

Sizewell Hall



Booking Conditions and Health & Safety Manual

For Group Leaders

Updated March 2017

Christian Conference and Camping Centre

Leiston

Suffolk

IP16 4TX

Tel: 01728 830715

e: office@sizewellhall.org.uk www.sizewellhall.org.uk

Registered Charity no. 269157

Welcome!

Thank you for choosing to come to Sizewell Hall. Please ensure you are familiar with the contents of this booklet, and what your responsibilities are as a leader of your group. The contents will help you to enjoy your time in a safe manner.

This policy is regularly reviewed and recently has been updated. Please ensure you read it fully and if you need any clarification please do not hesitate to contact us.

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SIZEWELL HALL LTD BOOKING CONDITIONS

- Under the Charities Act, Sizewell Hall Limited** is committed to fulfil its charitable purpose to 'advance the Christian faith', and aims to encourage positive development of young people through educational activities. All groups will be asked to provide details of the aims of their visit and it is anticipated that group programmes will be in pursuance of the charity's aims.
- Self Catering charges.** Charges per head as from 1 January 2018:

Weekends (Friday to Sunday)	£40.00
Mid week (Monday to Friday)	£70.00
Full week (Saturday to Saturday)	£85.00
Full week (School holidays)	£102.00

Charges for children under 5:
£5 per weekend, £5 per midweek and £6 per full week.
- Day Visitors.** Those coming to share meals and use the facilities will be charged at the price of **£12 per day**. This does not apply to friends who drop in for an hour or so. Please inform the manager of numbers involved.
- Numbers in each group.** For house parties to be economically viable we need to **set minimum charges** as follows:

Weekends	£2600
Mid-week	£4550
Full weeks	£5525
Summer School Holidays week	£7140

Maximum number in each group approximately 90.
- Booking forms and deposits.** All bookings must be arranged in writing and confirmed by completing the application form and forwarding the £150 deposit to, The Office, Sizewell Hall, Leiston, Suffolk, IP16 4TX.
- Payment.** Please settle your account with the duty manager **at the end of your stay**. Payment can be made by one cheque, (and not by lots of individual cheques) addressed to Sizewell Hall Ltd, Debit card & BACS transfer (next working day).
- Arrival and Departure.** It is important to keep to the following times:

Arrival Friday/Saturday	not before 4.00pm
Departure	not later than 10.30am
Sunday departure	by 5.30pm

With the increase in groups using the Hall it is very important that groups vacate on time. (Unless a prior arrangement has been made with the manager.) Bank holiday groups will vary please check.

8. **Cancellations. We require a minimum of 12 months notice.** If you cancel within 12 months and the dates are not filled, we will have to ask you to pay the loss of revenue that Sizewell Hall Ltd sustains as stated on the Booking form. Cancellation within 4 months will mean full payment for the minimum charge stated for your house party. **ANY CANCELLATION MUST BE IN WRITING.**
9. **Accommodation.** Groups are responsible for the allocation of rooms within the accommodation they have booked.
10. **Food orders.** Up to date food order forms are available to download from our website and need to be sent to the manager 2 weeks in advance of your house party. Please add name and telephone number of the caterer on the food order form. **Please remember to pass these on to your caterer as soon as possible.**
11. **Cleaning and care of the Hall.** Please leave the Hall in a clean and tidy condition on your departure. This avoids extra pressure on the staff as they prepare for the next group, we are grateful to **the majority of groups who co-operate with this.** Groups are requested to pay for the cost of wilful damage.
12. **Bed Linen.** The beds (but **not** cots) are already made up upon your arrival. Each bed is made up with pillowcases, bottom sheets and duvet covers supplied by Sizewell Hall Ltd. At the end of their stay, guests are requested to strip the linen from the beds used and place it at the laundry collection point. Please ensure that all of your group are aware of this.
13. **Food hygiene.** All caterers must have a current food hygiene certificate under government regulations, which should be updated every 3 – 5 years. **You will be required to complete various temperature records to enable you to meet the Local Environmental Health Officer's requirements. It is vital that your caterer is made aware of this.** There is a FSA book available entitled **Safer Food Better Business** available from www.food.gov.uk/catering or call 0845 6060667) to enable you to comply with current legislation. The Level 2 Award in Food Safety for catering is available to be completed online.
14. **Tuck Shop & Books.** We ask groups **not** to bring their own tuck or books for sale as we do have a well stocked shop.

