

# **LMAC**

## **USER INFORMATION**

### **July 2025**



**LONG MYND**  
ADVENTURE CAMP

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# **LMAC AIMS**

The objects of the Long Mynd Adventure Camp in line with our incorporation document are:

'The objects of the Charitable Incorporated Organisation (the CIO) are to provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of young people who have the need of such facilities by reason of their youth, age, infirmity or disability, financial hardship or social circumstances with the object of improving their conditions of life.

### ***Purpose of document***

The purpose of this document is to provide our clients with the information they require to satisfy their due diligence.

The key points are as follows:

#### **1. Site address**

Long Mynd Adventure Camp  
Hamperley,  
Church Stretton,  
Shropshire,  
SY6 6PT  
Tel. 01694 724919

E mail: [lmacenquiries@gmail.com](mailto:lmacenquiries@gmail.com); website: [www.longmyndadventurecamp.org.uk](http://www.longmyndadventurecamp.org.uk)

#### **2. First aid**

Users should ensure that they have sufficient first aiders and first aid equipment to meet the needs of their group. They will follow their own incident recording policies.

We also ask to be made aware of incidents where by making changes to the way the camp operates we could prevent future recurrences.

All accidents or incidents concerning Camp Officers, Trustees or Contractors will have to go through the accident book.

#### **3. Safeguarding**

LMAC has policy, but is only responsible for the site and representatives should only attend with prior arrangements and should be accompanied at all times.

It is expected that users will have its own policies and appropriately checked staff.

#### **4. Insurance**

LMAC is covered by Public and Products Liability Indemnity.

Details; Displayed in the main hut and reproduced below.

LMAC does not provide personal accident or cancellation insurance for clients.

#### **5. Fire Protection**

A comprehensive Fire Risk Assessment of has been by a competent person possessing the requisite knowledge, skills, experience and training. The Risk Assessment is available for inspection on request. A statutory fire safety audit was carried out by T&W on 5<sup>th</sup> February 2018, under the Regulatory Reform (Fire Safety) Order 2005.

#### **6. Site Security**

LMAC takes no responsibility for the security of the site.

#### **7. GDPR / Privacy Policy**

The LMAC has a 'Personal Data Policy', we will not share any personal data collected with any other external organisation unless required/permitted to do so by law. A copy is given below.

## **8. Communication, monitoring and reporting**

Reporting, Communication book, Accident book, Serious incidents  
Monitoring and communication

## **9. Smoking**

The whole LMAC site is designated Non Smoking, this will include E-cigarettes and Vaping etc

## **10. Equal Opportunities**

The Long Mynd Adventure Camp upholds the principle that all individuals have equal value and should be given equal opportunity, regardless of race, gender or special need. All bookings will be taken on equal merit, any causing concern will be reviewed

## LMAC Calendar

What	When	Who	Complete	Actions
Insurance	June	Treasurer		
Fire Assessment	June	CB		
Fire Alarms	March	SOS Fire Services		
Fire Extinguishers	March	Central Fire Protection		
PAT	August	AMP Electrical/Martin Cawte		Non approved appliances removed from site
Borehole water testing	January	Shropshire Council		
Septic tank	Ongoing	CB		
Gas appliances	February	Whiting Heating Services		
CO detection	Ongoing	CB		
Legionnaires	Ongoing	CB		
Asbestos	N/A	CB		
GDPR				
Privacy policy				
General / camp risk policies				
Fire and gas				

Health and safety will stand as an agenda item, for review in all committee meetings.

Annual review of Handbook and policies as action at AGM

*Add in additional rows for GDPR, Privacy policy, General / camp risk policies / fire and gas*

## Contact Details, Committee and Trades

AMP ELECTRICAL (MATT PRICE)	ELECTRICIAN	07552410109
CHURCH STRETTON ELECTRICS (MARTYN CAWTE)	ELECTRICIAN	07780007150
PV STEPHENS (KARL MARNICK)	SEPTIC TANK	07970931654
WHITING HEATING (GILES WHITING)	GAS ENGINEER	07867495559
SAS FIRE SYSTEMS (ANDY SMITH)	FIRE ALARM	07774215334
CENTRAL FIRE (JASON)	FIRE EQUIPMENT	07717862829
LEE BROWN PLUMBING (LEE BROWN)	PLUMBER	07870754201
TAF IMPROVEMENTS (TOM FOULKS)	BUILDER	07931094880
SHROPS COUNCIL (CHRIS MOSS)	WATER TESTING	03456789000

## Committee

Name	Role	Phone	Email
P Jenkins	Trustee	01694 724919	<a href="mailto:peter@jenkins.7@btinternet.com">peter@jenkins.7@btinternet.com</a>
M York	Trustee		<a href="mailto:lmacenqiries@gmail.com">lmacenqiries@gmail.com</a>
J Bunce	Trustee		<a href="mailto:lmacenqiries@gmail.com">lmacenqiries@gmail.com</a>
P Webb	Trustee		<a href="mailto:lmacenqiries@gmail.com">lmacenqiries@gmail.com</a>



# Fire or Gas Evacuation

## Fire Evacuation Plan

<b>Emergency Evacuation Plan for :</b>	LONGMYND ADVENTURE CAMP
Premises address and contact number	Long Mynd Adventure Camp, Hamperley, Church Stretton, Shropshire, SY6 6PT
Plan date	24/02/2025
Review date	24/02/2026

### Sound of the alarm

A continuous warning siren

### Raising the alarm

In the event of a fire beginning

If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: activation of the nearest call point or commencing manual warning (whistle, shout etc)

If fire is detected by automatic detectors, this will trigger the fire alarm

### Action staff should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- Leaders will take charge and lead in the fire evacuation
- Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire (Note – you may already have a direct link to the Fire Service but details of how/when this would activate should be determined)
- Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner.
- Staff to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below
- Leaders to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- Meet at assembly point and check all contractors and staff members are accounted for
- Leaders to liaise with Fire Service upon their arrival

### Escape routes



# Fire or Gas Evacuation

The escape routes from the building are: (detail designated fire escape routes)

1. Follow Exit Signs

## **Fire assembly point**

The assembly point is: Next to main gate entrance

## **Fighting fires – Extinguisher use**

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

**Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire**

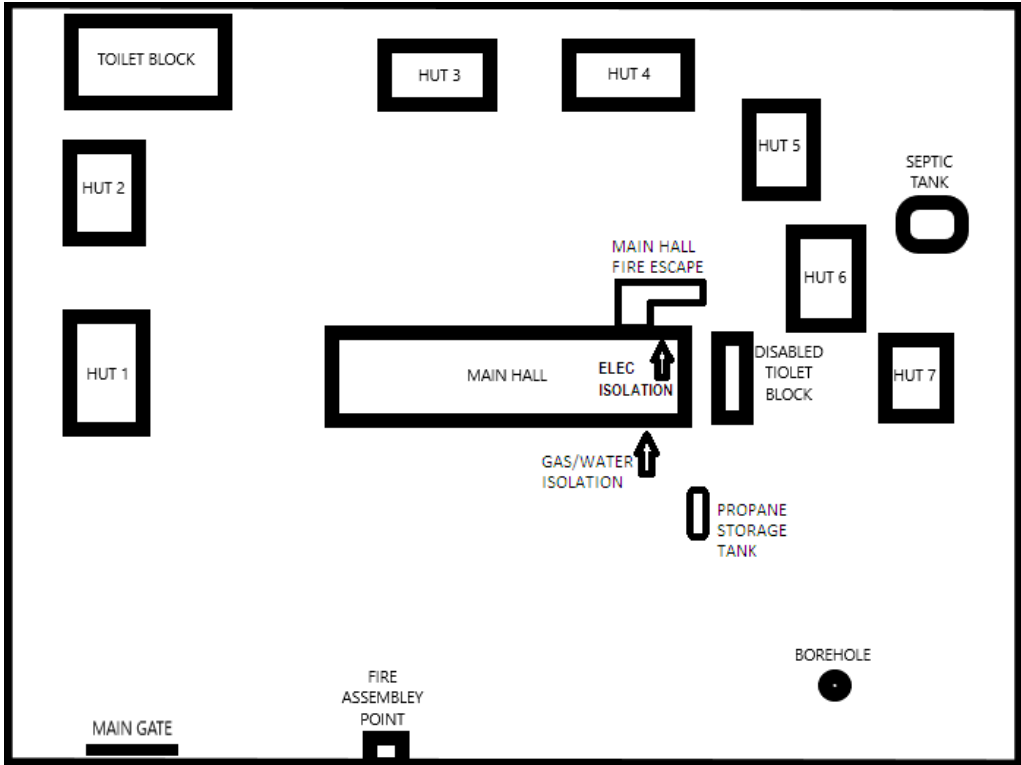
## **Location of key safety hazards or other fire related equipment**

- Gas supply shut off: Between Main Hall Car Park and Disabled Toilet Block
- Mains fuse box: Main Hall Fire Escape
- Mains water inlet: Between Main Hall Car Park and Disabled Toilet Block
- Location of fire alarm panel: Main Hall Entrance

## **Number of staff needed to carry out evacuation plan**

- To implement the evacuation plan, 1 number of trained staff are needed on duty.

# Fire or Gas Evacuation



## **Other site security considerations**

### **Protective Security Plans, Bomb, Intruder, Attack**



#### **1. Bomb Threats: Procedures for handling bomb threats.**

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, must be reported to the police.  
Dial 999 and police will respond. Consider their advice before a decision is taken to close or evacuate.

#### **2. Staff Awareness and Security Culture:**

Staff to be alert for suspicious behaviour, ongoing alert for suspicious packages/ objects or for secreted threat items such as knives or guns.

If suspicious behaviour is suspected call:

**Anti-Terrorist Hotline 0800 789 321**

Or

**For immediate response call 999**

#### **3. Evacuation/In-Building Safe Area Planning:**

It is vital that you are able to move your staff and students away from danger in a controlled way. Ensure you have a number of options available.

Keep routes clear.

Sometimes it may be safer to remain inside a building; identify the most suitable internal spaces that staff and students can move to.

#### **4. STAY SAFE Guidance for firearms and weapons attacks:**

Follow the Stay Safe principles **RUN – HIDE - TELL?**

#### **5. Physical Security:**

Keep building secure, keep doors secured when not in immediate use.

Change codes when they become compromised or annually as a minimum.

The UK terrorist threat level remains at **SEVERE**; meaning an attack is highly likely.

