

## I. Booking conditions continued:-

24. **Liability.** Whilst using Sizewell Hall Limited 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 Limited. 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 Limited.
25. **Insurance** Sizewell Hall has a public liability insurance cover for £5 million. Groups however need to take out insurance to cover their own activities. A.T Bell, 40 Croydon Road, Coney Hall, West Wickham, Kent, BR4 9HT: tel. 02084620769, our insurers will advise. Sizewell Hall Limited 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.
26. **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.** We are offering a training course to enable you to use the new FSA Book, **Safer Food Better Business** (This book is available from [www.food.gov.uk/catering](http://www.food.gov.uk/catering) or call 0845 6060667) to enable you to comply with current legislation. We plan to run this one day course in November See Application form to request details.
27. **Recycling** As a centre we now recycle some of our rubbish, please use the appropriate bins provided. Please ensure you help us keep our cost down by encouraging recycling in your group.
28. **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 sustains as stated on the Sizewell Hall Booking form. Cancellation within 4 months will mean full payment for the minimum number stated for your house party. **ANY CANCELLATION MUST BE IN WRITING.**
29. **Accommodation:** Groups are responsible for the allocation of rooms within the accommodation they have booked.
30. 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".
31. Sizewell Hall Limited 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.
32. If you have any concerns over these guidelines or interpretation of the Sizewell Hall Limited. Mission, please contact in writing. The Registered Office. Mr. Mark Beaton Sizewell Hall Leiston Suffolk IP16 4TX .

## Group Booking Conditions & Health & Safety Manual



## Sizewell Hall

### For Group Leaders

Please ensure you are familiar with the contents of this manual and your responsibilities as a Leader of your group.

**Updated July 2010**

## I. SIZEWELL HALL 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.
- Our Self Catering** charges per head as from 1 January 2011  
Weekends (Friday to Sunday) **£29.00** Mid weeks (Monday to Friday) **£54.00**  
Full weeks (Saturday to Sat) **£70.00** Full week (School holidays) **£80.00**  
Charges for Children will remain the same to help families, ie children under five at £3 per weekend, £4 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 **£6 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 numbers** as follows: Week-ends and Mid-weeks – **65**; Full weeks - **65**; Summer weeks ie. School Holidays - **70**. Groups unable to reach these numbers can opt to pay the equivalent charge. Maximum in each group approx 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 Manager, Sizewell Hall, Leiston, Suffolk, IP16 4TX.
- Payment.** Please settle your account with the manager **at the end of your stay**. Payment should be made by one cheque, and not by lots of individual cheques.
- Food orders.** Forms are enclosed 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 these can now be downloaded from the web site.**
- Sizewell Phone Number.** Please inform those in your party that the number for incoming calls is 01728 830076. This is the payphone and avoids disturbing the managers unnecessarily.
- 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.
- Bed Linen.** We have single duvet's in all the rooms. Please inform your group to bring either a Single Duvet Cover, or sleeping bag, also a bottom sheet and pillowcase. A number of people do not bring bottom sheets, a duvet or sleeping bag without an under sheet is not acceptable in the interests of hygiene, please be sure to inform your group. (We are considering providing bed linen please let us know your thoughts.)
- Arrival and Departure.** It is important to keep to the following times: Friday/Saturday - arrival not before 4.00pm; departure not later than 10.30am. With the increase in groups using the Hall it is very important that groups vacate the Hall on time. Sunday departure by 5.30pm (unless a prior arrangement has been made with the manager). Bank holiday groups will vary please check.