15. **Recycling.** As a centre we recycle where practicable, please use the appropriate bins provided. Please ensure you help us keep our cost down by encouraging recycling in your group.
16. **Sizewell Phone Number.** Please inform those in your party that the number for incoming calls is 01728 830076 during your stay. This is the payphone and avoids disturbing the managers unnecessarily.
17. **Security.** Both entrance doors have key coded locks which are available for your security. A coloured wristband is also available for all guests over the age of 10. This enables both Sizewell Hall Ltd staff and guests alike to identify who should be on site. The use of these is optional but strongly advised by Sizewell Hall Ltd management
18. **General Behaviour.** Alcohol is not permitted on site (including the beach). Please note the following will **not** be tolerated and could result in the centre asking you to arrange for group members to leave: Taking illegal drugs; Tampering with electrical equipment/lighting; Tampering with fire alarm systems (including covering or removing smoke detectors); Tampering with fire extinguishers; Aggressive behaviour towards other guests or staff; Fighting; Theft/entering accommodation assigned to other people without permission.
19. **Quiet on Site.** For the benefit of other users on site and our neighbours, groups are requested to keep noise to an absolute minimum from 10pm – 7.30am particularly loud music. We would also ask you to be considerate to our neighbours if you are out on walks or activities in the dark. We would also ask that you **do not let off fireworks.**
20. **Dogs.** These are **not** to be brought onto the Sizewell Hall site because of an agreement with our landlord (with the exception of guide dogs or dogs used for other health related reasons).
21. **Swimming.** Group leaders are responsible for their guests swimming in the sea and we advise a minimum of 2 life-guards as there can be very strong undercurrents.
22. **Sports Facilities.** We have a sports hall where you can play either, Football, Basket Ball, Volley Ball, Badminton and Unihock. We also have a squash court and an outside hard Tennis Court. Other outside grassed play areas that include a children’s play area. **African Village facilities** are out of bounds and **not available** for your use.
23. **Smoking.** We have a strict no smoking policy in the buildings, as this increases the fire risk as well as setting off the alarms.

24. **First Aid and Safety.** Groups are advised to bring their own supplies and to appoint someone to be responsible for first aid.
25. **Conference Room** Have fun, but please keep drinks/water in the conference room to a minimum.
26. **Data Projectors** One is set up permanently in the conference room **PLEASE DO NOT MOVE IT**, projected onto a 2m screen. The data projector is installed in conjunction with the PA system where you can also play DVD. Please ensure that you have a competent operator to make the most use of it. We also have a data projector and pull down screen fixed in the games room as well, and also a stand alone data projector for loan if required.
27. **PA.** We have permanently installed in the conference room a PA for your use. It is fitted with an Induction Loop for people with hearing difficulties, it also has a double deck CD recording facilities, (you will need to supply your own CD's), also playback facilities for CD. The system has extension speakers that can relay into the kitchen, dining room and lounge areas. There is also a 16 channel mixing desk, multicore, 3 mics, leads & stands, 3 music stands, 2 double DI boxes. If you require any other PA equipment you will need to supply these yourselves but please refer to the Health & Safety section of this manual to ensure they comply with our requirements.
28. **PPL & PRC licence.** Please Note **all** groups playing music, displaying words etc **must** have the appropriate licences. Information on these can be obtained from www.ccli.co.uk
29. **TV Sets.** We have a 42" TV' situated in the library with a Video, DVD player, PC & games console connections which are all available for your use. The TV is not connected to any outside broadcast equipment eg TV aerial etc.
30. **Lost Property.** This will only be saved for a period of 3 months after which it will be given to a charity shop or disposed of.
31. **Liability.** Whilst using Sizewell Hall Ltd premises the group leader of the relevant group visiting the centre accepts full responsibility for the members of their group's use of the premises or any activities at the centre. Sizewell Hall Ltd. assumes no liability for injury or death, damage to or loss of personal property, accident, delay, cancellation, irregularity or inconvenience caused, save where such loss is caused or contributed to by the negligence of some person acting as a servant or agent of Sizewell Hall Ltd.

