



## Earleywood Scout Campsite

### HEALTH AND SAFETY PLAN



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## Sign Off

Bookings Director	Name: Andy Gorham	Date: 18/2/24
Facilities Director	Name: Paul Stockham	Date: 18/2/24
Activities Director	Name: Ben Shirvill	Date: 18/2/24
Health & Safety Director	Name: Derek Salter	Date: 24/2/24
Chairperson	Name: Sam Winterson	Date: 23/6/24

## Version Control

Issue	Date	Change	Signed
Draft	11.03.21	N/A	Derek Salter
Final version	18.05.21		Derek Salter
Reviewed	20.07.21	Converted to Google	Sam Winterson
Approved	01.07.23	Signed off	Sam Winterson
Version Feb 24	24.02.24	Numerous	Derek Salter
Version Feb 25	15.02.25	Numerous	Derek Salter
Version Feb 26	06.03.26	Numerous	Derek Salter

**Next Review: January 2027**

## Benefits

This health & safety plan sets out the principles for the positive management of health & safety on the site located at Earleywood Scout Centre Bagshot Road, Sunningdale, Berkshire SL5 9JP. It incorporates & develops the health and safety information in order to establish arrangements that will avoid accidents and promote a safe and healthy working environment.

The plan will be reviewed on a regular basis and updated as required by the Earleywood Management Board (“**EMB**”).

This health & safety plan details the control measures, general and administrative procedures & emergency response procedures.

The benefits of this health & safety plan should deliver:

Reduction in accidents	In other words, less pain and suffering for people.
Better communication	Earleywood Management Board and those booking or working on the camp site will be more informed and educated about correct procedures.
Increased profit	A reduction in the number of accidents will improve our ‘bottom line.’ Accidents cost money and nobody wants to book a campsite with a poor safety record, not that we have one, we don’t want to get one!
More efficient	Projects and campsite will operate more efficiently. In other words, people will have a better idea of what they are doing and be more efficient.
Sleep easier	Less stress and sleep easier knowing we have put procedures in place and are doing the right thing.

## **Regulations** (change from time to time)

Earleywood Management Board shall comply with the regulations, some of which are listed below.

Should we receive a statutory inspection or requests for information on these regulations, we will fully support and provide the necessary resources available to progress them to a satisfactory conclusion by the relevant competent persons.

### The Scout Association

- <https://www.scouts.org.uk/about-us/policy/>
- <https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/>

### Laws & Regulations

- The Management of Health and Safety at Work Regulations 1999.  
<https://www.legislation.gov.uk/ukxi/1999/3242/contents/made>
- The Workplace (Health, Safety and Welfare) Regulations 1992.  
<https://www.hse.gov.uk/pubns/books/l24.htm>
- The Health and Safety (Display Screen Equipment) Regulations 1992.  
<https://www.hse.gov.uk/msd/dse/>
- The Personal Protective Equipment at Work Regulations 1992.  
<https://www.hse.gov.uk/toolbox/ppe.htm>
- The Manual Handling Operations Regulations 1992.  
<https://www.hse.gov.uk/msd/backpain/employers/mhor.htm>
- The Health and Safety (First-Aid) Regulations 1981. Guidance on Regulation  
<https://www.hse.gov.uk/pubns/priced/l74.pdf>
- Fire safety in the workplace <https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments>

## Policy

Earleywood Management Board consists of more than five Directors/members and therefore are legally required to have a written Health and Safety Policy, signed and dated by our Chairperson.

Earleywood Management Board is committed to the reduction and prevention of incidents and has published a separate Health & Safety Policy demonstrating the commitment to provide a safe and healthy environment for its employees, voluntary staff, visitors and contractors visiting the site.

The Health & Safety Policy covers these key areas:

- Management
- Identification of hazards
- Training
- Reports

The Health and Safety Policy is reviewed at regular periodic timelines.

