

Fletcher Family Gathering 2017

Preface to the Health and Safety Guidance Document

Every year before the Gathering, planning for events and accommodation takes place by the main organisers John and Barbara, Pete and Heather, Mark and Keith. This happens over a period of months and every aspect of the Gathering is discussed; visits are made and arrangements put in place with businesses and venues. We have always been diligent in making ourselves aware of the health, safety and welfare of the group during the activities.

This year, following the distressing events in the UK and current climate of health and safety concerns, we have decided to pay even more attention to these issues for all those attending the Gathering.

This has culminated in the formalising and structuring of the following document. It looks a bit formal and official but it has to be like that really as we take this stuff seriously. We have tried to make it user friendly and in no way alarming.

We just want you to know that we hope you will all have a great time and will go home safe and happy. These checks and safeguards have always been in place but we are sharing the information we have with you this year to put your minds at rest.

Much of the guidance (like wearing appropriate footwear and outdoor clothing) we know you are already aware of, we are just highlighting stuff that has been pointed out to ourselves when organising events.

You can also read this document on the Fletcher Family Website and copies have been included in this year's Family Gathering Booklet.

Fletcher Family Gathering 2017

Health and Safety Guidance

<u>Date</u>	<u>Event</u>	<u>Location</u>	<u>Health and Safety Guidance</u>
16/07/17	Arrive Hotel	Copthorne Hotel CF14 7AW	<p>Most of those booked in at the hotel are familiar with the Copthorne Hotel from the last Gathering. In addition to this previous knowledge, several visits to the hotel have been made and a copy of their Risk Assessment received. Copies are available on request. Detailed info covers Fire evacuation procedures, crowd control, setting up of areas including staging, partition walls and doors, seating arrangements and cleaning, and training of employees in significant risk issues e.g. Tripping hazards, movement of hot food. The trained Risk assessor is Gary Hughes as at 2016. Policy reviewed annually or when changes occur. The Fire Assembly Point is signposted in the Car Park. Details of fire exits and escape routes are in all bedrooms and around hotel. Additional checks on the Glamorgan Suite showed clearly marked Fire Exits at both ends of the room, Fire Extinguishers and Fire Alarm Bells in place, clear directions for fast safe escape and special evacuation wheelchair available for Mark to get him up the stairs. Lifts and stairs not to be used by able bodied during evacuation. Care should always be taken using stairs and help requested from staff if needed here or in other hotel areas and facilities. Mark Fletcher has visited the hotel and is aware of health and safety issues related to his disability. Defibrillators are also available at the hotel.</p>
17/07/17	Guided walk and	Pontypridd and Treforest	<p>Group led by Dave Gwyer, Assistant Curator Ponty Museum, an experienced Guide in this area. Organisers have met with Dave on several occasions to plan the route and have been on one of his guided walks. He has also provided guidance for accessing the following advice.</p> <p>A risk assessment has been done by organisers highlighting the following issues:</p> <ul style="list-style-type: none"> • Suitable walking shoes and outdoor weather clothing to be worn. A hat, Sun cream and water recommended. • Consideration will be given to the general fitness of the walking group. We estimate that walking will not be strenuous and will

	Lunch venue	The Otley Arms CF37 1SY	<p>proceed at the pace of the slowest members.</p> <ul style="list-style-type: none"> • Walk Leader will advise group of any known existence of slippery or uneven surfaces, steps and slopes. Care to be exercised by all participants to avoid slips, trips and falls on slippery, uneven or stepped surfaces due to rain/wet leaves, tree roots, muddy ground, trailing clothes etc. • Participants should tell leaders of any difficulties experienced during the walk, feeling unwell, needing to rest or need for hydration or support. • Participants to exercise due care to prevent injury caused by cars/transport when crossing roads. Road crossing points for pedestrians will be used whenever possible. If needed the group may be split into smaller groups • Walkers to look out for points on the route where pavement narrows or there is no pavement access. Group will walk in single file where necessary. • Walk Leaders to carry mobile telephones in case of emergency. Leaders to have list of mobile telephone numbers for adults. Participants must stay with group at all times unless agreed with leaders. A meeting point can be designated lest anybody gets lost. Walk leaders will undertake regular “head counts” of the group. • Participants to be aware of members of public and act appropriately. • Mark has been involved in the planning and visits to the area and consulted on wheelchair accessibility and safe use. <p><u>The Otley Arms</u></p> <ul style="list-style-type: none"> • There are three entrances – Two entrances are on the Long Row side of the building (both have numerous steep steps up to the door) are not suitable for people with disabilities. The third entrance on the Forest Road side of the building is suitable for disabled access and is on street level. • Smoking area on Long Row side of building. • Door exists marked.
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			<ul style="list-style-type: none"> • Smoke detectors in all areas. • Only two fire extinguishers visible and situated at the entrance to the kitchen from the two bar areas. • Food hygiene rating was done on 19th April 2017 and is 3 stars (satisfactory). The Rhondda Cynon Taff sticker certificate is displayed at both Long Row entrances. • Toilets downstairs in basement. Please take care on the stairs. • Disabled toilet on ground floor; marked but locked. The key obtainable from the bar.
18/07/17	<p>Family History Guided tour and access to Archive Resources linked to Fletcher Family.</p> <p>Lunch venue</p>	<p>Glamorgan Archives CF11 8AW</p> <p>The Sand Martin Pub CF11 8ER</p>	<p>Glamorgan Archives have been contacted and advice regarding Health and Safety and Risk Assessment requested. To date we have received information regarding their Access Strategy and Searchroom Rules which can be viewed on request. Clearly security and the safety of people and documents are priorities at this venue. The following are taken from the full documents:</p> <ul style="list-style-type: none"> • The building is fully accessible to all users. • Trained staff are available to advise on procedures and resources. • Clear signposting to on-site and remote access points. • Coats, bags/cases and hats not to be taken into searchroom. Secure arrangements for personal property. Laptops allowed. • Electrical equipment is maintained and in good working order. • Cameras, paper or file may be taken into searchroom and pencils but not pens. • No food or drink allowed and no smoking anywhere in building or grounds. • No document may be removed from searchroom. <p>This venue was visited on 26/07/17 when the following information was ascertained:</p> <ul style="list-style-type: none"> • The Pub is all on ground level and is easily accessed from the car park. • Seating is plentiful in the Carvery and other areas of the Pub – wide aisles and no stairs. • Fire exits are clearly marked around the building – three were seen in addition to

			<p>the main entrance.</p> <ul style="list-style-type: none"> • Disabled toilets alongside Ladies and Gents at rear of building clearly signposted, spacious and clean. • Discussion with staff assured me that the Company's fire extinguishers were sited in staff areas of the Pub and kitchens. He said all precautions were in order. • Food Hygiene rating 4 stars.
18/07/17	Farewell Dinner	Elgano's Italian Restaurant CF11 9LL	<p>Two visits have been made to the restaurant by organisers including Mark. The restaurant has been asked for any information it can give in a written form regarding access and fire exits.</p> <p>From the visits made in Spring 2017 the following information can be given:</p> <ul style="list-style-type: none"> • The meal has been booked to take place at the rear of the restaurant at ground floor level near to rear exit. • Front and rear access is available. • Disabled toilet facilities are on the ground floor. • Food Hygiene Rating searched on line with no results found. • Quality of food and hygiene on the day tested and approved by organisers.

Please note: The Organisers of these and other events during the Fletcher Family Gathering do not accept liability for any harm to persons or property. All information provided is believed to be true and accurate at the time of writing. All participants in events do so at their own risk and under no obligation.

Compiled by Barbara Fletcher

26/07/2017