

The purpose of this information sheet is to provide for the leaders of groups attending the Bermondsey Huts at Worth Abbey, administered by *The Open Cloister*, to satisfy them of the safety of using our premises and to help them to create and maintain a safe and healthy environment during their stay.

Frequency of Risk Assessment

Risk assessments require that a risk assessment be revised when ‘you suspect that your assessment is no longer valid, or there has been a significant change’. As well as reviewing risks consequent upon any change in our ways of working, we review the whole of our risk assessment each year. These revisions include a review of environmental health, fire risks and of substances hazardous to health.

For specific guidance relating to Coronavirus (COVID 19) – Go to Page 3

Responsibilities of adults accompanying groups of young people.

Adults accompanying groups of young people (under 18 years old) to the Bermondsey Huts remain in charge of them; i.e. the duty of care remains with the group leaders at all times. This should be kept in mind when calculating the number of accompanying adults, their gender, their age and experience, and their code of practice relating to such matters as adult leaders leaving the premises, consuming alcohol, etc. Accompanying adults are reminded that some of *The Open Cloister* policies apply to them: including policies on consumption of alcohol, child protection matters, etc. In particular, accompanying adults retain responsibility for their young people during the night.

General level of risk

None of the activities normally run at the Bermondsey Huts pose any notable level of risk. There have been no major accidents, and records of minor injuries and past experience do not suggest that there are any notable hazards for people staying or working here.

Where occasional specially designed activities seem likely to involve greater risks, these are to be assessed, and appropriate provision made for controlling the risk, dealing with foreseeable accidents, or modifying the activity, before it is carried out.

Insurance

Worth Abbey carries all the normal insurance policies, including public liability insurance.

Emergency Assistance from Worth Abbey

If you can't find a member of staff of *The Open Cloister* call (*in office Hours only*):

- *The Open Cloister* office **01342 710318** (or **318** on an internal telephone extension)
- Estate Office Reception (in office hours) **01342 710290** (or **290** on an internal telephone extension)

(*any time*):

- St Bruno's **01342 710300** (or **300** on an internal telephone extension)
- Fr Peter Williams **07879 630 593**
- Fr Patrick Fludder **07989 120 601**
- Worth Abbey out of hours maintenance **07879 630 624** (or ***7 200** on an internal telephone extension)

Medical Emergencies - Dial 999

All telephones in Worth Abbey, for emergency calls - dial 9 then 999

Ask for an Ambulance to come to **Worth Abbey Bermondsey Huts Camp Site**, on **Back Lane**, one mile south of its junction with Paddockhurst Road. **OS Grid Reference TQ 32340 33070**

Minor injuries: For the treatment of most injuries or illnesses that are not life-threatening, including chest infections, minor head and eye injuries, broken bones, sprains and strains, minor burns and scalds, bites and stings

Urgent Care Centre at Crawley Hospital (24 hours-a-day, seven days a week)	Lower Ground Floor, West Green Drive, Crawley RH11 7DH	01293 600300 ext 4255
Minor Injuries Unit at Queen Victoria Hospital, East Grinstead (8.00am-8.00pm, seven days a week)	Holtye Road, East Grinstead RH19 3DZ	01342 414000
Emergency Department at East Surrey Hospital (24 hours-a-day, seven days a week)	Redhill Surrey RH1 5RH	01737 768511
Emergency Department at Princess Royal Hospital, Haywards Heath (24 hours-a-day, seven days a week)	Lewes Road Haywards Heath RH16 4EX	01444 441881

GP access

Bridge Medical Centre 8:30am-1:00pm Mon-Fri 2:00pm-6:30pm	Wassand Close, Three Bridges Road, Crawley RH10 1LL	01293 526025
Ouse Valley Practice Handcross 8:30am-6:00pm Mon-Fri	2 Dumbledore Primary Care Centre, London Road Handcross RH17 6HB	01444 405750
Balcombe 8:30am-1:00pm Mon, Weds & Fri	1 Gilletts Surgery, Deanland Road, Balcombe RH17 6PH	01444 405750

Out of hours

NHS Direct Go to 111.nhs.uk or call 111

Coronavirus (COVID 19)

In line with the latest government guidance on social distancing, group size, numbers allowed to meet/socialise and bubbles, groups should consist of no more than 30. Guests are required stay in their own tent - either individually or in family groups or bubbles.

