

Access Statement for Springhill Farm

Introduction

We strive to ensure that all visitors can enjoy the accommodation, amenities and surroundings. Our aim is to assist you in any way possible and if you require assistance whilst planning your stay, or while you are actually visiting us we will be pleased to help you.

Pre-Arrival

- We cater for touring caravans and motor homes, camping, hostel accommodation, arcs and self-catering cottages.
- We have an easily accessible website and our brochures are clear and concise, we can post a copy of this access statement if required.

We offer fax, telephone and email contact with our customers.

Public Areas – General

- Gravel roads service all parts of the site – Speed limit on the park is restricted to 10 mph
- There are picnic tables placed around the site and surrounding areas
- Waste disposal points are located throughout the site, recycling facilities available at where clearly labelled bins. The wheelie bins are 2 metres in height.
- The site has two public toilet block near located on the caravan site
- The path leading to all cottages and bunkhouse are all level and have a gravel surface.
- There is separate disabled/family shower and washroom facilities compete with shower, bath, sink, and toilet with grab handles within the main toilet block.
- There is one top loading washing machine and one top loading dryer.
- The washing up sinks units are 90cm in height



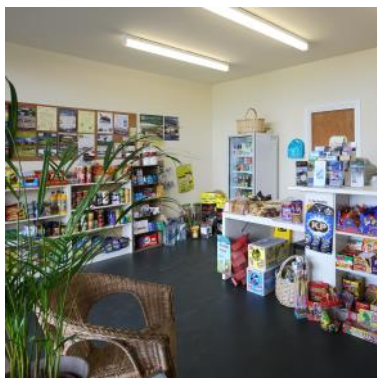
General

- Nearest Public payphone is located in the North Sunderland area of Seahouses ½ mile from us
- Dogs are welcome
- Nearest bus stop is 1/2 mile located in the North Sunderland area of Seahouses

If Emergency services are required please dial 999 and inform them of your plot number, and contact us immediately

Main Entrance & Reception

- Access to reception is based on the caravan site.
- The access to reception is level to the ground
- The Reception doorway has ample access for a wheelchair (double doors)
- There is seating available in our Reception



Extra notes of care

It is our express policy to give the maximum assistance to any guest entering the premises. If disabilities are not obvious we would very much appreciate prior notice to make sure that we can achieve our aim. We will always offer to help with luggage in the absence of an able-bodied member of a guest party.

The ground is a mixture of grazed pasture, which has both slopes and unevenness. These can, however, be negotiated fairly easily even by less than fully mobile guests with a little care and support.

Caravan Site & Wigwams

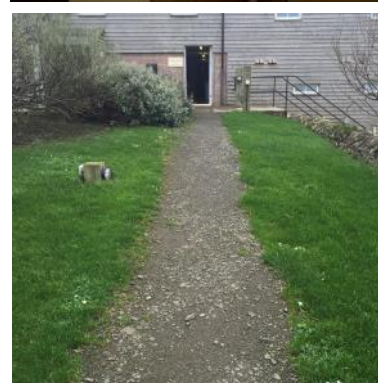
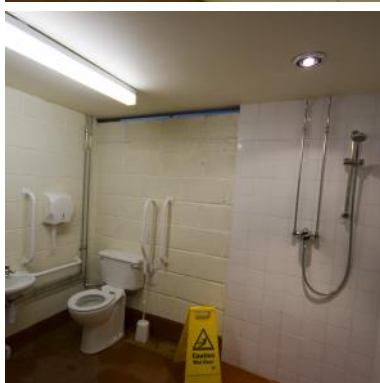
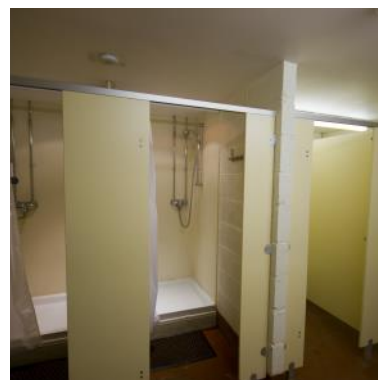
Arrival and Car Parking Facilities

- The reception and parking areas are all gravel.



