



## Supplement to Risk Assessment for groups (protection of property)

Revised June 2021

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The purpose of this supplementary information sheet is primarily to help the leaders of teenage groups attending The Open Cloister (TOC) at Worth Abbey to make safe and healthy use of the premises and equipment. However, all visitors may benefit from these recommended practices. In summary – the Risk Assessment document concerns risks to people; this *supplement* concerns risk to property.

The Open Cloister (TOC) buildings are owned and operated by the Benedictine monks of Worth Abbey. The monks live by the sixth century Rule of Saint Benedict which sets out the principles of care of material objects as follows:

### **CHAPTER 31. QUALIFICATIONS OF THE MONASTERY CELLARER**

<sup>9</sup>He must show every care and concern for the sick, children, guests and the poor, knowing for certain that he will be held accountable for all of them on the day of judgment. <sup>10</sup>**He will regard all utensils and goods of the monastery as sacred vessels of the altar,** <sup>11</sup>aware that nothing is to be neglected. <sup>12</sup>He should not be prone to greed, nor be wasteful and extravagant with the goods of the monastery, but should do everything with moderation and according to the abbot's orders.

<sup>13</sup>Above all, let him be humble. If goods are not available to meet a request, he will offer a kind word in reply, <sup>14</sup>for it is written: A kind *word is better than the best gift* (Sir 18:17).

<sup>18</sup>Necessary items are to be requested and given at the proper times, <sup>19</sup>so that no one may be disquieted or distressed in the house of God.

TOC invites leaders of groups to instil in themselves and their charges a similar attitude to material goods and to leave the premises in a state suitable for welcoming our next guests.

<b>Potential risk or concern</b>	<b>Current action or policy by The Open Cloister (TOC)</b>	<b>Action or policy required of guests</b>
<b>Art Materials</b>	Playdough, paint, crayons, marker pens, etc. are to be used only on tables in communal areas and these must be suitably protected and wiped down after use.	No materials that are not easily washable should be used.  Guests are responsible for cleaning any marks they have made on the property and equipment of TOC
<b>AV equipment</b>	Some AV equipment is available for use under strict conditions respect and care.	Group Leaders should request use of AV equipment at the time of booking or consult with TOC staff for permission during their stay, to <b>use</b> any such equipment, including: TV, DVD player, CD player, projector and screen and keyboard.
<b>Ball games</b>	No ball games indoors. Outside, softballs only in the vicinity of the building because of the danger of damage to windows, tiles, gutters, plants and trees.	Group Leaders are responsible for their members fulfilling the requirements of this policy.
<b>Roof and gutters</b>	Should anything be lost on the roof or gutter of any TOC buildings, do not attempt to retrieve it without consulting TOC staff for a safe method of retrieval.	Group Leaders are responsible consulting staff of TOC.
<b>Guest rooms</b>	Guest rooms are not to be used for group meetings or recreation activities.	To prevent damage to furnishings, younger people under the age of 18 should be warned not to jump on beds or chairs or throw anything around the corridor or any of the rooms. Group leaders must grant specific and individual permission for any young person to leave the communal room or to enter the guest room area.  Accidental damage is to be reported to TOC staff as soon as possible.

<b>Potential risk or concern</b>	<b>Current action or policy by The Open Cloister (TOC)</b>	<b>Action or policy required of guests</b>
<b>BluTack</b>	Blu Tack ONLY is to be used ONLY on glass and polished wood surfaces; and not on painted walls or faced brick (like the fireplace).	Group Leaders are responsible for their members fulfilling the requirements of this policy.
<b>Candles</b>	Candles are to be used only in or on FIRE PROOF containers or surfaces, not on cloth, paper or wood; and only in the communal rooms under supervision. Lit candles are not to be moved when the wax is still in liquid form. There will be no accidental spillage on carpets, chairs or tables. There must be at least one leader in the room when any candle is alight; i.e. all candles are to be extinguished if everyone is leaving the room. Candles are not allowed in bedroom areas or corridors.	Group Leaders are responsible for their members fulfilling the requirements of this policy.
<b>Abbey Church</b>	While TOC encourages all guests to make good use of the Abbey Church and the monastic and communal prayer times, group leaders must book times for group visits in advance.	If groups are planning to hold their own prayer services, they must ensure that the church is left clean and tidy.
<b>Doorways</b>	All doorways are to be left for free access at all times and should not be propped open. No chairs or activity that blocks access is to be arranged. N.B. Footwear that has been worn outside and is muddy should be removed and left in in the foyer by the main entrance.	Group Leaders are responsible for their members fulfilling the requirements of this policy.
<b>Ecology</b>	TOC undertakes great effort to minimise damage to the environment and reduce the carbon footprint. TOC has PVsolar panels which generates a percentage of our electricity.	Group Leaders are asked to help all guests to share in this aim by keeping doors and windows closed in cold weather, switching off unused lights, recycling suitable materials, not wasting water etc.

