

Welcome Pack for Private Hire Groups



In partnership with
2NR. Tel: 01245 380 371

Cardfields, Bumfords Lane, Hatfield Peverel, Essex CM3



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Welcome to Cardfields

Thank you for making a booking with Cardfields for your weekend celebration. We hope that your stay will be a most enjoyable one. In order to help with preparations for your visit we would invite you to take some time to read this welcome pack. We have included a range of information that we hope will be of use to you, from the initial booking and planning of your visit through to your final day with us.

Cardfields has been a residential outdoor school journey centre since the 1980s, welcoming schools and groups from Islington, London boroughs and Home Counties as well as offering private hire for weekend getaways, celebration of weddings, anniversaries and birthdays etc. for families, community and faith organisations and groups both large and small. With comfortable accommodation and plenty to do both here and in the surrounding area.

At Cardfields we pride ourselves on the warmth and friendliness of all our staff and our quality service providing excellent food with a five star rating and outstanding hospitality so that visitors come back year after year.

If you have any further queries or would like to discuss any matter, then please do not hesitate to telephone the Centre (01245 380371) where a member of our staff will be pleased to help you.

We look forward to welcoming you to Cardfields.

Kind regards,

Elaine Clarke
Centre Manager

Planning for your visit

The following checklist will help to guide you through the planning stage of your visit to Cardfields:

- Complete and return the booking form on page 6. We are happy to discuss your booking needs and respond to any queries you may have.
- We will confirm your booking in writing together with confirmation of the price, full client pack including our terms and conditions.
- A 20% deposit is required upon booking, payable by either invoice or credit card payment. Remaining balance will be due 3months prior to your booking.
- You are welcome to make a pre visit to the Centre or you can view our website for further information, photos, testimonials, facilities on site etc. www.cardfields.co.uk
- Transport arrangements for your journey to and from Cardfields can be arranged for larger groups, we are happy to book transport on your behalf with Jacksons Coach Company who are happy to bring the coach along our drive and right up to the house (an admin fee of £24.00 will be charged). Parking facilities are available on site.
- Prior to your visit, we will send you via e-mail a group pack with relevant information to assist with your stay.
- Group Information Sheet is included within the pack, which we ask that you complete and return to us two weeks prior to your visit. This provides us with the necessary information we require to plan for your visit, e.g. room allocation (see room plan), how many guests attending, if catered dietary needs, contact details etc.
- Groups attending the centre have to ensure they have their own public liability insurance/holiday insurance.
- A member of staff will meet you upon arrival at 4pm onwards and take you through health and safety, lock up procedures and facilities on site.
- You will have 24hour emergency on-call facility operated by Cardfields staff who will be based on site but in separate building.
- **PLEASE TELEPHONE THE 'ON CALL' NUMBER 07928 525 161 WITH YOUR ESTIMATED TIME OF ARRIVAL PRIOR TO SETTING OFF ON YOUR JOURNEY TO CARDFIELDS.**

Private Hire Booking Form

Name:	
Address:	
Tel No:	
Email:	
Dates preferred: (please include second choice)	
Event type: (e.g. Wedding, Hen Party, Birthday or Anniversary celebration, other)	
Catering requirements (self-catered, fully-catered, other)	
Do you require Cardfields to book transport for you – Yes or No:	
Approximate number of Adults:	
Approximate number of children:	
Conference room hire- Yes or No: (additional charge)	
Marquee to be erected- Yes or No: (additional charge)	
Additional information:	
Signature of group lead:	
Date:	

On receipt of your booking form, we will send confirmation of your details. We will require a 20% deposit prior to your visit. Card payments are accepted.

Using the house and grounds

House information

- **Sitting Room:** This large sitting room is equipped with leather sofas, bench and small coffee tables. It is a room where your group can relax. The room contains a large, flat-screened television, DVD player and small fiction / non-fiction library.
- **Self-catered kitchen:** Fully equipped self-catered kitchen is available with electric cooker, toaster, dishwasher and washing up facilities.
- **Dining Room:** This light, airy room looks out onto the patio and back gardens. Self-catered or fully catered is available, a hot food trolley is available for use. We aim to provide a healthy, homemade menu using, when possible, the produce from our own kitchen garden.
- **Bedrooms:** Bedrooms are located on the first and second floors of the house (total of 11), with a separate accessible bedroom on the ground floor. Our comfortable bedrooms are well equipped (twin rooms and bunkbeds), we can sleep up to 55 people in total and bed linen is provided. Group bookings are based on 30 but we are happy to accommodate larger groups.
- Our ground floor accessible bedroom can sleep up to two visitors, and has its own en-suite bathroom. Both rooms are fully adapted for wheelchair users.
- **Bathrooms:** Bathrooms are available on both floors. Showers are available in the main bathrooms, and baths with overhead showers in the small bathrooms. Please be aware that aerosol sprays (e.g., deodorant sprays) can **only** be used in the bathrooms; if used elsewhere in the house they will trigger the fire alarms.
- **Classrooms:** We have three indoor teaching rooms available for hire, please ask main office for hire costs.
- **Games Room:** A games room, which is located in the loft adjacent to the house, contains a range of board games, table tennis, pool table, bar football and air hockey.
- **Gardens:** With 5 acres of grounds, we have plenty of space in which our visitors can relax and enjoy the picturesque rural outdoors.
- Use of an all-weather multi-sport court, which provides opportunities for a range of ball games including basketball and tennis. Floodlights are available, please ask the Premises Officer for location of switch. Please ensure to turn off when not in use.
- We have a fenced off built barbeque area which guests are encouraged to use during their visit.
- We have a new campfire area, guests are welcome to use this for an evening fire, perhaps even toasting some marshmallows! Please note clients must bring their own wood and firelighters.
- Within the five acres of grounds guests do have the opportunity to erect marquees or gazebos this does incur an additional cost.
- A football pitch with goal posts are located in the back garden.
- Sporting equipment is available for use, located in the plastic shed by the side door fire exit

- BMX bikes and safety equipment is available to hire for £5.00 per bike per day, payment either by card or cash. Please ask Premises Officer to organise. Safety equipment is provided. Please note guests are not allowed to use their own bikes.

Grounds

- Cardfields' boundary is surrounded by hedgerows.
- Surrounding Cardfields is farmers land, please do not enter the fields.
- Out of bounds areas are either shown by cones/chain link fences or barriers.
- Ponds are out of bounds and fenced off.
- We advise no climbing of trees, breaking of branches or picking flowers.
- No litter policy, please keep house and grounds tidy. Bins are provided.
- Stinging nettles are in the grounds please be careful.