Shower, laundry & toilet block

- The site has one has a toilet block near to all touring, tent pitches
- The arcs have a separate toilet/ shower, kitchen and sitting area all with disabled access and facilities
- The path leading to the toilet block is sloping with an alternative of steps.
- There is separate disabled/family shower and washroom facilities compete with shower, bath, sink, toilet with grab handles within the main toilet block and also private facilities of the same nature for guest staying in a arc.
- There is one top loading washing machine and one top loading dryer
- The washing up sinks and kitchen units are 90cm in height



Touring Area

- Touring pitches are both hard-standing with hard standing or grass
- Some pitches have electric facilities and other do not.
- Chemical disposal point is 95cm in height and is adjacent to the toilet block



Wigwam Access

- Gravel and grass walkways to wigwams
- Decking to door
- Two steps to entrance on decking from gravel
- 700mm door way
- 540mm long x 340mm wide x 2750mm high
- Outside lighting from dusk until dawn
- One pendant light



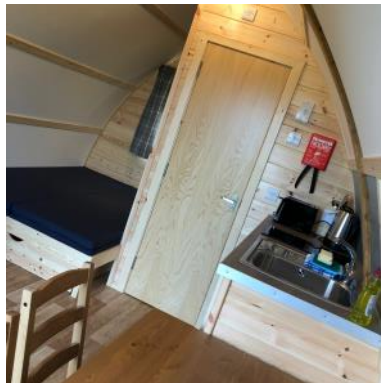
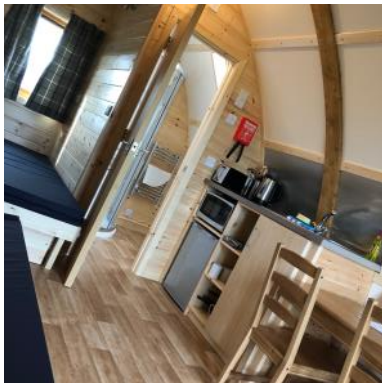
Extra notes of care

It is our express policy to give the maximum assistance to any guest entering the premises. If disabilities are not obvious we would very much appreciate prior notice to make sure that we can achieve our aim. We will always offer to help with luggage in the absence of an able-bodied member of a guest party.

The ground is a mixture of grazed pasture, which has both slopes and unevenness. These can, however, be negotiated fairly easily even by less than fully mobile guests with a little care and support.

En-suite Wigwam Access

- Gravel and grass walkways to wigwams
- Decking to door
- Two steps to entrance on decking from gravel
- 1000mm door way
- 540mm long x 340mm wide x 2750mm high
- Outside lighting from dusk until dawn



Extra notes of care

It is our express policy to give the maximum assistance to any guest entering the premises. If disabilities are not obvious we would very much appreciate prior notice to make sure that we can achieve our aim. We will always offer to help with luggage in the absence of an able-bodied member of a guest party.

The ground is a mixture of grazed pasture, which has both slopes and unevenness. These can, however, be negotiated fairly easily even by less than fully mobile guests with a little care and support.

Self-Catering Accommodation & Bunkhouse

Introduction

We strive to ensure that all visitors can enjoy the accommodation, amenities and surroundings. Our aim is to assist you in any way possible and if you require assistance whilst planning your stay, or while you are actually visiting us we will be pleased to help you.

Arrival and Car Parking Facilities

- All parking areas are gravel
- Parking for all cottages is next to or within 10 meters of the entrance
- There is a private gravel parking space at the front of each holiday house and hostel.



Extra notes of care

It is our express policy to give the maximum assistance to any guest entering the premises. If disabilities are not obvious we would very much appreciate prior notice to make sure that we can achieve our aim. We will always offer to help with luggage in the absence of an able-bodied member of a guest party. The ground is a mixture of grazed pasture, which has both slopes and unevenness. These can, however, be negotiated fairly easily even by less than fully mobile guests with a little care and support.

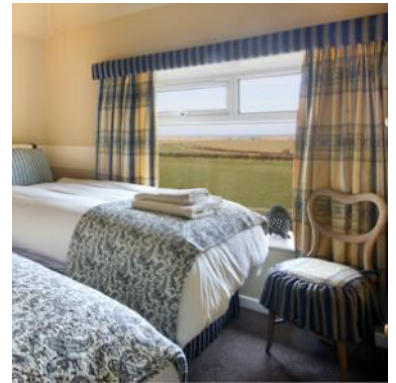
The Bunkhouse Access

- Large external metal staircase
- Patio doors onto wooden terrace area at first floor level
- Carpets and tile flooring
- All main doors are fire exits
- Bathroom doors standard
- Outside lighting from dusk until dawn