# Management

## Earleywood Management Board

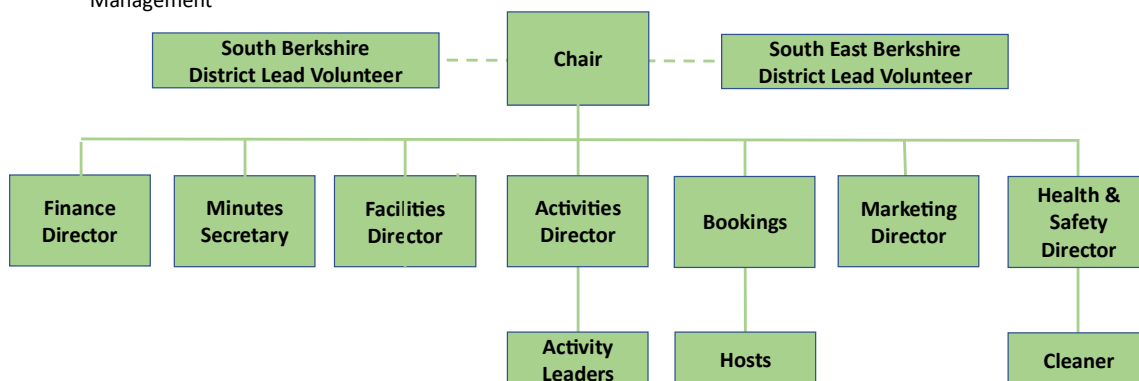


## Health & Safety



Health & Safety Plan

Management



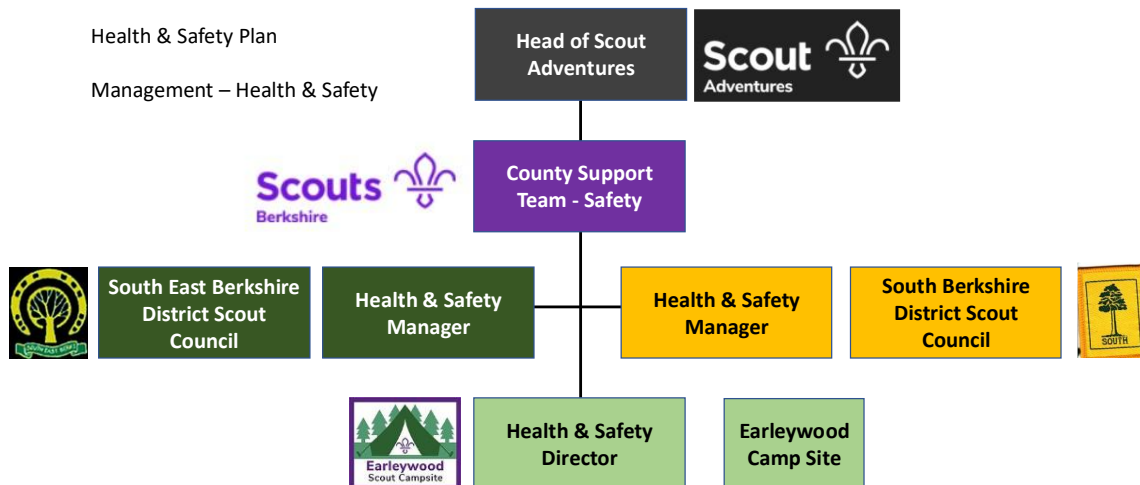
## Responsibilities

Chairperson		
Responsibility overall for the implementation of health & safety		
Property Facilities Construction	Director of Facilities	Responsible to all their employees, voluntary staff, visitors and contractors who support their respective areas.
Activities	Director of Activities	
Marketing	Directors of Bookings and Marketing	
Health & Safety Director		
Responsible for co-ordinating effective health and safety policies and controls		

## Health & Safety Network



# Health & Safety



## Contact Details

<b>SCOUT ASSOCIATION</b>	
<a href="https://www.scouts.org.uk/por/2-key-policies/25-safety-policy/">https://www.scouts.org.uk/por/2-key-policies/25-safety-policy/</a>	
<b>SCOUT ADVENTURES</b>	
Scout Adventures <a href="https://www.scoutadventures.org.uk/">https://www.scoutadventures.org.uk/</a> <a href="mailto:info@scoutadventures.org.uk">info@scoutadventures.org.uk</a> 020 8181 3151	
<b>COUNTY</b>	
County Support Team Safety sub-team <a href="https://www.berkshirescouts.org.uk/about/county-team/">https://www.berkshirescouts.org.uk/about/county-team/</a>	
<b>DISTRICTS</b>	
<b>South Berkshire District Scout Council</b>	<b>South East Berkshire District Scout Council</b>
<ul style="list-style-type: none"> <li>• District Lead Volunteer</li> <li>• Health &amp; Safety Manager</li> </ul>	<ul style="list-style-type: none"> <li>• District Lead Volunteer</li> <li>• Health &amp; Safety Manager</li> </ul>
<b>EARLEYWOOD MANAGEMENT BOARD</b>	
Health & Safety Director	

## Communication

The following methods are used to inform and encourage a successful health & safety program:

- SAFETY CULTURE. ...
- EMPLOYEE TRAINING AND EMPOWERMENT. ...
- HAZARD IDENTIFICATION AND CONTROL SYSTEMS. ...
- FOCUS ON COMPLIANCE. ...
- CONTINUOUS IMPROVEMENT. ...
- LEADERSHIP AND ORGANISATIONAL BUY-IN. ...
- THE HEALTH & SAFETY MANAGER ROLE. ...

### Meetings

- Earleywood Management Board formally meet regularly.
- Health & Safety is an agenda item.
- Meeting minutes are issued clearly identifying matters relating the health & safety.

### Working Parties

The Facilities Director organises regular working parties comprising of EMB members and volunteers, during which clear tasks, instructions and where necessary written risk assessments are shared with those in attendance.

### Information Pack

An information pack is:

- a) Sent with every booking, and
- b) Available from our website for all visitors and contractors

to review before attending the site.

The information pack contains key health and safety details namely:

- Entry/Exit to the site
- Incident procedures
- Local hospital contact details
- First Aid
- Campfires
- Security
- Site Rules
- Actions to be taken before leaving
- Woodpile guidelines
- Site map

## Hosts

Hosts may open and close the site for visitors/campers

## Contractors

The Facilities Director is responsible for sharing with Contractors all relevant key documents to ensure they fully understand the health and safety risks associated with the site, these documents may comprise the following:

- Asbestos register
- Site plan
- Site risk assessment
- Health & Safety Policy

The Contractor is to acknowledge receipt of the documents and confirm their works will be carried out in compliance to their contents.