General information

- Heating is controlled automatically and heating thermostatic controls are on radiators.
- All electrical equipment needs to be PAT tested to use. If plugging in charges, hairdryers etc. please ensure equipment is unplugged when leaving the room.
- Checklist for self-catering equipment is provided, please let us know if anything is missing.
- Risk assessments are available in the client pack.
- Wi-Fi is available on site and an Acceptable Usage policy needs to be signed for each group.
- We have a NO smoking policy, if you wish to smoke please go to designated area and use sand bucket.
- Recycling – green bags are available for glass (brown, white and green) and cardboard. These are located under the stairs of the loft.
- Please empty all bins on vacation, large bins are located at the side of the house by the car park.

Noise

- It is important that the level of noise is kept to a minimum at all times, especially at night.
- We have received complaints from people in the vicinity of Cardfields about the level of noise from the Centre, especially during the evenings and at night. Complaints regarding excessive noise are taken very seriously. Please consider others, thank you.

Final day routines

Please find below instructions for vacating Cardfields:

- You are expected to leave the house clean and tidy as you found it upon arrival.
- Please vacate bedrooms by 10:00am.
- Please vacate house by 12:00n.

- Please remove bedding but not mattress protector (duvets, top sheet and pillowcase only). Please bring them to the ground floor.
- Please ensure the kitchen area is cleaned and all pots, pans and cutlery returned to the right place.
- Please notify us of any breakages.
- You are provided with bucket, mop, Hoover, cleaning cloths and brooms on each floor. You need to provide your own cleaning products and refuse bags.
- Bins to be emptied and rubbish to be placed in large containers in the grounds.
- Please leave all keys in the box provided.

Surrounding Areas

- Cardfields is located next to the River Chelmer great location for ramblers, cyclists and 15 minutes into Chelmsford Town Centre where you can experience great restaurants, bars and nightlife. Only 1hr 30 minutes from London you will experience the peace and tranquillity of the Essex countryside.
- The local village is 30minutes walking distance to the house and has great restaurants and pubs which Cardfields has built up a good relationship with and we are happy to recommend and book these in advance your group booking.
- We can also organise you transport in and out of Hatfield Peverel and Chelmsford if required.

Activities to do during your stay

- Cardfields has fantastic links with adventure organisations who can provide team building games, Archery, Canoeing, Trebuchet, climbing wall and much more.
- To discuss your ideas and prices please contact the Cardfields Team.

Safety

Health and Safety Procedures

- Health and safety procedures and are explained to booking lead upon arrival.
- Please observe all fire exits when touring the house. Fire assembly points are located at the front of the house by the pond and further down the drive both on left-hand side.
- If you hear the fire alarm please use the nearest fire exit, if exit blocked retrace your steps and find alternative route. Ensure last one out, check you are all out and do a headcount.
- Premises Officer will check if building is safe to return and reason for alarm. Call emergency services if required.
- Red Emergency grab bags are located by the three main exits (front door, side door and middle stairs side exit); please ensure you grab the bag on exiting when alarm goes off. The bag contains Cardfields evacuation plan, torch, floor plans, pad and pen.
- 24-hour security is provided; Premises Officer is located in staff quarters adjacent to the house. Contact details are listed within the pack.
- We have a NO smoking policy, if you wish to smoke please go to designated area and use sand bucket.

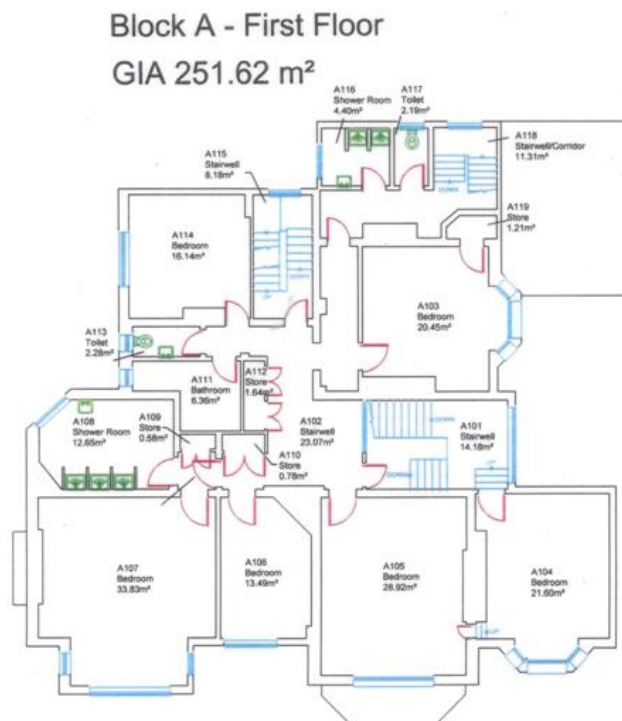
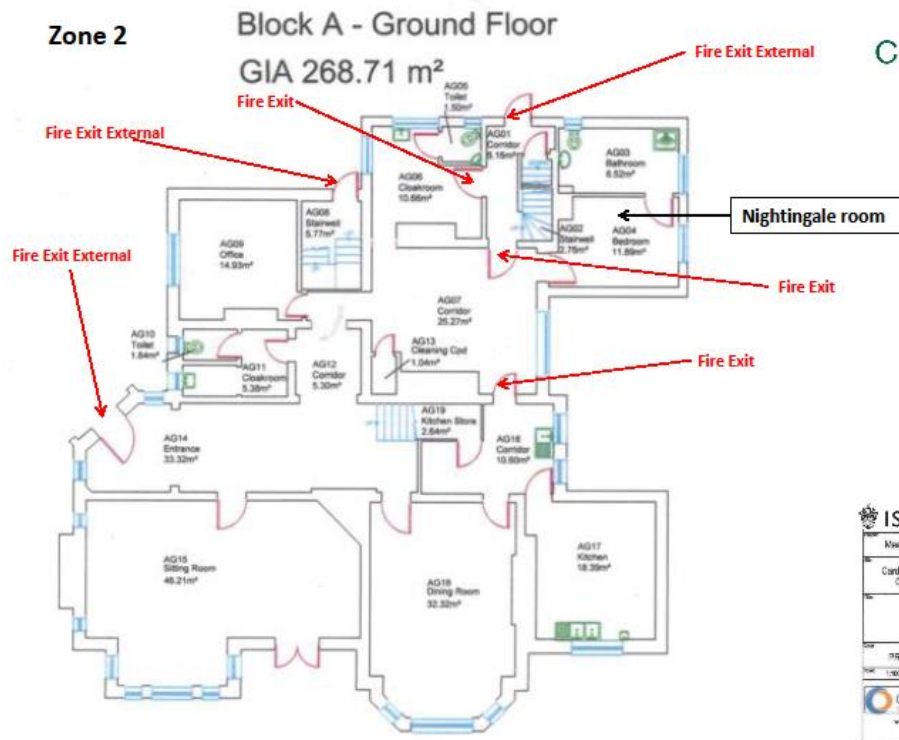
Locking-up Procedure

Safety/Security Checklist for Visiting Groups at Cardfields

Please carry out these checks each night to ensure the safety and security of your group:

