

# **The Chellington Centre**

Felmersham Road, Carlton, Beds,  
MK43 7NA.

## **Fire and Safety Risk Assessment**

Reviewed by Scott Holden February 2024

Reviewed by Scott Holden June 2022

Reviewed Scott Holden Jan 2020

Reviewed by Scott Holden June 2018

Prepared and issued by Scott Holden, July 2017

The Chellington Centre,  
Felmersham Road,  
Carlton,  
Beds,  
MK43 7NA

SH/PJH 31/07/17

## CONTENTS

	<b>Page</b>
Contents	2
Introduction	3
Plan of The Chellington Centre including the Main Building and Herald Building	4
<b>FIRE SAFETY OVERVIEW</b>	
1 - Particulars of the premises	5
2 - General Statement of Policy	6
3 – Management Systems	7
5 – General Description of the Premises	8
6 – Fire Risk Safety Systems within the Premises	9
	10
7 – Identify Fire Hazards in the Centre & describe anticipated size & spread	11
8 – People who would be at risk from fire	13
<b>MEANS OF ESCAPE</b>	
9 - Means of Escape (Horizontal)	14
10 - Means of Escape (Vertical)	14
<b>FIRE SAFETY SYSTEMS</b>	
11 - Fire Safety Signs and Notices	14
12 - Fire Warning System	15
13 - Emergency Lighting	15
14 - Firefighting Equipment	15
<b>MANAGEMENT</b>	
15 – Maintenance Management	16
16 - Method of calling the Fire Service	16
17 - Emergency Action Plan	16
18 - Training	16
19 – Fire Safety Deficiencies to be rectified	17
20 - Significant Hazards	17
<b>Fire Safety risk Assessment Check</b>	
1 – Accident s & First Aid	18
2 – Fire Safety – Fire escapes	18
3 - Fire Fighting Equipment	18
4 – Emergency Lights	19
5 – Alarm Systems	19
8 – Gas Safety	19
9 - Heating	19
<b>Notes</b>	19
None at this time	
Document confirming receipt of booking information	21-22
Information issued with booking	23-28

## Introduction

The medieval church of St Nicholas in the parish of Carlton with Chellington, some eight miles north west of Bedford, was declared redundant in the early 1970's but support was given to use the building as a centre where young people could stay for short periods and experience life as a community.

A major project was launched in 2002 to "breathe new life" into Chellington youth centre. This work was completed and The Chellington Centre, comprising of a major refurbishment and additional extension, was opened in September 2005.

A second major addition, called the Herald Building, comprising of a camping shower and toilet area, Multi-use and Administrative space for the charity along with storage room was completed in June 2022.

The Chellington Centre, is a company set up in December 2013 to take over the care and running of the facility. The General Manager is responsible for the day to day operation of the centre. The company has charity status. Registered number 1156511.

(1) The charity's objectives are specifically restricted to the following: The provision of a daytime and residential facility known as The Chellington Centre to:

- I. advance education, particularly of the young, through the programmes of groups using the centre, and
- II. offer a suitable environment to develop physical, mental and spiritual capacities of those in need by reason of youth, age, ill health, disability, financial hardship or other disadvantage, and
- III. facilitate recreation and other leisure time occupations for those in need by reason of youth, age, ill health, disability, financial hardship or other disadvantage in the interests of their social welfare.

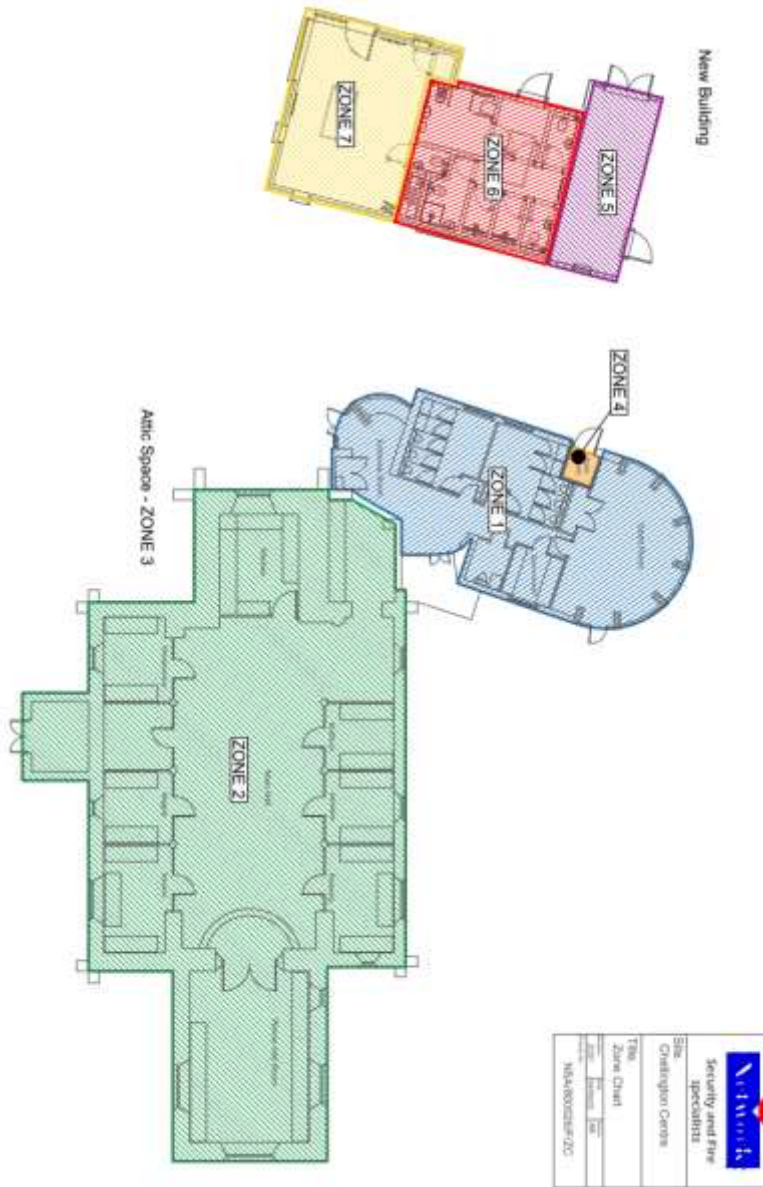
(2) The efficient and effective maintenance, organisation and management of The Chellington Centre to facilitate the provision outlined in sub-clause (1)

The Fire Safety Risk Assessment has been prepared in accordance with statutory requirements, Fire Safety Guidance Note No.65, Regulatory Reform (Fire Safety) Order 2005 and Premises Risk Assessment / Fire Strategy Document dated 21.6.06).

This document is subject to annual review to ensure that the latest requirements are met and any revisions that are found to be necessary are incorporated in the document.

The Risk Assessment Forms at the end of this document form part of the letting documents.

Health and Safety is on the agenda of every board meeting of the company to ensure that all aspects of health and safety are always to the fore.



# Fire Safety Overview

<b>1</b>	<b>Particulars of the Premises</b>
<b>Name and Address of Premises:</b>	The Chellington Centre, St Nicholas Church Felmersham Road, Carlton, Bedford, MK43 7NA.
<b>Use of Premises:</b>	Residential and Day Youth Centre
<b>Employer</b>	The Chellington Centre (Registered business number: 08794342 and registered charity number: 1156511)
<b>Persons in control of Workplace:</b>	Chair of The Chellington Centre Trustees and the General Manager
<b>Telephone numbers</b>	
<b>General Enquiry Line</b>	01234 720726
<b>General Manager</b>	07983075174
<b>Emergency Mobiles</b>	1/ 07970 672204 2/ 07934644093 3/ 07572155635
	Home 01234 720771
<b>Date of Risk Assessment</b>	March 2014
<b>Date of most recent Review</b>	28 <sup>th</sup> February 2024
<b>Name and relevant details of the Person who carried out the Fire Risk Assessment:</b>	Peter Herald (deceased). Project Engineer on the Design & Construction of International Petrochemical Plants

2

## A General Statement of Policy

### Policy on Fire Risk and Health & Safety

We believe our successful management of health and safety is fundamental to the wellbeing of those working and volunteering for the project, our users, and to all others brought into contact with the centre.

The policy of The Chellington Centre, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour, voluntary helpers and clients and to provide such information, training and supervision as they need for this purpose.

The Chellington Centre will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all clients, visitors, contractors, and others who may visit The Chellington Centre.

The Policy will be kept up to date, taking account of changes in legislation and guidance, feedback from employees, volunteers and users, and any changes in or to the centre. To ensure this, the policy and the way in which it has operated will be reviewed regularly and at least annually and appropriate changes made.

In order to ensure that fire safety risk, health and safety matters are kept constantly under review, an item on health and safety including fire safety risk, will be on the agenda for all appropriate meetings of The Chellington Centre Trustees. Employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters including fire safety risk.

Signed:

A handwritten signature in black ink, appearing to read 'Rachel Lesiter', written over a light grey rectangular background.

Rachel Lesiter  
Chair of The Chellington Centre Charity

Date: 27/03/24

<b>3</b>	<b>Management Systems</b>
<b>Planning</b>	
<p>The Fire Safety Risk Assessment has been prepared in accordance with current legislative requirements comprising Fire Safety Guidance Note NO.65, Regulatory Reform (Fire Safety) Order 2005 and Premises Fire Risk Assessment / Fire Strategy Document (Dated 21.6.06).</p> <p>Attention has been drawn to points that require consideration and action as may be agreed by the Managing director of The Chellington Centre</p>	
<b>Control</b>	
General	
<p><b>1. Responsibility of the Chairman of The Chellington Centre</b></p> <p>Overall responsibility for Fire Safety Risk and the Health and Safety Risk is that of the Chairman who has overall responsibility for The Chellington Centre:</p> <p style="text-align: center;"><b>Mrs Rachel Lesiter</b></p> <p>who will ensure that arrangements are in place to satisfy the Fire Safety Risk and the Health and Safety Regulations and appropriate Codes of Practice.</p> <p>Specific responsibilities may be delegated to other personnel.</p>	
<p><b>2. Responsibility of the General Manager of the Chellington Centre</b></p> <p>Responsible for ensuring that the arrangements outlined in this safety policy are carried out and updated as necessary:</p> <p style="text-align: center;"><b>Mr Scott Holden.</b></p>	
<p><b>3. Responsibility of The Chellington Centre</b></p> <p>The Trustees and management of The Chellington Centre have responsibility to ensure that the health and safety policy, including fire safety risk, is implemented.</p>	
<b>Monitoring</b>	
<p>The General Manager or his nominated representative will progress any work that is carried out and report back as may be agreed. The General Manager is also responsible for seeing that routine checks are carried out and logged where required.</p>	
<b>Review</b>	
<p>When necessary the assessment will be updated for a particular need otherwise it will be reviewed annually.</p>	

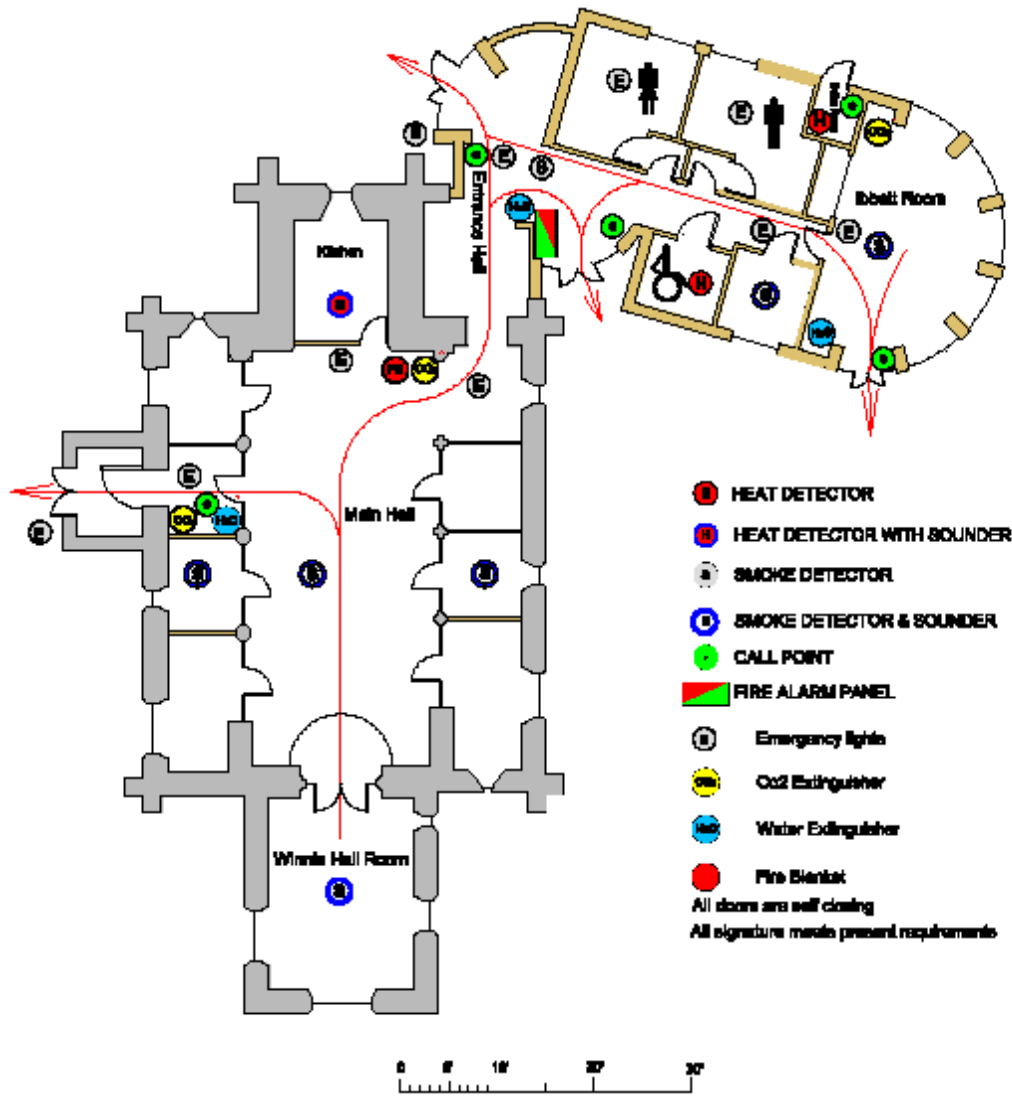
4	General Description of Premises.
	<p>The Main Building is a deconsecrated medieval church that is a single-story stone building with a chancel (Winnie Hall room), a tower (the lower part of which is now a kitchen) and aisles that have been converted to partitioned bunkrooms of which there are six.</p> <p>In 2005 a stone extension was built onto the Main Building accommodating toilets/showers, disabled toilet, a study/lounge called the 'Ibbett Room' and a bedroom. This was completed in September 2005.</p> <p>The addition of The Herald Building ("HB"), incorporating camping toilets and showers, a multi-use/Administration room and a further unheated storage room were completed in June 2022</p> <p>Air source heat pumps were installed into the Main Building in May 2014 and into the Herald Building in October 2021 to heat the buildings and provide domestic hot water. The two Main Building condenser pumps are in an enclosure outside, the hydro boxes are located in the old boiler room (Zone 4) and all associated equipment is housed in the plant room in the roof space of the extension (Zone 3). The ventilating equipment is housed in the belfry.</p> <p>An air source heat pump was installed into the Herald Building in October 2021 to heat the building and provide domestic hot water. The single condenser pump is in an enclosure outside, the hydro boxes and all associated equipment is housed in the Storage Room (Zone 5)</p> <p>The Graveyard has been partially cleared for recreational activities. There is a vehicle park for coaches, cars and other vehicles.</p>
<b>Occupancy:</b>	
Times the premises are in use:	24/7 as required
Total number of persons employed to work within the premises at any one time:	The General Manager, two Assistant Managers, and volunteers to support maintenance and gardening etc.
Total number of persons who may resort to the premises at any one time:	<p>To accommodate up to 66 people for an over-night stay or longer, 30 in bunk rooms, 6 in the Winnie Hall Room and 30 camping in Red Kite or the playing field.</p> <p>To accommodate up to 120 for a day function, a concert or celebration event across the site and main hall</p>
Size: (metres x metres)	Main Building 32 x 30. Herald Building 8 x 15m
Number of Floors:	<p>Main Building: Ground floor with access to the machinery areas in the roof and belfry.</p> <p>Herald Building: Ground floor</p>
Number of Stairs:	2 steps into the Winnie Hall room



<b>5</b>	<b>Fire Risk Safety Systems within the Premises</b>
<p><b>Fire Warning System</b></p> <p>The alarm system, fully replaced in 2022, consists of heat, smoke and light beacons, it is controlled by a single panel in the Main Building Redcare, monitored with mobile sims. This panel allows access to assigned keyholders and manages an alarm from any of the following sources.</p> <p>Main building:</p> <ul style="list-style-type: none"> <li>5 'break glass' call points.</li> <li>11 smoke/heat devices, eight with sounders</li> <li>3 light beacons in toilet/shower areas</li> <li>2 smoke/heat detectors are in the attic plant rooms</li> </ul> <p>Herald Building:</p> <ul style="list-style-type: none"> <li>2 'break glass' call points</li> <li>3 smoke/heat devices with sounders and beacons</li> </ul> <p>The position of these items is described on the digital panels relating to the Zones except the and the air horn, notified elsewhere on site.</p> <p>School/Youth Group Camping: an air horn is provided, to warn any who may be sleeping in tents, handed to each leader on key handover.</p>	
<p><b>Escape lighting</b></p> <p>The various areas are provided with maintained emergency lights the positions of which are shown on drawings included in this document.</p>	
<p><b>Sprinkler system</b></p> <p>There is no sprinkler system</p>	

**6. Plan Drawing**

**CHELLINGTON CENTRE**



**Alarms, Extinguishers, Emergency Lights & Escape Routes**

## 7 Identify Hazards within the Main and Herald Buildings

### Sources of Ignition.

Smoking and the use of naked flames is forbidden in the buildings.

### Heating system

Heat for the heating system to the buildings and for the domestic hot water systems are generated by three air source heat pumps, installed outside and between the two buildings and working in conjunction with two indoor hydro boxes, located in the Main Building Old Boiler Room (Zone 4) and one hydrobox in the Herald Building Storeroom (Zone 5).

In the winter, as a comfort back-up, there are three plug-in oil-filled radiators made available to the group leader, at the Duty Managers discretion.

### Machinery Rooms

The machinery rooms associated with the heating systems are in the roof space above the boiler room (Zone 4) and accessed from the passageway to the Ibbett room (Zone 1) via a secured trapdoor and loft ladder and in the Storeroom (Zone 5)

Access is granted by the General Manager and is only made to relevant engineers.

The only source of ignition is from a fault in the electrical system serving the machinery.

The electric system is protected by an RCD and by suitably rated mini circuit breakers.

### Main Building - Kitchen

The cooking is all electric, there is hard-wired, 6 plate, double oven, a plugged-in plate/food warmer, a microwave, fridge, urn and freezer.

A source of ignition is from a fault in the electrical system that is protected by an RCD and by suitably rated mini circuit breakers.

There is no deep fat fryer.

### Herald Building - Kitchenette

This has a kettle and fridge for staff and volunteers

**Main Hall (Zone 2)** No concern.

### Winnie Hall Room (Zone 2)

There are two 3-kilowatt fan heaters on manual timers in-built into the fixed seating with manual timers and appropriate signage with warnings for operation and due caution.

**Ibbett Room (Zone 1)** No concern

**Corridors (Zones 1 and 2)** No concern

**Toilets (Zones 1 and 3)** No concern

### **Sources of Fuel**

The main source of heat for heating and domestic hot water are the two air source heat pumps located at the base of the retaining wall outside the switch/ old boiler room)

Charcoal. - There is a Barbeque in the north garden burning charcoal, with none stored in building, a procedure document is in place for users

Wooden Logs. - None stored in building. There is a hearth for a log fire in the grounds

Combustible liquids - Paints, petrol for the lawn mower and other inflammable materials are stored in a steel container in the Herald Building Storeroom (Zone 5)

Furnishing -Materials such as curtains, mattresses and cushions are all fire retardant compliant with Ignition Source 5 regulation standards

### **Work Processes**

There are administrative tasks carried out during regular office hours in the Administration area (Zone 7)

### **Structural Features**

The buildings are single story of stone and breeze/stone construction with solid floors and Siberian Larch partial cladding to the Herald Building.

The Zinc angled roof over the Storeroom in the Herald Building and the pitched roof over the Attic Space (Zone 3) in the Main Building extension, accommodates the low loss headers feeding the underfloor heating manifolds, the domestic hot water tanks and booster pumps for the domestic water. The design is such as to keep the risk and spread of fire to a minimum.

### **Other**

None at this time

**Describe the anticipated fires in terms of size and location indicating the likely growth and spread in terms of time**

The design of the buildings is such as to limit the speed with which a fire could spread.

Main Building: the oak-timbered roof supports are the part of the Main Building that are most susceptible to fire. In the case of the Main Hall and Winnie Hall Room (Zone 2) the roof is high and protected from a floor level fire and similarly the Bedrooms 1-6 (Zone 2) which have fire retardant mattresses, the ceiling is also relatively high

Roof over the Main Hall is stainless steel cladding that will tend to limit the spread of fire to the exterior of the building.

The Main Building 2006 extension is fire retarded by the choice of modern materials and the design. Again it is the roof of the structure that is the most susceptible to fire, with plasterboard ceiling to wooden timbers in void. Light fittings are part-LED lighting alongside low-heat tungsten fittings

The other source of fire could be the Main Building kitchen (Zone 2) and there is firefighting equipment and a Fire Blanket to hand.

The Herald Building, completed in 2022, is fire-retarded with all modern materials and the design. There is an un-heated storeroom, with a fireproof cabinet for chemical and garden fuel storage. An electrical fault is the most likely cause of fire but all circuits are protected by mini circuit breakers and RCD's.

The campfire is some 6 metres and the barbeque 8 metres from the stone exterior. Firewood is not stored in or near the main building. There are separate comprehensive procedure documents for leaders to follow if they wish to utilise these, including wind direction and dry weather appraisal.

**8 People who would be at risk from fire**

**Identify People in and around the premises.**

The General Manager, staff and volunteers who sometimes work alone in the building (lone working procedure in place).

Young people under the supervision of a youth leader or equivalent adult more especially those staying overnight.

Other people including adults on courses or attending meetings.

Voluntary workers with Leader or staff member attending to specific needs.

Workmen and Engineers under supervision, signed in and electrical engineers during visits.

**People especially at risk.**

SEN young people and adults alongside their carers. The hard of Hearing and Blind users.

To mitigate those groups who may have some physical or mental additional support, each Leader induction asks about buddying to ensure safe evacuation.

<b>9</b>	<b>Means of Escape – Horizontal Evacuation</b>
<p>The Centre personnel are trained in the action to take on discovering or being advised of a fire.</p> <p>Those responsible for hiring the Centre are instructed in the action to take in the event of fire including details of all fire evacuation corridors and exits.</p> <p>There are sufficient fire exits of adequate width to allow the premises to be evacuated safely in the event of a fire.</p> <p>It is anticipated that a fire in either of the buildings would be a slow growth fire of the timber in doors and roof and would be noticed in time to extinguish the fire or exit the building.</p> <p>It is expected that everyone would evacuate the building before any escape route became untenable.</p> <p>All door fastenings can be easily opened at all material times and all escape routes lead to an area of safety.</p> <p>All exit routes on the ground floor are suitable for wheelchair users except outside, where the Ibbett Room fire exit there are two steps down, and the Garden exit, a paved ramp which leads to grass. Leaders are asked to have a buddy-system in place to assist any wheelchair users or persons who may struggle descending these in the event of an emergency. A reminder on arrival is given by the Duty Manager in the handover to a group Leader.</p>	

<b>10</b>	<b>Means of Escape – Vertical Evacuation</b>
<p>The buildings are single story and this section does not apply</p>	

<b>11</b>	<b>Fire Safety Signs and Notices</b>
<p>Signs and notices complying with the current requirements have been supplied and installed</p>	

<b>12</b>	<b>Fire Warning System</b>
<p>There is a fire alarm panel sited in the Main Building entrance hall (Zone 1) that operates in conjunction with a Redcare monitoring system. The alarm panel receives input from the call points, smoke and heat detectors and sounds a loud siren warning of fire and the need to evacuate. There is a Leaders document that covers the emergency evacuation that they complete on key handover.</p> <p>The alarm system incorporates an intruder alarm for both buildings</p> <p>There are beacon lights in the Shower/Toilet areas (Zone 1 and 6)</p>	

<b>13</b>	<b>Emergency Lighting</b>
<p>Maintained emergency lights are installed in the building to meet legislation requirements.</p> <p>All lights are checked in accordance with legislative requirements and all checks are logged.</p>	

<b>14</b>	<b>Fire Fighting Equipment</b>																
<p>There is sufficient firefighting equipment correctly located in the both buildings for the size and use of the building</p> <p>All equipment is of proprietary manufacture</p> <p>All fire extinguishers and blankets are checked regularly and serviced annually</p> <p>In the main building all extinguishers are wall mounted</p> <p>The equipment provided includes the following fire extinguishers:-</p> <p><u>Main Building</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Exit from the main hall</td> <td>1 CO<sub>2</sub> and 1 water</td> </tr> <tr> <td>Kitchen</td> <td>1 CO<sub>2</sub> and 1 Fire blanket</td> </tr> <tr> <td>Entrance Hall</td> <td>1 water</td> </tr> <tr> <td>The Ibbett Room</td> <td>1 CO<sub>2</sub> and 1 water</td> </tr> <tr> <td>The Plant rooms</td> <td>2 CO<sub>2</sub></td> </tr> </table> <p><u>Herald Building</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Admin Room</td> <td>1 CO<sub>2</sub> and 1 water</td> </tr> <tr> <td>Storeroom</td> <td>1 CO<sub>2</sub> and 1 foam</td> </tr> <tr> <td>Camping (when active)</td> <td>2 foam (water), in weatherproof cabinets</td> </tr> </table>		Exit from the main hall	1 CO <sub>2</sub> and 1 water	Kitchen	1 CO <sub>2</sub> and 1 Fire blanket	Entrance Hall	1 water	The Ibbett Room	1 CO <sub>2</sub> and 1 water	The Plant rooms	2 CO <sub>2</sub>	Admin Room	1 CO <sub>2</sub> and 1 water	Storeroom	1 CO <sub>2</sub> and 1 foam	Camping (when active)	2 foam (water), in weatherproof cabinets
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Camping (when active)	2 foam (water), in weatherproof cabinets																

## Management

<b>15</b>	<b>Maintenance management</b>
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1	Is there a maintenance programme for fire safety provision?	Recorded in the Fire Safety Log book	Yes	
2	Are there regular checks of escape routes & exit doors?	Carried out by the General Manager or Assistant Managers prior to all lettings	yes	
3	Are there regular checks of Signs?	Carried out by the General Manager or Assistant Managers	Yes	
4	Is the fire warning system checked?	Weekly, carried out by the General Manager or Assistant Managers	Yes	
5	Is the emergency lighting system checked?	On arrival visually and recorded. Annually, by contractor & recorded	Yes	
6	Is the firefighting equipment checked by a competent person?	Annually by a contractor & recorded	Yes	
7	Are records kept?	All aspects are recorded and kept by the General Manager or Assistant Managers	Yes	

<b>16</b>	<b>Method of Calling the Fire Service</b>
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Via device activation or break glass points or by phoning the fire service by dialing 999.  
System is monitored automatically by Redcare phone and sim system.

<b>17</b>	<b>Emergency Action Plan</b>
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There is a sufficient Emergency Action Plan attached to this record.

<b>18</b>	<b>Training</b>
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Training is arranged by The Chellington Centre charity for those for whom it is necessary.



<b>19 Fire Safety Deficiencies to be Rectified</b>		
<b>Detail of action to be taken.</b>	<b>Date to be Rectified</b>	<b>Date Rectified</b>

<b>20 Significant Hazards</b>	
None at this time	

## Fire Safety Risk Assessment Check

The following risk assessment check has been carried out based on the preceding policy statement, recommendations made by the Bedfordshire and Luton Fire Rescue Service and the Fire Safety Guidance note No.65 dated the 21.6.06.

The assessment deals with specific subjects. Each subject is subdivided into items to be considered, the present position is noted and action called for where this is necessary.

Notes are attached that highlight items that are of a general or more specific nature that require further consideration and/or action.

The Chellington Centre (TCC) will initiate action as indicated.

<u>Item</u>	<u>Point for consideration</u>	<u>Comment</u>	<u>Action</u>
<b>1</b>	<b>Accidents and First Aid</b>		
1a	Are first aid boxes provided?	Yes, three 'Large' boxes and additional burns dressings.	
1b	Where located?	Main Building entrance hall and kitchen; Herald Building in Admin Room.	
1b	Who is responsible for maintaining them?	The General Manager	
1c	Who is responsible for the Accident Report Forms?	The General Manager	
1d	Who has first Aid training?	The General Manager/ Assistant Manager1 Assistant Manager2	
1e	To what level	The General Manager/ Assistant Manager1: Emergency First Aid at Work (valid until June 2024) Assistant Manager2: Outdoor First Aid (valid until Jan 2026)	
<b>2</b>	<b>Fire Safety</b>		
<b>2a</b>	<b>Fire Escapes</b>		
2b	Are escape routes adequate?	Yes.	
2c	Are all routes correctly labelled?	Yes	
2d	Are all routes unobstructed?	Yes.	
2e	Are fire doors labelled as such?	Yes	
<b>3</b>	<b>Fire Fighting Equipment</b>		
3a	What equipment is provided?	Fire extinguishers	
3b	Last service date	22 <sup>th</sup> May 2023	
3c	Kitchen	1 – Fire blanket & 1 – CO2	
3d	Main Hall	1 – water & 1 – CO2	
3e	Ibbett Room	1 – water & 1 – CO2	
3f	Entrance Foyer	1 – water	
3g	Plant Room (Old Boiler House)	1 – CO2	
3h	Upper Plant Room	2 – CO2	
3i	Admin Room	1 – water & 1 – CO2	
3j	Storeroom	1 CO <sub>2</sub> and 1 - foam	
3k	Herald showers/ toilets	1 – water	
3l	Red Kite camping (when campers)	1 – water & 1 – CO2	
3m	Date of the last inspection by the Fire Dept.	16 <sup>th</sup> January 2024	
3n	Have staff been on courses or received adequate training?	Yes	Appliance training due May 2024

3o	Are there notices stating the action to be taken in the event of a fire?	Yes	
<b>4 Emergency Lights</b>			
4a	Are all areas provided for?	Yes	
4b	Are all lights in working order?	Yes	
4c	How often are lights tested?	Charging lights checked by the General Manager or Assistant Manager when they enter the building. Lights 3 hours annually by contractor.	
4d	Date of last inspection by approved electrician	22 <sup>th</sup> June 2022 (3 hour test)	
4e	Is the system satisfactory?	Awaiting Electrical report/certificate (15/1/24)	
<b>5 Alarm Systems</b>			
5a	What type of alarm system is fitted?	Fire & intruder alarm (battery devices)	
5b	How is the system monitored	Redcare Monitoring – Monitored by Securiguard	
5c	How often are alarms tested?	Weekly	
5d	How often is an emergency evacuation practiced	Quarterly, by staff (and any volunteers present)	
5e	Break glass alarm initiators	7 Installed. 1 –Main Hall exit, 2 - Entrance Foyer, 1 – Ibbett Room, 1 – Old Boiler House, 1- Herald Washroom Atrium, 1- Herald Storeroom	
5f	Where are smoke/heat alarms fitted?	15 Installed. 3 – Main Hall, 1- Kitchen, 2 - Entrance Foyer, 1 – Ibbett Room, 1– Sparrowhawk, 1 – Winnie Hall Room, 2 Attic Plant room, 1- Old Boiler room 1- disabled toilet, 1- Herald Admin Room, 1- Herald Washroom Atrium, 1- Herald Storeroom	
5g	Where are CO2 alarms fitted?	Not required.	
5h	Is the system adequate?	Yes	
<b>6&amp;7 Electrical</b>			
		See Health & Safety Risk Assessment	
<b>8 Gas Safety</b>			
8a	Where is gas installed	There is no gas on the premises	
9a	What form of heating is used	3 air source heat pumps	
9b	Where are the heat pumps located	Below the retaining wall outside the switch room	
9c	How are they protected from attention	2 are in an enclosure with a roof and padlocked door, 1 is in an enclosure and padlocked door	
9d	Who has a key to the enclosures?	The Manager & assistant manager.	
9e	Where are the Altherma units located?	In the switch room (Zone 4) and Storeroom (Zone 5)	
9f	Is there hot water storage?	Yes in a 'Daikin' 300 Litre vessel in the Attic plant room (Zone 3) and 200 litre 'Ecodan' vessel in storeroom (Zone 5)	
9g	How are the buildings heated?	Under floor heating	
9h	How is the room temperature controlled?	Wall mounted push button temperature thermostats locked to non-managers.	
9i	Is the control satisfactory?	Yes	
9j	How is the temperature to the manifold controlled at 47/48°C?	By a push button control unit at each Altherma outlet.	





**Group Leaders Agreement Residential** This is a legal requirement of our insurance cover

Chellington Caretaker Phone Contact			
Best mobile contact of leader			
Booking Ref #		Packages Booked in advance:	
Leader Name		Cleaning package	Leave Tidy
Group/Organisation			
	Time		
	:		
	Time		
	:		
<b>Leave linen /slips in RED SACKS at reception and pillows, duvets found (bed protectors stay on beds).</b>			
On Arrival: I have received an orientation of the Centre and tour notes within the Leader's I confirm that I understand the following emergency information:			Your initials
1/ Location of Fire Exits			
2/ Location of fire safety equipment			
3/ Emergency evacuation procedure			
4/ I confirm that I am responsible for passing on the above information to all of the group			
5/ I confirm I am aware of the setting procedure for the Intruder and Fire alarm: and will be responsible for securing the Centre if left unattended			
6/ We have been shown the waste/recycling guidelines and understand our commitments			
7/ I confirm I have received a total of <input type="text"/> keys and <input type="text"/> key fobs and will return these before exiting			
<span style="color: red; font-size: 2em;">X</span> <span style="color: red; font-size: 2em;">X</span>			
..... /..... /.....	..... /..... /.....	..... /..... /.....	..... /..... /.....
Leader's Name (printed)	Leader's / Signature	Date	
..... /..... /.....	..... /..... /.....	..... /..... /.....	..... /..... /.....
Chellington Team Member Name	Chellington Team Member Signature	Date	
<b>Number of Adults</b>	Overnight Guests	Day Guests on any day	
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup></small>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup></small>	
<b>Number of Children</b>	Overnight Guests	Day Guests on any day	
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup></small>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup></small>	
I confirm I have returned a total of <input type="text"/> keys and <input type="text"/> key fobs and completed the attached inventory			
..... /..... /.....	..... /..... /.....	..... /..... /.....	..... /..... /.....
Name (printed) and Leader's / Signature	Date	Chellington Team Member name / Signature	

**Inventory Acceptance/ Exit Form**

You are asked well before your agreed exit time to check the exit procedure in the Leader's Folder. In brief return all furniture and equipment back as found. Follow waste procedure. Remove all glass brought in from site.

AREA	ARRIVAL: Inspected/ Accepted Leader's Initial	DAMAGES/FAILURES/BREAKAGES (see also our Terms and Conditions)	OUT: Inspected/Accepted By Team Member
	Is the Centre clean and tidy?		Is the Centre tidy?
Reception / Corridor			
Nave Hall			
Nave Hall Bedrooms			
Leaders Bedroom			
Kitchen			
Kitchen equipment			
Winnie Hall Room			
ibbett Room			
Showers/Toilets			
Cleaning Cupboard			
Gardens and Car Park			

COMPLETE WITH TEAM MEMBER ON EXIT: Any damage, problems, failures or breakages above? .....

.....  
Leader's Name in Block Capitals

.....  
Chellington Team Member Name

.....  
Leader's Signature

.....  
Date

.....  
Chellington Team Member Signature

To comply with data protection, if you wish for us to contact you occasionally in the future, please initial box

## **INTRODUCTION OF THE CHELLINGTON CENTRE'S SAFETY, SECURITY & HOUSEKEEPING FEATURES**

### **Security / Main Door**

We advise that whilst in the Centre, you keep the main front and Garden door locked using thumb turn operated by occupants. Chellington staff and volunteers will always have relevant ID badges. All other persons may be referred to our general enquiry number **01234 720726** (on outside of front door) or our 24/7 on-call caretaker (number on pillar at Reception and in your paperwork).

For security reasons, we suggest that you keep the gate near the road at the far end of the driveway closed and bolt thrown, you may also use padlock (key provided at sign in), as you feel appropriate.

### **Emergencies**

Alarm Sounder indicates you must leave the building by nearest exit and go to evacuation sign at top of car park (see also comprehensive advice in 'Emergency Procedure' in the Leaders Folder at Reception)

### **Emergency Name List**

We ask that a list of names of everyone in the group staying should be kept by with the Leader or by the front door. We normally have spare templates at the back of this Leaders folder if you do not have one.

We do not need to see the names on the list, it is in case of an emergency and you can then do a roll call. Please take this list away with you.

### **Intruder Alarm**

The intruder alarm will be inactive when you arrive. If you are going out and leaving the Centre unattended you must set the alarm as you leave. You will have been shown how to set this, see instructions from 'INTRUDER ALARM' in the Leaders Folder at Reception.

### **Firefighting Equipment**

In each area are CO2 and water extinguishers and by the kitchen a fire blanket. To remove them simply lift from the wall and twist the plastic tamper at the head. If they are removed from the wall



a siren will sound, this is NOT connected to the mains Centre fire alarm and can simply be silenced by pushing the grey/silver cable back into the alarm box. These not a toy it is an anti-tamper device!

## **General**

We do not recycle on your behalf any glass that you choose to bring to site – please make provision for removal of glass.

The reasonable consumption of alcohol is allowed (wine glasses are available on request), but please note, we do not allow red wine to be brought to site (it can badly stain the limestone floor and carpets)

We do not allow single-use plastics or single-use plates, bowls or single-use cutlery of any type - if left onsite in waste bins or other areas, appropriate charges will be levied to the keyholder for any staff time and resource to remove these.

## **Heating**

This is on all the time in the cooler months, with the temperature set between 19 and 23 degrees depending on the area and the time of day/night. It cannot be over ridden, so, if a little warm: take off clothes, if a little cool: add layer, contact the Chellington team if really a problem! There is the fresh-air system in the main hall to turn up, or down for more fresh air, this is found in the far corner of the kitchen, low, medium or high (please note that the heating aspect of the fans is not operational, it does however recover the heat off the ceiling and push it back down!). If there are any issues please contact the Chellington Team

Chellington heat and hot water is provisioned through a sophisticated and environmentally responsible air source heat pump. The heating water is fed under the stone floor for heating when required.

## **Hot Water**

The hot water comes from sophisticated air-source equipment. It has an effective delivered to the various taps with regulated levels in the bathroom sinks and showers and kitchen hand wash sink regulated around 44°, to avoid scalding.

With very strong demands in all areas, all at once, it is possible to empty the 300 litre tank. To avoid this, try and spread your use if possible and be careful about your demands as the capture system will take a couple of hours to recover fully. Please try and conserve water, especially hot water.

The hot tap in the kitchen cleaning cupboard and the main kitchen sink are very hot.

## **Reception / Corridor**

The LED ceiling lights can be switched on from the corridor panel and will stay on until you turn it them off. 3 of these are movement sensors that come on automatically if somebody walks underneath them.

The outside security garden light can be switched on from the corridor panel and will stay on until you turn it off.

The large Green cupboard marked “Kitchen Equipment” contains large cooking pots and pans. Please keep this cupboard clean and tidy and leave as found.

The large green cupboard next to the Kitchen Equipment is the Games Cupboard and if you have booked this, you should have been given a separate key for this cupboard.

The large Green cupboard marked "Cleaning Cupboard" contains all you will need for accidental spillages and any cleaning support/ back-up you may require. We do keep a key for this if needed, please ask at arrival.

COSHH: There is a COSHH list in the Leaders Folder at Reception

### **Toilet and Showers (main building)**

All bathroom lights are on motion sensors.

Both the Boys and Girls have three toilet cubicles and two shower cubicles. The hot water in the showers is set to prevent scalding and ensure optimum comfort and that the maximum number of people can shower one after another. The hot water in the sinks is also regulated to prevent scalding.

Disabled access toilet may be used as a leader's bathroom if this is suitable to your group needs. If you do not wish your group to have access to this room there is a key to request and add to the Leader's key ring. The shower can be cold or hot depending on the setting you choose.

The accessible toilet and walk-in shower has a pull cord for emergencies. If this cord is pulled the light outside the door will flash and there is a buzzer. This can be reset by pushing the reset button on the right hand of the sink. This is not a toy.

### **Showers and Toilets (Herald building)**

All bathroom lights are on motion sensors.

There are three unisex three toilet cubicles and three shower cubicles, one separate disabled shower and toilet. The hot water in the showers is set to prevent scalding and ensure optimum comfort and that the maximum number of people can shower one after another. The hot water in the sinks is also regulated to prevent scalding.

The accessible toilet and shower has hot water to sink and shower that can be adjusted (but will not be scalding as has a pre-set maximum, depending on the setting you choose.

There is a pull cord for emergencies. which will activate a buzzer. This can be reset by pushing the reset button by the toilet.

### **Bedrooms (Main building)**

Bed linen (if booked) will be supplied but you will need to fit onto the beds. Before exit please remove the dirty linen into the large red bags in reception.

There a secure cupboard. Please ask a Chellington Staff Member for a key should you require this (used at own risk).

Each bed has its own light. There are two override switches for the bed lights in the kitchen above the fridge (green light indicates 'on').

Please ask your group not to climb over any bedroom partition, or sit on the top carcass of the bunk cupboards. They are not designed for this and can disturb the next bunk room.

### **Camping**

There is an airhorn for Leaders if needed in the event of an emergency to warn anyone camping to evacuate to the Assembly Point at Assembly signpost at the top of the car park (this information is repeated by Duty Manager to the group Leader at key handover).