National Counter Terrorism Policing. NaCTSO Guidance Note 1a/2016

# Camp Risk Assessments

<b>Benefits:</b> <b>Why do we do this?</b>	<ul style="list-style-type: none"> <li>• To ensure a busy and safe centre</li> <li>• To look after our guests</li> <li>• To look after our facilities</li> </ul>	<b>Created by:</b> A Braybrooke <b>March 2025</b>  <b>Review:</b> Feb 26
<b>Additional Considerations/Information</b>	<b>A 1<sup>st</sup> aid kit and mobile phone should be available on site to be provided by the user</b>	

What are the Hazards/Risks?	Controls
<b>Traffic and Vehicles</b> <ul style="list-style-type: none"> <li>• Harm to pedestrians</li> <li>• Damage to resources</li> </ul>	<ul style="list-style-type: none"> <li>• Park in the designated areas only</li> <li>• Take additional care when the site is occupied.</li> <li>• Additional vigilance when reversing, consider opening windows/having a guide</li> <li>• Keep to a 5-mph speed limit</li> <li>• Briefing notes for groups highlighting the areas where they must take care.</li> <li>• Keep gate to road closed</li> </ul>
<b>Building and Site Security</b> <ul style="list-style-type: none"> <li>• Intruders</li> <li>• Theft</li> <li>• Individuals leaving site</li> </ul>	<ul style="list-style-type: none"> <li>• Close all doors when not supervised</li> <li>• Control who has the codes to the building and change codes if need arises.</li> <li>• All staff report any visitor to colleagues, challenge them if it is safe to do so</li> <li>• Put away any equipment not in use</li> <li>• Lock the appropriate storage areas</li> <li>• On exit of the building check all doors and alarm the building</li> <li>• Closing/ locking gates.</li> <li>• Appropriate levels of supervision</li> </ul>

# Camp Risk Assessments

<b>First Aid</b> <ul style="list-style-type: none"> <li>• First Aiders available</li> <li>• First aid kits available</li> <li>• Incident recording</li> </ul>	<ul style="list-style-type: none"> <li>• Groups advised to bring their own first aiders and first aid kits</li> <li>• LMAC does not make first aid kits available</li> <li>• Groups should have their own system for recording incidents, but should make LMAC aware</li> </ul>
<b>Child Protection</b> <ul style="list-style-type: none"> <li>• LMAC has child protection policy</li> </ul>	
<b>Fire</b> <ul style="list-style-type: none"> <li>• Evacuation in emergency</li> <li>• Flammable materials</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Fire inspection carried out</li> <li>• Instructions shared with leaders as well as requirement to carry out drill</li> <li>• Clear instructions are displayed</li> <li>• Don't store flammable materials near sources of ignition</li> <li>• Quantities of highly flammable materials are stored off site.</li> </ul>
<b>Kitchen</b> <ul style="list-style-type: none"> <li>• Burns/scalds</li> <li>• Cuts</li> <li>• Hygiene</li> </ul>	<ul style="list-style-type: none"> <li>• Group leaders advised to control kitchen access/ supervise access as appropriate</li> <li>• Signage to warn of hot water</li> <li>• Additional care when cooking</li> <li>• Keep sharp knives in cupboard</li> <li>• Have soap and towels available at handwashing sink.</li> </ul>
<b>COSHH</b>	<ul style="list-style-type: none"> <li>• LMAC has policy and protocol see below</li> </ul>
<b>Hall</b> <ul style="list-style-type: none"> <li>• Fire exits</li> <li>• Trips and slips</li> <li>• Manual handling, tables benches</li> </ul>	<ul style="list-style-type: none"> <li>• Keep exits clear of obstructions, such as furniture, and games</li> <li>• Keep floor surface clear, especially with shoes and coats near doors.</li> <li>• Floor kept dry, warned not to run. Particular care if people are wearing socks only.</li> <li>• Checking of benches and tables for sharp edges.</li> </ul>

# Camp Risk Assessments

	<ul style="list-style-type: none"> <li>• Safe storage areas are created for benches and tables.</li> <li>• Good manual handling is promoted, working as teams to get out/ pack up.</li> </ul>
<b>Cabins</b> <ul style="list-style-type: none"> <li>• Fire exits</li> <li>• Trips and slips</li> <li>• Safeguarding issues</li> </ul>	<ul style="list-style-type: none"> <li>• Keep exits clear of obstructions, such as furniture, and bags.</li> <li>• Keep floor surface clear.</li> <li>• Suggest that torches are available for night evacuations</li> <li>• Risk assess individuals and combinations of residents in cabins</li> <li>• Consider ban on all mobile devices in or around Cabins</li> <li>• Good briefings and groups control to the effect that. <ul style="list-style-type: none"> <li>○ Only residents of that Cabin should enter it.</li> <li>○ Care opening the door in case someone is getting changed.</li> <li>○ Close curtains if getting changed</li> </ul> </li> <li>• Staff should always knock and wait before entering, taking particular care to not be alone with participants, always leave door open</li> </ul>
<b>Washing blocks</b> <ul style="list-style-type: none"> <li>• Hygiene</li> <li>• Slips and trips</li> <li>• Child protection</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure toilet roll, soap, hot water and hand towels are available.</li> <li>• Regular regime of checks and cleaning, encourage users to report issues.</li> <li>• Keep exits clear of obstructions.</li> <li>• Keep floor surface clear, clean and dry.</li> <li>• Consider complete ban on all mobile devices in or around washing block</li> <li>• Briefings over respect and responsible usage of the facility, also considering any gender related issues</li> <li>• Staff should use separate facilities.</li> <li>• Staff should always knock and wait before entering, consider taking assistant, put out signage to warn if adults are required to be in the facility whilst the camp is occupied.</li> </ul>
<b>Site</b> <ul style="list-style-type: none"> <li>• Trees</li> <li>• Slips and trips</li> </ul>	<ul style="list-style-type: none"> <li>• Trees given regular assessment. Individuals raising particular concern are professionally checked.</li> </ul>

## Camp Risk Assessments

	<ul style="list-style-type: none"><li>• Assessment repeated after strong winds. Consider warnings about not sitting under significantly overhanging branches during prolonged dry weather.</li><li>• Site kept free of hidden trip hazards</li><li>• Grass regularly mown.</li><li>• Wear appropriate footwear.</li><li>• Briefings to suggest areas to avoid particularly during wet conditions</li></ul>
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## General risk assessments

<b>Risk Assessment</b>	<b>Carried out by: AB Spring 20</b>
<b>General</b>	<b>Review Feb 26</b>

<b>Specialist assessment needed**:</b> No	
<b>Other information which might need to be considered:</b> Working at height - See individual operational procedures that are applicable	
<b>What are the Hazards?</b>	<b>Controls</b>
<b>Slips, Trips and Falls</b>	<ul style="list-style-type: none"> <li>• Slip hazards are cleared or isolated</li> <li>• Appropriate signage - warning cones in place for wet floors etc</li> <li>• Grit applied to iced areas</li> <li>• Snow cleared</li> <li>• Adequate lighting provided</li> <li>• No trailing cables or leads - use cable ties/covers to eliminate tripping hazards</li> <li>• Work areas and walkways kept clear</li> <li>• Good housekeeping</li> <li>• Floor surfaces maintained to good standard - defects reported immediately</li> <li>• Spillages reported and cleaned up immediately</li> <li>• Storage along fire escape routes /near fire exits is prohibited</li> <li>• Provision of coat hooks</li> <li>• Regular workplace health and safety inspections</li> </ul>



## General risk assessments

<b>Manual Handling</b> <ul style="list-style-type: none"> <li>• Lifting</li> <li>• Carrying</li> </ul>	
<b>Electrical</b> <ul style="list-style-type: none"> <li>• Deteriorating fixed wiring</li> <li>• Overloaded circuits</li> <li>• Equipment used beyond its capacity</li> <li>• Damaged electrical equipment</li> <li>• Equipment unsuitable for the environment - Office, kitchen &amp; portable electrical equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Correct use of equipment</li> <li>• Repairs to defective wiring and equipment carried out promptly</li> <li>• Residual current devices (RCD's) are built in to main switchboard</li> <li>• RCD plug provided when RCD protection not available.</li> <li>• Low voltage (110v) equipment used by contractors</li> <li>• Avoid overloading sockets and equipment - one plug per socket, block adapters not used</li> <li>• Report any defective plugs, discoloured sockets or damaged or malfunctioning cable/equipment to Site Manager</li> <li>• Portable appliances are electrically tested regularly by a competent person</li> <li>• User to do quick visual check of lead and plug of portable appliances for obvious defects before using</li> <li>• Team instructed not to use equipment which has not been tested</li> <li>• No non-PAT tested personal electrical appliances permitted.</li> <li>• Annual health and safety checklist in place supported by fault reporting process</li> <li>• Cables are routed so they are unlikely to be damaged or create a tripping hazard</li> <li>• Defects to be reported to Site Manager as soon as possible and equipment taken out of use until repaired</li> <li>• Items that are not repairable are labelled, removed from use and disposed of safely</li> <li>• All repairs and maintenance are undertaken by competent personnel</li> <li>• Electrical equipment is located away from other hazards such as water</li> <li>• Electrical equipment that gets hot is sited away from combustible materials</li> </ul>

## General risk assessments

	<ul style="list-style-type: none"> <li>• Extension leads are not connected together and uncoiled when in use for significant periods</li> <li>• Ensure cabling is not subjected to damage by furniture (e.g. desk legs, chairs and cabinets) or pedestrians</li> </ul>
<b>Working at Height</b> <ul style="list-style-type: none"> <li>• Falling from Height</li> </ul>	<ul style="list-style-type: none"> <li>• Ladder training for relevant staff</li> <li>• Relevant individual activity operating procedures</li> </ul>

## General risk assessments

<b>Legionella</b>	<ul style="list-style-type: none"> <li>• Water temperatures tested monthly</li> <li>• Water system chlorinated annually</li> </ul>
<b>Asbestos</b>	<ul style="list-style-type: none"> <li>• All contractors provided with asbestos report</li> <li>• Asbestos removed when refurbishment takes place</li> </ul>
<b>Lone Working</b> <ul style="list-style-type: none"> <li>• People Working Alone in Fixed Establishments</li> <li>• Mobile Workers Working Away from Their Fixed Base</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid Lone working where possible</li> <li>• Establish if the workplace presents a special risk to the lone worker</li> <li>• Provide and use personal safety kit – mobile phone, PPE etc</li> <li>• Whereabouts of staff logged on in/out board</li> <li>• Operate effective 'Buddy systems' leaving contact details, name and address of visit and expected time of return with a colleague</li> <li>• Use venues board to show your location</li> <li>• No high risk activity outside normal hours</li> <li>• Personal safety training</li> <li>• Awareness of and withdrawal from escalating situations</li> <li>• Mobile phone available</li> <li>• Use of follow up procedure for overdue staff</li> <li>• Encourage staff to phone in prior to leaving site to go home</li> <li>• Ensure log includes location</li> </ul>

# Supporting policies and protocols

<b>Risk Assessment</b>		<b>Carried out by:</b> AB July 16
<b>Fire</b>		<b>Reviewed:</b> Summer 19 AB Review Summer 22
<b>Specialist assessment needed**:</b> No		
<b>Other information which might need to be considered:</b>		
<b>What are the Hazards?</b>	<b>Controls</b>	
<b>Fire</b>	<ul style="list-style-type: none"> <li>• Respond to <a href="#">Fire and Gas Evacuation Plan</a></li> <li>• Fire safety features – fire doors, closers, sensors, alarms, extinguishers</li> <li>• Store flammables away from buildings</li> <li>• Minimise fire risks, no smoking, good housekeeping, daily disposal of refuse, regular collection of recycled paper etc.</li> <li>• Accessible and maintained firefighting equipment, lighting and alarms</li> <li>• Fire procedure practised termly and recorded alongside PPE checks</li> <li>• All staff know procedures for out of hours raising alarm and evacuation</li> <li>• Visitors to be escorted off the premises when alarm sounds</li> <li>• Door guards installed where needed</li> <li>• Electrical appliances to be unplugged at the end of the day where possible</li> <li>• New staff briefed of fire safety procedures</li> <li>• Staff working on other sites to familiarise themselves with evacuation procedures, including out of hours procedures if required</li> <li>• Staff and teams to adhere to controls from fire risk assessment for building they work in</li> <li>• All fire exits kept clear</li> <li>• Combustible materials kept away from heaters and disposed of frequently</li> <li>• Waste bins emptied on a regular basis</li> </ul>	

## Supporting policies and protocols

	<ul style="list-style-type: none"> <li>• Fire risk assessment completed for premises</li> </ul>
<b>Fire/Emergency Evacuation</b>	<ul style="list-style-type: none"> <li>• Fire evacuation training on arrival</li> <li>• Clear signage for evacuation routes</li> </ul>
<b>Fire Hazards</b> <ul style="list-style-type: none"> <li>• Heaters,</li> <li>• Combustible materials</li> </ul>	<ul style="list-style-type: none"> <li>• Review of fire safety.</li> <li>• On-going monitoring by cleaning staff.</li> <li>• Fire retardant foam in mattresses and chairs</li> </ul>
<b>Fire Extinguishers and Fire Alarm System</b> inactive, broken or failure	<ul style="list-style-type: none"> <li>• Service contracts in place to maintain both</li> </ul>
<b>Gas Leak</b>	<ul style="list-style-type: none"> <li>• Isolation valves fitted.</li> <li>• Service contract in place</li> </ul>

## **LEGIONELLA**

There is a legal duty for landlords to assess and control the risk of exposure to legionella bacteria. Landlords are under a duty to ensure that the risk of exposure to tenants, residents and visitors by Legionella is properly assessed and controlled. Normally there is no reason why the landlord should not carry out this risk assessment himself/herself so long as they are competent. Landlords are only required to look out for small legionella risks and keep a record of their findings.

### **The Legionella Risk Assessment Process.**

Step 1: Identify the Hazards.

Step 2: Consider Who May be At Risk.