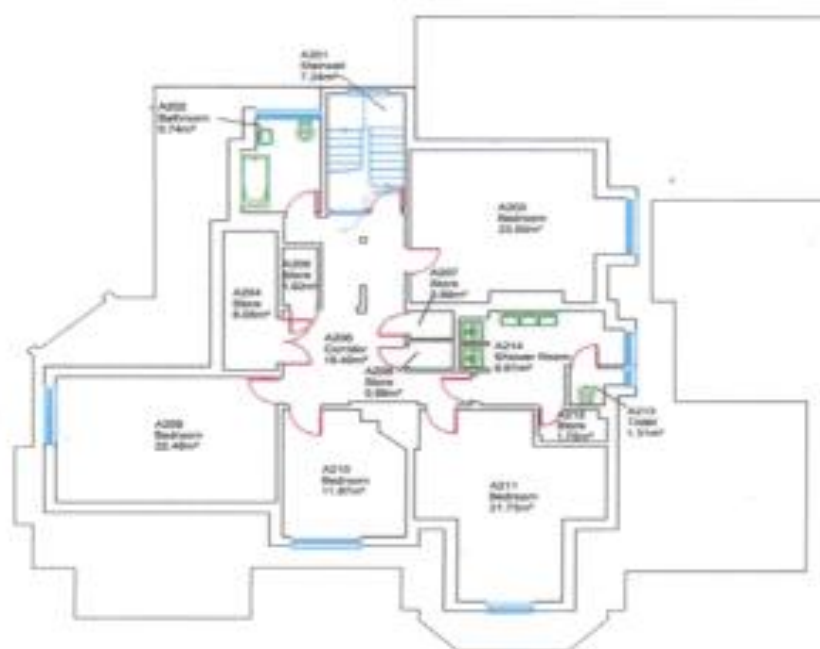
- Centre door locked
- Fire escape door from upstairs floors closed – check from outside – push to close
- Ground floor windows shut
- All internal doors closed shut
- Cooker turned off
- Hob turned off
- Dishwasher switched off at the wall switch
- Electric fire in lounge switched off
- TV / video switched off
- Electric heaters in all bathrooms turned off
- Showers and taps turned off in all bathrooms, shower rooms and bedrooms
- Toilets flushed
- Electric room heaters safe – away from bedding, curtains, furniture, etc. – switched off if preferred

Cardfields Floor plans



Block A - Second Floor

GIA 144.47 m²



Room sizes

Floor	Room Name	How many and type of beds
Ground Floor	Nightingale	Sleeps 1 - Single disabled room with en-suite
First Floor	Wren	Sleeps 2 - Twin room
	Wagtail	Sleeps 2 - Twin room
	Magpie	Sleeps 5 - bunk beds and one single bed
	Heron	Sleeps 8 - bunk beds
	Kestrel	Sleeps 8 - bunk beds
	Redwing	Sleeps 6 - bunk beds
Second Floor	Robin	Sleeps 2 - Twin room
	Owl	Sleeps 5 - Single beds
	Jay	Sleeps 8 - bunk beds
	Dove	Sleeps 8 - bunk beds

Bathrooms

Floor	Description
1st Floor	2 shower rooms, two toilets and bathroom with toilet
2nd Floor	1 shower block and bathroom with toilet

Cardfields Terms and Conditions of Occupation

Self-Catered Groups

Booking and Cancellation Policy

Provisional bookings to stay at the centre can be made by either by telephoning, emailing, faxing or in writing. We will confirm your booking in writing notifying you of the 20% deposit required and remaining balance payable 3 months in advance of your visit.

Deposits paid are non-refundable following cancellation of bookings made within three months of your check-in date.

- All cancellations will be subject to a 20% cancellation charge based on the cost of your visit. We will charge the full amount if you cancel within three months of your visit.
- Guest will be held liable for any damage caused to the house or grounds; a deposit of £500 payable on the day of arrival in cash or card.
- We will not refund the deposit in the event of any damage to the house or grounds and/ or additional cleaning is required.

A full refund is available if Cardfields close the venue due to the Covid-19 virus otherwise known as the SARS-coV-2. Any closure of the venue will be in line with the Government advice given at the time of the Covid-19 pandemic and or ongoing pandemic.

Attendance

The client shall not be entitled to any reduction in the price if the final numbers are lower than that stated in the original booking confirmation. Any per head priced mentioned in a proposal is for information only and is an indication only of that price as part of a total price. Additional delegates added to the agreed figure may be charged at a price per head as an extra.

Additional Services

Additional services requested by the client, on the day of the event and not included in the original booking confirmation, will be invoiced and payable within seven days after the issue date of the invoice. Additional services requested prior to the event shall be invoiced and payable prior to the event unless agreed in writing by both parties.

Copyright

Copyright in all materials provided during or in connection with the booking shall belong to London Borough of Islington and all rights in it are reserved by the owner. No part of the material may be copied, transferred or made available to users other than the original recipient, including electronically, without the prior written permission of London Borough of Islington.

Security

Personal property remains the responsibility of the delegates at all times. We recommend

that valuables are not left unattended even when arrangement has been made for training rooms to be locked.

The centre will not under any circumstances accept responsibility or liability in respect of damage to or loss of goods or property of any kind brought into or left by you for your own purposes or by any other person left or deposited with any of Cardfields representative.

Your responsibilities

The person making the booking is considered to be the group leader and must be over 21 years old. The group leader is personally responsible for payment of the booking the safety of the group and the general housekeeping of the centre during your stay.

You are responsible for the centre and its equipment during the period of hire and are expected to take due care of it. The centre is let fully furnished. Bed linen is provided you will need to bring your own towels and cleaning equipment including refuse sacks. Buckets, mops etc. are provided. You are advised to check on arrival and report any shortcomings, damage or missing items immediately. You undertake to report, make good and pay for any damage caused to the centre or for the equipment or contents of the centre lost, damaged broken or stolen during occupancy unsuitable substitutes are not accepted, and all the equipment must be left in a clean and workable condition at the end of the hire period. A charge of £15.00 per hour will be charged for any additional cleaning required. Please ensure that all lights, cookers are switched off, all doors and windows are secured, rooms are left clean and tidy, waste bins are emptied before you depart from the centre.

Your conduct

Although the centre is located in a rural area there are other residential dwellings in the near vicinity, please show consideration for our neighbours. If members of your party fail to comply with this requirement, your booking may be terminated immediately and you will be asked to leave the centre, no whole or part refunds if you or your party are asked to leave under these circumstances.

Animals

Animals are not permitted on the premises. Special arrangement may be made for registered assisted dogs.

Group leaders

All groups must have a group leader and a minimum leader/ participant ratio of one competent leader for every ten participant under the age of 16 years. Mixed sex groups with participants under 16 must have leaders of both sexes.

