

Health & Safety Manual

for Vauxhall Christian Trust

Campsite:
Vauxhall Farm,
Great Wenham,
Colchester,
Essex.
CO7 6FJ

Chairman: Andrew Horrex

Welcome to Vauxhall Christian Trust campsite. The following is a Health & Safety Manual, which supports Vauxhall Christian Trust's current Health & Safety Guide.

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

Those organising holidays have a general duty to;

- Take care of themselves and others in their care.
- Not to undertake silly or reckless behaviour.
- To ensure all in your group do not undertake silly or reckless behaviour.
- To ensure all in your group are aware of their responsibilities.
- To comply with the Vauxhall Christian Trust's Rules & Regulations.
- Not to tamper with safety equipment.
- To cooperate with the Managers of Vauxhall Christian Trust.

FIRE.

Preventing fire

- No smoking is allowed anywhere on the premises.
- Do not cover heaters, electrical equipment or sources of heat.
- Ensure that you switch off all electrical equipment when not in use.
Ensure paper and other waste materials are kept to a minimum and regularly remove from the buildings.

It is also important to ensure that you know:

- The numbers and names of all those in your group at all times. Ensuring particularly during an evacuation that you have these with you.
- Those responsible for Disabled People, those with Special Needs, including Partially Sighted or Impaired Hearing, must have procedures in place to assist with their Emergency Evacuation should it be necessary during their stay.
- How to get every one out of the buildings safely.
- Where the assembly point is. (***on the grass in front of the dining room***)
- Ensure that, any day visitors are also made aware of their responsibilities.
- ***Test smoke detectors on arrival at the campsite. These are found in the kitchen, dining room, 5 chalets, games room, caravan, & showers.***

FIRST AID

- Ensure the names of the first aider/s on duty, are displayed on the notice board, and ensure you supply your own first aid box, and that your group are aware of its location.
- If you have individuals attending the campsite with complaints or illnesses, which may impair their normal function, make sure that you know about the condition and what is needed in an emergency prior to their stay. You are responsible for carrying out specific Risk Assessments if you consider it necessary. Those responsible for Disabled People or those with Special Needs including Partially Sighted or Impaired Hearing, must have procedures in place to assist with their care during their stay

REPORTING ACCIDENTS.

- It is important that accidents/incidents are reported to the Campsite manager, as soon as possible after the event. This is to ensure that similar accidents/incidents can be prevented elsewhere and that Vauxhall Christian Trust can meet its legal duties. It also ensures that you have been seen to act correctly. Please ensure that accident/incident is recorded in the campsite Accident/Incident Record Book.
- **If any child or person is sent to hospital for treatment, the local authority must be informed. Please contact the Health & Safety Officer at Babergh District Council, Corks Lane, Hadleigh.**

Exposure to chemicals and substances.

To reduce risks at the campsite, chemical and substance exposure is assessed under the Control of Substances Hazardous to Health Regulations 1999 (COSHH) for short.

COSHH looks at:

- Stored
- Used
- Manufactured
- Disposed of
- Given off as a by product.

Vauxhall Christian Trust will seek to undertake comprehensive COSHH assessments and then implement the appropriate controls and procedures to reduce exposure and ensure the safety of all who come in contact with harmful substances.

Before you use any substance or chemical, you must seek guidance on the safe use of such. You must not use your own substances with potential risks that have not been assessed.

GENERAL

It is the policy of Vauxhall Christian Trust that its operations are executed at all times in such a way as to ensure, so far as is reasonably practicable, the health and safety and welfare of all its leaders, campers and visitors to the site.

Leaders, campers and visitors also have a duty to cooperate in these objectives by observing Campsite Rules and Procedures by operating in a safe manner so as not to endanger themselves or other campsite users. All equipment and facilities must be used in such a manner so as not to create a risk to campsite users.

Our Health & Safety Guide is kept in the file in the food preparation area of the kitchen. Please read through this so that you are fully aware of all its instructions for health and safety.