

Cefn Lea Park

Health and Safety and other Important Information for Guests.

(Please inform your group of this information)

Health & Safety:

Cefn Lea is committed to ensuring that all guests have an enjoyable and safe visit. Therefore we have a policy that we recommend to all guests regarding Health and Safety. This Policy contains both instruction and information pertinent to individuals and Group Leaders. This is divided into 2 sections, one relating to inside the buildings, and the other the external grounds. A copy of our Risk Assessments are available upon request.

PLEASE ENSURE CHILDREN ARE SUPERVISED AT ALL TIMES.

External Grounds:

Many people come to Cefn Lea to enjoy the countryside. Please follow these Site Rules:

Please keep to the areas designated Cefn Lea Ground. You do not need to climb over any fences.

Cattle grids are for vehicular use only. Please use the side gates for access.

Use the traffic-free route running alongside the main road for access to the Mountain Walk. When crossing the main road, please ensure that a member of Staff / Group Leader / Adult supervises.

Nature Reserve. This is located in a fenced off area. Access can be obtained by the collection off the appropriate code for the combination lock from the reception. Children are only permitted to use the Nature Reserve under responsible adult supervision as the water is deep and the banks of the ponds are steep in places and often screened by natural vegetation.

When the ground is wet, please take appropriate care when walking on steep banks and fields.

Cefn Lea operates a 10-mph speed limit on its grounds. Please do not exceed this.

Site vehicles are not permitted to be used by guests.

The 'Play Area' equipment is inspected monthly for wear and tear.

Interior Buildings and Accommodation:

Cefn Lea meets the requirements set out by the Landlord/Homeowner Health and Safety Records for Gas.

All of our portable electrical equipment is PAT tested.

Please note that our Sports hall and leisure facilities are to be used only with Staff, Leader or Adult supervision. We ask that the set-up of equipment is only done by these people. We provide plastic cones for use on the football field, please see reception for these.

Cefn Lea provides tea and coffee with meals which must be served by a member of Staff/ Group Leader or adult.

We operate a strict No Smoking Policy in all our buildings, especially the Accommodation. Please ensure that everybody respects this.

The Main building operates a No Alcohol Policy. The management, due to the dangers posed to guests and Staff will not tolerate abuse of Alcohol and its corresponding behaviour.

When using the Chalet accommodation, please ensure that the guard-rails are used with the bunk beds. Children 7 years old and upwards only to use top bunk. Maximum occupancy is 5 people per room.

Gas Appliances, (Fires and cookers) are only to be used by Adults, Staff Members or Group Leaders. Please make sure that they are turned off correctly after use.

All Chalet accommodation is equipped with Fire doors. Please make sure that these remain closed. Fire blankets are located in each Kitchen, and Fire Extinguishers are located near each exit.

Instructions regarding discovery of a fire, and evacuation procedure are located in the main buildings and on the back of all bedroom doors.

If hired, hot water boilers and fire pits should be supervised by a responsible adult.

First Aid:

Each Group must provide their own First Aider

In the unfortunate case an accident occurs, a report must be made to Cefn Lea Management and recorded in the accident book.

First Aid posts are located at Reception and the Main Kitchen. The following Staff Members hold a current First Aid Certificate:

Daniel Morgan, Leanna Morgan, Christopher Morgan.

For more serious accidents, the Group Leader should decide whether to phone 999 or take the injured person to Newtown, Welshpool or Shrewsbury.

The addresses are as follows:

Newtown Doctors Surgery (15min drive)
Minor Injuries Unit (Mon-Fri, 8:30am-6:30pm)
The Surgery, Park Street
Newtown
Powys
SY16 1EF
01686 611611

Welshpool Hospital (40min drive)
Victoria Memorial Hospital
Salop Road
Welshpool
Powys
SY21 7DU
01938 553133

The Royal Shrewsbury Hospital A&E (70min drive)
Mytton Oak Rd
Shrewsbury
SY3 8XQ
01743 261000

SHROP DOC – 24hr local Medical help and advice – 0844 406 8888

Directions to Welshpool hospital are available from reception.

Other Important Information:

We recommend you have the correct licences in place for your event if you are showing, copying, playing, singing or selling etc other people material. Useful numbers: CCLI – Christian Music (ccli.co.uk) 01323 436103, CLIP - Films (copyrightclub.co.uk) 0207 984 5921.

We recommend you lock your conference rooms if you have valuables in them and your group to lock their own valuables in their cars.

We recommend that you have CRB checks and other relevant information in place for your retreat.

Thank you very much for reading through these guidelines. We hope that you have a memorable and enjoyable visit to the Heart of Wales.

Revised Jan 2015

CEFN LEA PARK ADDRESS – Cefn Lea Park, Dolfor, Newtown, Powys, SY16 4AJ. PHONE NUMBER 01686 625275, Map Reference 309 156 285 939

