

Health and safety policy

This is the statement of general policy and arrangements for:

Wharfedale District Scout Council particularly

Curly Hill Campsite and Centre
114 Curly Hill, Ilkley, LS29 0AA

and Wharfedale Scout Water Activities Centre
Reva Reservoir, Bingley Road, Hawkesworth,
Guiseley, Leeds, LS20 8PW

Overall and final responsibility for health and safety is that of:

Chairman of WDSC

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Lead Warden, Curly Hill
Centre Principal, Reva

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work and other activities on the site	Lead warden Curly Hill and Centre Principal Reva User leaders	WDSC will endeavour as far as is RP to provide safe premises and safe sites. User leaders are responsible for observing site rules and procedures. They are responsible for members of their own groups and their activities they carry out on the premises, including making their own risk assessments when appropriate.
To provide adequate training to ensure volunteers are competent to do their work	Lead warden & Centre Principal User leaders	The Lead Warden and Centre Principal should satisfy themselves that the volunteers carrying out work have appropriate skill and if necessary supervision for the jobs in hand. Should apply these arrangements to persons in their charge.
To engage and consult with volunteers on day-to-day health and safety conditions and provide advice and supervision on occupational health	Lead and other wardens Centre Principal and other instructors	Relevant Scout Factsheets are attached to this policy to enable volunteers and users to follow national guidance.
To implement emergency procedures - evacuation in case of fire or other significant incident .	Lead warden & Centre Principal and user leaders	See separate Fire Safety Risk Assessment, Fire Notice and associated record.

To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Lead warden & Centre Principal Users' leaders for their own food preparation	<p>At Curly Hill: The main potential hazards giving rise to significant risk to users and volunteers carrying out work are identified as:- Gas equipment Electrical installation and equipment Maintenance equipment and its use Substances stored and used Condition of grounds – paths, trees, steps, outdoor fire, rabbit holes Equipment, facilities and methods used for food preparation. <i>These hazards are analysed in the Risk Assessment appended.</i></p> <p>At Reva: <i>See the separate subsidiary safety policy, hazard identification and risk assessment appended. These also deal in detail with water activities at Reva.</i></p>
Where specific trades skills are required and people employed to carry out work in the buildings or on the site, their competence is assessed	Lead warden & Centre Principal	Appropriate certification is required to be produced prior to work commencing.

Health and safety law poster is displayed:	Does not apply – no employees.		
<p>First-aid box and accident book are located:</p> <p>Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)</p>	<p>At Curly Hill: In the Centre boiler room.</p> <p>At Reva: In the Kitchen area – see detailed arrangements in the Reva Safety Policy Statement</p> <p>The Lead Warden or duty Warden or Centre Principal as appropriate should be advised of any significant accident – as soon as possible if a hospital visit is involved.</p> <p>The District Commissioner or the District Secretary will assist with reporting to HQ if this is required by our instructions.</p>		
Signed: <i>Mike Roberts</i>	Chairman	Date:	18 March 2014
Subject to review, monitoring and revision by:	Secretary	Every:	Twelve months or sooner if work activity changes

Note 1: <http://www.communities.gov.uk/fire/firesafety/firesafetylaw/>

Note 2: www.hse.gov.uk/riddor

Organisation name: Wharfedale District Scout Council – Curly Hill Campsite:

A separate RA is attached for Reva Water Activity Centre

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Condition of hall and all rooms	Visitors if fixtures and fittings are worn or damaged	Lead warden/duty wardens inspect fixed equipment weekly and induct visitor leaders on arrival	Advise visitors of any ongoing conditions. Take note of/arrange appropriate action arising from comments on end of visit check sheet s.	Duty warden Lead warden	Weekly	
Condition of grounds: 1) wet/dry ground condition, 2) paths, steps, fences and trees 3) rabbit & mole holes	Visitors may be injured if ground excessively slippery Visitors if paths, steps or trees are in poor condition. Issues may arise from unauthorised access or egress from damaged fencing. Danger to all legs from entering holes or from tripping.	Lead warden/duty wardens inspect grounds weekly	Advise visitors of any ongoing conditions. Take note of/arrange appropriate action arising from comments on end of visit check sheet s. Lead warden to arrange for remedial work identified to be carried out.	Duty warden Lead warden	Weekly Ongoing	
Slips and trips	Volunteer wardens and visitors may be injured if they trip over objects or slip on spillages	We carry out general good housekeeping. All areas are well lit including steps to the building. There are no trailing leads or cables. Volunteers keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, premises cleaned after each let/use. Users to observe similar good standards during their periods of occupation.	Good standards of housekeeping are needed in hall kitchen and washing rooms, eg on spills, by all users.	All wardens & user leaders, to monitor	Ongoing	
Gas equipment	Visitors and wardens in the event of malfunction	Annual gas safety check of appliances Carbon monoxide detectors are installed in the kitchen & boiler room	Display current gas safety certificate CO detectors are to be tested according to the instructions supplied with them.	Lead warden	Annually Periodically	
Portable electrical equipment	Visitors and wardens in the event of malfunction	Annual PAT electrical equipment safety check	Display current test certificate on appliances	Lead warden	Annually	
Equipment, facilities and methods used for food preparation.	Visitors	Duty warden identifies/advises re specific instructions for fixed equipment.	Take note of/arrange appropriate action arising from comments on end of visit check sheet s.	Visitors during hire. Wardens post	Ongoing Weekly	

