

# Cobnor Activities Centre Trust

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## **CODE OF CONDUCT FOR GROUPS /USERS OF THE CENTRE and CAMPING FACILITIES**

### **INTRODUCTION**

An independent board of Trustees runs the Cobnor Activities Centre. It receives grant aid from West Sussex County Council; the Centre Manager is an employee of the local authority seconded to the Trustees. The facilities are wholly owned and maintained by the Trust which is a non-profit making registered Charity and Company limited by Guarantee. The income from the hire of facilities supports maintenance of the fabric of the buildings and the repair or renovation of the craft at the Centre. It also receives annual donations from the 'The Friends of Cobnor' an associated fund raising charitable trust. It is, therefore, most important that all users are aware of these circumstances and are encouraged to assist in whatever way possible to help improve the facilities and to minimise the natural wear and tear. Where charges have to be made, it may ease the situation to remember this wonderful resource for young people has only been achieved by considerable voluntary support and charitable donations.

### **1. THE LEADER IN CHARGE**

Is responsible to the Centre Manager to implement the procedures laid down by the West Sussex County Council and The Trustees, must exercise due authority to ensure good practise and behaviour at all times in the use of the facilities. All group leaders must make themselves familiar with The West Sussex Regulations and Notes of Guidance for Off-Site Activities and this code of conduct, which must be adhered to at all times. Any accidents or incidents must be recorded using the Centre incident form and reported to the Centre Manager.

The Trustees reserve the right to accept or refuse any application for a booking without explanation at their absolute discretion.

## **2. SAFETY**

Personal buoyancy, conforming to BS 3595 or BMF1 must be worn by all students and staff at all times when afloat.

Those in charge of the groups must ensure that the safety craft is in attendance and manned by a crew of two, one of whom must hold the RYA Powerboat Safety Certificate.

A daily risk assessment is to be carried out and details of the day's activities logged in the Centre Office. The Centre has written risk assessments for all activities which must be adhered to.

No group may sail outside of Chichester Harbour or go afloat at night unless the Senior Instructor has obtained permission from the Centre Manager in advance.

All water borne activities must comply with the regulations laid down by the National Governing Bodies ie the RYA and BCU.

If any activity from the Centre gives rise to, or will give rise to unacceptable hazards in the opinion of the Centre Manager, his deputy or Trustee, then any of these persons may direct the Course Organiser and members to terminate the activity forthwith. They may also require the course to leave the Centre at once.

For the use of any of the other facilities at the Centre, permission must be obtained from the Centre Manager and proof of original qualification will be required and a risk assessment taken place.

## **3. CRAFT**

The Royal Yachting Association Senior Instructor Tidal takes full responsibility for the craft on 'Hand-over Times' and must ensure that any damage or loss is reported at the 'handing – back' stage or earlier if appropriate.

All instructor staff will be required to show proof of their qualification. (Photocopies will not be accepted as proof)

Should you wish to bring any extra craft to the Centre please contact the Centre Manager BEFORE commencement of the course. Failure to do so may result in the craft not being allowed on site.

There must be a daily pre-launch visual inspection by the senior instructor. Any areas of concern must be reported at the earliest opportunity to the centre management.

**UNDER NO CIRCUMSTANCES MUST FAULTY EQUIPMENT BE USED**

Trolleys and boats, if left below the high water mark must be kept on the southern side of the slipway. Casual users will use the northern side for their trolleys. This will prevent problematic disputes between both groups. If alternative arrangements are required the Senior Instructor should liaise with the person in charge of the casual user group.

#### **4. INSURANCE OF GROUPS USING THE CENTRE-HIRERS LIABILITY**

Under the hirer's liability section of our policy, Zurich Municipal provides Hirers Liability insurance of £1,000,000. This will cover the hirer in respect of all sums, which the hirer may become legally liable to pay as damages and claimants costs and expenses as a result of:

- a) accidental injury to any person (unless any employee of the hirer)
- b) accidental damage to the premises or contents
- c) accidental damage to property not belonging to the hirer nor in their custody or control.
- d) accidental damage under the terms of the agreement

An excess of £100 applies for each and every claim for damage to the premises or contents caused other than by fire or explosion.

The Hirers Liability Insurance is included in the hire charges of the Centre.

