



Pant-y-Fron Standard Operating Policy and risk Assessments

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Pant-y-Fron

Health and Safety Statement

“The Vagabond Mountaineering Club (VMC) aims to exceed all statutory requirements in the maintenance and operation of Pant-y-Fron. The VMC has systems in place to maintain the upkeep of the premises and ensure the safety of all Pant-y-Fron users.”

Standard Operating Policy and Risk Assessment

1. Introduction

The function of the Standard Operating Policy is to make a risk assessment for the premises; to identify risk management solutions; and to put in place a system of work that supports these solutions- with the aim of producing a simple rule book for members and for clients hiring the premises to use to ensure their safety is maintained.

2. Description

The premises are a two storey stone cottage in the Snowdonia National Park. It's function is as a mountaineering Hut It is owned and operated by the Vagabond Mountaineering Club primarily for the benefit of its members, but on a number of limited occasions the centre is available for hire to members of similar groups.

The premises are designed to house up to 20 persons, though non club members can only hire the main room which houses 13 persons. Hirers are not given exclusive use of the premises but may need to share with other groups and members of the Vagabonds.

3. Premises Construction

The premises are a climbing hut constructed of stone exterior built originally in the 1700s, but most recently refurbished and refitted in 2007.

The refit was to current building regulations and was signed off by building control: appropriate certification and maintenance of these facilities is part of the risk management process that is undertaken.

4. Vagabond Mountaineering Club (VMC)

As owners of the property VMC accept their responsibilities to users, including the need to maintain the property and ensure the safety of visitors.

To achieve this a simple guide on use of the premises is available. This guide is based on the comprehensive risk assessment and systems of work that are in place. All documentation is in place for users to read at the premises and is also downloadable, from the website.

The VMC does not organise activities for anyone other than its members, and in particular does not organise activities for minors.

5. General Usage of Premises

1. VMC as landlord aims to exceed all statutory requirements in the maintenance and operation of the premises. VMC has systems in place to maintain the upkeep of the premises. The property is inspected regularly to ensure it is safe. It is however a converted cottage and care must be taken when moving about, especially regarding headroom and moving in the eaves upstairs
2. Risk assessments on use of the premises are in place (see Section 6.).
3. A dry powder extinguisher suitable for electrical and solid fires is located on the first floor landing and one water and one CO₂ extinguisher is located at the main entrance. A fire blanket is located in the kitchen.
4. Carbon monoxide; gas leakage and smoke alarms are installed in the premises. Persons must not interfere with this equipment or isolate them so they are not effective.
5. Persons using the premises are required to co-operate with VMC and each other in order, to maintain a safe environment. There is a duty of care towards each other.
6. Any persons under the age of 18 need to be supervised by a parent or guardian.
7. All persons should make themselves familiar with the Fire Instructions:
 - a. No smoking is allowed on the premises.
 - b. When persons under the age of 18 use the premises under adult supervision, they must be individually briefed on the escape procedure.
 - c. The use of naked flames such as candles is discouraged, other than in the event of power failure.
 - d. DO NOT leave the stove doors open overnight or when the stove is unattended. DO NOT leave items of clothing etc. near or on the stove. Paper, kindling and inflammables should NOT be left within the fireplace area. The stove is to be extinguished on leaving the premises.
 - e. The assembly point on hearing the alarm is the car park area to the side of the property.
8. All users must ensure that all escape routes and final exits are kept clear at ALL times.
9. Defects in the property should be reported on the defects form within the log book for action to be taken, no repairs should be undertaken by unauthorised personnel.

Members should ensure that all defects come to the attention of the Hut Warden.

10. There are no landline or IT facilities at the premises. The cell phone network is however strong and can be used to call the emergency services (999).
11. An emergency first aid kit is provided in the main room for uses of Pant-y-Fron. Whilst it is checked at regular intervals persons using materials from it are requested to replace them. All accidents should be reported on an accident report sheet within the log book. Telephone numbers of local medical services are detailed in the rear of this booklet.
12. The VMC would remind all users that if consuming alcohol they should drink responsibly.
13. Bunk beds are provided: care should be taken when using these especially if persons are not used to the top bunk!
14. Cooking facilities are provided, please clean after use. Do not leave kitchen unattended when cooking.
15. A LPG (Liquefied Petroleum Gas) system is in place for the use of cooking. The bottles are to remain outside the premises at all times. Only persons who have been instructed in the use of the system may change a gas bottle. Empty bottles are stored outside the premises, full bottles are stored in the locked cupboard adjacent to the premises. There is to be no smoking in this area.
16. The VMC takes no responsibility for the activities of it's members or other Hut users. It is the responsibility of each group of members or of other Hut users to prepare for and plan for adventure activities they undertake, where necessary completing risk assessments.

