

**VAUXHALL CHRISTIAN TRUST**

**VAUXHALL FARM,**

**GREAT WENHAM,**

**COLCHESTER.**

**CO7 6QQ.**

# **HEALTH AND SAFETY GUIDE**

**2013**

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## **General.**

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

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

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

**First Aid.** Each Group should have at least one person who has a current First Aid certificate. If a doctor is required at any time, the nearest doctor's surgery and hospital, with telephone number, is listed in the folder that is kept in the back room of the kitchen complex.

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

**Child Protection Policy** – Our policy can be seen on our web site at [www.vauxhallchristiantrust.org.uk](http://www.vauxhallchristiantrust.org.uk). All leaders must have had a CRB check, (now DBS), and be familiar with our policy in case an incident occurs. It is highly recommended that each group has its own child protection policy.

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

**Campsite Managers** – You will be welcomed by either Mr Ivan Fenning or his sister Mrs Mary Harpur, (who like to be known as Ivan & Mary), or one of the other trustees, on your arrival.

They will answer questions, and give you the keys to the various buildings. You should find the campsite clean and tidy, and we request that you leave it as you find it. The campsite managers are available if you have any problems, but please do not call on them unnecessarily.

**As the trust does not employ anyone on a full time basis, we do not require a Health & Safety Policy. This Guide is for the help and benefit of everyone, and it is the desire of the trustees that no accidents occur while groups are on the campsite. We wish a happy and fulfilling stay that every one will enjoy.**

**Risk Assessment for Vauxhall Christian Trust**

Place..... **Large Marquee**.....

<b>List Hazard</b>	<b>List of people at risk</b>	<b>List of controls &amp; Action</b>	<b>Review</b>
Trailing Electric Cables	all	<b>All leaders</b> involved to make sure cables are kept to the side of the marquee	
Stakes Holding Guy ropes	All	<b>Leaders</b> to make sure all stakes are clearly marked and protected so that no one is injured.	Annual check by <b>VCT site manager</b>
<i>Any electrical Electrical equipment</i>		<i>To be PAT tested by qualified person</i>	<i>Annual check.</i>

**Risk Assessment for Vauxhall Christian Trust**

Place .....**Dining Room**.....

<b>List Hazard</b>	<b>List of people at risk</b>	<b>List of controls &amp; action</b>	<b>Review</b>
Fire	every one using the dining room	<b>Site Manager to make</b> sure smoke detectors are working, and fire extinguishers are in place . Replace batteries at the beginning of the camp year. Ensure that no doors are locked when using the dining room	Annual check & service.
Water Spillage	everyone using the dining room.	Ensure water spillage is properly cleaned up. Yellow warning signs to be put in place where appropriate.	
<i>Electrical Equipment</i>	<i>All</i>	<i>To be PAT tested by qualified person</i>	<i>Annual check</i>

**Risk Assessment for Vauxhall Christian Trust.**Place... **Five Cabins**.....

<b>List Hazard</b>	<b>List of people at risk</b>	<b>List of controls &amp; actions</b>	<b>Review.</b>
Fire	those sleeping in the cabins	Smoke detectors to have new batteries at the beginning of each camping season. Fire extinguishers to be available nearby.	Annual
Ladder to Top bunks	those in cabins	Annual check to make sure the ladder is safe.	Annual
Electric Fire	those in cabins	Ensure fireguard is in place. Check for safe wiring. <i>PAT test</i>	Annual <i>Annual</i>
Top Bunks	Under 7's	No child under seven to be Allowed on the top bunk.	

**Risk Assessment for Vauxhall Christian Trust**

Place.....**Lake**.....