32. **Insurance.** Sizewell Hall Ltd has a public liability insurance cover for £10 million. Groups however need to take out insurance to cover their own activities. Access Insurance, Selsdon House, 212-220 Addington Road, South Croydon, Surrey CR2 8LD. 0208 6517420, our insurers will advise. Sizewell Hall Ltd and its directors and staff cannot accept liability for damage to or loss of personal property and groups are advised not to bring personal items of value with them.
33. All individuals in groups are welcomed and equally valued and respected regardless of their gender, race, religion, age, sexual orientation or physical and mental capabilities. Christian groups are welcomed on acceptance of the "Basis of Faith" published by the Evangelical Alliance. For other groups some suitable programme input in pursuance of our Christian charitable purpose can be arranged.
34. Sizewell Hall Ltd is an organisation which relates to religion and belief and may impose restrictions in accordance with the exemptions in the Equality Act on groups seeking to promote an ideology, morality or lifestyle incompatible with our Christian purpose during their visit.
35. If you have any concerns over these guidelines or interpretation of the Sizewell Hall Limited. Mission, please contact in writing to:
The Registered Office
Mr. Colin Low
Sizewell Hall Ltd
Leiston
Suffolk
IP16 4TX

Health & Safety Manual

**Registered Office
Sizewell Hall Limited
Leiston
Suffolk
IP16 4TX
01728 830715**

Introduction

The following is a Health & Safety Manual, which aims to support Sizewell Hall Ltd current 'Health and Safety Policy'.

This manual will give you as a group leader a general instruction on safe methods you should employ. This will not only ensure the safety of your group and visitors, but also assist you to keep safe.

The 'Health and Safety Policy' has been produced and is available via the Sizewell Hall Ltd managers. Please make yourself aware of its contents.

The policy has been endorsed by, Sizewell Hall Ltd. The council chairman is ultimately responsible for health and safety but delegates areas of responsibility to those in management positions.

Health and Safety Law places responsibilities on all those who use the premises of Sizewell Hall Ltd in any capacity. Reading and understanding this manual and the Health & Safety Policy should make you aware of your duties.

Sizewell Hall Ltd welcomes constructive comments and suggestions on health & safety issues, which should be made to any of the following. The council chairman, or managers, who will consider the comments and act on them if warranted.

1. Health and Safety Policy

GENERAL STATEMENT

Sizewell Hall Ltd intends to pursue a policy of health and safety control and protection for those who may be affected by the company's various undertakings.

Sizewell Hall Ltd will make every effort to comply (so far as is reasonably practical) with its duties under the Health and Safety at Work etc. Act1974.

Responsibility for Health and Safety.

Ultimate responsibility for health and safety at Sizewell Hall Ltd rests with:
Colin Low council chairman Sizewell Hall Ltd.

Line responsibility for health and safety has been delegated to the managers. If during your stay you encounter a problem, you must tell the manager on duty.

Those organizing 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 Sizewell Hall Ltd local safety rules.
- Not to tamper with safety equipment
- To co-operate with the employees of Sizewell Hall Ltd

2. Reporting Accidents/ Incidents

It is very important that accidents/incidents are reported to the managers as soon as possible after the event. This is to ensure that similar accidents/incidents can be prevented elsewhere and that Sizewell Hall Ltd can meet its legal duties. It also ensures that you have been seen to act correctly. They will provide you with the appropriate form to complete.

You must return the accident/incident form to the managers in relation to any incident, however minor it appears.

In the event of a Major incident The National Grid Reference is TM 475 620

3. Fire

GENERAL

A fire, even a small one on the Sizewell Hall Ltd site is a serious matter, with fire and generated smoke being a real killer. The best way to handle a fire is not to allow it to happen in the first place.

Simple preventive actions can so easily prevent fire,

- If you have an open fire please use with extreme caution.

