



K FELLFARERS - High House Policy

January 2010

1. Purpose

The purpose of this policy is to create a common understanding of the use and maintenance of High House between club members.

2. Use by Members and their Guests

2.1. The club aims to reserve High House for the exclusive use of members and their guests as follows -

- January Up to and including the New Year bank holiday - variable
One weekend mid month - 2 nights
- February One weekend and mid-week to coincide with half-term - 7 nights
- March Working weekend mid-month - 2 nights
- March/April Easter bank holiday weekend - 4 nights
- May May Day bank holiday weekend - 3 nights
Spring bank holiday week-end plus mid-week - 9 nights
- June/July One weekend either just before the National Trust or just after, depending on circumstances
- August The whole of the month ending with the August bank holiday weekend.
- September Working weekend mid-month to coincide with the Borrowdale Show - 2 nights
- October First weekend in the month - 2 nights
One weekend and mid-week to coincide with the start or finish of half-term - 7 nights.
- November Remembrance Weekend - 2 nights
- December Christmas through New Year - variable, but approx. 9 nights

2.2. Members and their guests may use High House at any other times, but discretion must be exercised when thinking of using High House if an external club has made a booking.

In circumstances where adults wish to take children to High House (or on any other club event) for whom they do not have parental responsibility, it is recommended they obtain formal permission from the children's parents using the parental consent form. It is also recommended that all the adults involved read the guideline 'Children at High House'. Both the form and the guideline are available from the Honorary Secretary and via the Club website.

2.3. Members have unlimited use of High House, for which no charge is levied.

2.4. Members can obtain a key (one per family) from the Chairman, on payment of a £10 deposit.

2.5. Each member may take up to 2 guests with them, either for an overnight stay or a visit. A charge of £5.00 per guest per night is levied where High House facilities are used. Member's children under the age of 18 and other children under the age of 5 may use High House free of charge. Other children of 5 years of age or over are considered to be guests and the full guest fee for each is due. Responsibility for collecting guest night fees and passing them on to the Treasurer lies with the member.

2.6. High House guidelines -

2.6.1. Men and women should use their respective named dormitories, washing and toilet facilities. Mixed - gender sleeping arrangements (including family groups) must be agreed in advance by all people staying in the hut.

2.6.2. Members must keep noise to a minimum after 11.00 if there are other people asleep upstairs.

2.7 Members may book High House on Monday to Thursday nights inclusive, as an external group, at a discounted rate.

2.8 The Committee may decide that children and/or guests cannot be taken to High House for particular busy weekends, e.g. working weekends, fell race weekends.

3. Use by Non-members

- 3.1 It is club policy to actively offer High House to let at all other times to internal or external groups to generate funds for its upkeep and to share this valuable resource with other people.
- 3.2 These groups must be people who intend to use the building as a base for the enjoyment of the outdoors.
- 3.3 High House is reserved each year for the following groups-
 - * National Trust From the last weekend in June starting Friday night, through into July—14 nights.
A nominal fee set by the Treasurer is levied to cover basic costs such as fuel etc.
 - * K Lads Generally the first weekend in December, but to be confirmed each year.
- 3.4 The entire building is offered and not individual beds. This excludes the member's room which is available to members at all times.
- 3.5 Weekend use is restricted to two weekends per year per group.
- 3.6 Use by groups of multiple mid-weeks is sought and encouraged.
- 3.7 Nightly rates apply as agreed by the committee at the AGM.
- 3.8 Discretionary rates may apply for multiple week usage, or a Sunday night taken with a weekend booking.
- 3.9. The Hut Booking Secretary may use his discretion to apply rates different from the above.
- 3.10. Groups may be banned from further occupancy if their use of High House has been unsatisfactory.

4. General Guidelines for All Users

- 4.1. Users behaviour should give due consideration to other users.
- 4.2. Pets are not allowed to sleep in the building and are not allowed in any room but the common room.

5. Environmental Policy

- 5.1. Hut users are requested to take away waste materials for recycling.
- 5.2. The burning of toxic materials (specifically plastics) is not allowed.
- 5.3. Materials which have minimal detrimental affect on the environment are to be used in building work.
- 5.4. The use of environment-friendly cleaning materials is actively encouraged.
- 5.5. The grounds of High House are to be developed to improve the diversity of wildlife habitats.

6. Maintenance

- 6.1. Two working weekends are held each year, generally in March and September, at which members can help to maintain and improve the building, its contents, and the grounds.
- 6.2. Work to be carried out is discussed and planned at the previous committee meeting.
- 6.3. Workmanship is expected to be of a high standard, and must take into account the Health and Safety requirements of the occupiers.
- 6.4. For work where more professional help is required, use is made of local trades people where possible.
- 6.5. All furniture must pass current fire safety regulations.
- 6.6. An Annual Risk Assessment is made of the premises at or before the September working weekend. The purpose of this is to identify dangerous features, evaluate the danger, and implement actions to reduce risks to an acceptable level. Appropriate documentation is kept.
- 6.7. Professional routine inspection, maintenance and certification is carried out as follows

Fire Extinguishers	Annual	Draper
Fire/Smoke Alarm	Annual	Draper
Emergency Lighting	Annual	Draper
Water Supply Quality	6 Monthly	Allerdale District Council
Electrical Installation	3 Years	Whitbeck
Electrical Portable Appliances	Annual	Whitbeck
Gas appliances and Supply Installation	Annual	Beatty

- 6.8. The following inspections are carried out by the club at a working weekend as part of the Risk Assessment.

Electrical Appliances	Annual	Visual check
Gas Appliances	Annual	Visual/nasal check of hobs and external fittings
Solid Fuel Stoves	Annual	Visual/nasal check

7. Health and Safety (H&S) Policy

7.1 The purpose of the policy is to ensure that High House is operated and maintained in a manner which provides a safe and healthy environment for all users.

7.2 The Committee is responsible for H&S at High House and for assessing the implications of current and future H&S legislations. The Hut Sub-committee is required to keep the Committee informed on all practical matters relating to H&S.

7.3 The Committee shall ensure that all legal requirements are complied with, e.g. regular risk assessments, regular checking of gas, electricity, water facilities, using professional services where required.

7.4 The Committee shall ensure that the rules pertaining to the use of High House provide a safe and healthy environment.

7.5 The Committee shall ensure that High House is maintained in accordance with section 5 of the High House Policy. All maintenance work must be conducted in a safe manner, e.g. safe use of ladders and other equipment.

7.6 All High House users have a responsibility to behave in a sensible manner and to avoid creating H&S problems, Problems, e.g. not engaging in hazardous activities, clearing up broken glass, not using candles. All H&S incidents must be reported to the Committee. All users of High House are responsible for meeting their own first aid requirements.

Version	Date	Author	Amendment
1	26.03.03	H Taylor	First Draft
2	14.12.04	H Taylor	Presentation to AGM
3	26.10.05	H Taylor	Amendments following AGM
4	15.12.05	M Fox	Amendments by Committee
5	26.12.07	M Fox	References to children in 2.2 and 2.5 added. Some detail in 6.1, 6.6, 6.7, 6.8 added. Agreed by committee Jan 2008
6	13.01.09	M Fox	Amendments to 2.1 January, 2.1 February. 2.4. And 2.5 amended. 2.6.1 amended. 2.7 added. 6.1 amended.
7	07.11.09	M Fox	Item in 2.1 amended to Remembrance Weekend. List in 6.7 expanded.
8	30.11.09	A Reynolds	2.2 and 2.5 replaced, 2.8 and 7 added. Agreed at AGM 2010