These should cover:

- Weather conditions for the time of their planned activity.
 - The abilities of the persons undertaking the activity and the suitability of the route for those persons.
 - The provision of suitable clothing, footwear and where appropriate helmets.
 - The use of approved and recently checked harnesses ropes and similar equipment.
 - Their route, departure and expected return time should be recorded.
17. Users of the premises must, as part of the conditions of use, read and agree to the terms of the general usage of the premises before use. All members of VMC as part of their membership, agree to these terms. Signing the log book on arrival at Pant-y-Fron implies agreement of the above terms for both members and non-members. The log book will be used as the role call in the event of an emergency and can be found in the lounge area. An electronic agreement to these terms will be required from non members at time of booking. These terms are available as a download from the website. The full document is available in hard copy at the premises.

6. Risk Assessment

Written by Edward Grant CMIOSH May 2009

In undertaking the risk assessments, the following approach has been adopted:

- Gather information
- Identify risks
- Consider control measures appropriate to identified risk
- Evaluation of residual risk

The risk assessments are not, therefore, necessarily final, as dynamic assessments may be needed from time to time, but they do give an indication of the appropriate measures against foreseeable risks that are incorporated in the management of Pant-y-Fron. It is the ***effective implementation*** of these controls that produce the safe environment.

To support the use of the premises, plans of the building are incorporated into the standard operating policy (SOP) and detail the means of escape and location of fire safety equipment. It is recommended that on arrival at the premises this equipment is checked and any defects reported.

It must be appreciated and understood that there will always be the potential for safety problems. The combination of people with the potential use of alcohol means the use of the premises cannot be considered as risk free. Whilst considerable effort has been spent in identifying significant hazards and control measures, the hazards can generally be summarised as:

- Fire within the kitchen area
- Fire in the dormitories
- Fire within the main room
- Evacuation as a result of fire
- Fire or leak from LPG cylinders and system
- Severe / adverse weather conditions
- Serious medical emergency

Control measures identified in the risk assessment are in place to manage risk and a full safety audit is completed annually.

Key

Likelihood (L) 1 Unlikely 5 Certain

Severity (S) 1 Minor injury 5 Serious Injury/Death

Hazard	Group at Risk	Risk Index		Control Measures	Residual Risk	
		L	S		L	S
Fire	Members Non-Members	2	5	<p>Premises constructed to current Building Regulations (2007). Smoke detectors, with audible alarm are located on all floors. Heat detectors, with audible alarm are located on all floors. Fire alarm system checked and recorded regularly by Hut Warden. Fire alarm system checked annually by independent contractor. In the event of more than one of the alarms sounding the premises should be evacuated and a role call of persons staying be taken. Single alarms may be investigated. Fire Fighting Equipment is located on all floors - 1 CO2 and 1 Water on Ground floor 1 dry powder on first floor. Extinguishers checked annually and replaced after discharge. Such equipment should be used only if it is safe to to so. Fire Blanket is located in kitchen. Emergency Lighting System is in place. Smoking is prohibited. Use of naked flame limited. Procedures for use of solid fuel stove.</p>	1	3
Working at Height	Members Non-Members	1	4	<p>No repairs or working at height to be undertaken by any users. Activities undertaken by Vagabonds in maintenance of premises will require individual risk assessment for the task, with suitable control measures in place.</p>	1	3

Hazard	Group at Risk	Risk Index		Control Measures	Residual Risk	
		L	S		L	S
Electric Shock	Members Non-Members	1	4	Electrical systems have been installed by an experienced electrician in accordance with IEE 16 th edition regulations. Electrical systems are tested on a regular basis. RCCDs are fitted to protect end user. Users are not permitted to interfere with the electrical supply. Electrical equipment is not to be left on / on charge / standby when the premises is not occupied.	1	2
Gas	Members Non-Members	2	4	Only trained persons should change the LPG supply. Full bottles are stored outside the premises in a locked cupboard. Empties are stored outside the building. LPG gas leakage detector in place in premises. Gas installation checked by a qualified gas engineer annually.	1	2
Carbon Monoxide	Members Non-Members	1	5	A carbon monoxide alarm is in place. All gas appliances are serviced annually. Ventilation is in place.	1	2
Trip Hazards	Members Non-Members	1	2	The property is inspected regularly to ensure it is safe. It is however a converted cottage and care must be taken when moving about, especially regarding headroom and moving in the eaves upstairs.	1	2
Medical Emergency	Members Non-Members	2	4	An emergency first aid kit is provided on the premises. Telephone numbers of local medical services are detailed in the rear of this booklet.	1	4

Amendments may be required following site visit.