- Sensible social distancing should be observed and pitches are required to have six-metre spacing between them.
- For health and safety reasons, guests are only allowed to have day visitors if they do not exceed the maximum number allowed to meet outside. All day visitors must be registered on site using the NHS track and trace app.
- Signage will be in place as a common sense reminder to keep two metres from other guests.
- The shower/toilet and day blocks will undergo deep cleans between bookings. Supplementary cleaning should be carried out each day by the group in the shower/toilet block and day hut; as well as frequent cleaning of high contact areas. Guidance on how many people the block can accommodate at one time will be displayed.
- Guests are required to wear a face covering whilst in the facility blocks, where possible.
- Guests are required to bring all their essentials with them.
- Guests are asked follow current guidance on frequent hand washing; they will also need to bring with them their own supplies of soap and hand sanitiser.
- Guests will be asked to 'check in' with the NHS test and trace app and posters will be available on site. For those guests not able to use the app, the group leader will need to supply a register containing the details of everyone staying/visiting on site.

Potential risk or concern	Current action or policy by <i>The Open Cloister</i>	Action or policy required of Guests
Roads, Car Park and Paths	The Bermondsey Huts is sited well away from the nearest busy road (B2110) off a small lane (Back Lane) behind a locked farm gate. There is (since June 2008) a hard parking area and entrance track and some external illumination at night. There is pedestrian paving between and in front of the Huts. The Huts are closed for the winter.	Guests need to pay normal care and attention in and around the field and entrance track. When leaving the site, be very careful to observe traffic on the narrow Back Lane.
Camping Field	<p>The grass area and some of the bracken is occasionally cut to facilitate access. There is some unevenness and drain covers that may be a trip hazard.</p> <p>The field, especially the border areas, contains: brambles, nettles, gorse, bracken, yew, toadstools and ragwort.</p> <p>Wild animals and birds wander freely through the neighbouring woods and into the camping field.</p> <p>Deer and Pheasants are frequently culled under strict licensing conditions, never on the camping field.</p> <p>Wild boar has not been seen, but may be passing through the woods.</p> <p>Ticks carrying Lyme disease have not been seen either, but please be aware of the possibility.</p> <p>Tents or guest equipment need to be sited away from the open fire area.</p>	<p>Pits are not to be dug.</p> <p>Exercise special care on grass areas when wet, especially when long. Be careful of unevenness and trip hazards when running on the field.</p> <p>Children, especially, need to be warned of the dangers of thorns, stings and poisoning.</p> <p>Beware of wild animals roaming through the woods and any ticks picked up from the bracken.</p> <p>The woods beyond the southern border fence belong to Paddockhurst Estates and are not to be entered without their explicit permission.</p>
Gas safety	<p>The tank, pipework, regulator and all appliances are inspected for safety at least annually. A new gas cooker was installed July 2013.</p> <p>There is no cooker hood extractor, but a high ceiling. We advise opening, or at least unlocking, the kitchen double doors for improved safe ventilation</p>	<p>Guests need to exercise normal caution in lighting gas burners on the cooker. Do not leave live matches around. Use the gas lighter provided. Do not leave any gas taps open without lighting the burners quickly.</p> <p>When the cooker is in use, the kitchen double doors should be unlocked and opened for improved safe ventilation.</p>

