a Permissive Path)</p> <p>Signage entitled "Please Respect the Privacy of the Users" at drive to prevent unwanted visitors.</p> <p>Leader can choose to close and/or lock five bar gate at entrance driveway</p> <p>Leader can lock with thumb turn all main doors to Centre (without restricting fire escape requirements)</p>					
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ASSESSMENT UNDERTAKEN BY: -

Assessors Signature		Authorisers Signature	
Assessors Name	Scott Holden	Authorisers Name	Scott Holden
Date	21/6/16	Date	

REVIEW OF ASSESSMENT

Date	Name and Signature of Reviewer	Outcome of Review
4/6/15	Scott Holden	
21/6/16	Scott Holden	No additional recommendations
02/10/17	Scott Holden	No additional recommendations
8/3/19	Scott Holden	No additional recommendations

General Risk Assessment

ACTIVITY: COVID-19 Supplement risk assessment undertaken for activities, assessed against the relevant Government COVID-19 Secure guidelines	LOCATION: - THE CHELLINGTON CENTRE
RISK ASSESSOR:- Scott Holden, General Manager	

HAZARD	POTENTIAL HARM	WHO MIGHT BE HARMED	Risk *	EXISTING CONTROL MEASURES	RECOMMENDATIONS FURTHER CONTROL MEASURES	RESIDUAL RISK *	RESPON SIBILITY	DUE DATE	COMPLET ED DATE
Infection from airborne particles	Death or severe illness	All users, staff and volunteers	3x5=15	We have followed government and industry COVID-19 guidelines, ensuring processes are in place to maintain cleanliness and aid social/physical distancing and have 'Ready to Go' certification of compliance Groups are provided in advance with support document for their stay, includes what to do if showing symptoms/signs of illness		1x5=5			
Infection carried from contact with surfaces	Death or severe illness	All users, staff and volunteers	3x5=15	A variety of suitable chemical cleaning products that comply with the BS EN 1276 and EN 13697 standards Hand Sanitiser contactless foam spray is signposted and provided at reception for all guests Hand wash is signposted and provided at all hand sinks Hand Towels and handwash are provided at kitchen hand wash sink point Kitchen rquipment quantities have been reduced to allow thorough and efficient cleaning		1x5=5			

				<p>The Games pack and Soft Archery are not currently available to hire. Table football and table tennis available if requested</p> <p>The payphone, maps, marketing and other non-essential items have been removed from reception Centre</p> <p>Social distancing measures are active and signage is up where appropriate in the Centre</p> <p>Fitted sheet laundered after every overnight stay Laundry temps for bed linen increased</p> <p>Pillows and vinyl mattress protectors removed from use</p>					

ASSESSMENT UNDERTAKEN BY: -

Assessors Signature		Authorisers Signature	Scott Holden
Assessors Name	Scott Holden	Authorisers Name	
Date	1/7/20	Date	

REVIEW OF ASSESSMENT

Date	Name and Signature of Reviewer	Outcome of Review
4/7/2020	Scott Holden	Temporary control measures in place checked.
13/7/2020	Scott Holden	Temporary control measures in place checked. No further action

Section F

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 (4000 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 Chairman and the General 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 Chellington Centre General 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 General 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
- No lone working

Group Leaders Agreement Residential This is a legal requirement of our insurance cover

Chellington Caretaker Phone Contact		Rhonda O'Connor 07572155635 Scott 07970672204	
Best mobile contact of leader			
Booking Ref #		Packages Booked in advance:	
Leader Name		Cleaning package	Leave tidy
Group/Organisation		Media pack	
Date of Arrival		Time:	Games pack
Date of Departure		Time:	Pillow and slip
Note: Please leave used linen in red cases near front door. Leave pillows, duvets (if any) + base covers on beds			

On Arrival: I have received an orientation of the Centre and tour notes within the Leader's Folder. I confirm that I understand the following emergency information:	Your initials
1/ Location of Fire Exits	
2/ Location of fire safety equipment	
3/ Emergency evacuation procedure	
4/ I confirm that I am responsible for passing on the above information to all of the group	
5/ I confirm I am aware of the setting procedure for the Intruder and Fire alarm: and will be responsible for securing the Centre if left unattended	
6/ I confirm I have received a total of <input type="text"/> keys and <input type="text"/> key fobs and will return these before exit	
X	X
...../...../...../...../.....
Leader's Name (printed)	Leader's / Signature
...../...../...../...../.....
Chellington Team Member Name	Chellington Team Member Signature
...../...../...../...../.....