<b>List Hazard</b>	<b>List of people at risk</b>	<b>List of control &amp; actions</b>	<b>Review.</b>
Drowning	All campers	Maintain fence around the Lake. Keep gates secure from very young people. Keep Lifebelt available at all times. Each camp should have at least one life saver.	Annual
Water Activities	Those engaged In such activities	Any water activities must be supervised by only qualified staff who have professional qualifications. All must wear appropriate safety equipment. All equipment must be checked before use to ensure it is in good order.	
Weil's Disease	Those who are in contact with the lake water.	Anyone who has cuts or abrasions to cover with waterproof plasters. before going on the lake. If any one falls into the water – to thoroughly wash afterwards. Pest Control officer to visit regularly to check for rats. No livestock to enter the water. No dogs to enter the water.	

Camp  
Manager

**Risk Assessment for Vauxhall Christian Trust**

Place... **Games Room**.....

<b>List Hazard</b>	<b>List of people at risk</b>	<b>List of control &amp; actions</b>	<b>Review</b>
Pool Table & Table football table	People trying to move it	Only adults to attempt this, and then more than one person. Use the trolley provided, ensure it is level and safe after moving.	
Laundry Area	any person entering this area	Keep locked at all times, except when leaders present to make use of the facilities.	
Laundry Equipment	senior staff	Carry out check for safe use. Electrical equipment to have Annual <b>PAT</b> check.	Annual
Smoke Detector	All	Change battery every year	Annual



## Risk Assessment for Vauxhall Christian Trust

### Place...Swimming pool

List Hazard	List of people at risk	List of control & actions	Review
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Drowning	all swimmers and spectators	Changing room doors to be locked at all times – except when swimming is in progress. A competent swimmer or life saver to be present at all times when swimming takes place. Observe all the rules displayed in the pool area. Life saving belt to be kept in the pool at all times. The pool cover to be removed before swimming takes place. Ensure that all swimmers have left the pool area before locking up.	
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*No swimming in the pool with all your clothes on, as this damages the filters in the pool.*

Chlorine	please see page 11 & page 18 re swimming pool pump room.		
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### Risk Assessment for Vauxhall Christian Trust.

Place.....Kitchen.....

List Hazard	list of people at risk	List of control and actions	Review
Food	all	Only adults allowed in the kitchen. At least one person to have the Basic Food Hygiene Certificate. All food to be checked when unpacking to make sure it is not out of date.	
Cookers	kitchen staff	The hot plates of the cooker must not be cleaned with water, just a damp cloth.	Annual
Hot Water Boiler	kitchen staff	Take care when using this appliance – the water is very hot.	Annual
Refrigerators Freezers	Kitchen staff	Check daily they are functioning properly, reading the temperatures to ensure they are correct for the appliance <i>and recorded</i> .	Annual
Knives Dishwasher Detergent	kitchen staff	Keep sharp knives out of sight or reach of children. Make sure that the containers are securely closed at all times.	
Waste Food	kitchen staff	Remove all waste food daily and dispose in refuse bins provided.	
All of the above.	children	Do not allow children access to the Kitchen or food preparation area	
Water Spillage	kitchen staff	Ensure water spillage is cleaned up . Yellow warning signs are in place as Appropriate.	
<i>Electrical Equipment</i>	<i>Kitchen staff</i>	<i>PAT test to be carried out by</i>	<i>Annual</i>
Smoke Detector	kitchen staff	Replace battery each year.	Annual

**Risk Assessment for Vauxhall Christian Trust****Place – Caravan.**

<b>Hazard</b>	<b>List of people at risk</b>	<b>List of control and actions</b>	<b>Review.</b>
Electric Wiring & equipment	occupants of caravan	Check safety of electric wiring, repair where necessary. <i>PAT test.</i>	Annual <i>Annual</i>
Step	occupants of caravan	Make sure that the step for the caravan is in place before entering and leaving.	
Smoke Detector	occupants of Caravan	Replace battery each year	Annual

**Risk Assessment for Vauxhall Christian Trust**

**Place – Pond**

<b>Hazard</b>	<b>List of persons at risk</b>	<b>List of control &amp; actions</b>	<b>Review</b>
Pond	all campers and visitors	Maintain the fence in good order to prevent anyone falling in.	Annual