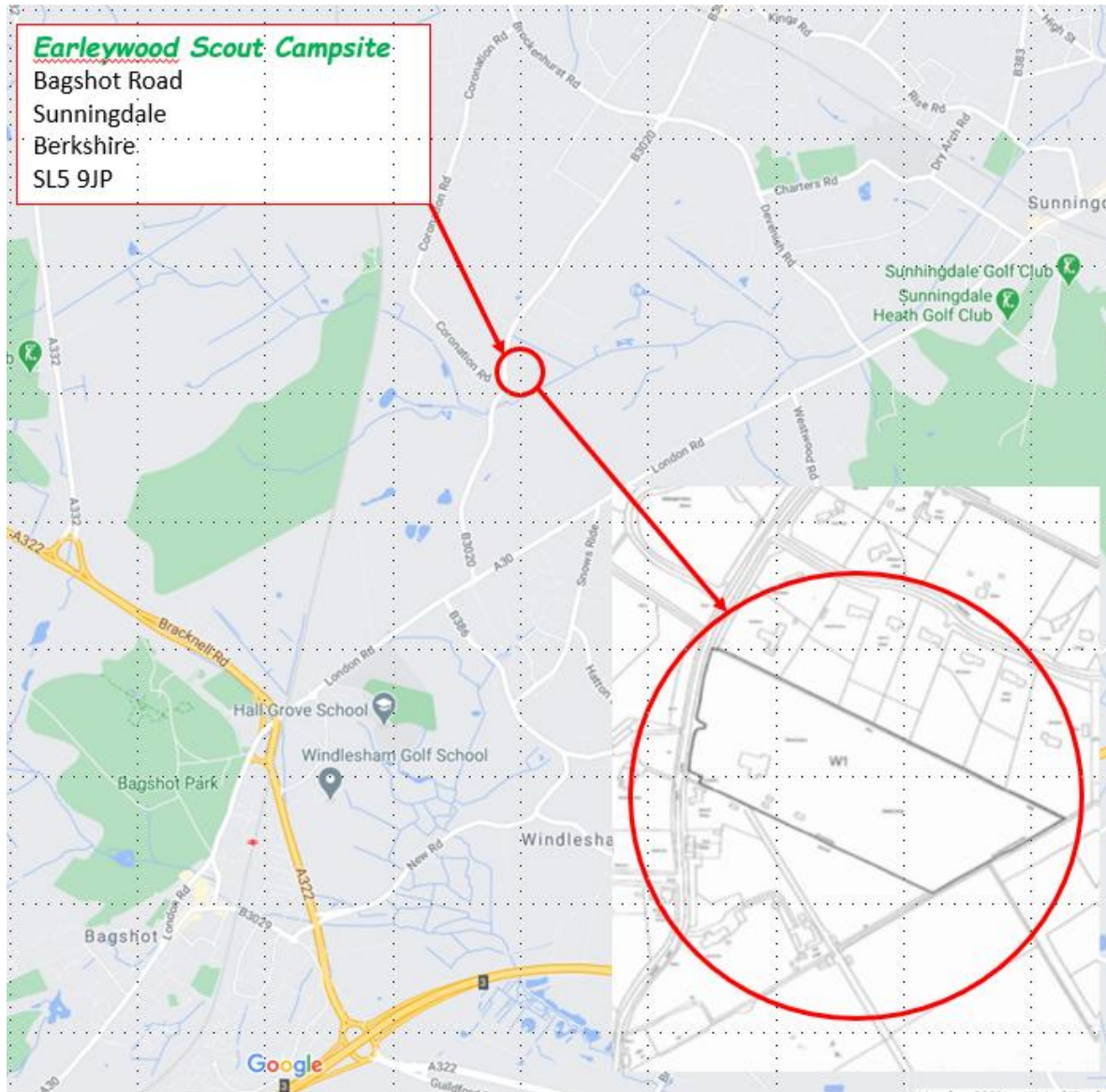
## Notice Boards

EMB shall display the following information on notice boards located inside the Scout Centre and Rowney Building and on the outside of the Rowney building next to the picnic benches, which is reviewed regularly to ensure its current:

- Fire action
- Fire escape plan
- Locations of 1<sup>st</sup> aid kits, firefighting equipment and fire alarms
- Location nearest hospital
- Location of nearest defibrillator
- Emergency contacts for EMB, utilities and incident reporting
- Insurance certificate
- Site Plan
- The Scout Association Safeguarding Code of Conduct

## Site Specific Details

Earleywood Scout campsite is located in Sunningdale near Ascot just off the A30 which is approximately 3 miles off the M3 Junction 3 and 11 miles of the M4 Junction 10.





### Vehicles on Site

Vehicles are not permitted outside the car park area and into the camping area.

The Facilities Director's explicit permission is to be obtained for all vehicles requesting access onto the camp site.

Vehicles accessing the camp site are to ensure:

- The vehicles hazard lights are on
- Not to exceed 5mph
- Are escorted in front by an individual wearing high visibility clothing.

### Opening hours

The site is open 24 hours day and 365 days of the year.

### Security

The front entry gates and all external doors to buildings are locked with keys or keycodes.

Key holders are members of the Earleywood Management Board and hosts.

Keys are located in secure key boxes adjacent to the locks.

Visitors who have booked the building are given the security key box code and/or a set of keys.

All employees, voluntary staff, visitors and contractors visiting the site are encouraged to be aware and vigilant to any unauthorised persons on the site. Always challenge any unknown visitor.

All members of the Earleywood Management Board can be identified as they will be wearing identification badges.

## Site Activities

### Risk Assessments

Earleywood Management Board shall maintain and regularly review risk assessments for site tasks organised and for activities provided on the site to ensure any dangers present are identified and kept to an acceptable level.

<b>Facilities</b>
Fire lighting
Fire
Working at height (inside & outside buildings)
Car Parking on site
Car Parking off site (guidelines)
COSHH assessments (provided by 3 <sup>rd</sup> party cleaning contractor)
Lifting and handling
<b>Activities</b>
Air rifle
Archery
Crate stacking
Climbing & Abseiling
High Ropes
Mini Golf
Orienteering
Pioneering
Traversing Wall

### Camp Fires

It's the responsibility of the visitor and/or camp leader to ensure their risk assessment prevents the following health effects for breathing in smoke:

- Coughing.
- Trouble breathing normally.
- Stinging eyes.
- A scratchy throat.
- Runny nose.
- Irritated sinuses.
- Wheezing and shortness of breath.
- Chest pain.

Plus, their risk assessment is to address these guidelines:

- Fires are permitted on the ground in the campfire circle only.
- Fires are NOT permitted on the ground in the camping zones.
- Fires are permitted in the camping zones using the fire cradles provided, ensure the ground is clear of all combustible material to prevent the spread of fire.
- Do not build your fire too large to avoid the spread of fire.
- Fires should not be left unattended.
- Buckets filled with water are to be adjacent to the fire, should they need to be used in an emergency.
- Fires are to be doused with water before leaving.
- Unused wood must be returned to the wood pile before leaving.