Springhill Cottage Access

- Gravel car park
- Level paved path to door
- Small step into front door no hand rails
- Concrete back yard
- Two steps to back door no hand rails
- Level ground floor with carpet and tiled flooring
- Standard door widths
- Ground floor bathroom, sitting room, kitchen and double bedroom
- Steep narrow stair to first floor one hand rail
- Pendant and strip lighting
- Accent and bedside lighting
- Door bell
- Outside security lighting
- Outside car park lighting from dusk until dawn
- No loop facilities installed



Copywell Cottage Access

- Gravel car park
- Level paved path to door
- Small step into front door no hand rails
- Concrete back yard
- Two steps to back door no hand rails
- Level ground floor with carpet and tiled flooring
- Standard door widths
- Ground floor bathroom, sitting room, kitchen and twin bedroom
- Steep narrow stair to first floor double bedroom one hand rail
- Pendant lighting
- Accent and bedside lighting
- Door bell
- Outside security lighting
- Outside car park lighting from dusk until dawn
- No loop facilities installed



Croft Cottage Access

- Gravel car park
- Level paved path to door
- Small step into front door no hand rails
- Concrete back yard
- Two steps to back door no hand rails
- Level ground floor with carpet and tiled flooring
- Standard door widths
- Ground floor shower room, sitting room, kitchen and double bedroom
- Steep narrow stair to first floor twin bedroom one hand rail
- Pendant lighting
- Accent and bedside lighting
- Door bell
- Outside security lighting
- Outside car park lighting from dusk until dawn
- No loop facilities installed



The Bothy

- Paved car park
- Level paved path to door
- Level wide outward hung front door no hand rails
- Level paved area at back door no hand rails
- Level ground floor with tiled flooring
- Wide doorways throughout
- Ground floor bathroom, sitting room, kitchen and double bedroom, 2 twin bedrooms and ensuite
- Large hallway
- Pendant lighting and spot lights
- Accent and bedside lighting
- Door bell
- Outside security lighting
- Outside car park lighting from dusk until dawn
- No loop facilities installed



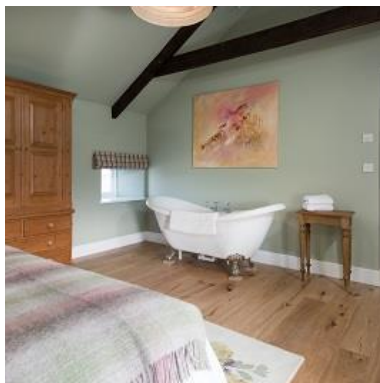
The Dovecote

- Paved car park
- Sloping paved path to door
- Level wide front door no hand rails
- Once step from sitting room the paved area through double doors no hand rails
- Level ground floor with tiled flooring
- Wide doorways throughout
- Ground floor bathroom, wash rooms, sitting room, kitchen and double bedroom, twin bedrooms and ensuite
- Large hallway
- Pendant lighting and spot lights
- Accent and bedside lighting
- Door bell
- Outside security lighting
- No loop facilities installed



Archway Cottage

- Gravel car park
- Sloping paved path to door
- Level wide front door no hand rails
- Once step from sitting room the paved area through double doors no hand rails
- Level ground floor with wooden flooring
- Wide doorways throughout
- First floor bathroom
- Ground floor open plan sitting room, kitchen
- Pendant lighting and spot lights
- Accent and bedside lighting
- Outside security lighting
- No loop facilities installed



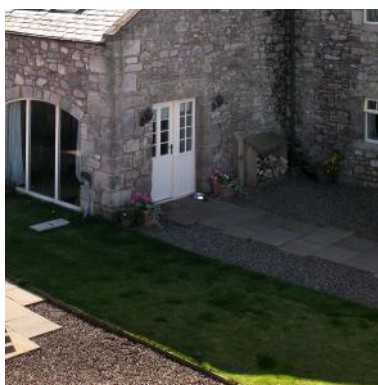
The Hemmell

- Gravel car park
- Gravel and paved path to door
- Level front door no hand rails
- Once step from kitchen the paved area through double doors no hand rails
- Level ground floor with tiled flooring
- Wide doorways throughout
- Ground floor cloak room, sitting room and kitchen
- Large hallway
- Turning stairs to first floor family bathroom, double bedroom, 2 twin rooms with ensuite
- Pendant lighting and spot lights
- Accent and bedside lighting
- Door bell
- Outside security lighting
- Outside car park lighting from dusk until dawn
- No loop facilities installed