Step 3: Implement Control Measures.

Step 4: Keep Records.

Step 5: Review the Risk Assessment.

Legionella is a type of pathogenic bacteria associated with water systems, including the water tanks, pipework, showerheads and whirlpool baths often found in domestic properties. If the bacteria become airborne (in water spray, mist or vapour) then they can be inhaled by residents and have the potential to cause a range of pneumonia-

like illnesses. In 2014, 342 people were reported to be affected by legionella bacteria, which is a relatively small number, but the health effects can be serious which is why it's essential that landlords do everything that they can to control the risks.

Guidance provided by the Health and Safety Executive – Legionnaires' disease; the control of legionella bacteria in water systems; Approved Code of Practice L8 – sets out the guidelines and legal requirements for duty holders in regards to managing and minimising the hazards created by legionella bacteria. As a landlord you are a duty holder and must assess the risks in your properties.

Because domestic properties are seen as 'low risk' in terms of legionella, it is not necessary for a risk assessment to be carried out by a specialist unless the landlord does not feel confident to perform the assessment themselves. Landlords are only required to look out for small legionella risks and keep a record of their findings.

### **Landlord Action**

The Legionella Risk Assessment Process

To carry out a legionella risk assessment landlords must have the knowledge, understanding and competency required. Landlords need to have an awareness of what legionella is, how it can affect people and how to carry out a risk assessment so that suitable control measures can be implemented. If an outbreak of legionella does occur within one of your properties then you be held responsible if your risk assessment is not sufficient. Legionella awareness training is a good starting point for all landlords.

### **Step 1: Identify the Hazards**

The first step of a legionella risk assessment is to identify any potential sources of risk within the property. Create a list of the water systems in the property and make a note of how each of them could be a legionella hazard. The HSE states that legionella risk assessment needs to identify whether:

Water is stored or re-circulated as part of your system.

The water temperature in some or all parts of the system is between 20–45 °C.

There are sources of nutrients such as rust, sludge, scale and organic matters.

Conditions are present to encourage bacteria to multiply.

It is possible for water droplets to be produced and, if so, whether they could be dispersed over a wide area.

Sources of risk can be identified by sight or by consulting the property's schematic diagram, which shows the layout of all water systems within the property.

### **Step 2: Consider Who May be At Risk**

This step involves making a record of who is most likely to be affected by any potential legionella bacteria in the property. This stage is essential to prove that landlords have considered who may be at risk.

Make a note of everyone who may be present in the property, including employees, contractors, residents and visitors, and then consider whether anyone may be more at risk than others, such as people in later life, children, those who smoke, those with existing illnesses or those with weak immune systems.

### **Step 3: Implement Control Measures**

Before implementing new legionella controls take a look at any controls that are already in place in the property and consider whether these are sufficient or need updating. Suitable control measures include:

Implementing regular inspection and maintenance procedures.

Monitoring water temperatures.

Regularly cleaning parts of the water system, such as showerheads and baths.

Preventing access to water tanks and pipework by unauthorised people.

Flushing out water systems prior to letting a property to remove stagnant water.

Removing any redundant pipework.

Setting control parameters, such as ensuring hot water is stored above 60°C.

Monitoring bacteria levels and water testing should only be carried out by a specialist service, such as a water treatment company or consultant, and are generally not required by domestic properties due to their low level of risk. Landlords should not try to test the water or monitor bacteria levels unless they are properly supervised.

Once controls are implemented, remember to advise tenants of anything that they need to maintain. For example, regularly cleaning showerheads, not adjusting the temperature of the hot water heater and informing the landlord of any problems that they discover.

#### **Step 4: Keep Records**

The findings of the risk assessment should be written down or typed up into a document to act as proof that landlords are complying with their responsibilities. You can use this downloadable legionella risk assessment template as a guide.

A record should be kept of all identified hazards and their control measures, plus details of who the dutyholder is and a description of the water system present. These records should be retained at least two years. Landlords should also retain records of any monitoring, inspections, tests or checks carried out, and their dates, for at least five years.

#### **Step 5: Review the Risk Assessment**

Landlords should check on a regular basis to see whether there have been any changes in the property that may affect the risk assessment. It's recommended that risk assessments are reviewed annually, plus each time changes are made or new information comes to light. For example when:

There are changes to the water system or its use.

There are changes to the use of the building in which the water system is installed.

New information about risks or control measures becomes available.

The results of checks indicate that control measures are no longer effective.

A case of legionellosis associated with the system has been diagnosed.



## CoSHH Assessment Overview

### The Law










The regulations are **The Control of Substances Hazardous to Health Regulations 2002**, commonly called CoSHH. The aim of the regulations is to protect health. No employer may carry out any **work** that is liable to expose employees to substances hazardous to health, unless a suitable and sufficient assessment of the risks created by that work, and of the steps needed to comply with CoSHH in respect of it, has been made and implemented. “Carry out any work” has much wider implications than saying “not use any substance”. All assessments should begin by considering the task or process first, rather than the substance. Some hazardous substances may be created by the work process.

A complete assessment is only needed where there are potentially hazardous substances in use or being produced. CoSHH is not concerned with non-hazardous substances e.g. many domestic type cleaning products.

Measures must then be taken to eliminate the risk and, if this is not reasonably practicable, then control the risk so that it is as low as possible. In certain situations workers may need to be under health surveillance, or monitoring may need to be carried out.

Disposal of CoSHH substances needs to be planned, for more advice contact.

Environment Agency [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk) Telephone: 03708 506 506

What do the COSHH symbols mean?		
 Dangerous to the environment	 Toxic	 Gas under pressure
 Corrosive	 Explosive	 Flammable
 Caution – used for less serious health hazards like skin irritation	 Oxidising	 Longer term health hazards such as carcinogenicity

# CoSHH - RISK ASSESSMENTS



SAFETY DATA SHEET

30-11-2018

ACCORDING TO EC-REGULATIONS 1907/2006 (REACH), 1272/2008 (CLP) & 2015/830

## 1. SECTION 1: IDENTIFICATION OF THE SUBSTANCE/MIXTURE AND OF THE COMPANY/UNDERTAKING

### 1.1 Product identifier

Product Name	Happy Shopper Multi-Surface Cleaner with Bleach
Product code	02017331
CAS No.	Not applicable.
EC No.	Not applicable.
REACH Registration No.	Not known.

### 1.2 Relevant identified uses of the substance or mixture and uses advised against

Identified Use(s)	Bleach
Uses Advised Against	Use only as directed on label

### 1.3 Details of the supplier of the safety data sheet

<b>Manufacturer</b>	
Company Identification	Easy Cleaning Solutions
Address of Manufacturer	Brunel Way Thetford Norfolk UK
Postal code	IP24 1HF
Telephone:	+44 (0)1842 757575
Fax	Not known.
E-mail	contact@easycleaningco.com
Office hours	

### 1.4 Emergency telephone number

Office hours: Advice Line	0345 602 6002
Out of Office hours Emergency Information	For accidents and spillages involving this product that pose a threat to the environment, or human health, or require first aid advice please call the below emergency phone number.  Note this number will not provide technical details of the product, or deal with other general enquiries regarding application and use of the product
Emergency Phone No.	0870 190 6777
Manufacturer Emergency Phone No.	+44 (0)1842 757575
Contact	contact@easycleaningco.com
National response centre	
Address	National Poisons Information Service (Birmingham Centre) City Hospital Dudley Road, Birmingham, United Kingdom
Emergency Phone No.	+00 448 706 006 266 NHS Direct - 0845 4647 or 111

Revision Date 17/01/2017  
Revision 2

Revision 2

## SAFETY DATA SHEET

### Euroshopper Original Thick Bleach

#### SECTION 1: IDENTIFICATION OF THE SUBSTANCE/MIXTURE AND OF THE COMPANY/UNDERTAKING

##### 1.1. Product identifier

Product name Euroshopper Original Thick Bleach  
Product No. 2006353, Legacy code: M192969  
Internal Id 02010396 (1 - 16/07/2013)  
Container size 750 ml

##### 1.2. Relevant identified uses of the substance or mixture and uses advised against

Identified uses Bleach  
Uses advised against Avoid contact with acids. Only to be used as per the product label.

##### 1.3. Details of the supplier of the safety data sheet

Supplier Booker  
Equity House  
Irthlingborough Road  
Wellingborough  
Northamptonshire  
NN8 1LT.  
01933 371000  
Manufacturer Jefes Ltd  
Brunel Way  
Thetford  
Norfolk  
IP24 1HF  
UK  
+44 1842 757575  
Contact: Rowland Furse / Simon Burt  
Email: contact@jefes.com

##### 1.4. Emergency telephone number

Office Hours: Advice Line 0845 602 6002  
**National Emergency Telephone Number**  
Out of Office Hours Emergency Information:-  
For accidents and spillages involving this product that pose a threat to the environment, or human health, or require first aid advice please call:- 0870 190 6777.  
Note this number will not provide technical details of the product, or deal with other general enquiries regarding application and use of the product.

#### SECTION 2: HAZARDS IDENTIFICATION

##### 2.1. Classification of the substance or mixture

Classification (EC 1272/2008)  
Physical and Chemical Hazards Met. Corr. 1 - H290  
Human health Skin Corr. 1A - H314  
Environment Aquatic Acute 1 - H400; Aquatic Chronic 2 - H411  
Classification (1999/46/EEC) Xi; R36/38. N; R50.

The Full Text for all R-Phrases and Hazard Statements are Displayed in Section 16.

##### **Human health**

Causes severe skin burns and eye damage.

##### **Environment**

Very toxic to aquatic life. Toxic to aquatic life with long lasting effects.

##### **Physical and Chemical Hazards**

May be corrosive to metals.

##### 2.2. Label elements

Label In Accordance With (EC) No. 1272/2008



## Safety Data Sheet

According to Regulation (EC) No 1907/2006

### Mr Muscle Kitchen & Bathroom Drain Gel

Revision: 2017-03-20

Version: 01.1

#### SECTION 1: Identification of the substance/mixture and of the company/undertaking

##### 1.1 Product identifier

**Trade name:** Mr Muscle Kitchen & Bathroom Drain Gel

Mr Muscle ® Used under authority from S.C. Johnson & Son Inc., Racine, Wisconsin, U.S.A.

##### 1.2 Relevant identified uses of the substance or mixture and uses advised against

**Identified uses:**

For professional use only.

AISE-P606 - Drain unblocker. Manual process

AISE-P607 - Drain cleaner. Manual process

**Uses advised against:** Uses other than those identified are not recommended

##### 1.3 Details of the supplier of the safety data sheet

##### Contact details

Diversey Ltd

Weston Favell Centre, Northampton NN3 8PD, United Kingdom

Tel: 01604 405311, Fax: 01604 406809

Regulatory Email: customerservice.uk@sealedair.com

##### 1.4 Emergency telephone number

For medical or environmental emergency only:

call 0800 052 0185

#### SECTION 2: Hazards identification

##### 2.1 Classification of the substance or mixture

EUH031

Skin Corr. 1B (H314)

Aquatic Acute 1 (H400)

Aquatic Chronic 2 (H411)

Met. Corr. 1 (H290)

##### 2.2 Label elements



**Signal word:** Danger.

Contains sodium hypochlorite (Sodium Hypochlorite), sodium hydroxide (Sodium Hydroxide).

##### Hazard statements:

EUH031 - Contact with acids liberates toxic gas.

H314 - Causes severe skin burns and eye damage.

H410 - Very toxic to aquatic life with long lasting effects.

H290 - May be corrosive to metals.

##### Precautionary statements:

P260 - Do not breathe vapours.

P280 - Wear protective gloves, protective clothing and eye or face protection.

P303 + P361 + P353 - IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water or shower.

P305 + P351 + P338 - IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do.

Continue rinsing.





**SAFETY DATA SHEET**

27-11-2018

ACCORDING TO EC-REGULATIONS 1907/2006 (REACH), 1272/2008 (CLP) & 2015/830

**1. SECTION 1: IDENTIFICATION OF THE SUBSTANCE/MIXTURE AND OF THE COMPANY/UNDERTAKING**

**1.1 Product identifier**

Product Name	Happy Shopper Window Cleaner
Product code	02017330
CAS No.	Not applicable.
EC No.	Not applicable.
REACH Registration No.	Not known.