Behaviour

If your behaviour (including all members of your party or your invitees) is deemed to be unacceptable or causes damage to the centre (including without limitation to all equipment or the contents of the centre) your booking may be terminated immediately and you may be asked to leave the centre. No whole or part refunds will be made under these circumstances. The centre is a non-smoking environment, no smoking is allowed in any part of the house or the centre.

Use of the centre

It is a condition of your booking that the centre is used strictly for the purpose stated in your booking; failure to comply with this condition will result in the council terminating your licence to occupy the premises.

No part of the centre will be used for any purposes other than that specified in your booking. No part of the centre is to be used in any unlawful way.

Liability and indemnity

The council will not be liable for the death or of injury to any person attending the centre or for any losses, claims, actions, proceedings, damages costs or expenses or other liability arising out of the use of the centre or arising directly or indirectly out of any act omission or negligence on your part, or any other persons at the centre (expressly or impliedly with your authority or under your control) or any breach by you of the obligation under the agreement except where such death or injury or loss is due to the negligence of the centre.

Liability insurance

Groups attending the centre have to ensure they have their own public liability insurance.

Disclaimer

London Borough of Islington has used its experience and expertise to provide a programme of activities with content, which is relevant, accurate and valid. However, we accept no responsibility or liability for consequences arising from its implementation. To the extent permitted by law, London Borough of Islington excludes liability for any loss or injury incurred by any delegate whilst attending or travelling to or from Cardfields.

General information

Directions to Cardfields

By road from Islington:

1. Travel up the Seven Sisters Road and continue to Tottenham High Street. Turn left and follow signs directing traffic towards Chelmsford.
2. At the end of Ferry Lane, turn left and travel $\frac{3}{4}$ around the roundabout onto the North Circular Road.
3. Take the M11 turn off and travel along the M11 to the M25 junction. Take the M25 towards Dartford Crossing.
4. At Junction 28 turn onto the A12 following signs for Chelmsford.
5. Continue along the A12 until the junction for Hatfield Peverel – turn off at this junction.
6. Follow the slip road until you reach the T-junction at Hatfield Peverel High Street. Turn left at this junction.
7. Follow the High Street until the first right turn (opposite 'The Blue Strawberry' restaurant). Turn right into Church Street.
8. Continue along Church Street and take the second exit on the right into Crabbs Hill.
9. Follow Crabbs Hill down, past Sportsman Lane on your left, and continue up the other side until you reach the T-junction at the top.
10. Turn left at this T-junction. Continue along here until the first road junction. There is a signpost here and an 'unsuitable for HGV' sign.
11. Turn right at this junction. Cardfields' drive is approximately 200 meters along this road on the left. Look out for the large sign at the driveway entrance. (There is a farm entrance immediately before Cardfields Drive.) Pass through the double gates and continue along the drive to arrive at the house.

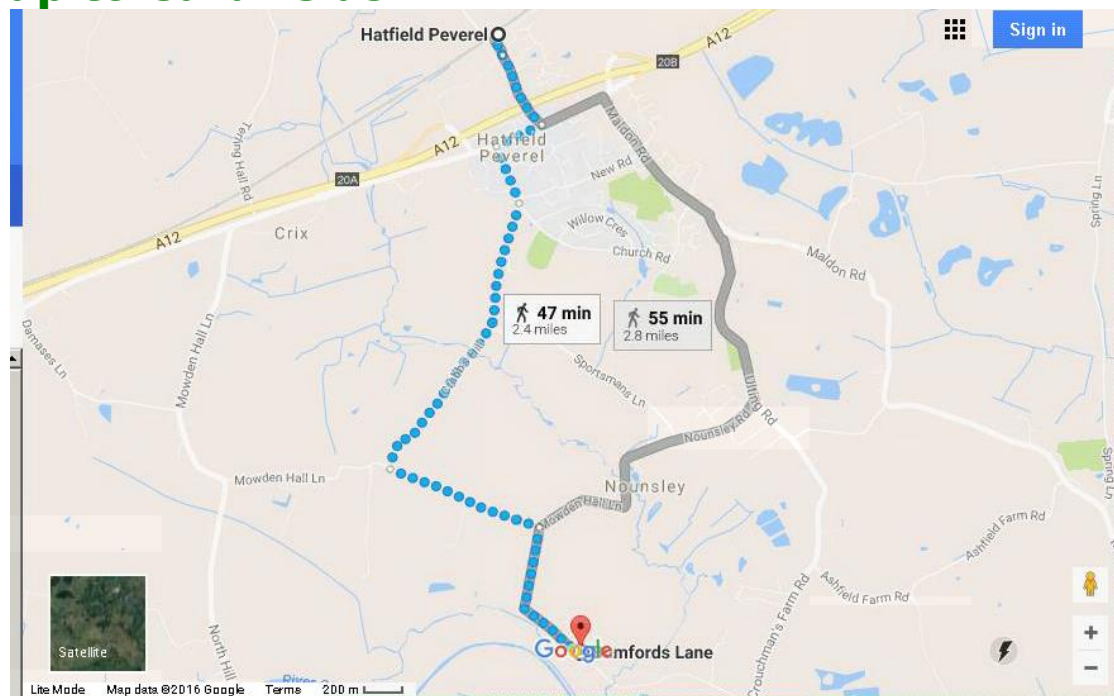
Journey time approximately 1½ hours depending on traffic!

Cardfields by Rail

- Hatfield Peverel is on the Colchester main line out of Liverpool Street.
- Most trains depart from platform 12 (but please check).
- Cardfields is 3.5km from the station (about a 40-minute walk).
- A local taxi service is available. Check numbers at the station for details.

Taxi Name	Telephone Number
Three Eighty Three Seventy Cars	01245 380370
Ali's Taxis	01245 464646
Arrow Taxi Maldon	01621 855111

Map to Cardfields



Cardfields Testimonials

"Just wanted to thank you and the staff very much indeed for such a lovely weekend at Cardfields this weekend. The students had a great time, and the house was perfect for what we needed. The food was delicious, the rooms cosy and clean and the outside space was beautiful and so well maintained. The students also really enjoyed the screen printing and the long walk that Lisa arranged." - Ellie Douglas, Vice Principal, The North London Conservatoire November 2023.

"We were delighted to take our family away for the King's Coronation Weekend, to Cardfields and it certainly met all our expectations. We couldn't have asked for a more wonderful team at Cardfields who made sure that everything was in place exactly as we asked. We were also able to use the Kitchens for Self-catering and there was ample Fridge/Freezer space for us. The house and the grounds were perfect for our 30 family members, and our younger children loved the Games Room, BMX Track, the football/tennis court the new fire pit area was a great hit with everyone. The layout of the house and grounds is ideal for organising different activities. We had a talent show, a family quiz and a games activity whilst all that was going on we also managed to complete a 1000-piece puzzle. Our younger family members adored the free-range chickens and became friendly with them. Elaine and her staff made sure we had a fabulous time. we certainly have no hesitation in recommending Cardfields to anyone BUT don't book the same weekend as we will want next year!!" - May 2023.

