



Welcome to Alan Baybutt & Sons Ltd.

This pack aims to give you some relevant information that you may require during your stay on the farm and also some local information you may find helpful.

FACILITIES

In your accommodation you will have fully functional kitchen facilities and bathroom facilities. Please report any faults to Vaidas or the office.

You will also find on site a laundry room, which is situated in the barn. Here you will find washing machines for your use. Each machine will be numbered to identify which caravan it is available for. These machines can be used free of charge, however you must purchase your own washing detergents. Tumble driers are available to use. This service is payable at £1 per 60 minutes.

If the machine is not working correctly please report this to Vaidas or the office.

Please ensure that pockets are emptied prior to placing laundry in the machines and do not put shoes, outdoor boots or disposable gloves in the machines.

You are welcome to purchase laundry rails to dry your washing in the laundry room and are encouraged to leave wet outdoor clothes/wellington boots in there to dry.

WI-FI

The farm provides wi-fi internet access free of charge for anyone wishing to use this. This is done by selecting LETSGOWIFI and registering with your name and email address, after which you can log on each time with your own password. Internet usage is monitored and downloading and streaming television or games is strictly not allowed as this overloads the capacity of the system. If this happens the system will be shut down and not available for use.

SHOPPING TO SOUTHPORT

A coach will be available to take you to the nearby supermarket in Southport. The coach will collect you in the main yard area and bring you back here. This is free of charge.

Please see the notice board in the laundry room for updates on date and times for the coaches.

ELECTRICAL APPLIANCES

You are welcome to purchase electrical items, however this is done at your own risk, ABS will accept no responsibility for any items purchased. All electrical items that you either purchase or bring with you must be brought to the office so they can be PAT tested before use. Any items you have brought from outside the UK with a two pin plug will need an adapter to convert to a three pin socket. These can be purchased locally or at the supermarket. **Under NO circumstances must you try to fit the two pin plug into the three pin socket.**

GAS CYLINDERS

Caravans are fitted externally with gas cylinders and it is important that you do not smoke near the area or allow a naked flame to come anywhere near the gas cylinders.

A trolley is provided by the gas bottle storage area and you must use this carefully when transporting the gas bottles to and from this area. Always return empty bottles to this area.

A suitable spanner is also located at the gas bottle storage area, to be used when changing gas bottles. This must be returned to the storage area for others to use.

Gas bottles must be turned off before unscrewing the pipe and never turned on until the pipe has been attached and tightened to the new cylinder.

If you are unsure on how to change a gas bottle please ask in the office.

REPORTING FAULTS

GAS

If you have any problems with gas appliances:

- Turn off the gas supply inside the caravan.
If it is not possible to turn off the gas inside the caravan then go outside to the gas bottle and turn the supply off there.
- Once the supply has been turned off, report the fault to a senior member of staff.
- Do not operate any gas or electric appliances or smoke near the area until you have been informed it is safe to do so.

ELECTRICAL

If you have any problems with electrical items:

- Switch off the appliance and unplug it at the wall.
- Report the fault to a senior member of staff.
- Do not attempt to use the electrical item until you have been told it is safe to do so. It is your responsibility to ensure that electrical items brought by yourself are safe to use. ABS will accept no responsibility for incidents caused by your own faulty items.

HOUSEHOLD WASTE

Blue waste skips are provided for your household waste. Please ensure waste is put into bags and sealed prior to placing in the skips. The skips are located on entry to the caravan site. Please do not leave waste collecting outside the caravan doors as this will attract vermin. Do not put rubbish into the red recycling skip.

CARAVAN SAFETY

Fire blankets and fire extinguishers are located in every caravan, please make sure you know where these are in case of an emergency. Smoke and carbon monoxide alarms are also located in each caravan for your safety. Under no circumstances must any of the safety items be tampered with or removed from the caravans.