**1.2 Relevant identified uses of the substance or mixture and uses advised against**

Identified Use(s)	Household cleaner
Uses Advised Against	Only to be used as per label.

**1.3 Details of the supplier of the safety data sheet**

**Manufacturer**

Company Identification	Easy Cleaning Solutions
Address of Manufacturer	Brunel Way Thetford Norfolk UK

Postal code	IP24 1HF
Telephone:	+44 (0)1842 757575
Fax	Not known.
E-mail	contact@easycleaningco.com
Office hours	

**1.4 Emergency telephone number**

Office hours: Advice Line	0345 602 6002
Out of Office hours Emergency Information	For accidents and spillages involving this product that pose a threat to the environment, or human health, or require first aid advice please call the below emergency phone number.  Note this number will not provide technical details of the product, or deal with other general enquiries regarding application and use of the product
Emergency Phone No.	0870 190 6777

Manufacturer Emergency Phone No.	+44 (0)1842 757575
Contact	contact@easycleaningco.com
National response centre	
Address	National Poisons Information Service (Birmingham Centre) City Hospital Dudley Road, Birmingham, United Kingdom
Emergency Phone No.	+00 448 706 006 266 NHS Direct - 0845 4647 or 111

Revision date: 23/05/2019



**SAFETY DATA SHEET**  
**CPP H32 URINAL CHANNEL BLOCKS YELLOW**

According to Regulation (EC) No. 1272/2008 on Classification, Labelling and Packaging of Substances and Mixtures.

**SECTION 1: Identification of the substance/mixture and of the company/undertaking**

**1.1. Product identifier**

**Product name** CPP H32 URINAL CHANNEL BLOCKS YELLOW

**Product number** CPPH32Y

**1.2. Relevant identified uses of the substance or mixture and uses advised against**

**Identified uses** Masking of odours in toilets. For professional use only.

**Uses advised against** Not for direct contact with Food or Beverage stuffs. Not for oral consumption.

**1.3. Details of the supplier of the safety data sheet**

**Supplier** Booker  
Equity House, Irthlingborough Road  
Wellingborough  
Northants. NN8 1LT  
01933 371000

**Manufacturer** Holchem Laboratories Limited  
Gateway House, Pilsworth Road,  
Pilsworth Industrial Estate,  
Bury, Lancashire (UK)  
BL9 8RD  
+44 (0) 1706 222288  
+44 (0) 1706 221550  
info@holchem.co.uk

**1.4. Emergency telephone number**

**Emergency telephone** Out of Office Hours Emergency Information:- For accidents and spillages involving this product that pose a threat to the environment, or human health, or require immediate first aid advice please call:- 0870 190 6777. NOTE: This number will not provide technical details of the product, or deal with other general enquiries regarding application and use of the product. This product is registered with the NPIS. UK Environment Agency 24hour Advisory Service 0800 807060.

**SECTION 2: Hazards identification**

**2.1. Classification of the substance or mixture**

**Classification (EC 1272/2008)**

**Physical hazards** Not Classified

**Health hazards** Skin Irrit. 2 - H315 Eye Dam. 1 - H318

**Environmental hazards** Aquatic Chronic 3 - H412

**2.2. Label elements**



Conforms to Regulation (EC) No. 1907/2006 (REACH), Annex II, as amended by Commission Regulation (EU) 2015/830 - United Kingdom (UK)

## SAFETY DATA SHEET

Solar Protector S1 10ltrs

### SECTION 1: Identification of the substance/mixture and of the company/undertaking

#### 1.1 Product identifier

Product name : Solar Protector S1 10ltrs  
Product code : 57675  
Product type : Liquid.

#### 1.2 Relevant identified uses of the substance or mixture and uses advised against

Identified uses
Consumer applications, Industrial applications.
Material uses
Heat-transfer medium.
Uses advised against
Not applicable.

#### 1.3 Details of the supplier of the safety data sheet

e-mail address of person responsible for this SDS : [Europeanregulatory@macdermid.com](mailto:Europeanregulatory@macdermid.com)

Alpha Assembly Solutions Germany GmbH Elisabeth-Selbert-Straße 4, 40764 Langenfeld, Germany.	Fernox UK Ltd. 2 Genesis Business Park, Albert Drive, Sheerwater, Surrey, Woking GU21 5RW. United Kingdom.	MacDermid Alpha Hungary Kft. 2330 Dunaharaszti, Jedlik Ányos utca 2., Hungary.
Tel: +49 21738490313	Tel: +44 (0) 330 100 7750	Tel: +36 24 506 110
E-Mail: <a href="mailto:europeanregulatory@macdermid.com">europeanregulatory@macdermid.com</a>		

#### 1.4 Emergency telephone number

##### National advisory body/Poison Centre

Telephone number :

##### Supplier

Telephone number : +44 (0) 330 100 7750  
Hours of operation : 24/7

Date of issue/Date of revision	: 14 December 2020	Version : 4
Date of previous issue	: 1 July 2020	



**SAFETY DATA SHEET**  
**FLASH ALL PURPOSE CLEANER LEMON HC-6786**

**1. PRODUCT INFORMATION**

<b>Product Name</b>	FLASH ALL PURPOSE CLEANER LEMON HC-6786
<b>Company Address</b>	Proctor & Gamble UK, Brooklands, Weybridge, Surrey, KT13 0XP
<b>Telephone</b>	01932 896000
<b>Fax</b>	01932 896200
<b>Emergency telephone</b>	0800 028 3292 (UK) 1800 509 435 (ROI)

**2. HAZARDS IDENTIFICATION**

This product is not classified as dangerous according to EU Directive 1999/45/EC

<b>Eyes contact</b>	Transient superficial irritation
<b>Skin contact</b>	Prolonged exposure may cause skin irritation
<b>Ingestion</b>	Possible mild gastro-intestinal irritation with nausea and vomiting
<b>Inhalation</b>	Inhaling aerosolized product may cause mild irritation of the respiratory system

**3. COMPOSITION/INFORMATION ON INGREDIENTS**

A liquid household cleaner containing:

Common name	CAS No.	EINECS-ELINCS	Classification	Conc
C9-11 PARETH-3	68439-46-3	Polymer	Xi, R41	1-5%

**4. FIRST AID MEASURES**

<b>Eye contact</b>	Rinse thoroughly with plenty of water for several minutes If symptoms persists get medical advice
<b>Skin contact</b>	Rinse affected area with water If needed, apply cold compress to relieve irritation If symptoms persist, discontinue use of product and seek medical advice
<b>Ingestion</b>	Drink a glass of water to dilute product Do not induce vomiting Act immediately to prevent further irritation of mouth, throat and stomach mucosa If symptoms persist, or persistent vomiting occurs or if blood tinged vomitus is present, seek medical advice
<b>Inhalation</b>	Go into open air and ventilate suspected area If irritation is experienced, mouth and throat may be rinsed with water Aerosolized product adhering to the nasal cavity may be rinsed/diluted with saline/plain water If irritation or asthma like symptoms persist, seek medical advice

**5. FIRE FIGHTING MEASURES**

Not explosive. Not auto flammable. Not flammable  
The product itself will not burn  
Use CO<sub>2</sub>, dry chemical powders or alcohol resistant foam  
If water is used, contain run-off

**6. ACCIDENTAL RELEASE MEASURES**

<b>For large spills</b>	Avoid spillage into sewers or surface water
<b>For small spills</b>	Pump into plastic containers and rework/dispose as per legislation Use non combustible absorbant and shovel into container for disposal



## **Behaviour Policy**

### **LMAC Safeguarding policy 2020**

Aim is to ensure a safe environment for all users and those involved with the camp. Particularly children and those who's needs will make them more vulnerable

#### **We expect to do this by:**

- Recognising that all children have the right to freedom from abuse
- Ensuring that all staff and volunteers are carefully selected and accept responsibility for helping to prevent the abuse of children in their care and at the Centre
- Responding swiftly and appropriately to all suspicions or allegations of abuse.

The Charity's Officers and Trustees manage the Camp's facilities, grounds and infrastructure- they do not run, manage or staff any camps for Children under the auspices of the charity.

#### **Client group responsibilities**

The Charity exclusively lets or gifts the use of the Camp to recognised child, social, educational and welfare Client Groups who are responsible for staffing, running and safeguarding the children participating in their camps.

It is a requirement of booking that each Client Group using the Camp's facilities does so under the auspices of their own Child Protection Policies. The Camp's booking form asks for confirmation that the Client Group has these policies in place.

The charity reserves the right to request sight of these policies and such provision will be required if any of the Charity's Trustees provides an additional service, such as helping guide a walk etc.

#### **Contact with children**

The Charity's Officers and Trustees as Authorised visitors, may have limited contact with users in certain circumstances such as:

- Welcoming a Client Group, particularly first-time users upon arrival at the Camp, or to inspect the facilities before a group's departure.
- Making or supervising emergency repairs.
- When requested to attend or assist by the Client Group Leaders.

The Charity will always seek the prior authority of the Client Group to permit access to the site during their occupation. The only exception is in the case of emergencies, providing assistance or to take action to preserve the property.

At all times Authorised Visitors will comply with reasonable requests of the Group Leader relating to the Safeguarding of the resident children.

Authorised Visitors should be accompanied at all times by a client staff member and avoid any unsupervised contact with the clients.

## **LONG MYND ADVENTURE CAMP DATA PROTECTION POLICY**

Date created: 13 April 2018

Date approved by the Trustees: 25 April 2018

Date of next review: 24 April 2019

### **Policy brief & purpose**

The Long Mynd Adventure Camp's Data Protection Policy refers to its commitment to treat information concerning the Trustees, Friends, Customers, Suppliers, and other interested parties with the utmost care and confidentiality.

With this policy, we ensure that we gather, store and handle data fairly, transparently and with respect towards individual rights.

### **Scope**

This policy refers to all parties (Trustees, Friends, Customers and Suppliers etc.) who provide any information to us.

**The Trustees and Friends of the Long Mynd Adventure Camp** must follow this policy.

Generally, this policy refers to anyone we collaborate with or acts on our behalf and may need occasional access to data.

### **Policy elements**

As part of our operations, we need to obtain and process information. This information includes any offline or online data that makes a person identifiable such as names, addresses, usernames and passwords, digital footprints, photographs, social security numbers, financial data etc.

The Long Mynd Adventure Camp collects this information in a transparent way and only with the full cooperation and knowledge of interested parties. Once this information is available to us, the following rules apply.

Our data will be:

- Accurate and kept up-to-date
- Collected fairly and for lawful purposes only
- Processed by the company within its legal and moral boundaries
- Protected against any unauthorised or illegal access by internal or external parties

Our data will not be:

- Communicated informally
- Stored for more than the amount of time it is relevant or in line with the Law.
- Transferred to organisations who do not have adequate data protection policies
- Distributed to any party other than the ones agreed upon by the data's owner (exempting legitimate requests from law enforcement authorities)

In addition to ways of handling the data the company has direct obligations towards people to whom the data belongs:

Specifically we must:

- Let people know which of their data is collected
- Inform people about how we'll process their data
- Inform people about who has access to their information
- Have provisions in cases of lost, corrupted or compromised data

- Allow people to request that we modify, erase, reduce or correct data contained in our databases

### **Actions**

To exercise data protection we're committed to:

- Restrict and monitor access to sensitive data
- Develop transparent data collection procedures
- Train the Committee and employees in online privacy and security measures
- Build secure networks to protect online data from cyberattacks
- Establish clear procedures for reporting privacy breaches or data misuse

## **LONG MYND ADVENTURE CAMP GDPR PRIVACY STATEMENT**

Date created: 13 April 2018

Date approved by the Committee: 25 April 2018

Date of next review: 24 April 2019

In compliance with the General Data Protection Regulation, we hereby provide you with the following information about the Personal Data (e.g. Name, Address etc.) we collect from you:

- By booking form to become a Customer.
- By invoice details with bank account and sort code information.
- By word of mouth to become a Trustee or Friend and inclusion on the Charity Commission website.

Our aim is to provide you with clear information as to why we need the data, what we do with it and what your rights are with respect to your Personal Data.

The **Data Controller** is Long Mynd Adventure Camp and so the Committee thereof.