Record for each day:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Your initials
The total number of day visitors for total	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th		
Record for each day:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

The total number of overnight visitors total	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	
I confirm I have returned a total of <input type="text"/> keys and <input type="text"/> key fobs and completed the attached inventory								
..... /...../.....								
.....								
Name (printed) and Leader's / Signature			Date		Chellington Team Member name / Signature			

Inventory Acceptance/ Exit Form

You are asked well before your agreed exit time to check the exit procedure in the Leader's Folder. In brief return all furniture and equipment back as found. Follow waste procedure. Remove all glass brought in from site.

AREA	ARRIVAL: Inspected/ Accepted Leader's Initial	DAMAGES/FAILURES/BREAKAGES (see also our Terms and Conditions)	OUT: Inspected/Accepted By Team Member
	Is the Centre clean and tidy?		Is the Centre tidy?
Reception / Corridor			
Nave Hall			
Nave Hall Bedrooms			
Leaders Bedroom			
Kitchen			
Kitchen equipment			
Winnie Hall Room			

Ibbett Room			
Showers/Toilets			
Cleaning Cupboard			
Gardens and Car Park			

COMPLETE WITH TEAM MEMBER ON EXIT: Any damage, problems, failures or breakages above?

.....

.....
Leader's Name in Block Capitals

.....
Chellington Team Member Name

.....
Leader's Signature **Date**

.....
Chellington Team Member Signature

INTRODUCTION OF THE CHELLINGTON CENTRE'S SAFETY, SECURITY & HOUSEKEEPING FEATURES

Security / Main Door

We advise that whilst in the Centre, you keep the main front and Garden door locked using thumb turn operated by occupants. Chellington staff and volunteers will always have relevant ID badges. All other persons may be referred to our general enquiry number **01234 720726** (on outside of front door) or our 24/7 on-call caretaker (number on pillar at Reception and in your paperwork).

For security reasons, we suggest that you keep the gate near the road at the far end of the driveway closed and bolt thrown, you may also use padlock (key provided at sign in), as you feel appropriate.

Emergencies

Alarm Sounder indicates you must leave the building by nearest exit and go to evacuation sign at top of car park (see also comprehensive advice in 'Emergency Procedure' in the Leaders Folder at Reception)

Emergency Name List

We ask that a name list of everyone in the group should be printed to the notice board by the front door. We normally have spare templates at the back of this Leaders folder if you do not have one.

Intruder Alarm

The intruder alarm will be off when you arrive and will not be set while you are in the building. If you are going out and leaving the Centre unattended you must set the alarm as you leave. You will have been shown how to set this, see instructions from 'INTRUDER ALARM' in the Leaders Folder at Reception.

In each area are CO2 and water extinguishers. If they are removed from the wall a siren will sound, this is NOT connected to the mains Centre fire alarm and can simply be silenced by pushing the grey/silver cable back into the alarm box. This is not a toy it is an anti-tamper device!

Heating

This is on all the time in the cooler months, with the temperature set between 19 and 23 degrees depending on the area and the time of day/night. It cannot be over ridden, so, if a little warm: take off clothes, if a little cool: add layer, contact the Chellington team if really a problem! There is an opportunity in the main hall to turn up, or down the fresh-air system this is found in the far corner of the kitchen, low, medium or high (please note that the heating aspect of the fans is not

operational, it does however recover the heat off the ceiling and push it back down!). If there are any issues please contact the Chellington Team
Chellington's heat and hot water is provisioned through a sophisticated and environmentally responsible air source heat pump. The heating water is fed under the stone floor for heating when required.

Hot Water

The hot water comes from sophisticated air-source equipment. It has an effective 'cascade' hot water tank that compresses the temperature up to 80 degrees and then delivers to the various taps with regulated levels in the bathroom sinks and showers and kitchen hand wash sink regulated around 44^o, to avoid scalding.

With very strong demands in all areas, all at once, it is possible to empty the 600 litre tank. To avoid this, try and spread your use if possible and be careful about your demands as the capture system will take a couple of hours to recover fully. Please try and conserve water, especially hot water.

The hot tap in the kitchen cleaning cupboard and the main kitchen sink are very hot.

Reception / Corridor

The LED ceiling lights can be switched on from the corridor panel and will stay on until you turn them off. 3 of these are movement sensors that come on automatically if somebody walks underneath them.

The outside security garden light can be switched on from the corridor panel and will stay on until you turn it off.

The large Green cupboard marked "Kitchen Equipment" contains large cooking pots and pans. Please keep this cupboard clean and tidy and leave as found.