The Engine House

- Gravel car park
- Gravel and paved path to door
- Level front door no hand rails
- Restricted head height t in bedrooms and first floor landing
- Level access from ground floor to the paved area through double doors no hand rails
- Level ground floor with tiled and carpet flooring
- Wide doorways throughout
- Ground floor cloak room, sitting room and kitchen
- Large hallway
- Turning stairs to first floor double bedroom ensuite and twin bedroom rooms with ensuite
- Pendant lighting and spot lights
- Accent and bedside lighting
- Door bell
- Outside security lighting
- Outside car park lighting from dusk until dawn
- No loop facilities installed

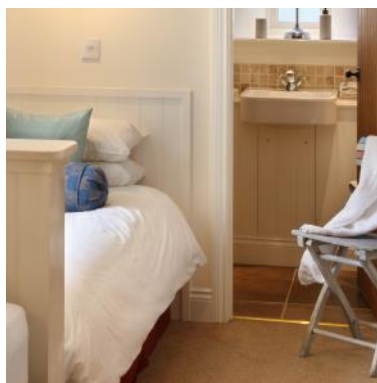


The Full Granary

- Gravel car park
 - Gravel and paved path to door
 - Level front door no hand rails
 - Level ground floor with tiled and carpet flooring
 - Wide doorways throughout
 - Ground floor cloak room, double bedroom ensuite and 2 twin bedrooms ensuite
 - Tiled stairs to first floor sitting room, kitchen dining area and twin bedroom ensuite
 - Ground level double doors leading to wooden balcony
 - Pendant lighting and spot lights
 - Accent and bedside lighting
 - Door bell
 - Outside security lighting
 - Outside car park lighting from dusk until dawn
- No loop facilities installed

The Half Granary

- Gravel car park
- Gravel and paved path to door
- Level front door no hand rails
- Level ground floor with tiled and carpet flooring
- Wide doorways throughout
- Ground floor cloak room
- Tiled stairs to first floor sitting room, kitchen dining area and twin / double bedroom ensuite
- Ground level double doors leading to wooden balcony
- Pendant lighting and spot lights
- Accent and bedside lighting
- Door bell
- Outside security lighting
- Outside car park lighting from dusk until dawn
- No loop facilities installed



Health and Safety Policy Statement

This is a health and Safety Policy Statement of

Springhill Farm Holiday Accommodation

Management recognises and accepts its responsibility to ensure, so far as is reasonably practicable. The health and safety of all its employees, contactors, visitors and those members of the public who may be affected by the business activities.

It is the business' aim to promote, set and maintain the highest standard for health, safety and welfare matters. This will be achieved by:

- providing adequate control of the health and safety risks arising from the work activities;
- consulting with employees on matters affecting health and safety;
- providing and maintaining safety equipment;
- ensuring safe handling and use of substances;
- providing information, instruction and supervision for employees;
- ensuring all employees are competent to do their tasks;
- maintaining safe and healthy working conditions; and
- reviewing and revising this policy as necessary at regular intervals.

The company will endeavour to eliminate any hazards which may result in personal injury, illness, fire, security losses, property damage or harm to the environment

Sarah Gregory

General Manager

HEALTH AND SAFETY POLICY STATEMENT

At Springhill Farm Serviced Hostel Accommodation and Annexes we are committed to giving health and safety the highest priority in all of our activities

We expect staff, visitors and contractors who work at Springhill Farm Serviced Hostel Accommodation and Annexes to share this commitment by complying with our policies and, where appropriate, our procedures and understand that they too have legal and moral obligations to themselves and to one another.

We are dedicated to ensuring the health and safety of all persons who may be affected by our activities by:

- Providing, managing and maintaining a safe and healthy place of work.
- To ensure adequate provision of identification, assessment, control and review of methods of control of Health and Safety risks to staff and contractors.
- To ensure that all staff have read and understood this document and understand their shared responsibilities for Health and Safety as outlined in this policy.
- To ensure that all contractors, temporary staff and users of Springhill Farm Serviced Hostel Accommodation and Annexes are advised of this policy and its individual elements where appropriate.
- To ensure that all contractors carrying out work not provided for in this policy provide a risk assessment of work/tasks prior to their commencement.
- Providing, managing and maintaining our workplaces, grounds and properties so that they are, so far as reasonably practicable, safe and that risks to health are controlled.
- To ensure that this policy and its provisions remain up to date and relevant by consulting with staff and contractors regarding safety matters.
- To ensure safe storage of, handling and use of substance.
- To provide safe and healthy plant and machinery and ensure safe use.
- To ensure that all staff, contractors and users are given sufficient information, instruction, training and supervision necessary to ensure their Health and Safety on site, and off site where appropriate.