"Our second year staying at Cardfields, and we were blessed with great weather again, and great memories were made once more. As soon as we arrived, the children were off on their bikes, playing football and exploring the grounds. We had a blazing fire in the evening with toasted marshmallows and a singsong – thankfully, the neighbours were far enough away not to hear. On the Saturday, we walked to Paper Mill Lock, munched on ice creams, and returned back for rounders and more adventures. Home on Sunday exhausted but happy after another 'old fashioned' outdoor weekend – no PlayStations needed at Cardfields! Hopefully we will be back next year!" – Emma Rowe, Angela Downes and families – August 2019

"We had such an amazing weekend. We love Cardfields and cannot wait to come back next year. Still the best place we have stayed for a group family weekend - feels like coming home when we walk through the door. Thank you to all at Cardfields for a great stay- see you in 2020" – Annabel West – May 2019

"Had the most fabulous weekend staying at Cardfields with friends! Made good use of all the facilities, the children were never bored. Beautiful weather helped us spend the entire time outside. Will defiantly return in the future" – Danny & Toni Freeman April 2019

"We fell in love with Cardfields as soon as we saw it - the lovely house, the beautiful setting, the fantastic space and facilities. It immediately appealed to us as the perfect venue for our wedding reception, which was to be themed as a wedding festival. And it didn't disappoint for our special day! The marquee looked fantastic on the lawn, and there was plenty of space for over 200 guests and bands to relax and enjoy. There was so much to keep the kids occupied, which helped parents have a more relaxing day. Several of our friends and family who had to travel some distance were all able to stay for the whole

weekend, which again contributed to our guests having more fun. And we loved being able to stay in the delightfully newly furnished bridal suite. Throughout the lead up to our wedding, the Cardfields staff were so helpful and hands on, and certainly went above and beyond with all their support to make sure our wedding was perfect. The staff wanted to make sure Cardfields looked its best for us, and we can understand why they are so proud of it - it certainly has a wonderful charm about the place. We received so many compliments on finding this treasure of a venue. On our venue search, this was the only place where we really had the freedom to have our wedding exactly as we wanted. So thank you Cardfields, for letting us have the most magical of days, we just didn't want it to end! - Ellie & Neil August 2017"

"Cardfields welcomed The Creighton Family for a surprise 60th Birthday celebration in August. Libby Creighton stated "We booked the house out for our mums birthday with all family & friends. Was fab, the bunkbeds made it exciting for the kids and a giggle for the adults!! We hired the chef to cook a big BBQ on the Saturday and used the bonfire grounds for the Sunday for a relaxed night to recover. The kids made good use of the BMX track and loved collecting the chicken eggs every morning. The girls are always on hand for any advice or help. Highly recommended!! – Creighton Family August 2017

"A massive thank you for an amazing Easter weekend! We regularly stay in holiday parks with our friends, consisting of seven families, for the Easter break so staying in one big house was new to us. The house is so big and quiet which is brilliant with lots of children staying. It was a treat to have a lounge and dining area that could seat all of us yet the bedrooms felt like your own apartment! The kitchen had everything we needed and we were lucky enough to have great weather to make use of the BBQs and beautiful patio area. Outside the children were constantly amused by the multi sports court, BMX track and lots of space to run around! They also loved collecting the eggs from the chickens. You made us feel so welcome and was always there if we needed anything. Overall the best Easter break we've had and look forward to returning soon". – April 2017

"The Bellamy family want to say thank you so much to Cardfields staff for their help and cooperation over the weekend. We had a brilliant family party (over 30 people) to celebrate my wife's 80th birthday, and Cardfields was the ideal setting. The self-catering facilities are excellent, and the beds comfortable and we had lovely autumn weather so the kids made full use of the outdoor sports areas. Thank you for the magnificent birthday cake - Jill (Julia) was touched by your kind thought. We wish you well for the future - John Bellamy 2 October 2016"

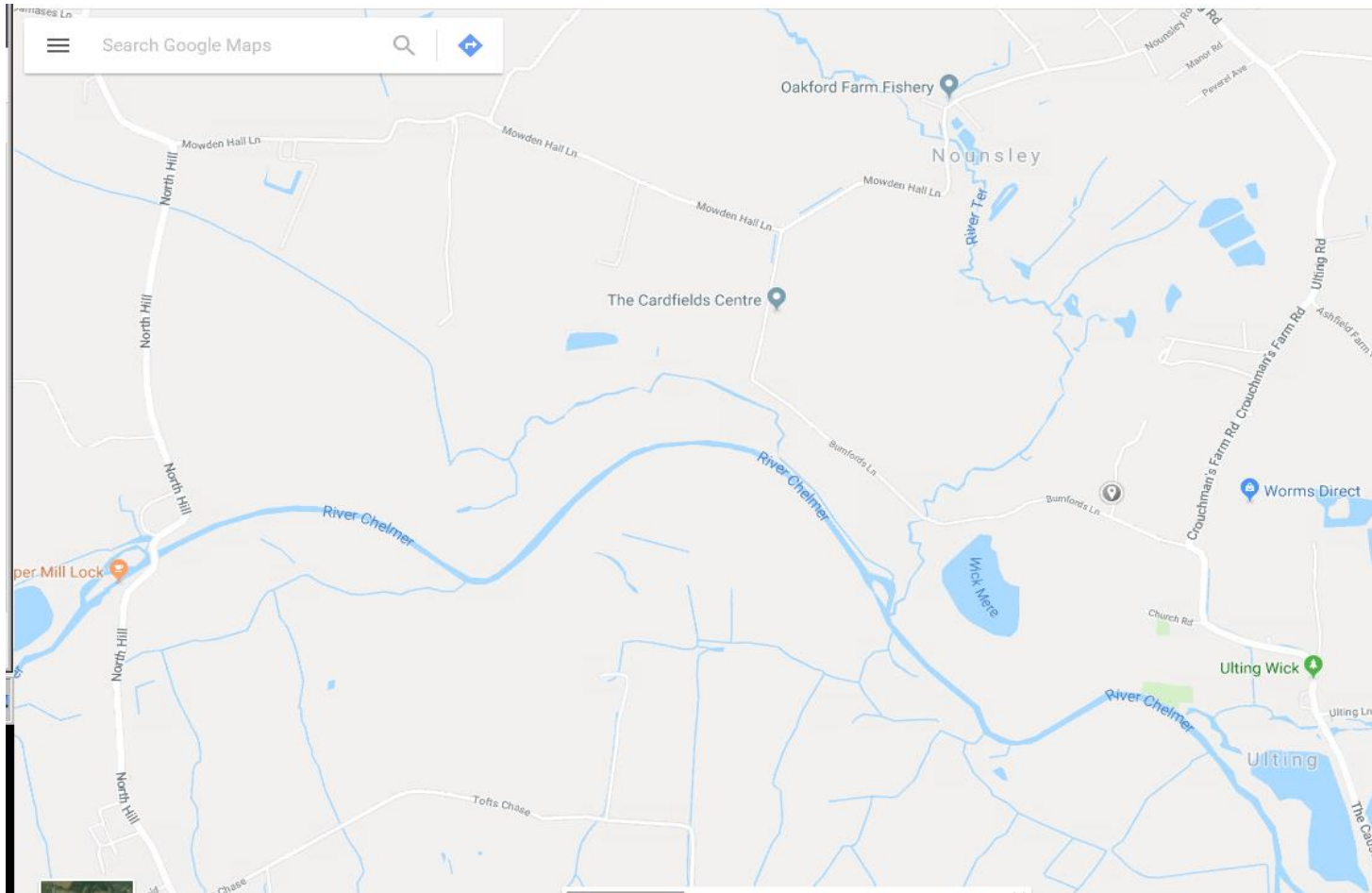
"Just wanted to say a massive thank you again for everything you did this weekend. We had the most amazing time. The venue is fantastic. It was only beaten by the care and help your staff gave us. You really went above and beyond to make our weekend the best. All the lads commented on the way you more than catered to our every need. Thank you so much. If you can send me a link to your trip advisor, I would love to write a review and I'm sure some of the lads would like to do the same. – Thijs Morris (stag party), July 2016"