The Committee can be contacted via the Booking Secretary at

peter\_jenkins.7@btinternet.com

**Purpose of processing your Personal Data:** We process your data so that we can carry out the service(s) that you request from us. Examples of services include applying to become a Customer, sending you invoices for your use of the Camp and to pay your supplier invoices. The Legal Basis for the services is 'Consent'.

### **Recipients of your Personal Data:**

No other third Party organisations receive your Personal Data. (If it was considered by the Committee that provision of Personal Data to a Third Party organisation might be beneficial for the membership, then you would be consulted and if agreed this Privacy Statement updated accordingly.)

The exception to this is the information requested by the Charity commission to be included on their website in respect of Trustees.

### **Storage Period:**

We will keep your Personal Data for as long as we are obliged to in order to fulfil any obligations relating to financial auditing.

### **Your rights:**

- **Right to Request Personal Data:** You have the right to request access to your Personal Data held by us; request correction to that Data; request

removal of that Data; object to processing of that Data. Please use the Contact Details above to get in touch if you need to.

- **Right to Withdraw Consent:** In the case of mailings to the membership, or inclusion on the Membership List, you can withdraw consent at any time to all or any combination of these aspects by sending an email to the Honorary Treasurer. Once processed by the Honorary Treasurer you will be deleted from that aspect henceforth until any such time that you should request by email for such an aspect to be reinstated.
- **Right to Complain:** You have the right to lodge a complaint with a supervisory authority, if you believe your Personal Data have been mis-used in some way.

### **Your provision of your Personal Data to us:**

We will only ask you for Personal Data which is reasonable for us to have in order to carry out the service(s) you have asked of us; for example your name and address is required for us to post any material to you. If you do not provide such Personal Data, we may not be able to carry out any or all of the service(s) asked of us.

### **Questions?**

If you have any questions regarding our handling of your Personal Data, please contact us using the Contact Details for the **Data Controller** advised above.

## **SOCIAL MEDIA POLICY**

A guide for staff on using social media to promote the work of Long Mynd Adventure Camp and in a personal capacity

This policy will be reviewed on an ongoing basis, at least once a year. The Long Mynd Adventure Camp will amend this policy, following consultation, where appropriate.

Date of last review: 24 February 2020

### **Introduction**

#### **What is social media?**

Social media is the term given to web-based tools and applications which enable users to create and share content (words, images and video content), and network with each other through the sharing of information, opinions, knowledge and common interests. Examples of social media include Facebook, Twitter, LinkedIn and Instagram.

#### **Why do we use social media?**

Social media is essential to the success of communicating The Long Mynd Adventure Camp's work. It is important for some Trustees and Friends to participate

in social media to engage with our audience, participate in relevant conversations and raise the profile of The Long Mynd Adventure Camp's work.

### **Why do we need a social media policy?**

The difference between a personal and professional opinion can be blurred on social media, particularly if you're discussing issues relating to The Long Mynd Adventure Camp's work. While we encourage the use of social media, we have certain standards, outlined in this policy, which we require everyone to observe. Publication and commentary on social media carries similar obligations to any other kind of publication or commentary in the public domain.

This policy is intended for all Trustees, Friends and other Volunteers and applies to content posted on both a Long Mynd Adventure Camp device and a personal device. Before engaging in work-related social media activity, all Trustees, Friends and other Volunteers must read this policy.

### **Setting out the social media policy**

This policy sets out guidelines on how social media should be used to support the delivery and promotion of The Long Mynd Adventure Camp, and the use of social media by all Trustees, Friends and other Volunteers in both a professional and personal capacity. It sets out what you need to be aware of when interacting in these spaces and is designed to help staff support and expand our official social media channels, while protecting the charity and its reputation and preventing any legal issues.

### **Internet access and monitoring usage**

There are currently no access restrictions to any of our social media sites.

### **Point of contact for social media**

Our Chairman and Peter Stead are responsible for the day-to-day publishing, monitoring and management of our social media channels. If you have specific questions about any aspect of these channels, speak to the Chairman. No other staff member can post content on The Long Mynd Adventure Camp's official channels without their permission.

### **Which social media channels do we use?**

The Long Mynd Adventure Camp uses the following social media channels:

Facebook  
Website

Guidelines

### **Using The Long Mynd Adventure Camp's social media channels — appropriate conduct**

1. The Trustees are responsible for setting up and managing The Long Mynd Adventure Camp's social media channels. Only those authorised to do so by the Chairman will have access to these accounts.
2. Be an ambassador for our brand. The Trustees Friends and Volunteers should ensure they reflect The Long Mynd Adventure Camp's values in what they post and use our tone of voice.
3. Make sure that all social media content has a purpose and a benefit for The Long Mynd Adventure Camp, and accurately reflects The Long Mynd Adventure Camp's agreed position.
4. Bring value to our audience(s). Answer their questions, help and engage with them
5. Take care with the presentation of content. Make sure that there are no typos, misspellings or grammatical errors. Also check the quality of images.
6. Always pause and think before posting. That said, reply to comments in a timely manner, when a response is appropriate.
7. If persons outside of wish to contribute content for social media, whether non-paid for or paid for advertising, they should speak to the Chairman about this.
8. Staff shouldn't post content about supporters or service users without their express permission. If staff are sharing information about supporters, service users or third party organisations, this content should be clearly labelled so our audiences know it has not come directly from [*charity name*]. If using interviews, videos or photos that clearly identify a child or young person, staff must ensure they have the consent of a parent or guardian before using them on social media.
9. Always check facts. We should not automatically assume that material is accurate and should take reasonable steps where necessary to seek verification, for example, by checking data/statistics and being wary of photo manipulation.
10. Be honest. Say what you know to be true or have a good source for. If you've made a mistake, don't be afraid to admit it.
11. Trustees, Friends and other Volunteers should refrain from offering personal opinions via The Long Mynd Adventure Camp's social media accounts, either directly by commenting or indirectly by 'liking', 'sharing' or 'retweeting'.
12. It is vital that The Long Mynd Adventure Camp's does not encourage others to risk their personal safety or that of others, to gather materials. For example, a video of a stunt.
13. Trustees, Friends and other Volunteers should not encourage people to break the law to supply material for social media, such as using unauthorised video footage. All relevant rights for usage must be obtained before publishing material.

14. Trustees, Friends and other Volunteers should not set up other Facebook groups or pages, Twitter accounts or any other social media channels on behalf of The Long Mynd Adventure Camp. This could confuse messaging and brand awareness. By having official social media accounts in place, the Trustees can ensure consistency of the brand and focus on building a strong following.

15. The Long Mynd Adventure Camp is not a political organisation and does not hold a view on party politics or have any affiliation with or links to political parties. We have every right to express views on policy, including the policies of parties, but we can't tell people how to vote.

17. If a complaint is made on The Long Mynd Adventure Camp's social media channels, The Chairman will respond.

18. Sometimes issues can arise on social media which can escalate into a crisis situation because they are sensitive or risk serious damage to the charity's reputation. Examples might include: safeguarding issues. The nature of social media means that complaints are visible and can escalate quickly. Not acting can be detrimental to the charity.

The Chairman and Peter Stead regularly monitor our social media spaces for mentions of The Long Mynd adventure Camp so we can catch any issues or problems early.

If any Trustee, Friend or Volunteer become aware of any comments online that they think have the potential to escalate into a crisis, whether on The Long Mynd Adventure Camp's social media channels or elsewhere, they should speak to the Chairman.

### **Use of personal social media accounts — appropriate conduct**

This policy does not intend to inhibit personal use of social media but instead flags up those areas in which conflicts might arise. The Long Mynd Adventure Camp's Trustees, Friends and Volunteers are expected to behave appropriately, and in ways that are consistent with The Long Mynd Adventure Camp's values and policies, both online and in real life.

1. Be aware that any information you make public could affect how people perceive The Long Mynd Adventure Camp. You must make it clear when you are speaking for yourself and not on behalf of Trustees, Friends and other Volunteers of the Long Mynd Adventure Camp. If you are using your personal social media accounts to promote and talk about The Long Mynd Adventure Camp's work, you must use a disclaimer such as: "The views expressed on this site are my own and don't necessarily represent The Long Mynd Adventure Camp's positions, policies or opinions."

3. Use common sense and good judgement. Be aware of your association with The Long Mynd Adventure Camp and ensure your profile and related content is consistent with how you wish to present yourself to the general public, partners and funders.



5. The Long Mynd Adventure Camp is associated with several high profile organisations. Please don't approach high profile organisations from your personal social media accounts to ask them to support the charity, as this could hinder any potential relationships. This includes asking for retweets about the charity.

6. If a Trustee, Friend or other Volunteer is contacted by the press about their social media posts that relate to The Long Mynd Adventure Camp, they should talk to the Chairman immediately and under no circumstances respond directly.

7. The Long Mynd Adventure Camp is not a political organisation and does not hold a view on party politics or have any affiliation with or links to political parties. When representing The Long Mynd Adventure Camp, please hold The Long Mynd Adventure Camp's position of neutrality.

8. Never use The Long Mynd Adventure Camp's logos or trademarks unless approved to do so. Permission to use logos should be requested from the Chairman.

9. Always protect yourself and the charity. Be careful with your privacy online and be cautious when sharing personal information. What you publish is widely accessible and will be around for a long time, so do consider the content carefully. When you are using social media sites at work, it is important that you do so safely.

10. Think about your reputation as well as the charity's. Express your opinions and deal with differences of opinion respectfully. Don't insult people or treat them badly. Passionate discussions and debates are fine, but you should always be respectful of others and their opinions. Be polite and the first to correct your own mistakes.

11. We encourage staff to share tweets and posts that we have issued. When online in a personal capacity, you might also see opportunities to comment on or support [*charity name*] and the work we do. Where appropriate and using the guidelines within this policy, we encourage staff to do this as it provides a human voice and raises our profile. However, if the content is controversial or misrepresented, please highlight this to the [*team name*] who will respond as appropriate.

## Further guidelines

### Libel

Libel is when a false written statement that is damaging to a person's reputation is published online or in print. Whether Trustees, Friends or other Volunteers are posting content on social media as part of their job or in a personal capacity, they should not bring The Long Mynd Adventure Camp into disrepute by making defamatory comments about individuals or other organisations or groups.

### Copyright law

It is critical that all Trustees, Friends or other Volunteers abide by the laws governing copyright, under the Copyright, Designs and Patents Act 1988. Never use or adapt someone else's images or written content without permission. Failing to acknowledge the source/author/resource citation, where permission has been given to reproduce content, is also considered a breach of copyright.

### Confidentiality

Any communications that staff make in a personal capacity must not breach confidentiality. For example, information meant for internal use only or information that The Long Mynd Adventure Camp is not ready to disclose yet.



## Discrimination and harassment

Trustees, Friends or other Volunteers should not post content that could be considered discriminatory against, or bullying or harassment of, any individual, on either an official [*charity name*] social media channel or a personal account. For example:

- making offensive or derogatory comments relating to sex, gender, race, disability, sexual orientation, age, religion or belief
- using social media to bully another individual
- posting images that are discriminatory or offensive or links to such content

## Lobbying Act

Charities are legally allowed to campaign to bring about a change in policy or law to further their organisational purpose. In most cases, spending on charity campaigns that are in accordance with charity law will not be regulated under electoral law. However, the Lobbying Act, which was passed in January 2014, states that during national elections (known as regulated periods) spending on campaigning activities may be regulated.

Charities which spend more than £20,000 in England or £10,000 in Scotland, Wales or Northern Ireland, during the regulated period, need to register with the Electoral Commission. To abide by the Lobbying Act, campaigning activities on social media must not be seen as intending to influence people's voting choice. During these periods, all campaigning activity will be reviewed by the [*job title*].

## Protection and intervention

The responsibility for measures of protection and intervention lies first with the social networking site itself. Different social networking sites offer different models of interventions in different areas. For more information, refer to the guidance available on the social networking site itself. For example, Facebook. However, if a staff member considers that a person/people is/are at risk of harm, they should report this to the [*job title*] immediately.

## Under 18s and vulnerable people

Young and vulnerable people face risks when using social networking sites. They may be at risk of being bullied, publishing sensitive and personal information on their profiles, or from becoming targets for online grooming.