- Don't use defective equipment, plugs and switches.
- Don't smoke within Sizewell Hall Ltd buildings.
- Don't cover heaters, electrical equipment or sources of heat.
- Don't obstruct fire routes & exits.
- Ensure that fire doors are kept closed.
- Ensure you switch off all electrical equipment when not in use **including SHAVING LIGHTS**.
- Ensure paper and other waste materials are kept to a minimum and regularly remove from the building particularly in corridors and assembly areas.

It is your responsibility as group leader to ensure that you:

- Make sure that you, and those that you are responsible for, know what to do in the event of the fire alarm sounding. Each floor should have a nominated **fire marshal** who will be able to help people evacuate the building in the event of the fire alarm sounding, particularly at night.
- 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.
- Understand refuge points are allocated on each floor for those people with mobility problems however it is your responsibility to have risk assessed how best to evacuate them.
- And those responsible for children, people with disabilities or special needs, including partially sighted or impaired hearing, have procedures in place to assist with their emergency evacuation should it be necessary during their stay.
- Know how to get every one out of the building safely.
- Know where the fire assembly point is.
- Make sure that you have read and understood what your responsibilities are, as a group leader, in the event of a fire.
- And your group is aware that we have a lift to the upper two floors but this is **NOT** to be used in the event of a fire. As a result you will need to consider how you get people with mobility problems out in the event of a fire.

The duty manager will give a fire and safety talk on your first evening it is essential that where possible you ensure ALL in your group attend, if not it is your responsibility as group leader to inform them and any day visitors of the evacuation procedures.

Ensure that, any day visitors are also made aware of their responsibilities too.

4. First Aid

As organiser of your group it is **your responsibility to ensure that you have considered your first aid requirements and have a delegated person responsible for this during**

your stay. The qualification is valid for 3 years. Please ensure the delegated person has a current qualification, either Appointed Person or First Aid at Work.

Please ensure the names of the first aider/s on duty, is displayed on the notice board in the main reception and ensure you supply your **own first aid box** and your group is aware of the location.

If you have individuals in your group 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. A typical example is food allergies. It is vital that your cook knows of such conditions however mild or severe they may be. Anaphylactic shock can be life threatening, please ensure these details are also passed on to your caterer. You are responsible for carrying out specific risk assessments if you consider it necessary.

If you have day visitors they too must be made aware of actions necessary if they require First Aid.

Sizewell Hall Ltd has assessed its requirement for first aid facilities. We do have, staff who are trained first aiders (primarily for Sizewell Hall Ltd staff) employed during working times and may be available to assist if necessary.

5. Disabilities, Special Needs etc.

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, particularly in the event of the fire alarm sounding. We do have two wheelchairs available for your use if you require. There are also portable ramps available to assist entry into the conference room.

We recommend that Room 1 and/or Room 2 are best allocated to those with disabilities or special needs and their carer where applicable. There is a wetroom and toilet with an 'assistance required' pull cord situated adjacent to these rooms. Please be aware the alarm **only** sounds outside the room.

The local doctor can be contacted in an emergency on 01728 830526 **always call before visiting the doctors surgery**. It is advisable to get all those under the age of 18 who attend an organized holiday to complete a health declaration, prior to their visit.

Please ask the managers for help and advice if you need it prior to your visit on 01728 830715.

6. Swimming

Please ensure competent people supervise ALL swimming. Although the sea may look calm there are strong undercurrents. You are advised to have two competent people supervising at all times. An emergency buoyancy aid is available in the entrance lobby for your use. Please ensure it is returned after use. Please be aware of the open water pond, at the front of the property, which could be of particular danger to small children. Please ensure those with small children are made aware of this fact and parents are aware of their responsibilities.

If you are undertaking specialist water activities we ask you contact the local coastguard, to inform them of your activities.

7. Bonfires

Although the beach area in front of Sizewell Hall Ltd grounds is classed as private (which is why we are allowed bonfires) the public still have right of access. We do not want to lose the opportunity for groups to have bonfires so please be sensitive to this at all times! All bonfires must be extinguished and cleared away once cool. You must tell the duty manager that you intend to have a bonfire. You will then be given the Guidelines which **must** be adhered to.