### Compliance Schedule

Earleywood Management Board shall maintain and regularly review these compliance matters on the site and retain records.

Compliance Test/Inspections to be carried out

Compliance Area	Regulation/Last Date	Test/Renewal Date	Responsible Department	Weekly	Monthly	Quarterly	Bi-Annually	Annual	2 Years	4 Years	5 years	Accountable
Emergency Lights		Green indicator LED is illuminated on every emergency light	Facilities	EMB								EMB
Fire Alarm Test	19/09/2024	April/October	Facilities	EMB			Contractor					Facilities Director
Fire Extinguishers x 10		Are they where they should be, clearly visible and no signs of physical damage.	Facilities	EMB								EMB
Fire Blankets x 2		Are they where they should be, clearly visible and no signs of physical damage.	Facilities	EMB								EMB
Hot & Cold Water outlets temperature x 38		Record temperature	Facilities		EMB							Cleaner
Smoke Alarm Test	N/A											
Emergency Lights	BS 5266-8 / BS EN 50172	> Power loss test one hour using test key. > Light fittings are clean and not damaged. > Once mains power is restored, check they are fully charging up again i.e. LED light is on	Facilities		EMB							EMB
Shower Head/Hoses x 9		Cleaning and descaling	Facilities			EMB						Cleaner
Asbestos Management Plan		March 2025	Facilities			EMB				Contractor		Facilities Director
Emergency Lights	BS 5266-8 / BS EN 50172 27/11/22	November > Power loss test three hour using test key. > Light fittings are clean and not damaged. > Once mains power is restored, check they are fully charging up again	Facilities					Contractor				Facilities Director
BT3T BEAM TROLLEY (climbing wall extension beam)		Thorough examination under LOLER (regulations 9, 10 and 11). May/Nov	Activities				EMB					Activities Director
Water heaters x 5		Record temperature	Facilities				EMB					Cleaner
Fire Evacuation		Drill	Health & Safety				EMB					H&S Director
Kitchen Extract System		Inspection for damage, fully working	Facilities				EMB					EMB
Fire Risk Assessment		Review and update	Health & Safety					EMB				H&S Director
Risk Assessments	February	Review and update	Facilities/ Activities/H&S					EMB				Activities/Facilities / H&S Directors
COSHH Assessments		Review and update	Health & Safety					EMB				H&S Director
First Aid Kits		1/7/25 Inspect out of date products and stock	Health & Safety					EMB				H&S Director
Tractor		Mechanical maintenance	Facilities					EMB				Facilities Director
Kitchen Extract System		> Inspection for damage, fully working > Clean and degrease	Facilities					EMB				EMB
Thermostatic mixer valves x 4		> Inspect, clean, descale and disinfect any strainers or filters. > Maintain protection against scald risk > Maintenance carried out in accordance with manufacturer's instructions.	Facilities					Contractor				Facilities Director
Cold water tank x 2		Temperature recorded (June) Inspection insulation secure and damage	Facilities					EMB				H&S Director
Cold water outlets external x 4		Check thermal insulation/weatherproofing is secure and damage.	Facilities					EMB				H&S Director
Fire Extinguishers & Blankets	31/10/2022	October	Facilities					Contractor				Facilities Director
Insurance - Gutter clean and maintenance		July	Facilities					EMB				Facilities Director
Scouts District/County review		January	Health & Safety					EMB				H&S Director
High Ropes / Climbing Wall	May	Annual	Activities					Contractor				Activities Director
Portable Appliance Testing	20/05/2023	June 2024	Facilities						Contractor			Facilities Director
Insurance - Inspect roofs with qualified builder	04/07/2024	July 26	Facilities						Contractor			Facilities Director
Water Hygiene LB Management Plan	24/02/2023	February 2025	Facilities						Contractor			Facilities Director
Fixed Installation Testing		March 2026	Facilities								Contractor	Facilities Director
Cleaning Contract Termination notice Date	6th June (3 months notice)	6th September	Facilities					EMB				H&S Director
Tree Management Report	2 years/January 25	January 2027	Facilities						Contractor			Facilities Director

Manual handling

Manual handling will be reduced where possible by use of mechanical means, however where this is not practical each load will be assessed, and other methods will be adopted, and consideration should be given to consider the following:

- Lifting with multiple people
- Breaking down into smaller loads

Consider the task, load, environment and individuals when lifting loads.

Ensure all concerned with the activity receive instructions on how to lift and acknowledgement they understand before commencement.

### Lone working

No one should be left alone to undertake their work activity, however due to exceptional circumstances the following measures are to be implemented to ensure their maximum safety:

- Mobile phone is readily accessible.
- Regular contact with the lone worker is maintained.

### Utilities

- Gas - there are no gas utilities on site.
- Water and electric - utilities are located to the buildings and around the site as follows:

<b>Description</b>	<b>Electric</b>	<b>Water</b>
Main supply	3 phase cupboard located on outside of the Rowney Building to the right of the kitchen window.	Mains supply runs through a metre under a cover in the B3020 road, to the left-hand side of the main gate.
Scout Centre	3 phase and mains distribution board in cupboard in main hall, by door to lobby.	Electric water heater is switched on from the neon indicator switch by storeroom in the main hall.  Header water tank for toilets, kitchen hot water is located in storeroom by lobby. The cylinder is located in the same cupboard, each has a localised isolator.
Rowney Building	Mains distribution board is located behind the sliding panel in passageway to right hand side of kitchen door.	Electric water heater is switched on from neon indicator located to right hand side of sink.  Mains stop cock is located under sink.