"Cardfields was the perfect venue for our large stag party. The accommodation and layout of the house works so well for large groups. The star attraction on the first night was the floodlit and fenced in five-a-side court, a great way to break down the barriers and get to know each other. There are a few pubs and restaurants in nearby Hatfield Peverel, but we

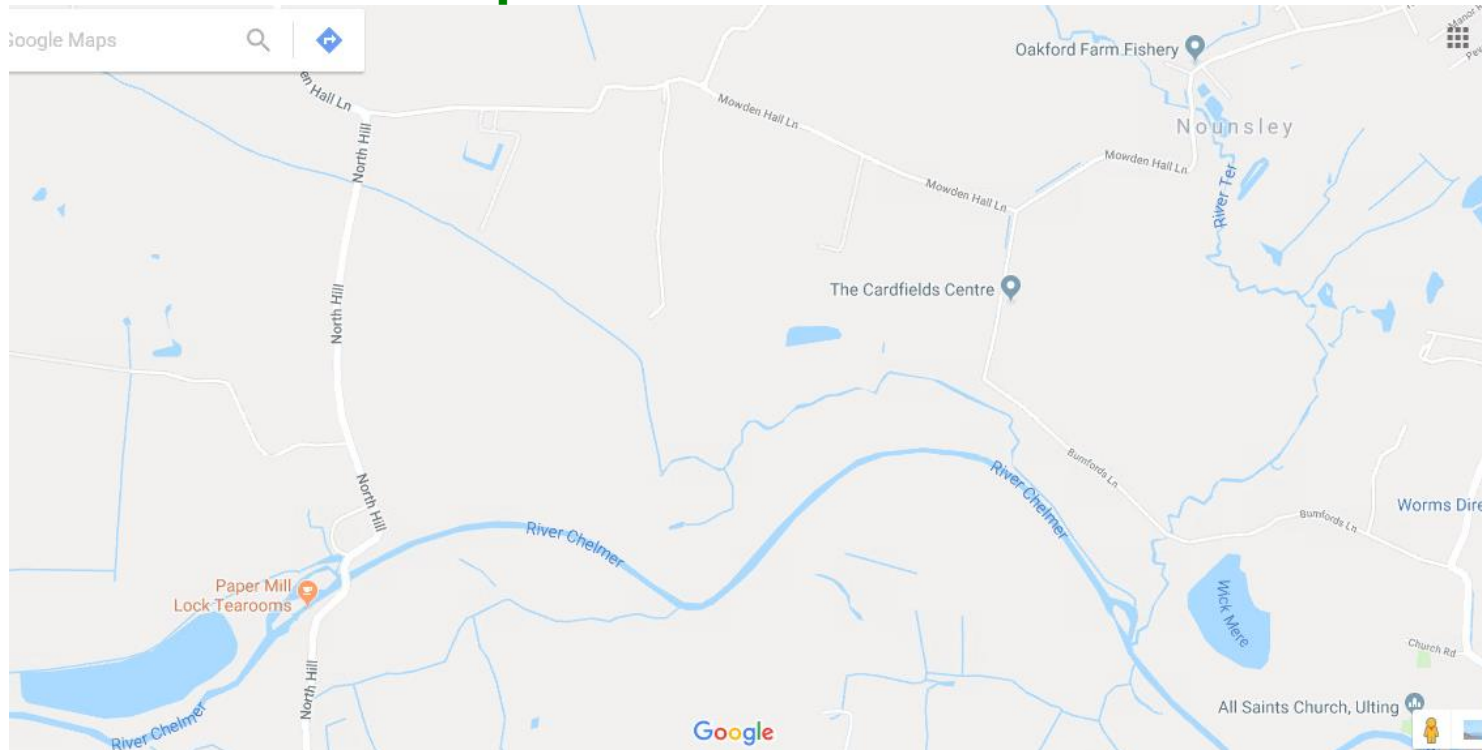
opted to head into Chelmsford, which is a 15-minute taxi ride away. The pub we visited was happy to allow large groups in with the Fleece being the pick of the bunch for us! Throughout the whole weekend, Elaine and Ron made us feel very at home, they couldn't have been any more welcoming. We now need to think of an excuse to come back to do it all over again! – Dan, June 2016"

"To the whole team at Cardfields, I just wanted to write to thank you for being so accommodating and helpful whilst running our summer and winter retreats at Cardfields. Your cooperative spirit has really made a difference to us and Cardfields has worked really well for the London Buddhist Centre as a retreat venue. With much appreciation - Maitreyaraje, January 2016"

Local Maps



Directions from Cardfields to Paper Mill



1. Go to the end of Cardfields drive and turn left.
2. Follow the road; stop when you reach the first left hand bend in the road.
3. From the bend in the road, follow the path across the field. Cross the white footbridge over the River Chelmer.
4. Turn right and walk along the river path all the way to Paper Mill Lock. Keeping walking for around 30minutes until you come to a bridge. You will need to cross the road to gain entry to the lock and café.
5. Enjoy!