The Centre holds Public Liability Insurance of £5,000,000, which carries an excess of £100.

ALL RISKS. This is the marine Insurance cover and has an excess of £250 for each and every loss or damage.

#### **5. BOUNDARIES / SITE**

The boundaries of the site are the drive way entrance and car parking to the West side of the car park, the fence between the Centre and the

Christian Youth Enterprise to the North and the Cobnor Estate dinghy park to the South. The hedge bounds the West and the high water mark on the Bosham Channel bounds the Eastern side. The Landowner lives close by at Cobnor House. The Centre Manager needs to be advised if any activities are to take place in the immediate locality off-site.

NO activities are to take place other than on the Cobnor Activities Centre Trust site.

Other rules for consideration include:

- (a) Users should keep the site clean and free of litter.
- (b) The toilets are reserved for natural body functions. Please do not put any other items down them.
- (c) Please respect the **NO SMOKING RULE**, which applies to the whole site.
- (d) **NOISE** is to be kept to minimum after 10.30 PM at the request of the Landowner.
- (e) **Under** age drinking will not be permitted or condoned.

## 6. THE BUILDINGS / BOOKINGS

The leader in charge should make a full inspection on ‘hand – over’ and leave the Centre in a clean condition acceptable to the Centre manager or a member of the Centre staff on ‘handing – back’. The timing for handover is as follows:

Arrival on Mondays      11.00 am.

Arrival on Fridays      17.00 hrs.

Departures on Fridays	Boats inspected	13.15 hours
	Centre inspected	13.30 hours
	Course vacate the site	14.00 hours

Departures on Sundays	Boats inspected	16.30 hours
	Centre inspected	17.00 hours
	Course vacate the site	17.30 hours

Groups arriving on Fridays are expected to have a representative on site to receive the keys and accept the Centre and boats by 18.00 hours. If you are unable to meet this requirement then alternative arrangements will have to be made with the Centre, at least 5 days prior to the commencement of the course.

The boats and equipment will only be handed over when a member of the Centre staff is on duty.

Would course leaders please note that any alternation to these times may incur a surcharge of £10 per hour or part there of to cover staffing. Sunday departures can be earlier by prior arrangement without incurring a surcharge.

**Fire Drill** is mandatory for all residential groups prior to their first night.

Short term bookings can be arranged through the Centre Manager.

The Jubilee Building sleeps 18 and the log cabin sleeps 38, these units are now hired separately, any extra accommodation required needs to be discussed with the Centre Manager.

The accommodation is self-catering and all cleaning must be carried out by the individual courses. The Centre must be kept and left clean and tidy to the satisfaction of the staff.

**Failure to do so will result in a minimum charge of £50.**

The Centre Manager or his deputy has the right to inspect the premises at any stage during a course and may request extra cleaning to be carried out when groups are seen to be neglecting duties.

## **7. CONDUCT**

The person in charge of any group is responsible for the good behaviour of the group during the whole period that it is in residence. Attention is drawn to the following:

- a) There must always be an adult present and in charge of the course and the premises when members are present.
- b) The sleeping accommodation must be adequately supervised by at least two adults, quartered in the log cabins.
- c) If parties or individual members of the course leave the premises for any reason the Instructor in charge must accept personal responsibility for their behaviour.

Failure to observe these minimal rules of conduct can result in the instant termination of a booking and or refusal to accept future applications.

The Centre Manager has been instructed to report any breaches of the regulations to the Chairman of the Trust without delay or exception.

### **Specific rules for the workshops**

- (a) The Centre workshops contain certain hazards and therefore must be **Out of Bounds** to all course members unless accompanied by a member of the centre staff.
- (b) The handling of hazardous materials such as paint or G.R.P. is to be carried out by staff with appropriate qualifications.

### **Specific rules for the Kitchen**

The kitchen has been approved and it is incumbent upon the visiting groups to ensure a high standard of hygiene. As required under the Food Safety Act 1990 and the Food Safety (General Food Hygiene) Regulations 1995.