Toilet Block	Mains distribution board is located in the gent's toilet at high level, to right hand side of entrance door.	<p>Mains water inlet flows from Rowney building to block, located in ditch.</p> <p>Whole block can be isolated from the stopcock in the corner of the ladies' toilets.</p> <p>All sanitary wear can be individually isolated.</p>
Camping Sites	None	<p>Mains water feed currently services two standpipes:</p> <ul style="list-style-type: none"> <li>● Rear of arena, to the left-hand side of track to campfire.</li> <li>● End of the track from arena by camping sites 5 &amp; 8.</li> </ul>
Incident Flood/Water Leak		<ul style="list-style-type: none"> <li>● Turn off water at main stop cock to building.</li> <li>● If leak or burst pipe is before stop cock, turn water off at mains supply intake.</li> <li>● Contact Facilities Director.</li> </ul>
Climbing Tower	Mains distribution board is located adjacent to the entrance on the inside of the tower.	None

### Hazardous Materials

- Gas cylinders - are not allowed to be stored inside or within 5 metres of any building.
- Flammable Liquids - are to be stored in clearly marked containers of the correct type and are not allowed to be stored inside or within 5 metres of any building. The area is to be made secure to prevent other users gaining access, properly ventilated, relevant warning signs.
- COSHH materials – stored in lockable cupboards, together with copies of the relevant COSHH sheets.

### Vehicles

The onsite vehicles (lawn mower and tractor) shall have an annual mechanical inspection covering the following key areas:

- Suspension
- Steering
- Frame integrity
- Fuel system
- Electrical controls
- Exhaust system
- Brakes
- Tyres
- Transmission

And in between repairs as necessary to ensure its safe use.

### Signage

Regulatory and site information signage is to be maintained to ensure:

- Compliant
- Clearly visible
- Adjacent to the item

### Trees

Trees on site are inspected following The Scout Association Tree Safety Guidelines.

## Leaders/Visitors Responsibilities

Leaders and visitors using the site are responsible for the health and safety arrangements in relation to their own activities, members and volunteers under their supervision.

In particular, they will monitor their own work activities and take all reasonable steps to:

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts.
- Co-operate with the Earleywood Management Board in meeting statutory requirements and reporting areas for improvement.
- Refrain from interfering with or misuse of anything in the interests of health, safety and welfare.
- Exercise effective supervision over all those for whom they are responsible, including visitors to their particular event.
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their activity or event; where in doubt they must seek immediate clarification from their line manager.
- Be aware of and implement safe working practices and set a good example personally.
- Identify actual potential hazards and introduce procedures to minimise the possibility of a mishap.
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
- Provide written job instructions, warning notices and signs as appropriate.
- Ensure that regular safety inspections are undertaken.
- Provide appropriate protective clothing and safety equipment as necessary, they are kept in good condition, defects reported and ensure that these are used as required.
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
- Provide the opportunity for discussion of health and safety arrangements.
- Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to their leader in charge and recorded in the incident book.
- Investigate any accident (or incident where serious personal injury could have arisen) and take appropriate corrective action.
- Provide instruction, information and training in safe working methods and recommend suitable "off the job" training.
- Ensure that offices, general accommodation are kept clean and tidy.

## Personal Protective Equipment

Personal protective equipment shall be provided by EMB for:

- Working parties, and
- Cleaning.

No other personal protective equipment shall be provided, however the following guidance is provided to individuals who wish to supply and wear their own personal protective equipment.

<i>Personal Protective Equipment</i>	
<b>Incorrect Boiler Suits leading to risks from mechanical and chemical hazards</b>	EN 340 :1993 Standard for mechanical hazards. . EN 465 :1995 for chemical hazards Regular cleaning and inspection Staff to report defects.
<b>Collision with Vehicles</b>	High Visibility Jacket or waist coat to minimum standard EN471 Class 2. Regular cleaning and inspection Staff to report defects
<b>Incorrect Gloves leading to risks from mechanical and chemical hazards Manual handling</b>	EN 388:1994 Standard for mechanical hazards. . EN 374-1465 :1994 Gauntlets or gloves for chemical hazards Regular cleaning and inspection Staff to report defects
<b>Incorrect Head Wear leading to risks from mechanical and chemical hazards</b>	EN 397:1995 Standard for Head Wear hazards Regular inspections
<b>Incorrect Safety Glasses leading to eye injuries from risks from mechanical and chemical hazards</b>	EN 166:2002 Standard for Safety Glasses, with frames and Oculars to resist coarse dust particles (4) and liquid droplets(3) as a minimum Regular inspections
<b>Incorrect Safety Shoes or Boots leading to injuries from risks from mechanical and chemical hazards .</b>	EN 345:1:1992 Standard for Safety Shoes , with penetration resistance with toecap protection to 200 joules
<b>Hearing damage from incorrect Ear defenders and equipment</b>	EN 352:1:1993 Standard for Ear Muffs EN 352:2:1993 Standard for Ear Plugs both disposable and reusable EN 352:3:1997 Standard for Ear Muffs attached to a safety helmet
<b>Respiratory Protective Equipment and other PPE equipment not correctly identified leading to risks from chemical and mechanical hazards</b>	Respiratory Protective Equipment and other PPE Equipment to be identified from Material Safety Data Sheets for the product All PPE must comply with and meet the standards of the 1992 Personal Protective Equipment Regulations

## First Aid

### **EMB provide First Aid Kit**

- EMB meetings/working parties/etc.
- Scout centre or Rowney building booked for conference/meeting rooms.
- Activity bookings where they are using the Scout centre or Rowney building.

### **Responsible for providing own First Aid Kit**

- Camper
- Contractors
- Activity bookings where they are NOT using the Scout centre or Rowney building.