Risk Assessments for house and grounds


CARDFIELDS CENTRE

Fire Risk Assessment

Location: Grounds

Date: August 2024

Hazard/ activity	Persons at risk	How could be harmed	Control Measures	Risk level	Comments/ action
Propane GAS Tank	Pupils Visiting, staff. visitors, Cardfields staff	Going into out of bounds areas	<ul style="list-style-type: none"> Supplier to check condition of tank as required by schedule Tank to be out of bounds to visiting groups – area clearly marked Access to cut off Valve –IN BOX-COMBINATION LOCK 371 	Med	Visitors shown out of bounds areas Regular staff training Premises manager regular checks
Gas oil tank (behind classroom)	As above	Going into out of bounds areas	<ul style="list-style-type: none"> Tank bounded by brick retaining wall condition of tank to be checked visually and by the boiler maintenance company Tank to be out of bounds to all visiting groups 	Med	
Gas oil tank (below main house)	As above		<ul style="list-style-type: none"> Tank bounded by brick retaining wall condition of tank to be checked visually and by the boiler maintenance company Tank to be out of bounds to all visiting groups Extractor fan visually checked Gate to access door locked – no access to visiting group 	Med	
Bonfire area for visiting groups	As above plus farm workers	Burns and scalding	<ul style="list-style-type: none"> Sited well away from the main house and away from trees To be used only with very close supervision from visiting staff No bonfires during dry weather, especially when farmers crop in adjoining field ripe in summer Staff ensure bonfire is completely out before leaving the area 	Low	

Hazard/ activity	Persons at risk	How could be harmed	Control Measures	Risk level	Comments/ action
			<ul style="list-style-type: none"> Staff to take buckets of water to put out fire / sparks /extinguish on leaving Ensure benches are well away from the fire 		
Barbecue used by visiting staff	As above	Burns and scalding	<ul style="list-style-type: none"> To be carried out away from building on the stoner patio Close supervision by visiting staff This is not an activity provided by the centre. But this is a safer option than the group providing their own 	Low	Risk assessment to be sent to all groups prior to visits
Safety measures					
Fire assembly point			<ul style="list-style-type: none"> Fire assembly point clearly marked. At present in front of the pond to the left of the house. Group count name check is carried as part of the fire drill procedure Fire routine to be carried out by all visiting groups and leaders Group leaders to have list at all times and bedroom list Fire points to be kept accessible 		
Fire Drill			<ul style="list-style-type: none"> Drill routine to be carried out by each resident day group Fire assembly point and routes pointed out Fire routine explained to visiting group 		
Fire exit buildings			<ul style="list-style-type: none"> All fire exits to be clear externally Exits not to be obstructed by parked vehicles Floor plans with marked fire exits given to visiting groups 		
Play activity Trail			<ul style="list-style-type: none"> This a wooden structure with a safety surface underneath Check safety surface underneath is well bedded with sand, this acts as a fire prevention 		
Assessment carried out by:		Elaine Clarke	Signed:		
Date of assessment:		August 2024	Review date:	August 2025	

CARDFIELDS CENTRE


Fire Risk Assessment

Location: Self-catering kitchen storage area

Date: August 2024

Hazard/ activity	Persons at risk	How could be harmed	Control Measures	Risk level	Comments/ action
1.2 x Gas cooker fuelled by propane gas in main kitchen Electric cooker and hob in self- catered kitchen	Pupils / students visiting staff others visiting site e.g. contractors		<ul style="list-style-type: none"> Emergency gas cut off valve well marked Ventilation fans in each kitchen Annual gas appliance check Instruction in use of cookers for Cardfields staff and visiting staff .Visiting staff to have use of self-catering kitchen only Regular cleaning and degreasing of cookers hood in main kitchen to prevent build-up of grease In case of gas leak /suspected gas leak turn off gas and call engineer urgently Ability to access gas input valves outside centre Evacuate site as quickly as possible if gas leak suspected which cannot be isolated- it may be necessary obtain transport to return group to school if the leak which cannot be rectified safety and quickly Emergency fire blanket in each kitchen Approved extinguisher regularly serviced and maintained - weekly checked visually, or after every groups visit Fire detention unit in each kitchen, regularly maintained and serviced Emergency lighting maintained and serviced Access to foam extinguisher in corridor Use of this area by Cardfields staff only 		Check emergency plan for information.
Kitchen appliances electrical including	As above	Fire and electric shock	<ul style="list-style-type: none"> All checked as part of the annual maintenance electrical appliances In case of problems call service engineer / electrician 	Medium	

Hazard/ activity	Persons at risk	How could be harmed	Control Measures	Risk level	Comments/ action
dishwasher machine, toasters, kettle, coffee machine and microwave			<ul style="list-style-type: none"> • Instructions in use of appliance e.g. dishwashers , toasters to Cardfields staff and visitors • Use machines – only if someone present in the area to supervise • Dishwasher to be switched off at wall at night • Fire detection unit services regularly maintained • Emergency lighting as above • Fire blanket as above • Air vent • Supervised pupils / students only in this area • Access to foam fire extinguisher in corridor • Emergency cut off valve accessible 		
Emergency Measures					
Heat and smoke detectors			<ul style="list-style-type: none"> • Ensure that these are serviced as part of the maintenance schedule • If problem call out service engineer as a matter of urgency 		
Access by group members to kitchen			<ul style="list-style-type: none"> • During catered sessions no access to kitchen by pupils • Instruction of visiting staff in use of cooker, dishwasher and other kitchen appliances • Visiting staff to have keys to lock kitchen if required • Ensure all staff knows to close kitchen doors at night • Ensure all staff has an on call number for Cardfields lead member of staff • For semi catered and self-catered visits , staff are advised that all student should be supervised at all times in the kitchen area • Gas cut off valve – instruct staff in use 		

Hazard/ activity	Persons at risk	How could be harmed	Control Measures	Risk level	Comments/ action
Evacuation in case of fire			<ul style="list-style-type: none"> Check that the route to side door –fire door –is always clear and staff and students are all instructed in evacuation route 		
Emergency lighting			<ul style="list-style-type: none"> Ensure emergency lighting is checked on a monthly basis Ensure regular maintenance schedule 		Maintain by Premises Manager
Gas cut off valves			<ul style="list-style-type: none"> Located and clearly marked in each kitchen area 		
Fire extinguishers			<ul style="list-style-type: none"> Located in the corridor outside the kitchen area Serviced and maintained regularly 		
Fire Blanket			<ul style="list-style-type: none"> Located in each kitchen by T&P FIRE 		
Calor gas			<ul style="list-style-type: none"> Appliance annual safety check Calor gas – pipework inspection by Calor 		
Assessment carried out by:	Elaine Clarke		Signed:		
Date of assessment:	August 2024		Review date:	August 2025	