7. Solid Fuel Stove

When using the stove in the main room:

- ✓ Ensure all manufacture's instructions are followed
- ✗ DO NOT leave the stove doors open overnight or when the stove is unattended.
- ✗ DO NOT leave items of clothing etc. near or on the stove.
- ! Ensure paper, kindling and inflammables are NOT left within the fireplace area.
- ! Ensure the stove is to be FULLY extinguished when leaving the premises.

8. Fire Procedure

In the event of a fire or and LPG gas leak, take the following action:

- ✓ Raise the alarm. Tell everybody to leave the premises by the nearest exit and go to the assembly point at the car park area. If this location is within the fire or leak risk area locate to another safe place away from the building and any gas cylinders.
- ! If it is safe to do so remove the log book and use this to take the role call.
- ✗ DO NOT stop to collect personal belongings.
- ! If it is safe to do so, turn off all LPG appliances.
- ✓ Dial 999 to call the fire brigade. Give the operator the following address:

Pant-y-Fron, Nant Peris, Gwynedd, LL55 4UN.

- ✗ DO NOT END the call until the address has been repeated back by the operator. Tell them LPG cylinders are on the premises.
- ✓ If the gas leak is indoors, open all doors and windows.
- ✗ DO NOT switch on any lights or electrical equipment ON or OFF during a gas leak, as this may cause a spark.
- ✓ Any leak in the pipework can be stopped by closing the valve on the cylinder or on the piping manifold. ONLY do this if you can approach the cylinders safely.
- ✗ DO NOT re-enter the building until it is safe to do so.

9. Fire Fighting

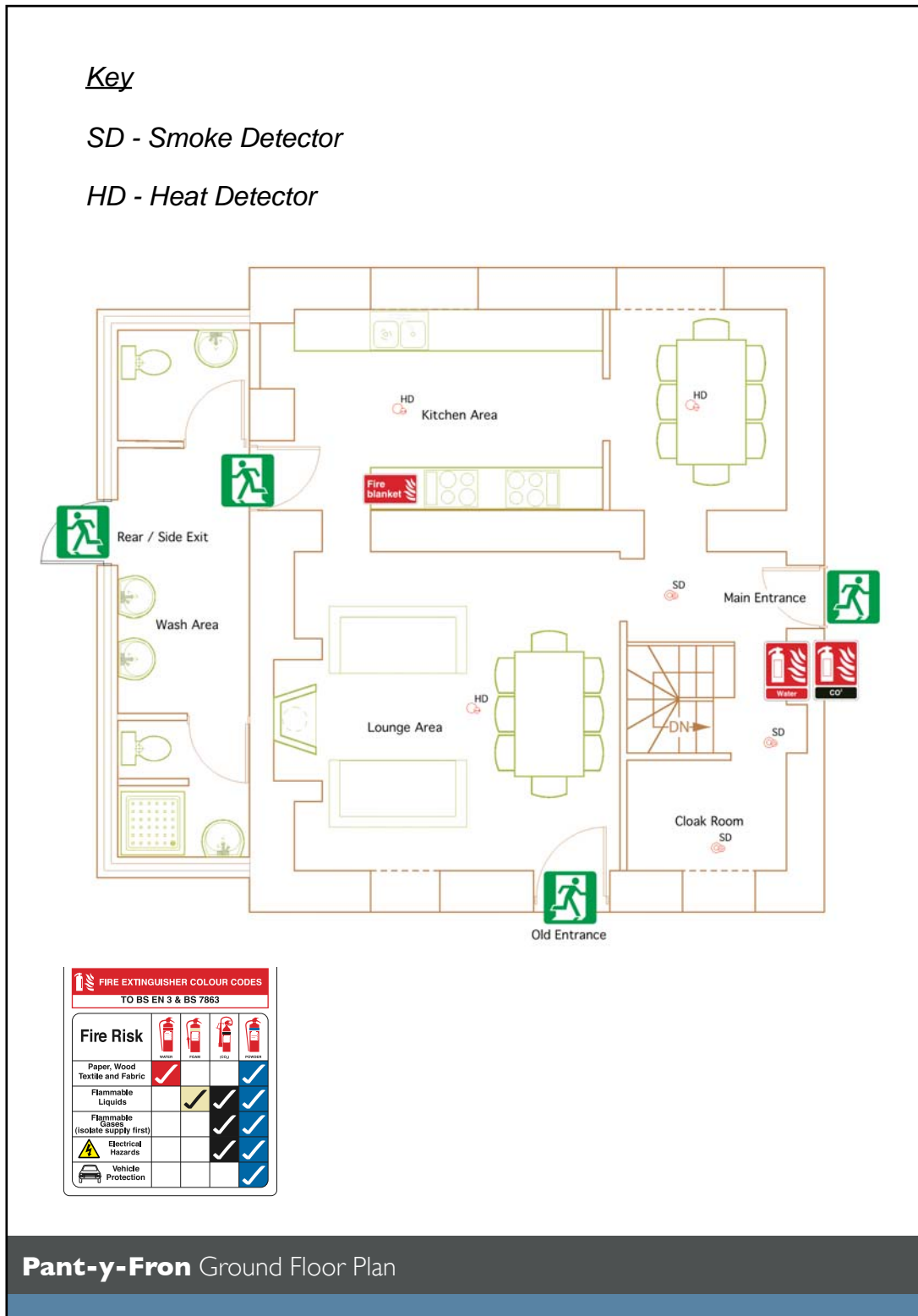
- ✗ DO NOT try to put out a fire involving LPG - leave it to the fire brigade. It is safer to evacuate everyone from an area. An overheated cylinder can EXPLODE.
- ! Only tackle the fire if you are trained in using the equipment and it is safe to do so. ALWAYS call the fire brigade first. If the fire is near the LPG cylinders or pipework, or if you can not put it out quickly - LEAVE IT.
- ✓ Pant-y-Fron has a fire blanket located within the kitchen area, one water and one CO2 extinguisher located at the main entrance on the ground floor and one powder extinguisher located on the landing area on the first floor. The table below explains the types of fire risk and the different extinguishers that can be used.