CARAVAN INSPECTIONS

ABS will, without notice, perform inspections of accommodation and the outside areas. These will be done to check your accommodation is being properly maintained and to ensure that lights and heaters are not left switched on when the accommodation is empty. The area surrounding the caravan will be checked for waste, to ensure that this is placed in the skips provided. No rubbish or personal items are to be left under the caravans. This is a fire hazard and will be removed immediately. Any damage to the accommodation will be noted in the inspection.

Smoke/ Carbon monoxide alarms and safety equipment will be checked.

If the accommodation, its contents or equipment are found to be missing, damaged or tampered with you may be asked to come to the office for a consultation, this may lead to disciplinary action and a fine deducted from your weekly wage.

Remember - this equipment has been placed there for your safety !

NOISE AND BEHAVIOUR

Due to the farm operating 7 days a week and with early starts, you are requested to respect the other staff and neighbours who are not working and still asleep. Please keep noise to a minimum.

There are also local residential properties close by and you are requested to keep noise to a level that will not disturb these neighbours.

Anyone who creates excessive noise will be asked to leave the farm and reside elsewhere.

VISITORS

No vehicles are to enter the farm or be parked on ABS property without permission from ABS.

Visitors must have authorisation from ABS, prior to entering the site.

Visitors must not stay overnight in the accommodation without the express permission from ABS.

VEHICLES

Vehicles may park on site under the following conditions:

- All vehicles are fully taxed, insured and have a valid MOT to at least minimum UK standards
- Any person driving a vehicle is insured and holds a current driving licence.
- A speed limit of **10 mph** is observed on ABS site.
- Any employee seen driving in a dangerous manner which may bring the Company's name into disrepute, will not be allowed to bring the vehicle on site any longer.

Any employee failing to follow the above rules will forfeit the right to park the vehicle on ABS site.

LOCAL AMENITIES

The nearest shops are located in Hesketh Bank. Here you will find shops to help with your everyday needs, including a pharmacy. Tarleton is the next nearest village again with more shops and a library. Accessibility to these villages is easier by vehicle or bicycle.

The towns of Southport and Preston can be accessed by bus. If you need any further information please contact the office.

HEALTH

Medication can be purchased from the local pharmacy or the supermarket pharmacy. If you require advice you can speak to the pharmacist. If you require to see a Doctor or dentist please see the notice board in the wash room for information.

HOSPITAL

The nearest accident and emergency department is at Southport & Formby District General Hospital, Town Lane, Southport PR8 6PN Telephone 01704 547471

If you require an ambulance you must call emergency services: 999

CCTV

Alan Baybutt & Sons have CCTV in operation all around the site

The cameras are in operation constantly and images are monitored and recorded for the purpose of site security, employee/public safety and general production activity.

Alan Baybutt & Sons

ACCOMMODATION

Here at Alan Baybutt & Sons Ltd we take your health and Safety and wellbeing seriously, therefore any actions which compromise this may lead to you being asked to come to the office for a consultation which may lead to:

- Disciplinary Action
- A verbal or written warning
- Being asked to leave ABS accommodation
- Having to pay to repair / replace damaged or missing items.

Below are examples of actions which may lead to the above

1. Tampering with the smoke alarm and fire blanket
2. Removal of fire blanket/fire extinguisher
3. Smoking in accommodation
4. Any deliberate damage to the washing machines
5. Any deliberate site/accommodation damage
6. Heating left on when accommodation is empty
7. Household waste – in or around caravan not removed appropriately

EMERGENCY CONTACTS & PROCEDURES

EMERGENCY TELEPHONE CONTACTS

POLICE	999
AMBULANCE	999
FIRE	999

Hospital	SEE NOTCICE BOARD IN WASHROOM
Doctor (walk in Centre)	SEE NOTCICE BOARD IN WASHROOM
Dentist (emergency)	SEE NOTCICE BOARD IN WASHROOM

Farm Address:

Alan Baybutt & Sons Ltd
467 Moss Lane
Hesketh Bank

Preston

PR4 6XJ

Telephone: 01772 813113 or 01772 815945

Staff contact names and numbers:

Farm Manager- Charlie : 07899891253

Seasonal staff manager – Vaidas 07857097371

Payroll - Helen – payroll@alanbaybutt.com or staff@alanbaybutt.com 01772 815945

LOCATIONS FOR DISCONNECTION OF WATER/ELECTRIC

- | | |
|----------|--------------------------------------------------|
| WATER | - Outside Main Office |
| ELECTRIC | - Caravan Supply at Main Box at wind break fence |
| | - Building 2 |
| | - Building 3 |
| | - Workshop |



ALAN BAYBUTT & SONS

HEALTH & SAFETY INFORMATION ACCOMMODATION RISK ASSESMENT

FIRE PREVENTION

- No naked flames allowed inside accommodation.
- No smoking in accommodation.
- No clothes drying within 1 meter of heaters.
- Electrical equipment to be PAT tested.
- All accommodation has a fire extinguisher and fire blanket – These must not be removed or tampered with
- A large central fire extinguisher is placed at the centre of site accommodation.
- All accommodation gas bottles to be placed 6m apart.
- All accommodation is fitted with Smoke & CO2 alarms which are tested regularly.
- Access must be left for Emergency Services.

GAS LEAK RISK

- All gas plumbing and appliances are serviced and certified to recognised CORGI standards.
- All gas boilers are maintained and certified to CORGI standards.
- Carbon Monoxide alarms are in use in accommodation and kitchens with gas appliances.

RISK GLASS BREAKAGES

- All windows and doors must be kept closed or held secure during windy weather.
- No undue force must be used when opening or closing glass windows or doors.
- No Objects must be thrown near to glass windows or doors

- Any glass breakages must be cleared away immediately and thoroughly disposed of in the glass bin.

FIRST AID

Please see the site map for the location of the first aid boxes and details of

First aid trained personnel.

GENERAL SAFETY RULES

- No person may drive or operate or ride on any vehicle or machinery without authorisation. Anyone doing so will be dismissed immediately.
- All persons must be aware of and stay clear of all moving vehicles around the farm yard.
- Staff must not work under the influence of drugs or alcohol.
- Only trained and authorised persons may enter the pesticide store and use pesticides.
- Any staff walking on the yard or into the main building must wear Hi Viz jackets.
- Staff walking on the main yard in front of the buildings must keep the pedestrian walkways.

IN CASE OF A FIRE

- On discovering a fire, alert all people in the vicinity.
- If the fire is small and can be put out, if possible turn off gas or electric, use the extinguishers provided. If the fire is caused by an oil/chip pan use a fire blanket.
- If the fire cannot be put out evacuate the caravans quickly and calmly.
- Do not stop to collect any personal belongings.
- Where possible close doors behind you.
- Do not re-enter the caravans until the fire officer has told you that it is safe to do so.
- Ring the fire bell and assemble at the designated assembly point close to the road.

Make sure you have alerted everyone in the vicinity

Do not fight the fire:

- If it is too dangerous to do so.
- If you are on your own
- If your escape route will be cut off by fire or smoke
- The fire continues to grow

- There are dangerous chemicals involved
- If you fight the fire use the correct extinguisher which can be found in every caravan, at a fire point in the centre of the caravans and on the wall next to the glasshouse.

DIAL 999 AND ASK FOR THE FIRE BRIGADE

IF YOU ARE DIALING FROM THE OFFICE YOU MUST DIAL: 999

GIVE THE OPERATOR THE CORRECT ADDRESS

DESCRIBE WHAT IS ON FIRE

INFORM THEM IF ANYONE IS TRAPPED

Farm Address:

Alan Baybutt & Sons

Hodsons Farm

467 Moss Lane

Hesketh Bank

Preston

Lancashire PR4 6XJ