

## **LONSDALE DISTRICT SCOUTS ACTIVITY CENTRES BOOKING CONDITIONS**

1. On confirmation of booking for a lodge a deposit of £50.00 is required to be sent to the Booking Secretary within 7 days. The deposit is non-refundable in the event of the booking being cancelled.
2. The balance of the booking fee must be paid to the Booking Secretary 6 weeks prior to the arrival of the group attending the site. Should the fee not be received the booking will be cancelled.
3. Should the booking be cancelled within the 6-week period then the full fee must be paid. However, if a new booking is obtained from another group covering the same period, or a part thereof, then a full or part of the booking cost will be refunded.
4. In exceptional circumstances when a booking has to be cancelled for a very good reason then the forfeiture of the booking fee will be sympathetically discussed with the parties concerned. The decision of the Activity Centres Management Board will be final.

*Activity Centres Health and Safety Policy Statement follows.*

# LONSDALE ACTIVITY CENTRES HEALTH AND SAFETY POLICY STATEMENT



## PREAMBLE

1. The designated Safety Officer for the Activity Centres is the Chairman of the Activity Centres Management Board.
2. Additionally, the Activity Centre Wardens have responsibilities for the day-to-day safety of both visiting groups and site volunteers.
3. The topic of Health and Safety will be on the agenda of each meeting of the Activity Centres Management Board.

## POLICY STATEMENT

4. For the Activity Centres, by the very nature of the environments and the possible activities, there are a number of hazards, with potential risks, which visitors (and site volunteers) may not have encountered before.
5. The Activity Centres Management Board's aim, in conjunction with the Activity Centres Wardens, is to provide a safe environment for users.
6. A number of specific hazards have been identified:
  - The nature of the environment (trees, rocks, undulating or steep ground plus flowing or static water).
  - That what might be considered safe when dry may result in additional hazards when wet (such as wet limestone surfaces).
  - The fixtures and fittings installed for the operation of the Centres and machinery used by the wardens and site volunteers [to maintain the facilities].
  - Permanent buildings plus installations for activities (such as archery, shooting or assault course).
  - Those introduced by visiting groups (such as cooking stoves).
7. A risk assessment for each Activity Centre is available to view/download on the District's website.
8. Leaders of visiting groups must ensure that all members are properly supervised at all times whilst on-site (thus minimising the risks from the identified hazards).
9. Users of the indoor accommodation will be advised of the fire procedures and will be required to appoint one adult to be responsible for the implementation of these procedures.
10. It is a requirement that all those who use the Centres act in a responsible manner particularly with due regard to Policy, Organisation and Rules of The Scout Association and the associated Factsheets (or for other organisations their relevant rules and the guidance provided to them).
11. Likewise, all activities are to be conducted in accordance with The Scout Association's requirements and by properly authorised instructors (or for other organisations their relevant rules and the guidance provided to them).

12. It is the policy of The Scout Association to safeguard the welfare of all members by protecting them from physical, sexual or emotional harm. As appropriate, adults will have a valid DBS clearance. Other organisations using the Activity Centres will have their own Safeguarding Policy (which we may request sight of).

13. Any user or site volunteer becoming aware of additional hazards/risks, unsafe equipment or unsafe working practices should report their concerns - in the first instance - to the duty Warden. Such matters will be logged, addressed promptly, reported to the Safety Officer and discussed at the next meeting of the Activity Centres Management Board.