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Vehicles	<p>Heavy vehicles should not drive beyond the hardened drive area unless the weather has been dry for several weeks.</p> <p>Car manoeuvring should be kept to a minimum during any stay on site, and should be undertaken only with complete consideration to pedestrian's on site.</p>	<p>Guests must decide how best to distribute the parking around the hard standing and field. However space must be left for emergency service vehicles to gain access to the site and buildings.</p> <p>Vehicle repairs are not allowed on site except in emergency by recognised rescue services (e.g. AA, RAC, etc).</p>
Disability Access	<p>The site is sufficiently level to allow good mobility around the field and into the WC for people with disabilities. That and the Day Rooms in the Large Hut are on a level with the pedestrian paving.</p>	<p>Keep the paving and (level) doors clear from obstructions and other hazards.</p>
Hut security	<p>All windows and doors of the two principal Huts have locks or bolts.</p>	<p>Guests are asked to ensure that all external doors and windows are closed, locked and bolted.</p>
General hazards	<p>The Worth Abbey health and safety policy (available on the Worth IT network) is in force. Continuing care is exercised to ensure that hazards are dealt with if and when they arise.</p>	<p>Guests are asked to draw the attention of <i>The Open Cloister</i> staff to any hazards they notice.</p>
Small (Dormitory) Hut Fire safety	<p>There is no centralised fire or smoke warning system. There are three individual smoke detectors that are tested frequently</p> <p>Fire extinguishers by the exit doors are inspected annually by a competent engineer.</p> <p>Smoke alarms are fitted and checked regularly during the guest season.</p> <p>The two exterior doors are clearly marked and have rapid escape mechanisms on the inside handle.</p> <p>A fire blanket is also installed.</p>	<p>Please report any faults on the smoke detectors to <i>The Open Cloister</i> staff as soon as possible.</p> <p>Great care needs to be exercised wherever a naked flame is involved. Do not light any candles except in fireproof containers under adult supervision and presence. No flame to be left alight with no one present.</p>

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Fire safety Large Hut	<p>There is no fire or smoke warning system. Smoke alarms are fitted and checked regularly during the guest season. Fire extinguishers provided by all exit doors and in the kitchen are inspected annually by a competent engineer.</p> <p>Exits are clearly marked.</p> <p>The huts are made of highly flammable dry wood. Great care must be exercised whenever a naked flame is needed.</p>	<p>The large Hut is to be used during the waking day only; no sleeping overnight is allowed because of the greater fire risk.</p> <p>Great care needs to be exercised wherever a naked flame is involved. Do not light any candles except in fireproof containers under adult supervision and presence. No flame to be left alight with no one present.</p>
Fire safety outside	<p>There is a lot of flammable material in and around the huts, trees and field.</p> <p>At certain times of the year, the ground vegetation may be particularly susceptible to fire.</p> <p>Great care must be taken at all times to contain any fire to a safe area.</p>	<p>A camp fire is allowed only within the designated area near the hard standing. Care must be taken of any sparks landing on dry vegetation. It is advisable to have nearby a fire extinguisher or a bucket of water.</p>
Hazardous substances	<p>We believe that substances hazardous to health are not normally accessible to guests. Some cleaning materials are available in the kitchen and bathroom; <i>a locked cupboard is planned to be provided</i>. The Tin Hut at the back contains lead-acid batteries and sharp objects and is kept locked.</p>	<p>No substances hazardous to health are to be brought into the buildings. The use of alcohol and drugs is not permitted to young people. Keep out of the Tin Hut</p>
Poisonous fumes.	<p>All gas appliances are tested annually, and all required repairs carried out. The gas cooker in the kitchen has no flame-out shutoff, so (heavier than air) gas could ‘pour’ onto the floor and into Day Room.</p>	<p>Smoking is not allowed within any building at Worth Abbey this includes e cigarettes.</p> <p>Care should be taken of the smoke produced when any plastics are put on a camp fire.</p>
Food	<p>A basic kitchen is provided for the use of guests on a self-catering basis. Worth Abbey and its volunteer supporters are trying to upgrade the facilities as far as reasonably possible. Plastic containers are not mouse-proof! Metal, glass and ceramic containers are provided as far as possible.</p>	<p>Guests remain responsible for safe and hygienic preparation of their own food. Access by guests to the kitchen is only by express permission of the nominated person in charge of the kitchen. <i>All surfaces and utensils must be thoroughly washed BEFORE use.</i></p>