FIRE EXTINGUISHER COLOUR CODES TO BS EN 3 & BS 7863				
Fire Risk	 <small>WATER</small>	 <small>FOAM</small>	 <small>(CO₂)</small>	 <small>POWDER</small>
Paper, Wood Textile and Fabric	✓			✓
Flammable Liquids		✓	✓	✓
Flammable Gases (isolate supply first)			✓	✓
Electrical Hazards			✓	✓
Vehicle Protection				✓

- ! Please note powder (blue) extinguishers achieve a good 'knock down' of the fire, when used on fires involving electrical equipment it will almost certainly render the equipment useless. Powder extinguishers do not cool the fire appreciably therefore the fire can re-ignite. Powder extinguishers can create a loss of visibility and may affect people with breathing problems and are not generally suitable for confined spaces.

10. Evacuation Routes

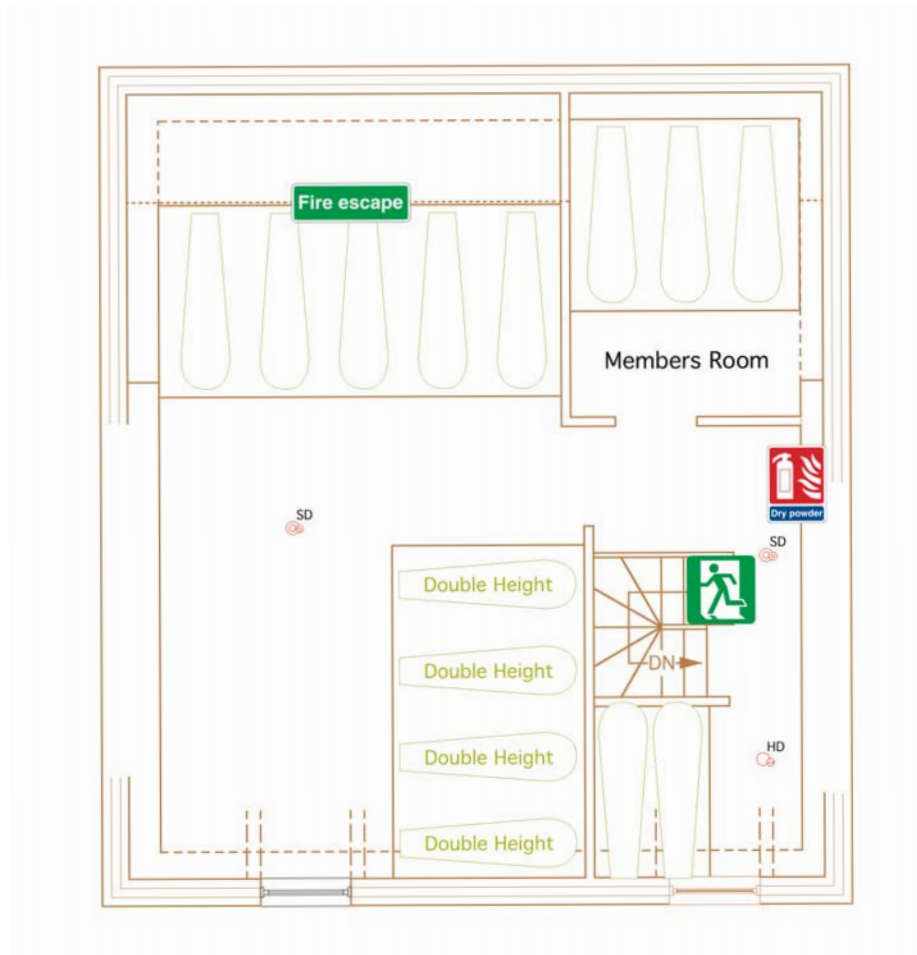
Please see the attached floor plans for emergency exit routes and the location of emergency / fire fighting equipment.