Keeping up to date with best practice in relation to Health and Safety and complying with all relevant legislation and authoritative guidance.

4. We undertake to continually review and develop our safety management systems, with the overarching aim of conducting our activities in a manner which does not affect the health and safety of any staff, contractors, visitors or members of the public, or adversely affect the environment.

Sarah Gregory
General Manager

1. Responsibilities

The responsibility for health and safety rests with everyone, from senior management through to each individual member of staff. This section sets out the responsibilities under this policy.

- 1.1 Overall and final responsibility for health and safety within the business, is that of:

Sarah Gregory

- 1.2 To ensure health and safety standards are maintained / improved, the following people are responsible for ensuring that all activities under their control are carried out in accordance with the business' health and safety policy, standards and safe working procedures; and in compliance with statutory provisions:

Name	Title	Area of Responsibility
<i>Colin Gregory</i>		<i>overall</i>
<i>Sarah Gregory</i>		<i>overall</i>

- 1.3 Employees have legal duties under the Health and Safety at Work etc. Act 1974. In particular, they must:

- co-operate with management on health and safety matters;
- take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work;
- co-operate, so far as is necessary, to enable any duty or requirement imposed on the business by or under any of the relevant statutory provisions, to be performed or complied with;
- not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions;

Failure to comply with these requirements may lead to both disciplinary action being taken by the business and prosecution by the Health & Safety Executive (HSE).

2. Health & Safety Risks Arising From Our Work Activities

Under the Management of Health and Safety at Work Regulations 1999, the business has a duty to assess risks to the health and safety of anyone who may be affected by their work activities. It is the business' policy to ensure that no-one is put at risk from any activities under its control.

- 2.1 Risk assessments will be undertaken by *Sarah Gregory* in consultation with NFU Mutual Risk Management Services Limited.
- 2.2 The findings of the risk assessments will be reported to all relevant members of staff.
- 2.3 Action required to remove / control risks will be approved by *Sarah Gregory*.
- 2.4 *Alfred* will be responsible for ensuring the action required is implemented.
- 2.5 *Alfred* will check that the implemented actions have removed the hazards or reduced the risks to an acceptable level.
- 2.6 Assessments will be reviewed annually or when work activity changes, whichever is soonest.

3. Consultation with Employees

Under the Health and Safety (Consultation with Employees) Regulations 1996 the business has a duty to consult employees either directly or through elected representatives on matters relating to health and safety.

- 3.1 Employee Representative(s) are:

Name	Location
<i>Julia Gregory</i>	<i>on site / farm house</i>
<i>Sarah Gregory</i>	<i>on site / farm house</i>

4. Safe Plant and Equipment

Under the Provision and Use of Work Equipment Regulations 1998 and Lifting Operations and Lifting Equipment Regulations 1998, the business has a duty to ensure that all plant and equipment that requires maintenance (including statutory testing) is identified and that the maintenance work is undertaken.

- 4.1 *Colin Gregory* will be responsible for identifying all equipment / plant needing maintenance (e.g. portable electrical appliances, vehicles, etc.).
- 4.2 *Colin Gregory* will be responsible for ensuring effective maintenance procedures are drawn up.

- 4.3 *Colin Gregory* will be responsible for ensuring that all identified maintenance is implemented.

- 4.4 Any problems found with plant / equipment should be reported to *Colin Gregory*.

5. Safe Handling & Use of Substances

Under the Control of Substances Hazardous to Health Regulations (COSHH) 2004, the business has a duty to assess the risks from both hazardous substances that are used (e.g. chemicals, solvents, paints, oil, etc.) and hazardous substances generated from work activities (e.g. dust, fume, vapour, etc.).

- 5.1 *Colin Gregory* will be responsible for identifying all substances that need a COSHH assessment.
- 5.2 *Colin Gregory* will be responsible for undertaking COSHH assessments.
- 5.3 *Colin Gregory* is responsible for ensuring that all actions identified in the assessments are implemented.
- 5.4 Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

6. Information, Instruction & Supervision

The Health and Safety (Information for Employees) Regulations 1989 require the business to display a poster telling employees what they need to know about health and safety.

- 6.1 A copy of the HSE's Health and Safety Law poster is displayed in the *Reception*.
- 6.2 Health and safety advice is available from *Colin/Sarah Gregory*.
- 6.3 Supervision of trainees will be arranged / undertaken / monitored by *Colin/Sarah Gregory*.