## Equipment

First aid kit must be readily available and stored in clean, clearly marked, portable containers. The containers must not be locked and be made of material that protects the first aid supplies from damage, deterioration and contamination.

The quantity/size of the first aid kit is to be appropriate to the maximum number of people working on the site at any one time in accordance with Health and Safety (First Aid) Regulations.

Suggested first aid equipment to include:

- First aid manual.
- Instructions for users
- Usage slip
- Seals
- Equipment list
- Small, medium and large sterile gauze dressings.
- Triangular bandages.
- Safety pins.
- Saline solution.
- Eye pads.
- Eye wash and eye bath.
- Face mask
- Adhesive tape.
- Disposable gloves.
- Face shield.
- Cleansing wipes.
- Burn dressings.
- Distilled water.
- Tweezers.
- Scissors.
- Ice/gel packs.
- Vomit bag.
- Plasters.
- Wipes.
- Aprons

## Location

First aid kits are located in the:

- Scout Centre – kitchen
- Rowney Building – Kitchen

and appropriate signs are displayed adjacent to the location to make it easier to find.

Appropriate information for employee, voluntary staff, visitors and contractors shall be displayed in each building on site where the first aid kits are located.

### Replacement

The Health & Safety Director is responsible for stocking and checking expiration dates of the first aid kit/supplies.

First aid kits and supplies to be purchased through a local retailer or safety supplier.

### Using the First Aid Kit

If the first aid kit is used, the user is to:

- inform a member of the hosting team prior to their departure, and
- complete the form in the 1<sup>st</sup> aid kit confirming what was used, the quantity and date.



## Incident - Serious

Contact the emergency services call:

“999” - is the 24/7 emergency number for police, ambulance, fire brigade, coastguard, cliff rescue, mountain rescue, cave rescue, etc. This number should be used only when urgent attendance by the emergency services is required.

Calls are free, and 999 can be dialled from a landline or locked mobile phone.

“112” - is the 24/7 emergency number in all 27 EU member states, as well as other European countries and elsewhere, to reach the fire brigade, medical assistance and the police.

Calls are free, and 112 can be dialled from a landline or locked mobile phone.

Once the emergency services have been contacted and at the earliest opportunity thereafter Earleywood Management Board are to be contacted and informed of the serious incident as per the details on the website or notice board.

EMB, if necessary, will subsequently follow The Scout Association guidelines on reporting Incidents, Illness and Emergencies.

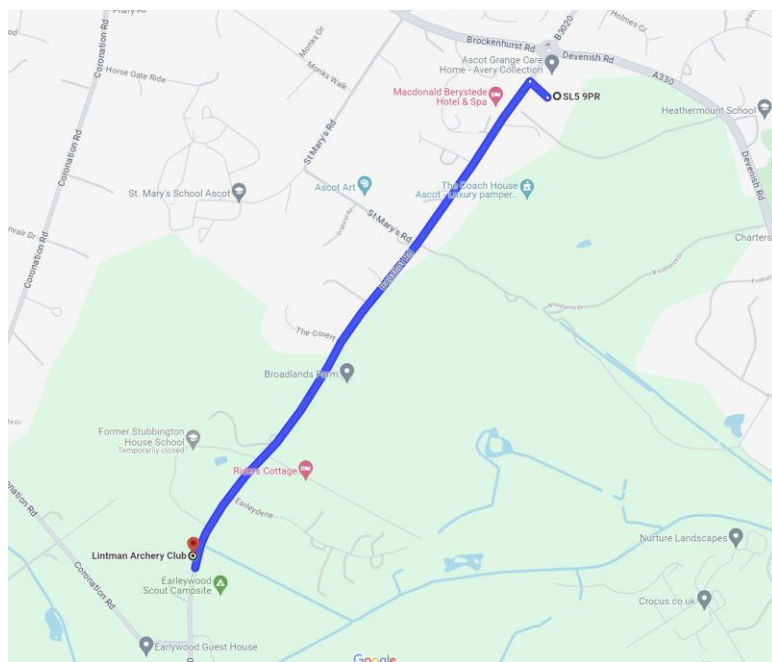
## Incident - Defibrillator

No defibrillator is located on the camp site.

The nearest defibrillator is located at Ascot Grange, Bagshot Road, Ascot, SL5 9PR

From camp site SL5 9JP to defibrillator SL5 9NF

- Distance: 0.7 miles (blue line)
- Time: 2 minutes without traffic



### Incident Report

An incident report must be completed following any type of incident, whether minor or serious and instructions are provided on the notice boards, information booklet and website.

All incidents and near miss incidents must be reported to Earleywood Management Board and the Health & Safety Director as soon as possible.

### Investigation

All serious incidents and near miss incidents shall be investigated by the Health & Safety Director following The Scout Association procedures.

A view will be taken on each individual incident as to whether a full investigation is necessary to establish root cause, therefore allowing control measures to be introduced to prevent recurrence.

In the event of an incident investigation being followed up by The Scout Association the Health & Safety Director will support and may request the appropriate Director to participate also.

### Expenses

If EMB members incur personal costs when supporting an incident, the individual is responsible for completing the expenses form.

### Evacuation Procedure and Emergency Exits

Emergency evacuation charts identifying emergency exits and meeting points shall be displayed for each building on site.

Escape routes and exits:

- remain available and unobstructed.
- doors leading to exits are available for immediate use at all times, ensure they are unlocked, free from obstructions, open outwards in the direction of escape.
- have signs and lighting to help evacuations.
- everyone is evacuated as quickly as possible using the nearest exit.
- the assembly point is the main car park by the front entrance.
- if possible, tackle the fire with the appropriate firefighting equipment. Do not endanger yourself or others in doing so.
- head count to be performed to ensure all persons are accounted for.
- the building/camping site should not be re-entered until declared safe to do so.
- contact the emergency services.