<b>Potential risk or concern</b>	<b>Current action or policy by The Open Cloister (TOC)</b>	<b>Action or policy required of guests</b>
<b>Food, drink and confectionary</b>	<p>No food, cutlery or crockery is to be removed from the dining area.</p> <p>No food is to be brought into the building for re-heating and consumption on the premises by guests. Dietary requirements are required to be notified in advance. No food or snacks are allowed in guest rooms.</p> <p>The kitchenette should be kept clean and tidy at all times. Mugs, glasses, spoons, etc. are to be washed thoroughly, dried and put away as soon as possible. Guests are not permitted to sit or leave bags or paper on any of the kitchenette surfaces.</p>	Group Leaders are responsible for their members fulfilling the requirements of this policy.
<b>Furniture and moveable equipment</b>	Guests are required to ask permission of TOC staff before moving any furniture or equipment either within or between rooms.	If permission is given, group leaders are to ensure that such moves are recorded and that all items are safely returned to their original location.
<b>Internet</b>	There is Wi Fi available in both buildings. A password is required for access, which may be obtained on request from TOC staff.	The group leaders are solely responsible for the appropriate use of the internet (especially by young people and children).
<b>Mobile phones</b>	Leaders are to be aware of young people's use of mobile phones and are asked to set and maintain a suitable policy.	Group Leaders are responsible for their members fulfilling the requirements of this policy.
<b>Quiet Garden</b>	The Quiet Garden is area created specifically for quiet time, for prayer and listening and is available for use by all guests. All we ask that everyone respect this area by keeping to the paths, staying off planted areas, do not cause any damage to the flora and fauna, not throwing anything into the pond, respect the tranquillity of the area and the space of other users.	Young people and children should be supervised by an adult leader at all times due to the risk presence of water and to fulfil the requirements of this policy.

<b>Potential risk or concern</b>	<b>Current action or policy by The Open Cloister (TOC)</b>	<b>Action or policy required of guests</b>
<b>Recycling</b>	TOC strives to preserve and enhance our environment by reducing waste wherever possible. Bins, separate from those for general rubbish, are provided for recycling and compost.	<p>Recycle all glass, cans, plastic bottles (not other plastic), cardboard and newspapers. Rinse and place in the green boxes or bags labelled for recycling.</p> <p>Tea bags, coffee grains and fruit peelings go in the compost bins which are labelled.</p> <p>Soiled paper &amp; other rubbish go in black bin bags.</p>
<b>Security</b>	<p>The building is secure.</p> <p>TOC can provide safe lockup for small valuables and, in St Bruno's, provides the Group leader with a master key to the guest rooms in case any of their party locks themselves out. Young people (under the age of 18) and children are not issued with keys to the guest rooms, so should be careful to keep their doors unlocked.</p>	Group leaders remain responsible for investigating any thefts, bearing in mind that valuables might be 'borrowed' between members of the group.
<b>Vandalism, damage and graffiti</b>	<p>TOC provides good quality accommodation for all our guests.</p> <p>We ask the cooperation of guests to keep the facilities clean and tidy for the enjoyment of all guests.</p>	Group leaders are liable for the cost of repairs arising from any damage caused to premises or equipment by members of the group who are under their care, during their stay.
<b>Walks around the Abbey site</b>	Entry to the Monastery garden is not permitted, nether areas marked 'Private'. Entry to the Worth School site is not permitted and its boundaries are clearly marked by fences.	Group leaders are responsible for the behaviour of their group anywhere on the Worth Abbey site.
<b>Paintings, pictures and wall art</b>	It is not permitted to remove any of the wall art without the permission of TOC staff.	Group Leaders are responsible for their members fulfilling the requirements of this policy.