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Machinery, tools and appliances	Guests do not have access to any hazardous machinery other than the domestic gas appliances. Those volunteering to help with the restoration and improvement of the Huts are given access to the tool room only when they can satisfy <i>The Open Cloister</i> that they can work safely and responsibly. There is no mains voltage electricity other than a small inverter unless the group brings their own generator.	Guests are asked to be careful with their use of the 12V solar-charged battery lighting system. A fridge has been installed to run from this system, so care should be exercised with the system. The gas boiler in the kitchen area should be treated with responsible care.
Sleeping accommodation	The bedroom furniture is robust for normal use. Mattresses in the small hut are fire resistant to hotel standards. It is recommended that groups air the hut and mattresses before using them.	It is recommended that groups air the small dormitory hut and mattresses before using them. Supervision for young people at night will be of a standard at least in accordance with our Safeguarding Policy (see separate document). No adult, other than their parent or guardian, may share a room or tent with a young person. Males and females less than eighteen years of age sleep in separate rooms or tents with a supervising adult of the same gender in a nearby room or tent.
Water	The water is supplied to the Huts through a six-inch pipe from the Abbey buildings. Because of infrequent use, the water can be in the pipe for many months so it might appear quite stale by the time it is used. That is why it is not recommended for drinking. Water tanks and shower heads are disinfected regularly to protect against Legionella. Infrequently used taps are flushed through prior to any visit.	In accordance with good ecological principles, guests are asked not to waste water. Water for drinking: Bring bottled water for and/or boil the tap water. You may collect water from the main buildings at Worth Abbey. Ask <i>The Open Cloister</i> staff where best to collect it from.
Repair work and maintenance	Contractors and our own staff are required to take care that guests are not put at risk by their work, and to take all necessary safety precautions.	Guests are asked to cooperate with any safety advice and to report as soon as possible to the staff anything in need of repair.
Toilets and showers	There are sufficient toilets and showers for the usual number of guests. There is one fully accessible WC for people with disabilities.	To prevent any possible contamination or infection, nothing is to be taken from the toilet block into the kitchen. Hands must be washed after using the WC.

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First aid	There is a designated cupboard for first aid equipment in the smaller Day Room. Guests are asked to bring their own kit for their own use and to maintain their own Accident Book. Some of the staff of <i>The Open Cloister</i> are qualified First Aiders.	Visiting Groups should bring with them a suitable First Aid Kit. Guests in need of First Aid should initially go to their group leader; <i>The Open Cloister</i> Staff will assist when needed. <i>The Open Cloister</i> Accident Book, kept in St Bruno's front hall, should be completed for any serious incident or 'near misses'. See above for 'Medical Emergencies'.
Staff working with children	All staff of <i>The Open Cloister</i> are cleared with an enhanced check with the <i>Disclosure & Barring Service</i> . Our Safeguarding Policy (see separate document), which contains information relating to the protection of young people and vulnerable adults from abuse and to dealing with allegations, follows that laid down by the <i>Catholic Safeguarding Advisory Service (CSAS)</i> and is periodically reviewed with the assistance of the <i>Safeguarding Co-ordinator</i> of the Diocese of Arundel and Brighton.	Visiting Groups bringing any people under the age of 18 or vulnerable adults must notify us of the Safeguarding Policy they will be operating under and provide us with contact details of their local Safeguarding Representative.
Electrical Safety	Electricity can present the risk of electric shock and fire. The control measure is to use separated extra-low voltage for Lighting, phone charging, fridge etc. so the risk of injurious electric shock is negligible. Faults with the electrical installation could give rise to the risk of fire and this is mitigated by overcurrent protection of each circuit. Batteries are fused and protected from overcharging by a charge controller.	Guests need to ensure that. No more than 1 phone is plugged in at any time; the system is not used for anything other than the installed lighting and charging phones. The electrical system has been secured against unauthorised interference by prevention of access by user groups.
CO2 monitor	Installed to wall near the hatch to kitchen.	Checked regularly during guest season.
Fault Reporting	A record book is provided with keys for any fault reporting and should be handed to each group on arrival, and checked on return for any action needed.	Guests are asked to record any faults, breakages or repairs required and ensure the record book is returned with the keys at end of their stay.

Additional documentation may be consulted at Worth Abbey and/or may be available in electronic form on request:

- Safeguarding Policy
- Procedures in the event of Fire
- Policy on consumption of alcohol
- Supplement to Risk Assessment for teenage groups
- Guidance for Self Catering