7. Competency for Tasks & Training

The law requires an employer to provide appropriate information, instruction and training regarding health and safety at work. This is to enable employees to work safely for the benefit of themselves and others.

- 7.1 Induction training will be provided for all employees by *Colin/Sarah Gregory*.
- 7.2 Job specific training will be provided by *All above* together with experienced workers.

Rev. 02 - April 06

- 7.3 The following tasks must only be carried out by specifically authorised employees, who will normally have successfully completed a special training course. This is because the tasks are either potentially hazardous or legislation demands authorised persons only:

- fork lift truck operation;
- entry into confined spaces;
- handling and using chemicals;
- animal handling;
- chainsaw work;
- pressure washing.

All other employees are strictly forbidden from carrying out the above tasks unless supervised by a suitably qualified person.

- 7.4 Employees operating business vehicles must hold the appropriate class of licence and be specifically authorised, for a particular vehicle, by management.
- 7.5 Training records are kept by *Colin/Sarah Gregory*.
- 7.6 Training will be identified, arranged and monitored by *Sarah Gregory*.

If an employee does not understand any matter relevant to their health and safety at work, or consider that they have not received adequate information, instruction or training, they must report the matter to Management.

8. Accidents, First aid & Work-Related Ill Health

The business will ensure, so far as is reasonably practicable, that all accidents and dangerous occurrences are reported internally and, where appropriate, to the enforcing authority. In addition, all accidents and dangerous occurrences will be investigated and reasonable measures put in place to prevent recurrence.

- 8.1 All accidents, cases of work-related ill health and dangerous occurrences are to be reported to *Colin/Sarah Gregory* without delay. Details of the incident will be recorded in the accident book with is located in the *Reception* / *on the premises* responsible for periodically analysing the accident book for signs of trends.
- 8.2 *Sarah Gregory* is responsible for undertaking investigations following accidents, dangerous occurrences and work related ill health absence.
- 8.3 *Sarah Gregory* is responsible for acting on investigation findings to prevent a recurrence.
- 8.4 *Sarah Gregory* is responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.
- 8.5 A first aid kit is located in the *Reception on the farm house*.
- 8.6 The appointed first aid persons are *Sarah/Sarah/Sarah Gregory*.

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Name	Location
<i>Sarah Gregory</i>	

Sarah Gregory is responsible for ensuring that first aid boxes are regularly stocked with approved first aid material.

- 8.7 It is the business' policy to do everything that is reasonably practicable to reduce the risk of work-related stress. If any member of staff feels that they are suffering from excessive pressure, anxiety or other symptoms of stress, they should speak, in strictest confidence, to management.

Help and support is available from The Samaritans, 08457 909090, (24 hours a day)

9. Emergency Procedures – Fire & Evacuation

- 9.1 *Colin Gregory* is responsible for ensuring the Fire Risk Assessment is undertaken and implemented.
- 9.2 Escape routes are regularly checked by *All Staffed before*.
- 9.3 Fire extinguishers are maintained and checked by *Fire person* on an annual contract.
- 9.4 The emergency evacuation procedures will be tested every 6 months.

10. Areas of Risk

There are several situations that may present a risk to health and safety. The main areas of risk are listed below:

- falls from height;
- transport;
- contact with machinery or material being machined;
- struck by moving or falling objects;
- contact with electricity or an electrical discharge;
- slip, trip or fall on same level;
- exposure or contact with hot / harmful substance;
- fire and explosion;
- occupational health.

Risk Assessment

-Springhill Farm Caravan & Camping Site

Steep step leading from caravan site to toilet and shower block

Action: Lighting, Signs, hand rails, yellow edging

Cars on the roads on and surrounding the site

Action: Signs "15mph" and "Caution children playing"

Decking on balcony area

Action: Outside light and slippery surface signs

Childrens play area on the grassed area beside the site

Action; Safety surface, signs outlining that all children should be accompanied by an adult, annual maintenance and daily checks

In the case of a fire on the caravan site on the farm or with the toilet and shower block

Action: Fire assembly point located at the childrens play area, Fire extinguisher at reception and in the toilet and showers, fire bucket and emergency contact telephone numbers

Hot water causing burns from the sinks or the showers within the toilet and shower block

Action: Signs "Caution hot water", water temperature controller

Water lying on the toilet and shower floors which may cause someone to slip

Action; bucket and mop provided, non slip flooring, Caution wet floor signs and mats for the shower area floors

Fire or electric shock caused by the hair dryers and hand dryer with the toilet and showers

Action: Annual PAC test and automatic cut off point

Uneven surfaces such as grassed areas and gravel

Action; Inspect the roads on a regular basis, signs on major points of worry and lighting at night

As the site is located on a farm there is always a danger from machinery etc.