8. Insurance

Sizewell Hall Ltd has public liability insurance cover for £10million however you as a group need to take out insurance to cover your own activities. Access Insurance, Selsdon House, 212-220 Addington Rd, South Croydon, Surrey, CR28LD, our insurers will be pleased to advise. They also do holiday travel insurance.

9. Security

It is the group leaders responsibility to ensure the front door is locked and all ground floor windows are closed at the end of each day. We have key coded locks to the front and rear door which we strongly advise you to use. Coloured wristbands are also available.

10. Food Hygiene

It is the responsibility of each group to ensure that the catering supervisor who is responsible in the kitchen **has at least a Current Food Hygiene Certificate**. They will be required to complete various **temperature records** to enable you to meet the local **environmental health officer's requirements**. It is vital that your caterer is made aware of this. Please also refer to 'Safer Food Better Business', <http://www.food.gov.uk/multimedia/pdfs/sfbbfullpack.pdf> for further details. These can be downloaded from the FSA Website.

11. Activities

Please be sure you have fully assessed **ALL** of your activities to ensure the safety of your group.

The African village area and low ropes course are out of bounds and **NOT** for general use. It is important that all hall occupants are correctly supervised **in all aspects** of the activities they undertake. In certain hazardous situations you must be aware that appropriate procedures are necessary, and minimum levels of training are required.

12. Electrical Equipment Safety

Sizewell Hall Ltd seeks to ensure that its work equipment and electrical equipment is maintained to a high standard and repaired quickly.

There is a PA system in place for public address, playing music and recording. Please do not connect any other equipment into this system. For your information, we do have a loop system in the conference room for those with an appropriate hearing aid.

Any equipment or electrical equipment, which is leased, loaned or brought in from 'home', must be safe to use, ideally it should be PAT tested prior to your use. We cannot accept responsibility for any damage caused by faulty equipment that has not been supplied by Sizewell Hall Ltd and we reserve the right to make a claim should such equipment cause damage to our fittings etc.

All equipment, electrical equipment, line and power must be checked for defects before the operator uses it. If the equipment etc. is defective, it must not be used and the manager informed so that repairs can be completed.

Please be aware that we can be subject to power surges, if you bring in, laptops, data projectors or other sensitive electrical equipment, ensure you use surge protection. We cannot be held responsible for damage caused to your equipment. For your information we have a three phase supply to the hall.

13. Muscular Skeletal Injury and Manual Handling

Particularly those working in the kitchen, it is important to understand the problems related to muscular and skeletal injury. This can not only be painful but also cause lost time from work across industry and commerce.

Risks are linked to the way we lift, handle and move objects please ensure care is taken at all times.

It is very important that those responsible for individuals carrying out tasks in the Hall ensure that they are fit and physically capable of the tasks they are set.

A separate list of safe working procedures for all equipment in the kitchen area is available for those who it will affect.

14. Exposure Chemicals and to Substance

More and more often we are exposed to chemicals and substances, which have the potential to do us, harm, this is as true of the general environment as the work environment. To reduce risks at Sizewell Hall Ltd, chemical and substance exposure is assessed under The Control of Substances Hazardous to Health Regulations 1999 (COSHH for short).

COSHH looks at chemicals and substances that are:

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

Sizewell Hall Ltd 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.

15. Conclusion

This short 'Health and Safety Manual' aims to explain some areas of, the Sizewell Hall Ltd 'Health and Safety Policy'.

Health and safety is a diverse and wide-ranging subject, which requires a degree of common sense and safe thinking from all visitors to Sizewell Hall, if a positive health and safety culture is to grow and thrive.

Health and safety is about all those involved within Sizewell Hall Ltd's site, taking some responsibility and thinking of safety in all they do or plan.

Sizewell Hall Ltd will endeavour to meet its legal and moral responsibilities in the areas of Health and Safety controls. However, for people to remain safe, it will take the co-operation of the staff and you as visitors alike.

If you are concerned about a matter of health and safety, please don't act alone, seek advice from the managers.

Working together Sizewell Hall Ltd can rightly be seen as a site that is not only a beautiful place to be but also a safe place.

*Thank you again for choosing to come and stay
at Sizewell Hall
and we trust that you will enjoy your stay
and that it will be a safe one.*