Booking conditions continued on inside of back cover

## I. Booking conditions continued:-

- Concerts.** Have fun, but please no water in the conference hall in view of the polished floor.
- General Behaviour.** Alcohol is not permitted on site. 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); Letting off fire extinguishers; Aggressive behaviour towards other guests or staff; Fighting; Theft/entering accommodation assigned to other groups without permission;
- 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 have had complaints in the past. We would also ask 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 have fireworks**.
- Dogs.** These are not to be brought to the hall because of an agreement with our landlord.
- Smoking.** We have a no smoking policy, as this increases the fire risk as well as setting off the alarms.
- First Aid and Safety.** Groups are advised to bring their own supplies and to appoint someone to be responsible for first aid. A small kit is available at the hall but is not for general use.
- Swimming.** Group leaders are responsible for swimming in the sea and we advise a minimum of 2 life-guards as there can be very strong undercurrents.
- Sports Facilities** We have a sports hall where you can play either, Football, Basket Ball, Volley Ball, Badminton and Unihock. We have a squash court and an outside hard Tennis Court. Other outside grassed play areas that include a new upgraded children's play area. African Village facilities are out of bounds and not available for your use.
- TV Sets.** As we do not have a receiving licence TV sets are not permitted in the hall. We have two TV's with Video and DVD players, these can be used in the library and Table Tennis rooms or through the Data Projector in the Conference Room to show recorded programmes.
- Data Projector** this is set up permanently in the conference room **PLEASE DO NOT MOVE IT**, with DVD player, Video and you can plug your lap top into it too, all projected onto a 2m screen. The data projector is installed in conjunction with the PA system where you can play Video & DVD. Please ensure that you have a competent operator to make the most use of it. We now have a data projector fixed in the new games room as well.
- 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, Dinging Room and Lounge areas. If you require any other PA equipment to plug in your own 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.
- Tuck Shop & Books.** We ask groups not to bring their own Tuck or Books for sale as we do have a well stocked shop.

Booking conditions continued on back cover

## **15. Conclusion**

This short Health and Safety Manual aims to explain some areas of, Sizewell Hall Limited 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, taking some responsibility and thinking of safety in all they do or plan.

Sizewell Hall 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 Centre 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 Centre Managers.

Working together Sizewell Hall Limited can rightly be seen as a Centre that is not only a beautiful place to be but also a Safe place.

**Enjoy your stay.**

This policy is 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.

## **Contents**

This manual will cover the following aspect of Health & Safety.

- 1. Booking Conditions (*Inside the cover in italics*)**
- 2. Introduction**
- 3. Health and Safety Policy**
- 4. Fire**
- 5. First Aid**
- 6. Reporting Accidents**
- 7. Swimming**
- 8. Hall Occupants Safety Insurance**
- 9. Food Hygiene**
- 10. Security**
- 11. Visitor Safety**
- 12. Equipment Electrical Safety**
- 13. Muscular Skeletal Injury and Manual Handling**
- 14. Exposure to Chemicals and Substances**
- 15. Conclusion**

## Health & Safety Manual

Reg. Office  
Sizewell Hall Limited  
Leiston  
Suffolk  
IP16 4TX  
01728 830715

### 2. Introduction

Welcome to visitors of Sizewell Hall. The following is a Health & Safety Manual, which aims to support Sizewell Halls current Health and Safety Policy.

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

The Health and Safety Policy has been produced and is available via the Conference Centre Managers. Make yourself aware of its contents.

The policy has been endorsed by, Sizewell Hall Limited. The Council Chairman is ultimately responsible for Health and Safety but delegate's areas of responsibility to those in management positions.

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

**Sizewell Hall Limited welcomes constructive comments and suggestions on Health & Safety issues, which should be made to any of the following. The Council Chairman, or Centre Managers, who will consider the comments and act on them if warranted.**

### 12. Electrical Equipment Safety (contd.)

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 now have a three phase supply to the hall.

### 13. 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 working 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 Substances

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 The Hall, 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 bye product

Sizewell Hall Limited 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.

## 8. Hall Occupants Safety

The Low ropes course is **NOT** for general use, only to be use if **trained (CYM) supervision** is available. The African Village area is out of bounds. 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. Please be sure you have fully assessed **ALL** of your activities to ensure the safety of your group.