Action: Signs "No entry", "private property", "No unauthorised persons" and separate farm access

Pond located around ¼ mile from the site

Action: Signs "Caution deep water", "No children without an adult" and a life ring

Dog fouling on and around the site

Action: Signs and bins around the site

ALL FARM WORKERS AND PUBLIC ARE AT RISK OF THE ABOVE RISKS ON SITE

Risk Assessment
-Springhill Farm Wigwams

Steep step leading from caravan site to toilet and shower block, laundry area, drying room and cycle store

Action: Lighting, Signs, hand rails, yellow edging

Decking on all wigwams with steep steps to entrance

Action: Painted with yellow edgeing, wigwam have manual outside lights and slippery surface signs

Cars on the roads on and surrounding the site

Action: Signs "10mph" and "Caution children playing"

Childrens play area on the grassed area beside the site

Action; Saftey surface, signs outlining that all children should be accompanied by an adult,, annual maintenance and daily checks

In the case of a fire on the caravan site on the farm or with the toilet and shower block

Action: Fire assrmbly point located at the childrens play area, Fire extinguisher at reception and in he toilet and showers, fire bucket and emergency contact telephone numbers

Hot water causing burnsfrom the sinks or the showers within the toilet and shower block

Action: Signs "Caution hot water", water tempreture controller

Water lying on the toilet and shower floors which may cause someone to slip

Action; bucket and mop provided, non slip flooring, Cautio n wet floor signs and mats for the shower area floors

Fire or electric shock caused by the hair dryers and hand dryer with the toilet and showers

Action: Annual PAC test and automatic cut off point

Uneven surfaces such as grassed areas and gravel

Action; Inspect the rads on a regular basis, signs on major points of worry and lighting at nght

As the site is located on a farm there is always a danger from machinary ect.

Action: Signs "No entry", "private property", No un autherised persons" and seperate farm access

Pond located around ¼ mile from the site

Action: Signs "Caution deep water", "No children without an adult" and a life ring

Dog Fauling on and around the site

Action: Signs and bins around the site

ALL FARM WORKERS AND PUBLIC ARE ARE AT RISK OF THE ABOVE WHILS ON SITE

Risk Assessment

-Springhill Farm The Lookout

Steps leading to the main entrance and balcony

Action: Lighting, Signs, hand rails, edging, non slip surface

Balcony area leading from steps and main living area

Action: Lighting, non slip surface, signs, railing

Steep step leading from caravan site to toilet and shower block, laundry area, drying room and cycle store

Action: Lighting, Signs, hand rails, yellow edging

Cars on the roads on and surrounding the site

Action: Signs "10mph" and "Caution children playing"

Childrens play area on the grassed area beside the site

Action; Safety surface, signs outlining that all children should be accompanied by an adult,, annual maintenance and daily checks

In the case of a fire on the caravan site on the farm or with the toilet and shower block

Action: Fire assembly point located at the childrens play area, Fire extinguisher at reception and in the toilet and showers, fire bucket and emergency contact telephone numbers

Hot water causing burns from the sinks or the showers within the toilet and shower block

Action: Signs "Caution hot water", water temperature controller

Water lying on the toilet and shower floors which may cause someone to slip

Action; bucket and mop provided, non slip flooring, Caution wet floor signs and mats for the shower area floors

Fire or electric shock caused by the hair dryers and hand dryer with the toilet and showers

Action: Annual PAC test and automatic cut off point

Uneven surfaces such as grassed areas and gravel

Action; Inspect the roads on a regular basis, signs on major points of worry and lighting at night

As the site is located on a farm there is always a danger from machinery etc.