### Utility suppliers

Emergency contact details for each of the utility suppliers electric, water and gas shall be displayed should they need to be contacted.

## Training

This section has been written with reference to <https://www.hse.gov.uk/pubns/indg345.pdf>

### Why provide health and safety training?

Providing health and safety information and training helps to:

- ensure that people know how to work safely and without risks to health;
- develop a positive health and safety culture, where safe and healthy working becomes second nature to everyone;
- meet our legal duty to protect the health and safety of our employees.

### Effective training

- will contribute towards making our employees competent in health and safety;
- can help us avoid the distress that accidents and ill health cause;
- can help us avoid the financial costs of accidents and occupational ill health, such as damaged products, lost income and demotivated employees.

### Who needs health and safety training?

The table below summarises the training and level available for the various roles associated with the site.

Training	Earleywood Management Board			Activity Leaders	Volunteers	Visitors /Campers	Contractors
	Directors	Hosts	Cleaner				
Scout Association	Yes	Yes	Yes	Yes	As Required	As Required	
Health & Safety Policy	Yes	Yes	Yes	Yes	Aware	Yes	Yes
Health & Safety Plan	Yes	Yes	Yes	Yes	Aware	Yes	Yes
Asbestos Management Plan	Yes		Aware				Yes
Job Descriptions	Yes	Yes					
Fire Awareness & Equipment	Yes	Yes	Yes	Aware	Aware	Aware	Aware
Contractor vetting	Yes						Yes
Compliance tests	Yes	Yes	Yes		As Required		
COSHH sheets	Yes		Yes			Yes	
Risk Assessments:							
> Facilities	Yes		Yes		Yes		
> Activities	Yes			Yes		Yes	
Introduction Pack	Yes	Yes				Yes	Yes
Personal Protective Equipment	Yes				Yes		
Using Tractors Safely	As Required				As Required		
Ist Aid	As Required	As Required	As Required	As Required	As Required	As Required	As Required
Emergency Light Test	Yes	As Required	Yes				
Fire Alarm Test	Yes	As Required	Yes				

### How is training delivered?

- Providing information &/or instruction
- Coaching or on-the-job training
- In groups or individually
- E-learning

The needs of the individual receiving the training is taken into consideration.

Keep records of all training delivered and monitor regularly so that refresher training can be given when needed.

### **Is the training working?**

On a regular basis ask ourselves these questions:

- Did those receiving the training understand it?
- Do they now have the knowledge and skills needed to work safely and without risk to health?
- Are they actually working as they have been trained to?
- Has there been any improvement in our health and safety performance?
- What feedback are you getting from Directors and the people who have been trained?
- Is further information and/or training needed?
- Was the most suitable training method used?
- What improvements can be made?
- Has there been a change in behaviour and practice?

## Contractors

All contractors are expected to participate in achieving the highest possible standards of Health and Safety on site.

The respective Director who is looking to appoint a contractor is responsible for ensuring they complete the contractor selection checklist and confirm to the EMB they are satisfied the contractor has passed before they are appointed.

EMB shall approve contractors before appointed.

The Director responsible will arrange to audit the work as necessary for quality and safety during the progress of the works.

Contractors shall behave accordingly when working adjacent to Young People, if a contractor's employee is considered to act inappropriately, they will be asked to leave and the contractor shall replace them, at their cost.

Contractor Selection Checklist		
1.	Health & Safety	Yes/No
1.1	Does the contractor have a current health & safety policy signed by their MD or equivalent?	
1.2	Does the contractor have a formal safety management system?	
1.3	Has the contractor been prosecuted for health & safety or related offence, or had an improvement or prohibition notice in the last 3 years?	
1.4	Does the contractor have a professionally qualified health & safety advisor?	
2.	Competence & Capability	Yes/No
2.1	Does the contractor hold a relevant external industry accreditation for the work you are looking to appoint them for?	
2.2	Does the contractor and their employees hold the required training, registration and qualifications for the work you are looking to appoint them for?	
2.3	Does the contractor have written evidence of ongoing training, competence and professional development for staff, including relevant health & safety training?	
3.	Insurance	Yes/No
3.1	Does the contractor have adequate current insurance cover for:	
	<ul style="list-style-type: none"> <li>● Public Liability</li> </ul>	
	<ul style="list-style-type: none"> <li>● Product Liability, if the contractor is supplying a product, they have designed and manufactured</li> </ul>	
	<ul style="list-style-type: none"> <li>● Employers Liability if the contractor has employees</li> </ul>	
	<ul style="list-style-type: none"> <li>● Professional Indemnity to protect against negligent advice or services</li> </ul>	
4.	Personal Protective Equipment	Yes/No
4.1	Has the contractor determined by risk assessment what PPE their employees require?	
4.2	Does the cost include supplying the PPE and replacing it as necessary?	
5.	Equipment	Yes/No