Where known, when communicating with young people under 18-years-old via social media, staff should ensure the online relationship with The Long Mynd Adventure Camp follows the same rules as the offline 'real-life' relationship. Staff should ensure that young people have been made aware of the risks of communicating and sharing information online, and given guidance on security/privacy settings as necessary. Trustees, Friends or other Volunteers should also ensure that the site itself is suitable for the young person and The Long Mynd Adventure Camp content and other content is appropriate for them. Please refer to our Safeguarding Policy.

### **Responsibilities and beach of policy**

Everyone is responsible for their own compliance with this policy. Participation in social media on behalf of The Long Mynd Adventure Camp is not a right but an opportunity, so it must be treated seriously and with respect. For staff, breaches of policy may incur disciplinary action, depending on the severity of the issue.

## Certificates

# ECR Report

## ELECTRICAL INSTALLATION CONDITION REPORT

<b>SECTION A. DETAILS OF THE PERSON ORDERING THE REPORT</b> Name <u>Long Mynd Adventure Camp</u> Address <u>Long Mynd Adventure Camp, Hamperley, Church Stretton, Shropshire, SY6 6PT</u>	
<b>SECTION B. REASON FOR PRODUCING THIS REPORT</b> Date(s) on which inspection and testing was carried out ..... <b>SECTION C. DETAILS OF THE INSTALLATION WHICH IS THE SUBJECT OF THIS REPORT</b> Occupier <u>N/A</u> Address <u>Long Mynd Adventure Camp, Hamperley, Church Stretton, Shropshire, SY6 6PT</u> Description of premises Domestic <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Industrial <input type="checkbox"/> Other (include brief description) <input type="checkbox"/> ..... Estimated age of wiring system <u>30</u> ..... years Evidence of additions / alterations Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not apparent <input type="checkbox"/> If yes, estimate age <u>5</u> ..... years Installation records available? (Regulation 651.1) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Date of last inspection <u>Unknown</u> ..... (date)	
<b>SECTION D. EXTENT AND LIMITATIONS OF INSPECTION AND TESTING</b> Extent of the electrical installation covered by this report <u>Main hall, Accommodation huts, Toilet block, Disabled toilet block, Visible installation only.</u> <u>Not covered - Fire alarm system and emergency light operation.</u> Agreed limitations including the reasons (see Regulation 653.2) ..... <u>N/A</u> Agreed with: <u>N/A</u> Operational limitations including the reasons (see page no.....) ..... <u>N/A</u> The inspection and testing detailed in this report and accompanying schedules have been carried out in accordance with BS 7671:2018 (IET Wiring Regulations) as amended to ..... It should be noted that cables concealed within trunking and conduits, under floors, in roof spaces, and generally within the fabric of the building or underground, have <b>not</b> been inspected unless specifically agreed between the client and inspector prior to the inspection. An inspection should be made within an accessible roof space housing other electrical equipment.	
<b>SECTION E. SUMMARY OF THE CONDITION OF THE INSTALLATION</b> General condition of the installation (in terms of electrical safety) ..... <u>The installation is old, but has been upgraded to comply with current regulations</u> Overall assessment of the installation in terms of its suitability for continued use <u>SATISFACTORY / UNSATISFACTORY</u> (Delete as appropriate) *An unsatisfactory assessment indicates that dangerous (code C1) and/or potentially dangerous (code C2) conditions have been identified.	
<b>SECTION F. RECOMMENDATIONS</b> Where the overall assessment of the suitability of the installation for continued use above is stated as UNSATISFACTORY, I / we recommend that any observations classified as 'Danger present' (code C1) or 'Potentially dangerous' (code C2) are acted upon as a matter of urgency. Investigation without delay is recommended for observations identified as 'Further investigation required' (code FI). Observations classified as 'Improvement recommended' (code C3) should be given due consideration. Subject to the necessary remedial action being taken, I / we recommend that the installation is further inspected and tested by ..... (date)	
<b>SECTION G. DECLARATION</b> I/We, being the person(s) responsible for the inspection and testing of the electrical installation (as indicated by my/our signatures below), particulars of which are described above, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in section D of this report.	
Inspected and tested by: Name (Capitals) <u>Martin Cawte</u> Signature <u>Martin Cawte</u> For/on behalf of <u>MC Electrical</u> Position <u>Owner / Engineer</u> Address <u>3, High Cross Avenue, SY56LJ</u> Date <u>19/7/2020</u>	Report authorised for issue by: Name (Capitals) <u>Martin Cawte</u> Signature <u>Martin Cawte</u> For/on behalf of <u>MC Electrical</u> Position <u>Owner / Engineer</u> Address <u>3, High Cross Avenue, SY56LJ</u> Date <u>19/7/2020</u>
<b>SECTION H. SCHEDULE(S)</b> <u>2</u> ..... schedule(s) of inspection and <u>4</u> ..... schedule(s) of test results are attached. The attached schedule(s) are part of this document and this report is valid only when they are attached to it.	



# GENERIC SCHEDULE OF TEST RESULTS

DB reference no <u>CU 1</u> Location <u>Kitchen - Main building</u> Z <sub>s</sub> at DB (Ω) <u>0.17</u> I <sub>n</sub> at DB (kA) <u>1.5</u> Correct supply polarity confirmed <input checked="" type="checkbox"/> Phase sequence confirmed (where appropriate) <input checked="" type="checkbox"/> <u>N/A</u>		Details of circuits and/or installed equipment vulnerable to damage when testing <u>Fire alarm system</u> <u>Water heater control system</u> <u>PV supply equipment</u>		Details of test instruments used (state serial and/or asset numbers) Continuity Insulation resistance <u>FLuke.1651</u> Earth fault loop impedance <u>9521073</u> RCD Earth electrode resistance																																																																																																																																																																																																																																																																																																																																																																																																																																																								
Tested by: Name (Capitals) <u>M Cawte - MC Electrical</u> Signature <u>M Cawte</u> Date <u>19/7/2020</u>		<table border="1"> <thead> <tr> <th colspan="11">Circuit details</th> <th colspan="11">Test results</th> </tr> <tr> <th rowspan="2">Circuit number</th> <th rowspan="2">Circuit Description</th> <th colspan="5">Protective device</th> <th colspan="5">Conductor details</th> <th rowspan="2">Ring final circuit continuity (Ω)</th> <th rowspan="2">Continuity (Ω) (R<sub>1</sub> + R<sub>2</sub>) or R<sub>e</sub></th> <th rowspan="2">Insulation Resistance Test Voltage</th> <th rowspan="2">Insulation Resistance (MΩ)</th> <th rowspan="2">Polarity</th> <th rowspan="2">Z<sub>s</sub> (Ω)</th> <th rowspan="2">RCD</th> <th rowspan="2">AFDD</th> <th rowspan="2">Remarks (continue on a separate sheet if necessary)</th> </tr> <tr> <th>BS (EN)</th> <th>type</th> <th>rating (A)</th> <th>breaking capacity (kA)</th> <th>RCD I<sub>Δn</sub> (mA)</th> <th>Maximum permitted Z<sub>s</sub> (Ω)<sup>*</sup></th> <th>Reference selected</th> <th>Live (mm<sup>2</sup>)</th> <th>cpc (mm<sup>2</sup>)</th> <th>r<sub>s</sub> (line)</th> <th>r<sub>n</sub> (neutral)</th> <th>r<sub>c</sub> (cpc)</th> <th>(R<sub>1</sub> + R<sub>2</sub>)</th> <th>R<sub>e</sub></th> <th>V</th> <th>Live - Live</th> <th>Live - Earth</th> <th>Maximum measured</th> <th>Disconnection time (ms)</th> <th>RCD test button operation</th> <th>Manual AFDD test button operation</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Disabled Toilet CU</td> <td>61009</td> <td>B</td> <td>45</td> <td>6</td> <td>30</td> <td>1667</td> <td>100</td> <td>10.0</td> <td>6.0</td> <td>---</td> <td>---</td> <td>---</td> <td>0.12</td> <td>---</td> <td>500</td> <td>43</td> <td>43</td> <td>Y</td> <td>0.30</td> <td>18</td> <td>Y</td> <td>N/A</td> <td></td> </tr> <tr> <td>2</td> <td>Toilet Block CU</td> <td>61009</td> <td>B</td> <td>20</td> <td>6</td> <td>30</td> <td>1667</td> <td>100</td> <td>2.5</td> <td>2.5</td> <td>---</td> <td>---</td> <td>---</td> 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<td>100</td> <td>2.5</td> <td>1.0</td> <td>---</td> <td>---</td> <td>---</td> <td>0.07</td> <td>---</td> <td>500</td> <td>43</td> <td>43</td> <td>Y</td> <td>0.25</td> <td>132</td> <td>Y</td> <td>N/A</td> <td></td> </tr> <tr> <td>15</td> <td>Spare</td> <td>---</td> <td>---</td> <td>---</td> <td>---</td> <td>30</td> <td>---</td> <td>---</td> <td>---</td> <td>---</td> <td>---</td> <td>---</td> <td>---</td> <td>---</td> <td>---</td> <td>---</td> <td>---</td> <td>---</td> <td>---</td> <td>---</td> <td>---</td> <td>---</td> <td>---</td> <td></td> </tr> </tbody> </table>				Circuit details											Test results											Circuit number	Circuit Description	Protective device					Conductor details					Ring final circuit continuity (Ω)	Continuity (Ω) (R <sub>1</sub> + R <sub>2</sub> ) or R <sub>e</sub>	Insulation Resistance Test Voltage	Insulation Resistance (MΩ)	Polarity	Z <sub>s</sub> (Ω)	RCD	AFDD	Remarks (continue on a separate sheet if necessary)	BS (EN)	type	rating (A)	breaking capacity (kA)	RCD I <sub>Δn</sub> (mA)	Maximum permitted Z <sub>s</sub> (Ω) <sup>*</sup>	Reference selected	Live (mm <sup>2</sup> )	cpc (mm <sup>2</sup> )	r <sub>s</sub> (line)	r <sub>n</sub> (neutral)	r <sub>c</sub> (cpc)	(R <sub>1</sub> + R <sub>2</sub> )	R <sub>e</sub>	V	Live - Live	Live - Earth	Maximum measured	Disconnection time (ms)	RCD test button operation	Manual AFDD test button operation	1	Disabled Toilet CU	61009	B	45	6	30	1667	100	10.0	6.0	---	---	---	0.12	---	500	43	43	Y	0.30	18	Y	N/A		2	Toilet Block CU	61009	B	20	6	30	1667	100	2.5	2.5	---	---	---	1.00	---	500	500	500	Y	1.17	19	Y	N/A		3	Accommodation huts	61009	B	10	6	30	1667	100	2.5	2.5	---	---	---	1.15	---	500	500	500	Y	1.33	17	Y	N/A		4	PV Supply	60896	B	32	6	30	1667	100	10.0	6.0	---	---	---	0.10	---	500	43	43	Y	0.28	132	Y	N/A		5	Lighting (Hall)	60896	B	6	6	30	1667	100	1.0	1.0	---	---	---	1.99	---	500	43	43	Y	2.06	132	Y	N/A	Zs at external Light	6	Water Heater (Kitchen)	60896	B	16	6	30	1667	100	2.5	1.0	---	---	---	0.13	---	500	43	43	Y	0.27	132	Y	N/A		7	Kitchen Sockets	60896	B	32	6	30	1667	100	2.5	1.0	0.20	0.19	0.48	0.21	---	500	43	43	Y	0.36	132	Y	N/A		8	Socket Ring	60896	B	32	6	30	1667	100	2.5	1.0	0.43	0.40	0.80	0.29	---	500	43	43	Y	0.46	132	Y	N/A		9	Lighting (Hut 7)	60896	B	6	6	30	1667	100	1.0	1.0	---	---	---	0.80	---	500	43	43	Y	0.96	132	Y	N/A		10	Fire Alarm	60896	B	6	6	30	1667	100	1.0	1.0	---	---	---	0.55	---	500	43	43	Y	0.70	132	Y	N/A		11	Lighting (Kitchen)	60896	B	6	6	30	1667	100	1.0	1.0	---	---	---	0.36	---	500	43	43	Y	0.52	132	Y	N/A		12	Spare	---	---	---	---	30	1667	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---		13	Water Heater	60896	B	16	6	30	1667	100	2.5	1.0	---	---	---	0.08	---	500	43	43	Y	0.24	132	Y	N/A		14	Immersion Heater	60896	B	16	6	30	1667	100	2.5	1.0	---	---	---	0.07	---	500	43	43	Y	0.25	132	Y	N/A		15	Spare	---	---	---	---	30	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
Circuit details											Test results																																																																																																																																																																																																																																																																																																																																																																																																																																																	
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2	Toilet Block CU	61009	B	20	6	30	1667	100	2.5	2.5	---	---	---	1.00	---	500	500	500	Y	1.17	19	Y	N/A																																																																																																																																																																																																																																																																																																																																																																																																																																					
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12	Spare	---	---	---	---	30	1667	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---																																																																																																																																																																																																																																																																																																																																																																																																																																					
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<sup>\*</sup> Where the maximum permitted earth fault loop impedance value stated in column 6 is taken from a source other than the tabulated values given in Chapter 41 of the Standard, state the source of the data in the appropriate cell for the circuit in the 'Remarks' column (column 25) of the schedule.