Action: Signs "No entry", "private property", No unauthorised persons" and separate farm access

Pond located around ¼ mile from the site

Action: Signs "Caution deep water", "No children without an adult" and a life ring

Dog fouling on and around the site

Action: Signs and bins around the site

ALL FARM WORKERS AND PUBLIC ARE AT RISK OF THE ABOVE RISKS ON SITE

Risk Assessment

-Springhill Farm Cottages

Path leading to accommodation

Action: Lighting, Signs, edging, non slip surface

Patio area leading from path to bedrooms and utility block

Action: Lighting, non slip surface, signs, railing

Cars on the roads on and surrounding the site

Action: Signs "15mph" and Caution Please Drive Slow signage

In the case of a fire

Action: Fire assembly point located on children's play area. Fire extinguisher within all properties
emergency contact telephone numbers

Hot water causing burns from the sinks or the showers within accommodation

Action: Signs "Caution hot water", water temperature controller

Water lying on the floors which may cause someone to slip

Action; bucket and mop provided, non slip flooring, Caution wet floor signs and mats for the
shower area floors

Fire or electric shock caused by electrical goods

Action: Annual PAC test and automatic cut off point

Uneven surfaces such as grassed areas and gravel

Action; Inspect the roads on a regular basis, signs on major points of worry and lighting at night

Access to unauthorised areas

Action: Signs "No entry", "private property", "No unauthorised persons" and separate farm access

Dog fouling on and around the site

Action: Signs and bins around the site

ALL FARM WORKERS AND PUBLIC ARE AT RISK OF THE ABOVE WHILE ON SITE

Fire Risk Assessment
-Wigwams

Risks and points fire may close:

- Electric appliances
- Coal and log Fires
- Pans when cooking
- High storage heaters
- Electric fan heaters
- Bins
- BBQ's
- Chimneaters

Surrounding farm buildings and caravan and camping site

Preventions:

- Trip switches on electric points
- Bins emptied on a regular basis
- Caravan and campers kept a way from all farm buildings with signs
- Camp fire are not allowed on site
- BBQ's and chimneaters kept away from cottages
- No smoking on the premises
- Fire extinguishers within properties
- Fire assembly point located at the childrens play area
- Emergency contact numbers in information pack
- Stoves with glass doors and fire guards
- Smoke alarms throughout

People at risk:

- Public on site
- Workers

Guests staying in wigwams

ALL FARM WORKERS AND PUBLIC ARE AT RISK OF THE ABOVE WHILST ON SITE

Fire Risk Assessment
-Springhill Farm Cottages

Risks and points fire may close:

- Electric appliances
- Coal and log Fires
- Pans when cooking
- High storage heaters
- Electric fan heaters
- Bins
- BBQ's
- Chimneaters

Surrounding farm buildings and caravan and camping site

Preventions:

- Trip switches on electric points
- Bins emptied on a regular basis
- Caravan and campers kept away from all farm buildings with signs
- Camp fire are not allowed on site
- BBQ's and chimneaters kept away from cottages
- No smoking on the premises
- Fire extinguishers within properties
- Fire assembly point located at the childrens play area
- Emergency contact numbers in information pack
- Stoves with glass doors and fire guards
- Smoke alarms throughout

People at risk:

- Public on site
- Workers

Guests staying in the cottages

ALL FARM WORKERS AND PUBLIC ARE AT RISK OF THE ABOVE WHILE ON SITE

Fire Risk Assessment
- **The Lookout**

Risks and points fire may close:

- Electric appliances
- Coal and log Fires
- Pans when cooking
- High storage heaters
- Electric fan heaters
- Bins
- BBQ's
- Chimneaters

Surrounding farm buildings and caravan and camping site

Preventions:

- Trip switches on electric points
- Bins emptied on a regular basis
- Caravan and campers kept a way from all farm buildings with signs
- Camp fire are not allowed on site
- BBQ's and chimneaters kept away from cottages
- No smoking on the premises
- Fire extinguishers within properties
- Fire assembly point located at the childrens play area
- Emergency contact numbers in information pack
- Stoves with glass doors and fire guards

Smoke alarms throughout

People at risk:

- Public on site
- Workers

Guests staying in The lookout

ALL FARM WORKERS AND PUBLIC ARE AT RISK OF THE ABOVE WHILE ON SITE

Risks and points fire may close:

- Electric points
- Electrical appliances: iron, hair dryer, hand dryer, washing machine, tumble dryer
- BBQ's
- Camp fires
- Bins- rubbish
- Tents
- Caravans
- Cars
- Farm buildings surrounding the site

Fire within the toilet and showers

Preventions:

- Trip switches on electric points
- Bins emptied on a regular basis
- Caravan and campers kept a way from all farm buildings with signs
- Camp fire are not allowed on site
- Small disposable BBQ's only
- No smoking inside buildings
- Fire bucket
- Fire extinguishers within toilet and shower block and on site
- Fire assembly point located at the childrens play area

Emergency contact numbers in reception and toilet and shower block

People at risk:

- Public on site

Workers

ALL FARM WORKERS AND PUBLIC ARE AT RISK OF THE ABOVE WHILE ON SITE