The large green cupboard next to the Kitchen Equipment is the Games Cupboard and if you have booked this, you should have been given a separate key for this cupboard.

The large Green cupboard marked "Cleaning Cupboard" contains all you will need for accidental spillages and any cleaning support/ back-up you may require. We do keep a key for this if needed, please ask at arrival.

COSHH: There is a COSHH list in the Leaders Folder at Reception

Toilet and Showers

All bathroom lights are on motion sensors.

Both the Boys and Girls have three toilet cubicles and two shower cubicles. The hot water in the showers is set to prevent scalding and ensure optimum comfort and that the maximum number of people can shower one after another. The hot water in the sinks is also regulated to prevent scalding.

Disabled access toilet may be used as a leader's bathroom if this is suitable to your group needs. If you do not wish your group to have access to this room, there is a key to request and add to the Leader's key ring. The shower can be cold or hot depending on the setting you choose.

The accessible toilet and walk-in shower have a pull cord for emergencies. If this cord is pulled the light outside the door will flash and there is a buzzer. This can be reset by pushing the reset button on the right hand of the sink. This is not a toy.

Bedrooms

Please ensure that the ladders are attached before the bunks are used. Some legs appear to be too short, they will make contact with the ground as soon as weight is put on the top bunk.

For your groups comfort and convenience, for ease bed we supply pillows and mattress protectors, please keep these on the bed during and after use.

We supply a cotton pillow slip, found near the Main Hall light panel, please ensure each overnight guests puts their slip pver the pillow and removes it before exit into the large red bags in reception.

We can supply full bed linen sets, please keep these on the bed during and after use.

There is a key for Sparrowhawk bedroom. Please ask a Chellington Staff Member should you require this.

Each bed has its own light. There are two over ride switches for the bed lights in the kitchen above the fridge (green light indicates 'on').

Please ask your group not to climb over any bedroom partition, or sit on the top carcass of the bunk cupboards. They are not designed for this and can disturb the next bunk room.

Ibbett Room

The Fire Door is not alarmed if opened but please ensure properly locked if not in use. Please note that if you go out of this door and it closes you will not be able to open it again from the outside.

The inner door is a fire compartment door and is never to be pegged open.

Please ensure all lounge chairs are repositioned against the window after use. The blind over the fire door must always be in the 'up' position when the room is without a Leader in attendance to allow the door to be used in any emergency. Also, be careful, in this smaller room, not to block the emergency exit or fire safety equipment with chairs and equipment.

Winnie Hall Room

Group leader needs to ensure that groups do not climb on the window sill. Please also note that the doors swing open both ways and caution is required when using them. In the winter, you may wish to close the glass doors as the room can be cooler than the main hall. Light switch is inside room on left hand side.

Kitchen

The Hot water urn- before your arrival it will have been switched on at the wall to heat up, provides instant boiling water on demand. Turn off before lights out or when out of the building.

The plate and food warmer surfaces, if used, can get very hot, especially the top surface. Close the hatch which is directly behind it.

The hot water tap in the kitchen sink is very hot. Hand wash sink is regulated to around 44°

Dish polisher-- Please find instructions for this in the kitchen manual. It is fairly straight forward, but you must read the instructions first. It takes about 20 minutes to warm-up before use. Please note that the dish polisher uses the same water for each cycle, so scrape or rinse everything that has food debris or you will not get satisfactory results. The chemicals are drawn automatically so you do not need tablets. Instructions for emptying this at the end of the session must be followed. We may make a charge if you do not empty this before exit. Power off to empty. Leave off when not in use or out of the building.

Oven – a commercial double door, twin fan oven. Use only soft clothes and products supplied to wipe around after each meal prep. Please switch off at the wall when not in use.

Spillages are to be mopped up immediately, especially sugar/fat food or drink products, use yellow-coded equipment available from the cleaning cupboard. Note: For more information see 'Kitchen Information' Folder found in kitchen near main sink.

There are overhead LED lights and lower level under cupboard LEDs.

We do keep a key if needed, please ask at arrival or in advance

Recycling and Waste:

See further comprehensive advise in Leaders Folder, Kitchen Folder or Main Hall notice board.

Main Hall (Lights/Tables/Chairs)

Light panel: located in hall, near to main corridor. LED lighting which also has dimmers -above main panel. Bedroom override switch in kitchen above fridge (x2 green lights).

Tables and chairs can be moved easily using their trolleys, using the kicker locks at chuck head before unloading.

Please stack tables into the trolley in one direction and without the two, small, green tables.