Key

SD - Smoke Detector

HD - Heat Detector



FIRE EXTINGUISHER COLOUR CODES TO BS EN 3 & BS 7863				
Fire Risk	water	foam	CO2	powder
Paper, Wood Textile and Fabric	✓	✓	✓	✓
Flammable Liquids		✓	✓	✓
Flammable Gases (isolate supply first)			✓	✓
⚡ Electrical Hazards			✓	✓
🚗 Vehicle Protection				✓

Pant-y-Fron First Floor Plan Plan

Emergency Numbers

Nearest Accident and Emergency	Bangor Hospital Ysbyty Gwynedd Penrhosgarnedd, Bangor, LL57 2PW	01248 384 384
Local Doctor	High Street, Llanberis Gwynedd LL55 4SU <i>Open Monday - Friday 08:30 to 18:00 (Closed 12:15 to 12:45)</i>	01286 870 634
Out of Hours Doctor		0845 850 1362
Chemist / Pharmacist	Rowlands Pharmacy Compton House High Street Llanberis Gwynedd LL55 4EU <i>Open Monday - Friday 09:00 to 13:00 & 14:00 to 17:30 Saturday 09:00 to 13:00 Sunday Closed</i>	01286 870 264
Police		01286 870 222 or 01286 871 760
	The local "bobby" Michael Couling will handle most things - break-in, theft etc.	0845 6071002 or 07854 332 216
Fire Service		01286 673 811
Mountain Rescue	Dial 999 and ask for Mountain Rescue: Give details of time of accident, any injuries sustained and location / position inc Grid Reference if possible.	

Other Useful Numbers

The Vaynol Arms	Nant Peris Gwynedd LL55 4UF	01286 872 672
Royal Victoria Hotel	Llanberis Gwynedd LL55 4TY	01286 870253
Taxi Refall	29 Goodman Street Llanberis Gwynedd LL55 4HL	01286 870 634
Pete's Eats	40 High Street Llanberis Gwynedd LL55 4EU <i>Open everyday 08:00 to 20:00 Summer / Winter 08:00 to 21:00 in High Summer</i>	01286 870 117
Spar	High Street Llanberis Gwynedd LL55 4SU <i>Open 7 Days</i>	01286 871 050
Londis	High Street Llanberis Gwynedd LL55 4SU <i>Open 7 Days</i>	01286 870 434
Tesco <i>inc 24hr service station</i>	Caernarfon Road (A4087), Bangor LL57 4SU <i>Store open 24-hours Monday 06:00 - Saturday 22:00 Sunday 10:00 to 16:00</i>	01248 287400
HSBC <i>Counter service and ATM</i>	29 High Street Llanberis Gwynedd LL55 4EU <i>Open Monday & Wednesday 09:30 to 11:30 Tuesday, Thursday & Friday 13:30 to 15:30</i>	01286 762 444
Barclays ATM	Outside Electric Mountain Visitor Centre	

This booklet has been compiled by E.Grant CMIOSH and the Vagabond
Mountaineering Club Hut Committee

Additional information within this booklet has been taken from the
HSE CHIS5 information sheet and HMG - Fire safety risk assessment: Small and
medium places of assembly *Crown Copyright (2006)*