OUTCOMES	Acceptable condition	✓	Unacceptable condition	State C1 or C2	Improvement recommended	State C3	Further investigation	FI	Not verified	N/V	Limitation	LIM	Not applicable	N/A
ITEM NO	DESCRIPTION								OUTCOME (Use codes above. Provide additional comment where appropriate. C1, C2, C3 and FI coded items to be recorded in Section K of the Condition Report)					
<b>5.0</b>	<b>FINAL CIRCUITS</b>													
5.1	Identification of conductors (514.3.1)								C3					
5.2	Cables correctly supported throughout their run (521.10.202; 522.8.5)								✓					
5.3	Condition of insulation of live parts (416.1)								✓					
5.4	Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1)								✓					
	• To include the integrity of conduit and trunking systems (metallic and plastic)								✓					
5.5	Adequacy of cables for current-carrying capacity with regard to the type and nature of installation (Section 523)								✓					
5.6	Coordination between conductors and overload protective devices (433.1; 533.2.1)								✓					
5.7	Adequacy of protective devices: type and rated current for fault protection (411.3)								✓					
5.8	Presence and adequacy of circuit protective conductors (411.3.1; Section 543)								✓					
5.9	Wiring system(s) appropriate for the type and nature of the installation and external influences (Section 522)								✓					
5.10	Concealed cables installed in prescribed zones (see Section D. <i>Extent and limitations</i> ) (522.6.202)								LIM					
5.11	Cables concealed under floors, above ceilings or in walls/partitions, adequately protected against damage (see Section D. <i>Extent and limitations</i> ) (522.6.204)								LIM					
5.12	Provision of additional requirements for protection by RCD not exceeding 30 mA:													
	• for all socket-outlets of rating 32 A or less, unless an exception is permitted (411.3.3)								✓					
	• for the supply of mobile equipment not exceeding 32 A rating for use outdoors (411.3.3)								✓					
	• for cables concealed in walls at a depth of less than 50 mm (522.6.202; 522.6.203)								✓					
	• for cables concealed in walls/partitions containing metal parts regardless of depth (522.6.203)								✓					
	• Final circuits supplying luminaires within domestic (household) premises (411.3.4)								✓					
5.13	Provision of fire barriers, sealing arrangements and protection against thermal effects (Section 527)								LIM					
5.14	Band II cables segregated/separated from Band I cables (528.1)								LIM					
5.15	Cables segregated/separated from communications cabling (528.2)								LIM					
5.16	Cables segregated/separated from non-electrical services (528.3)								LIM					
5.17	Termination of cables at enclosures - indicate extent of sampling in Section D of the report (Section 526)								10%					
	• Connections soundly made and under no undue strain (526.6)								✓					
	• No basic insulation of a conductor visible outside enclosure (526.8)								✓					
	• Connections of live conductors adequately enclosed (526.5)								✓					
	• Adequately connected at point of entry to enclosure (glands, bushes etc.) (522.8.5)								✓					
5.18	Condition of accessories including socket-outlets, switches and joint boxes (651.2(v))								✓					
5.19	Suitability of accessories for external influences (512.2)								✓					
5.20	Adequacy of working space/accessibility to equipment (132.12; 513.1)								C3					
5.21	Single-pole switching or protective devices in line conductors only (132.14.1, 530.3.3)								✓					
<b>6.0</b>	<b>LOCATION(S) CONTAINING A BATH OR SHOWER</b>													
6.1	Additional protection for all low voltage (LV) circuits by RCD not exceeding 30 mA (701.411.3.3)								✓					
6.2	Where used as a protective measure, requirements for SELV or PELV met (701.414.4.5)								N/A					
6.3	Shaver sockets comply with BS EN 61558-2-5 formerly BS 3535 (701.512.3)								N/A					
6.4	Presence of supplementary bonding conductors, unless not required by BS 7671:2018 (701.415.2)								N/A					
6.5	Low voltage (e.g. 230 volt) socket-outlets sited at least 3 m from zone 1 (701.512.3)								N/A					
6.6	Suitability of equipment for external influences for installed location in terms of IP rating (701.512.2)								✓					
6.7	Suitability of accessories and controlgear etc. for a particular zone (701.512.3)								✓					
6.8	Suitability of current-using equipment for particular position within the location (701.55)								✓					
<b>7.0</b>	<b>OTHER PART 7 SPECIAL INSTALLATIONS OR LOCATIONS</b>													
7.1	List all other special installations or locations present, if any. (Record separately the results of particular inspections applied.)								N/A					

Inspected by:

Name (Capitals) MC Electrical

Signature M Cawte

Date 19/7/2020

**CONDITION REPORT INSPECTION SCHEDULE FOR  
DOMESTIC AND SIMILAR PREMISES WITH UP TO 100 A SUPPLY**

**NOTE:** This form is suitable for many types of smaller installation, not exclusively domestic.

OUTCOMES	Acceptable condition	✓	Unacceptable condition	State C1 or C2	Improvement recommended	State C3	Further investigation	FI	Not verified	N/V	Limitation	LIM	Not applicable	N/A
ITEM NO	DESCRIPTION	OUTCOME (Use codes above. Provide additional comment where appropriate. C1, C2, C3 and FI coded items to be recorded in Section K of the Condition Report)												
<b>1.0</b>	<b>EXTERNAL CONDITION OF INTAKE EQUIPMENT (VISUAL INSPECTION ONLY)</b>													
1.1	Service cable	✓												
1.2	Service head	✓												
1.3	Earthing arrangement	✓												
1.4	Meter tails	✓												
1.5	Metering equipment	✓												
1.6	Isolator (where present)	N/A												
<b>2.0</b>	<b>PRESENCE OF ADEQUATE ARRANGEMENTS FOR OTHER SOURCES SUCH AS MICROGENERATORS (551.6; 551.7)</b>	✓												
<b>3.0</b>	<b>EARTHING / BONDING ARRANGEMENTS (411.3; Chap 54)</b>													
3.1	Presence and condition of distributor's earthing arrangement (542.1.2.1; 542.1.2.2)	✓												
3.2	Presence and condition of earth electrode connection where applicable (542.1.2.3)													
3.3	Provision of earthing/bonding labels at all appropriate locations (514.13.1)	✓												
3.4	Confirmation of earthing conductor size (542.3; 543.1.1)	✓												
3.5	Accessibility and condition of earthing conductor at MET (543.3.2)	✓												
3.6	Confirmation of main protective bonding conductor sizes (544.1)	✓												
3.7	Condition and accessibility of main protective bonding conductor connections (543.3.2; 544.1.2)	✓												
3.8	Accessibility and condition of other protective bonding connections (543.3.1; 543.3.2)	N/A												
<b>4.0</b>	<b>CONSUMER UNIT(S) / DISTRIBUTION BOARD(S)</b>													
4.1	Adequacy of working space/accessibility to consumer unit/distribution board (132.12; 513.1)	✓												
4.2	Security of fixing (134.1.1)	✓												
4.3	Condition of enclosure(s) in terms of IP rating etc (416.2)	✓												
4.4	Condition of enclosure(s) in terms of fire rating etc (421.1.201; 526.5)	✓												
4.5	Enclosure not damaged/deteriorated so as to impair safety (651.2)	✓												
4.6	Presence of main linked switch (as required by 462.1.201)	✓												
4.7	Operation of main switch (functional check) (643.10)	✓												
4.8	Manual operation of circuit-breakers and RCDs to prove disconnection (643.10)	✓												
4.9	Correct identification of circuit details and protective devices (514.8.1; 514.9.1)	✓												
4.10	Presence of RCD six-monthly test notice at or near consumer unit/distribution board (514.12.2)	✓												
4.11	Presence of non-standard (mixed) cable colour warning notice at or near consumer unit/distribution board (514.14)	✓												
4.12	Presence of alternative supply warning notice at or near consumer unit/distribution board (514.15)	✓												
4.13	Presence of other required labelling (please specify) (Section 514)	N/A												
4.14	Compatibility of protective devices, bases and other components; correct type and rating (No signs of unacceptable thermal damage, arcing or overheating) ( 411.3.2; 411.4; 411.5; 411.6; Sections 432, 433)	✓												
4.15	Single-pole switching or protective devices in line conductor only (132.14.1; 530.3.3)	✓												
4.16	Protection against mechanical damage where cables enter consumer unit/distribution board (132.14.1; 522.8.1; 522.8.5; 522.8.11)	✓												
4.17	Protection against electromagnetic effects where cables enter consumer unit/distribution board/enclosures (521.5.1)	✓												
4.18	RCD(s) provided for fault protection - includes RCBOs (411.4.204; 411.5.2; 531.2)	✓												
4.19	RCD(s) provided for additional protection/requirements - includes RCBOs (411.3.3; 415.1)	✓												
4.20	Confirmation of indication that SPD is functional (651.4)	✓												
4.21	Confirmation that ALL conductor connections, including connections to busbars, are correctly located in terminals and are tight and secure (526.1)	✓												
4.22	Adequate arrangements where a generating set operates as a switched alternative to the public supply (551.6)	N/A												
4.23	Adequate arrangements where a generating set operates in parallel with the public supply (551.7)	N/A												