Tables should always be wiped before putting away (using Coshh eco-products available from the cleaning cupboard).

Please stack chairs fanning outwards, eight or nine on each side with the blue pads facing inwards. Floor spillages are to be mopped up immediately.

Vehicles

There is a site speed limit of 5mph. Be cautious for vehicles arriving/departing along single-track access driveway. Please note the Car park is not a designated play area, unless roped-off for activity or if you have chosen to isolate vehicles by closing/ padlocking the gate at top of driveway with key provided.

Outside Space / Exterior Lighting

Exterior and car park lights should come on automatically at dusk until just before midnight. If this does not happen you can hit a plunger timing switch, found opposite the Sparrowhawk room in the corridor and this will switch on the car park and other areas for 15 minutes each time. The light switch for the rear garden (the fire pit area) is beneath the notice boards in Reception, note: this will need to be turned off again as not a movement sensor or on a timer. All other outside lights are on movement sensors for emergency and safety, except one small light at old entrance which is on all night but should not disturb you.

Please ensure your group keep out of the pea-gravel/ graveyard area, this is on grounds of respect as well as Health and Safety as some of the grave stones in this area may be slippery or wobbly (they are not moss-treated as are the paths around the Centre).

BBQ and Campfire

If you wish to use the Campfire or Barbeque you need to let the Chellington Team know at check-in or in writing in advance (the grills may be locked away). Read and understand the relevant procedure sheet, found in the Leaders folder at Reception.

Usually we are given wood by local farmers for groups to support the campfire activity, this can be found in between the Scots Pines by the fire, or at the bottom end of the car park- please use moderately with consideration for others to follow. There is further advise if you are planning to bring your own firewood, please see online or in the Leaders Folder at Reception.

Adjacent Fields, Footpaths, Rivers and Around

Public footpaths can be accessed directly from the site and followed using several Chellington-centralised O.S. maps and booklets found at reception.

Care should be exercised when using elevated stile on east boundary wall.

Please advise your group, that due to the rural location all should be vigilant for uneven ground, barbwire and barbwire fences, stinging nettles and thistles etc and water, in particular the nearby river. It is not recommended for swimming.

March-November: cattle herd may be grazing. Although normally friendly, use due caution- keeping as one group and walking normally over designated footpaths. Individuals should never approach cattle and never taunt/ shout or chase them.

We have an updated "What's On" which lists all the nearby amenities and activities within a 25 miles or so radius. You can download this from our website www.chellington.org

Valuables

We can provide you with a small lockable cupboard and provide a key if needed, or there is a key for the secure, Sparrowhawk bedroom, please ask at arrival or request in advance. We accept no responsibility whatsoever for any loss of personal belongings during your stay.

Further Information / Downloads from our website www.chellington.org

Got to: <http://www.chellington.org/useful-documents/> Find various useful resources, 'What to Bring'; 'What we Provide'; Media Package list; Games Package list; Treasure Hunt (outdoors); Treasure Hunt (indoors); Coshh lists; Risk Assessments; Procedures for camp fire and barbeque use; The adjacent Country Park; Accessibility Plan; Our current Terms and Conditions (supplied at time of booking)

ACCIDENT REPORT FORM

Name of Property: The Chellington Centre
 The Address:

The Chellington Centre,
 Felmersham Road,
 Carlton,
 Bedfordshire,
 MK43 7NA.

This form must be used for the recording of all accidents, injuries and dangerous occurrences 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.

The form should be completed as soon as possible after the occurrence. Whenever possible, the description of the accident should be completed by the injured person. All details should then be checked by the General Manager

If there were any witnesses to the accident they should complete witness statements as soon as possible after the occurrence. Provision for these statements is provided overleaf.

This section to be completed by the injured person or person involved in the incident

Full name of person injured

Home address

Date of Birth

Tick appropriate box Employee Volunteer Visitor
 Young person

Date of Occurrence Time of Occurrence

Place of Occurrence

Full description of the accident circumstances, including a description of any apparatus or equipment involved

.....

This section to be completed by the General Manager

If Employee/Volunteer:

1. State nature of employment

2. Was she/he on or off duty at the time

3. If on duty did she/he after the occurrence continue to work or go off duty

4. If she/he went off duty at what time and for how long

I/we confirm that as far as I am/we are aware the above details including the description of the accident are true and complete.

Signed Print Name

Position Date

Any apparatus or equipment involved must be retained for inspection.

Statement by Witness 1:

.....

Signed Date:

Statement by Witness 2:

.....

Signed Date: