

## Health & Safety Statement and Booking Terms & Conditions

West Lancashire County Scout Council's policy is to provide safe and healthy conditions for all employees and users of its facilities. We require all visitors to understand their responsibilities during their visits to Waddecar.

**By confirming a booking with us, you are agreeing to your responsibilities, including that all adults in the party have been deemed as suitable to work with young people by their own organisation and that any contravention of the Scout Association's Child Protection Code of Practice could lead to the Scout Association initiating its reporting and referral procedures.**

1. **CHILD PROTECTION MEASURES.** It is the policy of The Scout Association to safeguard the welfare of all members and users of its premises by protecting them from physical, sexual, and emotional harm. **All visiting Parties must either a) belong to The Scout Association and adhere to their rules, or b) are required to have a Child Protection Policy which includes Safeguarding training and DBS checking for all attending adults staying overnight.**
2. Any associate of Waddecar becoming aware of unsafe working practices or unsafe equipment or working conditions should report this to the Waddecar Centre Manager, or person on duty, without delay.
3. Waddecar, by the nature of its environment and activities, has a variety of potential dangers and risks not normally present in one environment. The presence of trees, moving water, open fires, ponds, Activities equipment, catering equipment, vehicles, office and workshop tools and equipment, as well as the use of the site by large numbers of young people, means that all employees, instructors, voluntary staff and users must be particularly vigilant and continually searching for safe working practices.
4. Particular but not exclusive dangers are
  - a. Tractors, trailers, site machinery and other vehicles used on site and in the vicinity
  - b. Ponds and moving water
  - c. Steep embankments and gullies
  - d. Unsupervised use of Activities equipment
5. It is a requirement that all who use Waddecar, and by extension those under their supervision and any other visiting associates, act in a responsible way with regard to their personal behaviour, their care of the facilities, their sharing of the facilities and the health and safety of themselves and others.
6. It is a further requirement that those who conduct Activities provide evidence of having the appropriate training, expertise, accreditation, authorisation, and where appropriate, qualifications to do so. When using site equipment, the site rules must be read and adhered to.
7. At all times, when young people are on site, there must be at least one designated Leader on site with them. They should have in their possession all necessary documentation referring to all members of the party.
8. **NOTE** A Leader must remain on the site if their group are under instruction from Centre Staff. It is normally required that the group are accompanied on the Activity.
9. The Safety Officer for Waddecar Scout Activity Centre (Waddecar) is the Centre Manager.
10. The topic of "Health and Safety" will be on the agenda of meetings of the Waddecar Management Committee at least three times each calendar year.

## Booking Terms and Conditions

Provisional bookings: Prior to receiving confirmation, a provisional booking will be held open for 2 weeks, but if the requested deposit fee is not paid by then, other parties who do pay will be accepted.

Confirmed bookings: A confirmation letter will be issued following the receipt of the appropriate deposit. This will confirm a provisional booking.

Payment of Deposit / Booking Fee: Payments can be made by cheque (payable to West Lancs Scouts), by card over the phone (01995 61336) or in person, by cash (in person) or by bank transfer (Sort code: 16 28 33, Acc no. 10106110. Use your **booking no. as the payment reference** – if the correct reference is not given we cannot guarantee that the payment will be credited against your booking).

### Cancellations

Cancellation at any time will result in the loss of your deposit. Cancellations will only be accepted by email or mail.

Cancellation three months before the event will attract a charge of 30% of the full cost.

Cancellation two months before the event will attract a charge of 50% of the full cost.

Cancellation one month or less before the event will attract the full charge.

No charge will be made if the accommodation is re-let at the full price.

Nights Away Permits (Scout Association Members Only): By confirming your booking, the person booking the camp is confirming that the Leader in Charge of the camp on the day will hold the appropriate Scout Association "Night's Away" Permit. Younger parties without a Leader are welcomed only on production of their Nights Away Passport.

Parties welcomed: As a youth outdoor education centre, we particularly welcome youth groups of all types. We also welcome outdoor education groups who may be training adults. We currently do not accept bookings from the general public for family camping where they have no connection with Scouting or other bona fide youth organisations. Parties unable to meet our rules regarding Child Protection may not be allowed to visit Waddecar.

Camping areas: Where specific campsites are requested we will do our best to ensure that these are allocated to you but no guarantee of this can be given.

Cleaning fees: Our pricing structure is based around users leaving their building or camp site pitches in a clean & tidy condition ready for the next user. Failure to do so will attract a cleaning fee of £40.

Damage to property: Parties who damage any property belonging to West Lancs Scouts, or to our other guests, should inform the Centre Manager or Duty Warden at the earliest opportunity. Minor accidents may be waived at the discretion of the Centre Manager but wilful damage, vandalism, broken windows etc will be charged out to the party concerned at cost. Any unreported damage discovered may be charged at a premium to the actual cost.

Smoking: Waddecar is a no-smoking site. This includes e-cigarettes. Please ask a member of the Team if you require a smoking area.

Arrival & Departure Times: The appropriate arrival and departure times are shown on your booking forms. If you require to amend these then please contact us.

Disabled access: We have made some adaptations to assist visitors with mobility or other issues and continue to consider this as we upgrade parts of the Centre. However, we would ask parties with special needs to make these known as early as possible to allow us work with you to make the visit as enjoyable and accessible as possible.

Activities: We think it is important that everyone has the opportunity to take part in site Activities. Therefore it may be necessary to limit the number of sessions that each party can book. Once an Activity booking is confirmed, it must be paid for even if the party decided to cancel the Activity or shorten the time.

Site procedures for Activities must be followed. Where the booking is on a Self Help basis, it is the responsibility of the Leader in Charge to ensure that all requirements are met. For full details see our website page [www.waddecar.org.uk/LQ](http://www.waddecar.org.uk/LQ)