- (a) All waste must be disposed of using the lined waste bins.
- (b) All bagged waste to be disposed of daily in the large bins at the entrance to the boat park, on no account leave bagged waste outside the kitchen door. Where possible recycle cans, plastic and glass bottles. Bins for recycling are in the car park immediately behind the centre access is over the footbridge from the centre car park.
- (c) All work surfaces should be thoroughly cleaned with a suitable cleaning agent after each service.
- (d) All cooking utensils and crockery should be thoroughly washed, rinsed and dried after each use.
- (e) Do not leave any cooked or uncooked food exposed.
- (f) Food storage in the refrigerator must be in accordance with the Food Safety (Temperature Control) Regulations 1995. The temperatures must be recorded by kitchen staff. In the register daily.
- (g) Kitchen operators are advised to familiarise themselves with the food hygiene handbook. It is advised that those doing the catering should attend a basic food hygiene course run by the environmental health department.
- (h) The kitchen floor should be cleaned and disinfected every day.
- (i) The lower half of kitchen door and larder door to be kept closed at all times to prevent vermin entering the building.

### **Specific rules for the dining room**

#### **8. AFTER EACH MEAL**

- (a) Clean down all the tables with a suitable cleaning agent.
- (b) Sweep the floor thoroughly to remove any food waste.

### **Specific rules for the log cabin and Camp site and Jubilee building**

- (a) **NO** food or drink to be taken into the log cabins, jubilee sleeping area or tents.

- (b) **NO** wet shoes or wet clothing to be taken into the log cabins, Jubilee sleeping area or tents.
- (c) Any soiled mattress covers will be charged at £2 each.
- (d) Bed sheets will be issued to the group on arrival and must be removed on the morning of departure and handed to the duty member of staff..

## **9. REFUSE**

All bins should be empty and clean at the end of the booking period and all litter etc. placed in the large refuse bins at the entrance to the boat park. There are now recycling bins for glass and cans situated in the adjacent car park please ensure all groups use these containers.

## **10. ELECTRICITY**

If the power should fail please check the trip switches in the dining room cupboard, entrance to the log cabin and the Jubilee building. The reason for the cut out should be established prior to power being restored. If problem persists please contact duty member of Centre staff.

## **11. BARBECUE**

If this facility is used the leader in charge must ensure that it is supervised at all times. The trustees will not accept responsibility for accidents resulting from the use of the barbecue.

## **12. SHOWERS / HOT WATER**

Cobnor is now on mains water and has had installed a new sewage plant so please ensure that your groups only put down the toilets material designed for disposal in this system. New sanitary disposal units have been installed in the ladies toilets in the residential building. Toilets and showers should be cleaned at least once a day, the floor kept free of any debris. Wash hand basins have been installed in each room in the log cabin please ensure these are used for the purpose of washing only and are kept clean. Should difficulty be experienced with the gas water heating or the central heating radiators a member of Centre staff should be called.

The Trustees reserve the right to request the usage of the residential shower facilities for casual groups. The negotiations will only be initiated by the centre manager or a duly appointed deputy. The casual user group will appoint staff to make sure that the facilities are kept clean throughout.

## **13. FIRST AID**

A small first aid kit is provided, however the hirer should ensure that there is a qualified first aider on site and that an additional comprehensive first aid kit is brought with them.

14. **KEY**

If the manager or member of Centre staff is unavailable at the time of arrival then special arrangements must be made to ensure a proper hand-over. Security on any site is a potential difficulty and Cobnor is no exception. Groups are reminded not to bring valuable items and to take all reasonable precautions against theft.

15. **TRANSPORT**

The road to Cobnor is not suitable for coaches and therefore minibuses are to be encouraged. However, if there is no alternative and a coach is required, you must contact the Centre in advance. The car park is shared with the Christian Youth Enterprise and parking spaces are limited during busy periods therefore if possible please keep cars at the Centre to minimum and ensure parking does not block access for emergency vehicles.

Caravans are not allowed in the Car park

16. **EMERGENCY PROCEDURES**

All users of the Centre's facilities are expected to act in accordance with West Sussex County Council guidelines or appropriate youth organisation's code of practice. As soon as possible, contact should be made with the Duty Officer/Member of Cobnor Activities Centre trust staff.

17. **CANCELLATION**

In the event of cancellation notification must be in writing to the Centre Manager. If this cancellation occurs less than 8 weeks prior to the commencement of the course the full charge will be incurred.

Mark Murray-Brown

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