**Risk Assessment for Vauxhall Christian Trust**

**Place – Pump room for swimming pool**

<b>Hazard</b>	<b>List of persons at risk</b>	<b>List of control and actions</b>	<b>Review.</b>
Chlorine	All swimmers	The pump room to be kept securely locked at all times. Only Mr John Willson & Mr David Carron, or persons appointed by the Trust, to be allowed entry. They will carry out tests of the water and add chlorine to the water system in the pump house to bring the amount of chlorine needed up to the correct level. They will observe all correct procedures for handling chlorine, and keep containers securely closed. Amounts added and temperatures of the water to be recorded.	Weekly or Daily as appropriate

See also page 18.

### Risk Assessment for Vauxhall Christian Trust

#### Place – Bell tents

<b>Hazard</b>	<b>List of people at risk</b>	<b>List of control and actions</b>	<b>Review</b>
Poles	Those erecting the tents	Take care when erecting the tents that other persons are not near you while putting poles into position.	
Tent pegs	occupants of tents	Inform all sleeping in tents to Keep well clear of the tent pegs. If possible mark the tent pegs so that they are clearly visible.	

**Risk Assessment for Vauxhall Christian Trust**

**Place – Activities**

<b>Hazard</b>	<b>List of people at Risk</b>	<b>List of controls &amp; actions</b>	<b>Review.</b>
Games & Activities	all participants	All games should be organised by a competent leader. Activities such as archery, canoeing and cycling, must have a fully qualified person in charge. He/she must be able to produce on request their certificates and insurance to cover their sport.	
		All groups must have their own Public Liability Insurance for the activity in which they are participating.	
Equipment	Users of equipment	All equipment must be inspected each time prior to use to make sure that it is fit for the intended purpose. Damaged or unfit equipment must not be used.	

**Risk Assessment Vauxhall Christian Trust.**

**Place - Toilets and Showers.**

<b>Hazard</b>	<b>List of people at risk</b>	<b>List of controls and actions</b>	<b>Review</b>
Cleaning Materials	Users of toilets & showers.	All chemical cleaning containers to be securely closed after use. Toilets and showers to be thoroughly cleaned daily.	
Electrical Fixtures Fittings.	Users of toilets & showers.	All electrical fixtures and Fittings to be <i><b>PAT tested by. Qualified person</b></i>	Annual
Floor slips	Users of toilets & showers	Ensure water spillage is properly cleared. Yellow warning signs to be in place when appropriate.	
Fire Alarm system	All	Using key provided test the system, And record monthly.	



**Risk Assessment for Vauxhall Christian Trust.**

**Place – Tuck shop.**

<b>Hazard</b>	<b>List of people at risk</b>	<b>List of control and actions</b>	<b>Review</b>
Food	those purchasing goods	The Tuck shop to be run by a responsible person. All goods sold must be checked for “sell by” date. Those out of date to be disposed of. Temperature of refrigerator to be checked daily to ensure contents are kept at the correct temperature. Record temperature.	
Refrigerator		To have an annual <i>PAT</i> check for Safety by <i>qualified person</i>	

**Risk Assessment for Vauxhall Christian Trust.****Place – Farm & Farm Buildings**

<b>Risk</b>	<b>List of persons at risk</b>	<b>List of control &amp; actions</b>	<b>Review</b>
Farm Tractors	Those on the campsite	Warn each new group that opposite the campsite is a working farm, and to take care and keep well away from the tractors and forklifts. This area is out of bounds to campers.	
Horses	Those on the Campsite	Tell campers that horses pass by on the bridle way opposite the camp field. Tell them to keep well clear of the horses and not to frighten them. All pets to be kept under control. Some members of the public may be walking dogs along the bridle way. Warn campers about this.	

## Notes

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

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

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

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

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

The Trust will take all reasonably practical steps to meet obligations and ensure the following.

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

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

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