Please also see separate advice for camping groups in the Leaders Folder

### **Ibbett Room**

Please note that if you go out of the fire exit door and it closes you will not be able to open it again from the outside.

The inner door is a fire compartment door and is never to be pegged open.

Please ensure all lounge chairs are repositioned against the window after use. The blind over the fire door must always be in the 'up' position when the room is without a Leader.

### **Winnie Hall Room**

In the winter, you may wish to close the doors as the room can be cooler than the main hall.

Light switch is inside room on left hand side and each table lamp operates by touch.

Each 'sofa' can be deployed as a sofa bed and we can supply a cotton mattress protector for increased comfort. If you intend on using this option, please advise the duty manager.

There are two fan heaters that may be used if needed, via the wall-mounted timers of 15mins 30mins, 1 hour and two hours for each increment. The fans must not be left on unattended. There are several heat and fan settings. Do not dry clothes or leave anything nearby that may fall or obstruct the heat

Group Leaders should flag to children/other users that the glass doors swing open both ways and caution is required when using them as they are a potential crush to fingers.

Group Leaders should ensure that children do not climb on the windowsill.

### **Kitchen**

The Hot water urn- before your arrival it will have been switched on at the wall to heat up, provides instant boiling water on demand. Turn off before sleeping or when out of the building.

The plate and food warmer surfaces, if used, can get very hot, especially the top surface. If in use, close the hatch which is directly behind it.

The hot water tap in the kitchen sink is very hot.

There is a hand wash sink, it is regulated to around 44°.

Dish polisher-- Please find instructions for this in the kitchen manual. It is fairly straight forward, but you must read the instructions first. It takes about 20 minutes to warm-up before use. Please note it uses the same water for each cycle, so scrape or rinse everything that has food debris or you will not get satisfactory results. The chemicals are drawn automatically so you do not need tablets. Instructions for emptying this at the end of the session must be followed. We may make a charge if you do not empty this of washed items and water or leave in a poor state (plug filter is blocked/debris in base) before exit. Power off to empty. Leave off when not in use or out of the building.

Oven – a commercial double door, twin fan oven. Use only soft clothes and products supplied to wipe around after each meal prep. Please switch off at the wall when not in use.

Spillages are to be mopped up immediately, especially sugar/fat food or drink products, use yellow-coded equipment available from the cleaning cupboard. Note: For more information see 'Kitchen Information' Folder found in kitchen near main sink.

There are overhead LED lights and lower level under cupboard LEDs.

We do keep a key if needed, please ask at arrival or in advance

### **Recycling and Waste:**

See further comprehensive advise in Leaders Folder, Kitchen Folder or Main Hall notice board.

### **Main Hall (Lights/Tables/Chairs)**

Light panel: located in hall, near to main corridor. LED lighting which also has dimmers -above main panel. Bedroom override switch in kitchen above fridge (x2 green lights).

Tables and chairs can be moved easily using their trolleys, using the kicker locks at chuck head before unloading.

Please stack tables into the trolley in one direction and without the two, small, green tables.

Tables should always be wiped before putting away (using Coshh eco-products available from the cleaning cupboard).

Please stack chairs fanning outwards, eight or nine on each side with the blue pads facing inwards.

Floor spillages are to be mopped up immediately (see notes in 'General' and on notice boards.

### **Parking and Vehicle Access**

There is a site speed limit of 5mph. Be cautious for vehicles arriving/departing along single-track access driveway. Please note the Car park is not a designated play area.

You may wish to prevent vehicles accessing the car park by closing/padlocking either of the two gates at top of driveway with padlocks/key provided.

### **Outside Space / Exterior Lighting**

Exterior lights should come on automatically at dusk until just before midnight. All other outside lights are on movement sensors for emergency and safety, except one small light at old entrance which is on all night but should not disturb you. There is a PIR to the car park and unloading areas.

Please ensure your group keep out of the pea-gravel/ graveyard area, this is because some of the grave stones in this area may be slippery, protruding or wobbly (they are not moss-treated).

The light switch for the rear garden (the fire pit area) is beneath the notice boards in Reception, note: this will need to be turned off again as not a movement sensor or on a timer.

### **BBQ and Campfire**

If you wish to use the Campfire or Barbeque you need to let the Chellington Team know at check-in or in writing in advance (the grills may be locked away). There are relevant procedure sheets for each activity, found in the Leaders folder at Reception - read and understand these before deciding whether to commence.

Usually we are given wood by local farmers for groups to support the campfire activity, this can be found in between the Scots Pines by the fire, or at the bottom end of the car park- please use moderately with consideration for others to follow. There is further advise if you are planning to bring your own firewood, please see online or in the Leaders Folder at Reception.

### **Adjacent Fields, Footpaths, Rivers and Around**

Public footpaths can be accessed directly from the site and followed using several Chellington-centralised O.S. maps and booklets found at reception.

Please advise your group, that due to the rural location all should be vigilant for uneven ground, barbwire and barbwire fences, stinging nettles and thistles etc and water, in particular the nearby river. It is not recommended for swimming.

March-November: cattle herd may be grazing. Although normally friendly, use due caution- keeping as one group and walking normally over designated footpaths. Individuals should never approach cattle and never taunt/ shout or chase them.

The nearby Country Park can be accessed on foot or by vehicle. For groups of 10 or more the rangers will need to be notified ([hocp.co.uk](http://hocp.co.uk)).

We have an updated "What's On" which lists all the nearby amenities and activities within a 25 miles or so radius. You can download this from our website [www.chellington.org](http://www.chellington.org)

### **Valuables**

We can provide you with a small lockable cupboard and provide a key if needed, please ask at arrival or request in advance. We accept no responsibility whatsoever for any loss of personal belongings during your stay.

### **Further Information / Downloads from our website [www.chellington.org](http://www.chellington.org)**

Got to: <http://www.chellington.org/useful-documents/> Find various useful resources, 'What to Bring'; 'What we Provide'; Media Package list; Games Package list; Treasure Hunt (outdoors); Treasure Hunt (indoors); Coshh lists; Risk Assessments; The adjacent Country Park; Accessibility Plan; Our current Terms and Conditions (supplied at time of booking)

End of Document