Sizewell Hall Limited has public liability insurance cover for £5million however you as a group need to take out insurance to cover your own activities. A.T. Bell 40 Croydon Road, Coney Hall, West Wickham, Kent, BR4 9HT : tel 02084620769, our insurers will be pleased to advise. They also do Holiday travel insurance leaflet can be obtained from AT Bell.

**9. Food Hygiene.** Although the Kitchens are inspected and approved by Suffolk Coastal District Council, it is the responsibility of each group to ensure that the individual who is responsible in the kitchen **does have a Current Food Hygiene Certificate or works to the Safer Food Better Business manual. 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. 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. We are going to run a day course to help with this in November.

## 10. Security

**It is your responsibility to ensure the front door is locked and all ground floor windows are closed at the end of each day. The back door near the courtyard will be closed by the Duty Manager at 23.00 hrs. We now have key coded locks to the front and rear door.**

## 11. Visitors Safety

If you have day visitors to the Centre they must be made aware of actions necessary in the event of a fire, or if they require First Aid.

## 12. Electrical Equipment Safety

Sizewell Hall 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 Limited and we reserve the right to make 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.

## 3. Health and Safety Policy

### GENERAL STATEMENT

Sizewell Hall Limited 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 Limited will make every effort to comply (so far as is reasonably practical) with its duties under the Health and Safety at Work etc. Act 1974.

### Responsibility for Health and Safety.

Ultimate responsibility for Health and Safety at Sizewell Hall Limited rests with:  
**Mark Beaton Council Chairman Sizewell Hall Limited.**

Line responsibility for Health and Safety has been delegated to The Centre Managers and or the Duty Manager. If during your stay you encounter a problem you must inform either of these staff.

### 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 Limited local safety rules.
- Not to tamper with safety equipment
- To co-operate with the employees of Sizewell Hall Limited

## 4. Fire

### GENERAL

A fire, even a small one on the Conference Centre premises, or in any other associated buildings, 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 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 also important to ensure that you 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.
- Those responsible for Disabled People those with **Special Needs, including Partially Sighted or Impaired Hearing**, must have procedures in place to assist with their Emergency Evacuation should it be necessary during their stay, including those with mobility problems identify relevant Muster Points on each floor. It is your responsibility to identify needs in your group and inform the managers prior to your visit.
- How to get every one out of the building safely.
- 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.

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

Fire is a killer, 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 Marshall** who will be able to help people evacuate the building in the event of the fire alarm sounding, particularly at night. Please pay particular attention to **Children, those with Impaired Vision & Hearing Impaired and Mobility problems**. Be aware we now 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.

**Centre Staff will give a Fire and Safety talk on your first evening it is essential that you ensure ALL in your group attend, if not it is your responsibility as Group Leader to inform them of the evacuation procedures.**

## 5. First Aid

Sizewell Hall has assessed its requirement for First Aid facilities. We do have, First Aiders employed during working times and are 'on call' for First Aid emergencies throughout the Centre. If you are organizing groups in the Hall however 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 at the Centre. The Qualification is valid for 3yrs ensure the delegated person has a current qualification, either Appointed Person or First Aid at Work. If this is difficult we can put on Training Days for the "Appointed Person" certification. Contact Peter Warnock for further details.**

## 5. First Aid cont.

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. We do also have a stretcher available for your use if required.

If you have individuals attending the Hall 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 at the Hall. 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. 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.

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. Recent incidents have highlighted the importance of this. If you would like a typical sample please ask.

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

## 6. Reporting Accidents/ Incidents

It is very important that Accidents/Incidents are reported to the Managers, or Duty Manager as soon as possible after the event. This is to ensure that similar Accidents/Incident can be prevented elsewhere and that Sizewell Hall Limited can meet its legal duties. It also ensures that you have been seen to act correctly.

You must return the Accident/Incident form to the Centre Managers or Duty Manager in relation to any incident, however minor it appears. If there is an Accident/Incident during your stay please complete a Report 001 and submit to the Centre Managers.

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

## 7. 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 Parent 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.**