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		Users to apply normal standards of care in use.		hire.		
<p>Maintenance equipment:</p> <p>1) <i>in the hall building:</i></p> <p>Domestic cleaning equipment & vacuums</p> <p>2) <i>in wardens' store</i></p> <p>On site work equipment</p> <p>Off site equipment for activities: cooking and camp kitchen equipment</p> <p>and in the</p> <p>3) <i>flammables/equipment hut.</i></p> <p>A grass mower, a strimmer, a shredder. Also heavy hand tools: lump hammer, pick axe, crow bar and bow saw.</p>	<p>Visitors</p> <p>Wardens if normal product instructions/ precautions are not followed</p> <p>SASU</p> <p>Wardens</p>	<p><i>Visitors have no access to the wardens' storeroom or the external metal hut.</i></p> <p>Duty warden points out specific user equipment and gives any necessary instructions.</p> <p>Maintenance items include plumbing and electrical as well as basic consumable hardware items. Assorted hand tools are kept available for use on site. For particular or specific jobs wardens may bring their own specialist tools. Portable electrical equipment is PAT tested as above. Metal extension ladders are stored in this room. Records & log books of serviced equipment are stored in a filing cabinet.</p> <p>SASU members supervise & maintain these items.</p> <p>The equipment in the hut is only used when more than one warden or other authorised person is on site and not when visitors are present, unless in special circumstances, when the visitors permission is sought first and segregation arrangements made.</p>	<p>Weekly check on condition</p> <p>Wardens are advised to follow precautionary instructions and, if so advised, use appropriate personal protection which is available.</p> <p>The individual is responsible for observing specified precautions.</p> <p>Use/risk is assessed for each job at height.</p> <p>Assessment required for each on activity site.</p> <p>Lead or duty warden to satisfy himself that volunteers have experience/training appropriate to the job in hand.</p> <p>Review periodically condition and maintenance according to degree of use of individual items.</p>	<p>Users & wardens</p> <p>Wardens under lead warden</p> <p>SASU team leader</p> <p>Lead warden</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Each use occasion</p> <p>Ongoing</p>	
<p><i>Substances stored and used in</i></p> <p>1) <i>wardens' store</i></p> <p>Cleaning materials</p>	<p>Wardens if normal product instructions/ precautions are not followed</p>	<p><i>Visitors have no access to the wardens' storeroom or the locked external metal hut.</i></p> <p>All cleaning products are of 'domestic' quality and are kept in original containers with the supplied instructions for use.</p>	<p>Wardens are advised to follow precautionary instructions and, if so advised, use appropriate personal protection which is available.</p>	<p>Wardens under lead warden</p>	<p>Ongoing</p>	

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<p>Paints and decorating materials</p> <p>2) <i>flammables/equipment hut.</i> Highly flammables eg petrol are kept in appropriate containers in this store</p> <p>3) <i>liquid gas bottle store</i></p>	<p>Wardens</p> <p>Users and visitors</p> <p>Users and visitors</p>	<p>Most of these are 'domestic' grade substances of low or nil flammability. General use guidance on the individual products is followed. Specified precautions are followed for the flame retardant varnish.</p> <p>The hut is signed with standard warning signs.</p> <p>The gas bottles are kept in two metal gas containers specially designed for that purpose. They are sited adjoining the metal hut and are kept locked. Use is by SASU normally offsite.</p>	<p>Check storage condition each time the hut is opened/closed.</p> <p>Keep under observation. SASU to manage off site transport & use.</p>	<p>Wardens & SASU</p>	<p>Ongoing & prior to transport off site</p>	