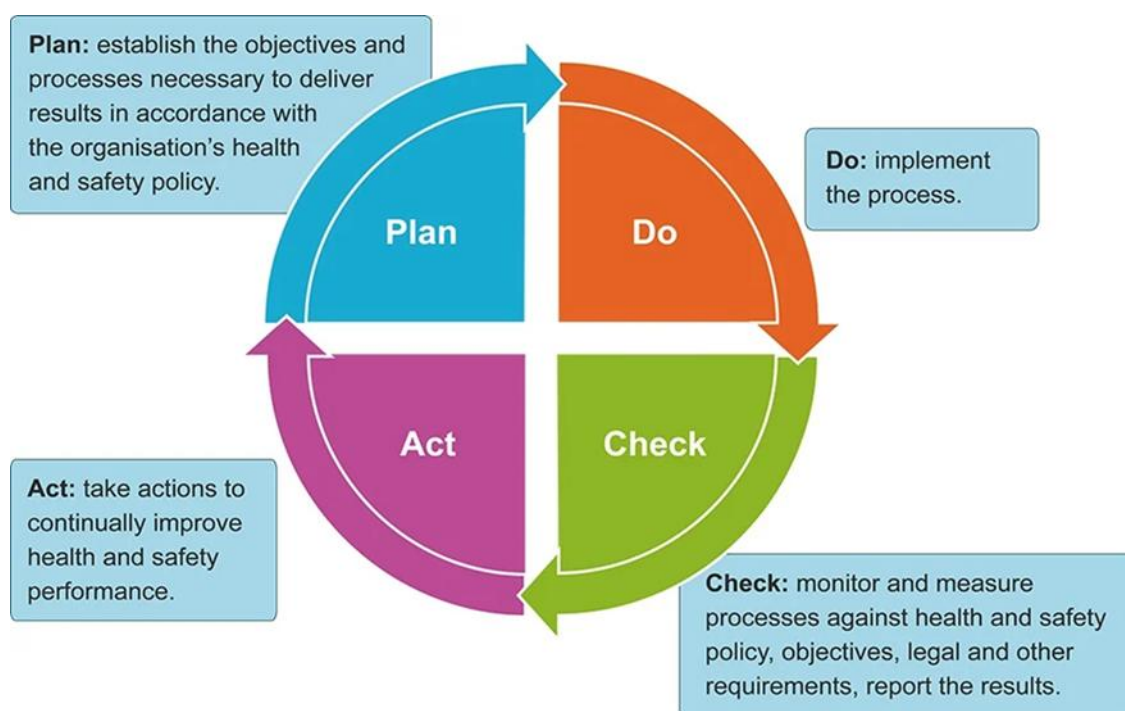
5.1	Does the contractor have a system to ensure their equipment is well maintained and safe to use?	
6.	<b>Sub-Contractor Management</b>	Yes/No
6.1	If the contractor intends to use sub-contractors, have they checked their competence and capability and ensured they will have the required PPE?	
6.2	Has the contractor ensured the sub-contractor shall deliver the work to the same standards?	
7.	<b>Risk Assessment and Method Statement (RAMS)</b>	Yes/No
7.1	Has the contractor produced a risk assessment and method statement for the specific work and it's not a generic template?	
7.2	Does the method statement include removal of all waste from the site?	
7.3	Does the RAMS include COSHH assessments for substances and the proposed method of use?	
7.4	Has the contractor complied with any requirements for Health and Safety Plans as appropriate under the Construction, Design and Management Regulations, 1994?	
8.	<b>References</b>	Yes/No
8.1	Has the contractor provided details of similar works for another client and contact details so you can obtain references?	
9.	<b>Finances</b>	Yes/No
9.1	Are the works being paid for post completion or milestone payments when certain works have been completed? i.e. don't pay upfront	
9.2	For larger valued works, has the contractor provided sureties at their cost i.e. warranties, guarantees?	
10.	<b>EMB Documentation</b>	Yes/No
10.1	Has the contractor been given and acknowledged receipt of health and safety documentation from EMB comprising, but not limited to: <ul style="list-style-type: none"> <li>● Health &amp; Safety Plan</li> <li>● Health &amp; Safety Policy</li> <li>● Asbestos Management Plan</li> </ul>	
11.	<b>Child Protection</b>	Yes/No
11.1	Does the contractor's employees or sub-contractor employees hold current DBS checks?	
11.2	The Scouts Association "Safeguarding Code of Conduct for Adults" yellow card, copy provided to the contractor <a href="https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safe-scouting-cards/safeguarding-code-of-conduct-for-adults-yellow-card/">https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safe-scouting-cards/safeguarding-code-of-conduct-for-adults-yellow-card/</a>	

## Continuous improvement

EMB aspire to continuously improve their health and safety performance.

Being able to demonstrate this commitment and effectively monitor progress requires a structured approach to bring the benefits detailed in the earlier section above.

EMB support, regularly review and ensure resources are made available to achieve target dates set and follow the Plan – Do – Check – Act (PDCA) framework being a continual improvement cycle.



### PLAN

This stage covers two key issues: planning for implementation and policy. It is all about the P's – PLANNING and POLICY.

Planning for implementation means identifying where we are now and then identifying where we want to be.

So, in reality what does this mean?

- How are we going to control the risks?
- What is the most suitable solution from a safety perspective?
- What emergency procedures need to be put in place?
- What are the training requirements?
- Is any personal protective equipment required?

During this stage we should also make sure that we are meeting the requirements of our Health and Safety Policy.

## DO

The do stage looks at three key areas:

1. Profiling the health and safety risks
2. Organising
3. Implementing our plans

So, in reality what does this mean?

1. Identifying the risks through suitable and sufficient risk assessment.
2. Organising by identifying roles and responsibilities, communication procedures and ensuring competent personnel are in place.
3. Implementation of the plan – ensuring risks are adequately controlled; correct maintenance procedures are in place and providing information, instruction, training and supervision to ensure people are competent and that procedures are followed.

## CHECK

This is an important stage. Once we have implemented our plan, we need to ensure that it is working effectively. To achieve this, we need to MEASURE PERFORMANCE. Good quality performance monitoring will help us to identify problems, understand why the problems arose, and understand what changes are necessary to resolve the issues.

How do we do this?

There are numerous ways that we can measure our performance. So, for example we could introduce monitoring procedures:

- Inspection of the solution on a regular or scheduled basis
- Job observations to check the effective operation of workplace precautions.
- Health surveillance, i.e. is the solution too noisy.
- Environmental monitoring, i.e. measure noise or dust levels.

And if these measurements fall below our expectations, we identify areas for improvement.

Alternatively, we could receive feedback or complete an audit, which identifies areas for improvement.

## ACT

We Act on our findings, from the CHECK stage.