SECTION I. SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS				
Earthing arrangements	Number and Type of Live Conductors		Nature of Supply Parameters	Supply Protective Device
TN-C <input type="checkbox"/>	AC <input checked="" type="checkbox"/>	DC <input type="checkbox"/>	Nominal voltage, U / U <sub>g</sub> <sup>(1)</sup> ..... 230 V	BS (EN) ..... 1361
TN-S <input type="checkbox"/>	1-phase, 2-wire <input checked="" type="checkbox"/>	2-wire <input type="checkbox"/>	Nominal frequency, f <sup>(1)</sup> ..... 50 Hz	Type ..... II
TN-C-S <input checked="" type="checkbox"/>	2-phase, 3-wire <input type="checkbox"/>	3-wire <input type="checkbox"/>	Prospective fault current, I <sub>pf</sub> <sup>(2)</sup> ..... 1.5 kA	Rated current ..... 100 A
TT <input type="checkbox"/>	3-phase, 3-wire <input type="checkbox"/>	Other <input type="checkbox"/>	External loop impedance, Z <sub>e</sub> <sup>(2)</sup> ..... 0.17 Ω	
IT <input type="checkbox"/>	3-phase, 4-wire <input type="checkbox"/>		(Note: (1) by enquiry (2) by enquiry or by measurement)	
	Confirmation of supply polarity <input checked="" type="checkbox"/>			
Other sources of supply (as detailed on attached schedule) <input checked="" type="checkbox"/> <b>PV electric supply</b>				
SECTION J. PARTICULARS OF INSTALLATION REFERRED TO IN THE REPORT				
Means of Earthing		Details of Installation Earth Electrode (where applicable)		
Distributor's facility <input checked="" type="checkbox"/>		Type <b>Rod</b> .....		
Installation earth electrode <input checked="" type="checkbox"/>		Location <b>Multiple locations</b> .....		
		Resistance to Earth <b>25</b> Ω		
Main Protective Conductors				
Earthing conductor		Material <b>Copper</b> ..... csa <b>16</b> ..... mm <sup>2</sup>	Connection / continuity verified <input checked="" type="checkbox"/>	
Main protective bonding conductors (to extraneous-conductive-parts)		Material <b>Copper</b> ..... csa <b>16</b> ..... mm <sup>2</sup>	Connection / continuity verified <input checked="" type="checkbox"/>	
To water installation pipes <input checked="" type="checkbox"/>		To gas installation pipes <input checked="" type="checkbox"/>	To oil installation pipes <b>N/A</b>	To structural steel <b>N/A</b>
To lightning protection <b>N/A</b>		To other <input type="checkbox"/> Specify .....		
Main Switch / Switch-Fuse / Circuit-Breaker / RCD				
Location <b>CU1 - Kitchen</b> .....		Current rating ..... 100 A	If RCD main switch	
BS(EN) <b>60947-3</b> .....		Fuse / device rating or setting <b>N/A</b> A	Rated residual operating current (I <sub>Δn</sub> ) ..... mA	
No of poles <b>2</b> .....		Voltage rating ..... 415 V	Rated time delay ..... ms	
			Measured operating time ..... ms	
SECTION K. OBSERVATIONS				
Referring to the attached schedules of inspection and test results, and subject to the limitations specified at the <i>Extent and limitations of inspection and testing</i> section				
No remedial action is required <input type="checkbox"/> The following observations are made <input checked="" type="checkbox"/> (see below):				
OBSERVATION(S) <small>Include schedule reference, as appropriate</small>				CLASSIFICATION CODE
No Previous records available				C3
Access to PV supply isolator is restricted (Kitchen End)				C3
Access to immersion heater terminations restricted				C3
Single bonding conductor used for gas and water main bond				Note
Incorrect identification of conductors - Lighting				C3
Main toilet block				
Single bonding conductor used for main gas and water bond				Note
Accommodation hut lighting circuit -				
SWA armour used as CPC - cable is 2core only				C3
SWA connections not correctly secured - various locations				C3
SWA along rear of Main hall - some fixings failed				C3
Hut 7 - external fire alarm cables loose on ground				Note
One of the following codes, as appropriate, has been allocated to each of the observations made above to indicate to the person(s) responsible for the installation the degree of urgency for remedial action.				
C1 – Danger present. Risk of injury. Immediate remedial action required				
C2 – Potentially dangerous - urgent remedial action required				
C3 – Improvement recommended				
FI – Further investigation required without delay				

Waste disposal



AGREEMENT NO. 156

Waste Management, Shirehall, Abbey Foregate, Shrewsbury SY2 6ND

**AGREEMENT FOR THE COLLECTION AND DISPOSAL OF SCHEDULE 2/4 WASTE between:  
Long Mynd Adventure Camp ("the Producer") and Shropshire Council**

The Producer hereby requests Shropshire Council to undertake the collection of trade waste from the premises at Section A of the Waste Transfer Note below and the disposal thereof and agree to be bound by the terms and conditions set out in the attached Conditions of Service.

Type and size of container	No of containers	Day of collection	No of visits	Cost (inc administration charge)
660 REFUSE	1		26	£453.00

**WASTE TRANSFER NOTE / CHARACTERISATION FOR NON HAZARDOUS WASTE**

Please verify the information on this form is correct and amend if necessary

<b>Section A</b> <b>Collection Address</b> Long Mynd Adventure Camp Hamperley Church Stretton SY6 6PT	Contact name <u>PAUL WEBB</u> Tel. No <u>07539 264809</u> Email <u>Paulwebb0701@gmail.com</u>
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**Section B**  
**Non Hazardous Waste Declaration** (EWC codes in brackets)

Please tick the categories of waste we collect from you (tick all that apply):

☒ Cardboard (20.01.01)   
 ☒ Paper (20.01.01)   
 ☒ Plastic (20.01.39)   
 ☒ Food (20.01.08)  
☒ Metal/Cans (20.01.40)   
 ☒ Wood (20.01.38)   
 ☒ Rags (20.01.11)   
 ☒ Glass (20.01.02)  
☐ Other (please specify) (20.03.99) .....

Any Waste Electrical and Electronic Equipment should be recycled at the Household Recycling Centre and not put in the refuse bin

It is your responsibility, as the Producer of the waste to notify Shropshire Council of any known problems with the storage, handling or disposal of your waste. Should your waste change from that declared above, Shropshire Council must be notified immediately in writing.	Producer's SIC Code: <u>55900</u> Please tick box to confirm that the above SIC code is correct <input checked="" type="checkbox"/>
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As the Producer we declare the above details to be correct and agree to the terms of this Agreement Signature: * <u>[Signature]</u> * (the Producer) Print Name: * <u>PAUL WEBB</u> * Job title: * <u>TREASURER</u> * Date: * <u>27/9/22</u> *	Signature: Acting on behalf of Shropshire Council Print Name: Andrew Taylor Valid from: 01/04/2022 Valid until: 31/03/2023
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**You must keep your Waste Transfer Note(s) for at least two years following the expiry date**

Veolia Environmental Services (UK) Ltd is defined as the carrier. Registered Carrier Number: GTL 361469. Issued by the Environment Agency

## Insurance



Beaufort House, Brunswick Road,  
Gloucester GL1 1JZ  
Tel 0845 777 3322 Fax 01452 423557  
Email [information@ecclesiastical.com](mailto:information@ecclesiastical.com)  
[www.ecclesiastical.com](http://www.ecclesiastical.com)

### Employers' Liability (Compulsory Insurance) Act 1969

#### CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE(a)

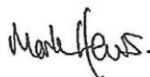
*(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this Certificate must be displayed at each place of business at which the Policyholder employs persons covered by the Policy)*

Policy Number:	ES00204
Name of Policy Holder:	The Committee for the time being of Longmynd Adventure Camp
Date of commencement of insurance policy:	12/06/22
Date of expiry of insurance policy:	11/06/23

We hereby certify that subject to paragraph 2 :-

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b); and
2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c);

Signed on behalf of Ecclesiastical Insurance Office plc (Authorised Insurer)



#### Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all subsidiaries except any specifically excluded name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations
- (c) See regulation 3 (1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable specify the amount of cover provided by the relevant policy.

#### IMPORTANT NOTICE

Under the terms of the Employers' Liability (Compulsory Insurance) Regulations 2008 the requirement to display a certificate will be satisfied if it is made available in electronic form and each relevant employee to whom it relates has reasonable access to it in that form.

Ecclesiastical Insurance Office plc (EIO) Reg. No. 24869. Registered in England at Benefact House, 2000 Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester, GL3 4AW, United Kingdom. EIO is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Firm Reference Number 113848.



Water



Mr Charles Brayne  
White House Farm  
Minton  
Church Stretton  
Shropshire  
SY6 6PS

Shropshire Council  
Shirehall  
Abbey Foregate  
Shrewsbury  
SY2 6ND

Date: 04 April 2022  
My ref: 541/13641/SUWH  
Your ref:

Dear Mr Brayne,

**Private Water Supplies Regulations 2016 (Amended)  
PWS Longmynd Adventure Camp Bore**

Please find enclosed certificate of analysis of the sample taken from PWS Longmynd Adventure Camp Bore at Longmynd Adventure Camp, Hamperley on 28<sup>th</sup> March 2022.

The results of the analysis show that the supply satisfies the requirements of the Private Water Supplies Regulations 2016 (Amended). If applicable, I would be grateful if you would advise all users of the supply accordingly.

Based on the current classification of the supply, your next statutory sample will be due in 2023.

Thank you for your time with this matter. An invoice for the cost of sampling, analysis and administration will follow shortly and be sent to this same email address as per our records.

Please contact me if you have any further queries in the meantime.

Yours sincerely,

*S. M. Wheeler*

Mrs Sue Wheeler  
Public Protection Officer  
Shropshire Council  
Regulatory Services  
Public Health  
sue.wheeler@shropshire.gov.uk  
Tel: 01743 251664

## Gas Safety

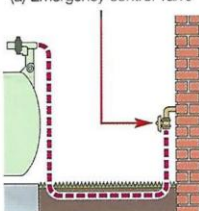
### Gas Safety Information

Always read and observe appliance manufacturer and our instructions.

#### IF YOU CAN SMELL GAS OR SUSPECT A LEAK:

- **Do not** switch on or off any lights or electrical equipment, smoke or use naked flames
- No matter where you smell gas
  - Close the gas emergency control (shut-off) valve (a) outside your property **AND**
  - Close the isolation valve on top of the above ground tank (b) or beneath the cover of the underground tank (c)

(a) Emergency control valve



(b) Gas isolation valves



Photographs indicate typical valve layouts for different types of Calor tank

(c) Gas isolation valve



- If the smell of gas is indoors, open all doors and windows and ventilate at floor level and all low level areas
- Ring the **Calor Emergency Service** (24 hour) on **0845 7 444 999**

#### IF A FIRE OCCURS:

- **Dial 999 immediately** to call the fire brigade. Ensure you tell them an **LPG tank** is on the premises.
- Leave the premises and go to a **safe place**.
- If safe to do so, shut all valves on the tank and the emergency control valve outside your property

#### INSTALLATION AND SERVICING

- By law gas fixed indoor appliances **must be** installed and maintained by a CORGI registered installer.
- **All gas appliances need regular servicing.** Indoor appliances should be serviced annually. Read the appliance instructions for guidance. Never tamper with the equipment.
- **Always** provide adequate ventilation for appliances.
- **Never** use an appliance or equipment which is damaged in any way.

#### CARBON MONOXIDE

- Carbon Monoxide is a poisonous gas which can be formed by burning any fuel if the appliance is not properly installed or maintained.
- Carbon monoxide detectors are widely available and it is **strongly** recommended that every household has one.
- If you ever suffer any of following symptoms when an appliance is in use: headaches; nausea; dizziness; then turn it **off** immediately. Open windows and doors and have the appliance checked by a CORGI registered installer.
- Seek medical attention, if required.



GSI(B)0708

# Fire Extighishers

## CERTIFICATE/ORDER

# CENTRAL FIRE CONTROL LTD

25392

Unit 9, Aston Road Business Park, Wem, Shropshire SY4 5BA  
Tel: 01939 232211 email: central.firecontrol@btconnect.com  
Mobiles: 07717 862827, Rob 07717 862828, Jason 07717 862829

ACCOUNT NAME Mr. LORIANE BENOITE

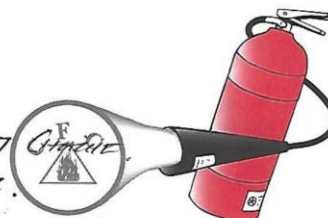
WILKINSON FARM, MINSTER, LICHFIELD, STAFFS, CV95 9JL

516 615 TELEPHONE No. 01829 465097

ORDER No.          DATE 10th Oct 2022

SITE ADDRESS LONGMYND ADVENTURE CAMP

LICHFIELD STAFFS CV95 9JL 516 615



EQUIPMENT	INSP.	OPER	FILLS	COND	SPARES SUPPLIED & FITTED	CODE	COST
WATER	10		1		1 x 9L WATER FILL		
CO <sub>2</sub>	1						
DRY POWDER							
FOAM / A.F.F.F.	2			1	1 x NEW 6L FOAM FITTED		
WET CHEM					10 x 500g - 8 x 100g BOTTLES		
FIRE BLANKETS					SEMIWIDE EXTINGUISHER		
TOTAL	13	LABOUR TIME					

Appliances as per the above have been examined as stated, in accordance with B.S. 5306 Part 3 and unless referred to below are certified as being in good order. 1 x 2000 FOAM CONDENSED CLUBHOUSE  
Following our visit, we must advise that the following items of equipment were condemned due to: RUST/DAMAGE/AGE

In our opinion you require the following items of equipment to protect your risk:  
**Equipment** **Location**

PAID YES/NO

SERVICE REQUIRED 6 ☐ 12 ☐

SUB TOTAL

Please supply the equipment listed above.

VAT Reg. No. 478 8067 90

V.A.T.

Signature [Signature]

Engineer [Signature]

TOTAL

All goods remain the property of the above until payment is cleared by the bank.

SORT CODE: 20-08-64

Account No.: 43343707 BARCLAYS

Printed 01939 232796