CARDFIELDS CENTRE


Fire Risk Assessment

Location: Bedrooms First /Second Floor

Date: August 2024

Hazard/ activity	Persons at risk	How could be harmed	Control Measures	Risk level	Comments/ action
Electric heaters	Pupils, staff visiting, staff, visitors Card fields staff	Left on not working	<ul style="list-style-type: none"> Ensure that they are tested during annual appliance test Any problems withdraw unit and call an electrician or replace appliance Instruct group on users in use of heaters: 1 per room half heat only Do not cover, keep away from furniture / fabrics Switch off at night –written instructions in each room 	Low	Pat testing
Electric fans - if used in the summer if building is hot	As above	Children could trapped fingers and could be left on continually	<ul style="list-style-type: none"> Limit the use of fans unless necessary Ensure electrical test carried out annually Ensure fans all in working order plugs are safe, repair if faulty 	Low Low Low	Pat testing
Electric kettles /Radios bedside lights	As above	Staff leaving kettles left on electrical fire	<ul style="list-style-type: none"> Use in staff rooms only Ensure annual checks carried out. Repair replace if faulty 	Low	
Furniture, Carpets, curtains and bedding	As above	Sources of heat	<ul style="list-style-type: none"> Ensure all bedding curtains furniture are not directly linked to sources of heat e.g. radiators / fans etc. Ensure all items purchased are fire retardant 	High High	
Safety measures					
Magpie	As above		<ul style="list-style-type: none"> Ensure occupants are aware of the need to evacuate through emergency door in Heron room instead of through main bedroom door Ensure this route in clear both sides at all times Ensure group leaders aware of the evacuation procedures from this room Fire drill to be carried out using escape door 		

Hazard/ activity	Persons at risk	How could be harmed	Control Measures	Risk level	Comments/ action
Fire doors	As above		<ul style="list-style-type: none"> Ensure doors are closing adequately –check after each group Ensure visiting staff are aware all doors should be closed at night Ensure cupboards are locked i.e.no access to shower pumps / fuse boards 		Ensure occupants are aware
No Smoking Area	As above		<ul style="list-style-type: none"> Whole building is a non-smoking environment 		Guests are informed on non smoking premises
Smoke detector sounder Emergency lighting All rooms apart from bathroom	As above		<ul style="list-style-type: none"> Ensure that the detector? Sounder? Lighting is serviced as part there regular maintenance schedule Any problems call engineer as an emergency 		
Fire extinguishers	As above		<ul style="list-style-type: none"> Ensure that these are serviced annually or more often if required Check weekly after every group 		
Evacuation route Emergency lighting	As above		<ul style="list-style-type: none"> Ensure that this is signed Ensure route not obstructed Ensure that all staff / Visitors are aware of evacuation plans Ensure Monthly checks Ensure regular maintenance 		


Assessment carried out by:	Elaine Clarke	Signed:	
Date of assessment:	August 2024	Review date:	August 2025

CARDFIELDS CENTRE

Fire Risk Assessment

Location: Lounge (House-ground floor)

Date: August 2024

Hazard/ activity	Persons at risk	How could be harmed	Control Measures	Risk level	Comments/ action
Electric fire	Young people, staff and all visitors to Cardfields	Touching while hot faulty switches	<ul style="list-style-type: none"> Ensure all electrical appliances serviced regularly Any problems call a qualified electrician as a matter of urgency Ensure no furniture placed near fire 	Low Low Low	.
Electrical lights (wall and ceiling)	As above	Touching while hot faulty switches	<ul style="list-style-type: none"> Ensure all electrical appliances serviced regularly Any problems call a qualified electrician as a matter of urgency 	Low Low	
Television DVD /VHS /CD PLAYER	As above	Pulled from wall, falling off and wiring becomes disconnected	<ul style="list-style-type: none"> Ensure that all appliances are checked as part of annual PAT test Ensure visiting staff are aware that these should be switched off and unplugged at night An problems arise to call a qualified electrician 	Low Low Low	
Patio doors	As above	Fingers and hands	<ul style="list-style-type: none"> Ensure doors are closed properly especially in high winds to ensure fingers or hands are not injured 	Med	
Main door	As above	Fingers hands	<ul style="list-style-type: none"> Ensure that the door is compliant that staff children are made aware` 	Med	
Assessment carried out by:		Elaine Clarke	Signed:		
Date of assessment:		August 2024	Review date:	August 2025	


CARDFIELDS CENTRE

Fire Risk Assessment

Location: Dining Room

Date: 13/08/2024

Hazard/ activity	Persons at risk	How could be harmed	Control Measures	Risk level	Comments/ action
Hot trolley	Young people, staff and all visitors to Cardfields	Burning and scalds	<ul style="list-style-type: none"> Ensure this is checked as part on the annual electrical appliance test If any problem e.g. overheating /plug becoming hot etc. call in an electrician as a matter of urgency Hot trolley should only be used by the Cardfields staff following instruction on correct use Ensure turned off after use 	Low Low Low Low	All pat testing carried out on an annual basis.
Electric lights –wall, ceiling and wall plugs	As above	Electric shock	<ul style="list-style-type: none"> Ensure switches and wall plugs are installed by qualified trades' person If any problems with plugs or sockets overheating a tradesperson to be called to maintain 	Low Low	
Wooden steel plastic furniture, carpets, vinyl table covers and blinds	As above	Trip, slips and falls. Strangulation of cords	<ul style="list-style-type: none"> All areas designated no smoking Keep all flammable furniture etc. away from source of heat e.g. Hot trolley Whenever possible use fire retardant fabrics 	Low Low Low	
Safety measures					
Fire doors	As above	Fire risk and trapping of fingers	<ul style="list-style-type: none"> Check door closures operate properly Doors closed at night Door to self-catering kitchen to be locked at night by visiting groups 	Low Low	Fire doors are being updated. Groups are advised of door closure during initial welcome meeting re: H&S.
Smoke detector Sounder	As above	If sounder stopped working fire risk	<ul style="list-style-type: none"> Ensure that detector / sounder is maintained as part of the regular service schedule Groups are advised of alarm system upon arrival 	Low Low	Annual testing carried out. Groups are taken through a fire test upon arrival and

Hazard/ activity	Persons at risk	How could be harmed	Control Measures	Risk level	Comments/ action
					notified of fire meeting points/procedures. Copy of floor plans with fire exists given to group leader.
Evacuation route	As above		<ul style="list-style-type: none"> • Ensure evacuation route is signed • Ensure free from obstruction 	Med	As above.
Emergency lighting	As above		<ul style="list-style-type: none"> • Ensure emergency lighting checked monthly and recorded • Regular maintenance schedule 	Low	
Smoking	As above		<ul style="list-style-type: none"> • No smoking site refer to Islington council policy re: smoking within a certain perimeter • This is to be adhered to with private groups 	Low	Groups are advised upon arrival. Cardfields staff monitors and address during visit.
Fire extinguishers located in the hallway	As above		<ul style="list-style-type: none"> • Ensure maintained as regular checks and recorded 	Med	Yearly visits from TP Fire Services to maintain extinguishers.
Fire blanket situated in adjoining kitchen area	As above		<ul style="list-style-type: none"> • Ensure maintained as regular checks 	Low	
Fire place front panel has now been taken off	As above		<ul style="list-style-type: none"> • Kept clean and clear regular checks 	Low	Regular inspection.
Birds dropping down through chimney	As above				Regular inspection.
Assessment carried out by:	Elaine Clarke		Signed:		
Date of assessment:	August 2024		Review date:	August 2025	