

PERMANENT
RESIDENTIAL MOBILE HOME SITES

SITE BOUNDARIES

1. The site boundaries should be clearly marked, for example, by fences or hedges.

The site owner should give the local authority a plan of its layout.

A 3 metre wide area should be kept clear within the inside of all boundaries.

2. Subject to the following variations, the minimum spacing distance between caravans occupied separately should be 6 metres and every caravan should not be less than 2 metres from a road.

The point of measurement for porches, awnings etc., is the exterior cladding of the caravan.

- Porches may protrude 1 metre into the 6 metre separation distance between units and should be of the open type.
- Where awnings are used, the distance between any part of the awning and an adjacent caravan, should not be less than 3 metres. They should not be of the type which incorporates sleeping accommodation and they should not face each other or touch.
- Eaves, drainpipes and bay windows may extend into the 6 metre space provided the total distance between the extremities of two adjacent units is not less than 5.25 metres.
- Where ramps for the disabled, verandas and stairs extend from the unit, there should be 4.5 metre clear space between them and such items should not face each other in any space. If they are enclosed, they may need to be considered as part of the unit and, as such, should not intrude into the 6 metre space.
- A garage, shed or covered storage space should be permitted between units only if it is of non-combustible construction (including non-combustible roof) and sufficient space is maintained around each unit so as not to prejudice means of escape in case of fire. Windows in such structures should not face towards the unit on either side. Car ports and covered walk-ways are not allowed within the 6 metre space. For cars and boats between units, see standard (28).

3. The density should be consistent with safety standards and health and amenity requirements.

The gross density should not exceed 50 caravans to the hectare, calculated on the basis of the usable area (i.e excluding lakes, roads, communal services and other areas unsuitable for the siting of caravans) rather than the total site area.

ROADS, GATEWAYS AND FOOTPATHS

4. Roads and footpaths should be designed to provide adequate access for fire appliances (detailed guidance on turning circles etc. is available from fire authorities).

Roads of suitable material should be provided so that no caravan standing is more than 50 metres from a road.

If the approach to the caravan is across ground that may become difficult or dangerous to negotiate in wet weather, each standing should be connected to a carriageway by a footpath with a hard surface.

Roads should not be less than 3.7 metres wide or if they form part of a clearly marked one way traffic system, 3 metres wide.

Gateways should be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.

Footpaths should not be less than 0.75 metres wide.

Roads should have no overhead cables less than 4.5 metres above ground.

Roads and footpaths should be suitably lit.

Emergency vehicle routes within the site should be kept clear of obstruction at all times.

HARD STANDINGS

5. Where possible every caravan should stand on a concrete hard standing which should:-

- extend over the whole area occupied by the caravan placed upon it, and
- project a sufficient distance outwards from the entrance(s) of the caravan to enable occupants to enter and leave safely.

FIRE FIGHTING APPLIANCES

FIRE POINTS

6. These should be established so that no caravan or site building is more than 30 metres from a fire point.

They should be housed in a weather-proof structure, easily accessible and clearly and conspicuously marked '**FIRE POINT**'.

FIRE FIGHTING EQUIPMENT

7. Where water stand-pipes are provided and there is a water supply of sufficient pressure and flow to project a jet of water approximately 5 metres from the nozzle, such water stand-pipes should be situated at each fire point.

There should be a reel that complies with British Standard 5306 Part 1, with a hose not less than 30 metres long, having a means of connection (preferably a screw thread connection) to a water stand-pipe with a water supply of sufficient pressure and terminating in a small hand control nozzle.

Hoses should be housed in a box painted red and marked '**HOSE REEL**'.

8. Where stand-pipes are not provided but there is a water supply of sufficient pressure and flow, fire hydrants should be installed within 100 metres of every caravan standing.

Hydrants should conform to British Standard 750.

Access to hydrants and other water supplies should not be obstructed or obscured.

9. Where stand-pipes are not provided or the water pressure or flow is not sufficient, each fire point should be provided with either water extinguishers (2 x 9 litre) or a water tank of at least 500 litres capacity fitted with a hinged cover, 2 buckets and 1 hand pump or bucket pump.

FIRE WARNING

10. A means of raising the alarm in the event of a fire should be provided at each fire point. This could be by means of a manually operated sounder, eg metal triangle with a striker gong or hand operated siren.

The advice of the fire authority should be sought on an appropriate system.

MAINTENANCE

11. All alarm and fire fighting equipment should be installed, tested and maintained in working order by a competent person and be available for inspection by, or on behalf of, the licensing authority.

A log book should be kept to record all tests and any remedial action.

12. All equipment susceptible to damage by frost should be suitably protected.

FIRE NOTICES

13. A clearly written and conspicuous notice should be provided and maintained at each fire point to indicate the action to be taken in case of fire and the location of the nearest telephone.

This notice should include the following:-

"On discovering a fire;

- (i) ensure the caravan or site building involved is evacuated,
- (ii) raise the alarm,
- (iii) call the Fire Brigade (the nearest telephone is sited),
- (iv) attack the fire using the fire fighting equipment provided, if safe to do so.

It is in the interest of all occupiers of this site to be familiar with the above routine and the method of operating the fire alarm and fire fighting equipment".

FIRE HAZARDS

14. Long grass and vegetation should be cut at frequent and regular intervals where necessary to prevent it becoming a fire hazard to caravans, buildings or other installations on the site.

Any such cuttings should be removed from the vicinity of caravans.

The space beneath and between caravans should not be used for the storage of combustible materials.

TELEPHONES

15. An immediately accessible telephone should be available on the site for calling the emergency services.

A notice by the telephone should include the address of the site.

STORAGE OF LIQUEFIED PETROLEUM GAS (LPG)

16. LPG storage supplied from tanks should comply with Guidance Booklet HSG 34 "The Storage of LPG at Fixed Installations" or where LPG is supplied from cylinders, with Guidance Note CS4 "The Keeping of LPG in Cylinders and Similar Containers" as appropriate (see Guidance Note attached). The Gas Safety (Installation and Use) Regulations 1994 also apply to LPG storage supplied from tanks.

Where there are metered supplies from a common LPG storage tank, then Guidance Note CS11 "The Storage and Use of LPG at Metered Estates" provides further guidance. In this case and where a British Gas Mains Supply is available, then the Gas Safety (Installation and Use) Regulations 1998 and the Pipelines Act 1962 may also be applicable.

Exposed gas bottles or cylinders should not be within the separation boundary of an adjoining unit where there is only the minimum separation distance between the units.

LPG installations should conform to British Standard 5482 "Code of Practice for Domestic Butane and Propane Gas Burning Installations, Part 2 : 1977 Installations in Caravans and Non-permanent Dwellings".

For main gas supply, the 1998 Regulations will be relevant for the installation downstream of any service pipe(s) supplying any primary meter(s) and such service pipes are subject to the Gas Safety Regulations 1972.

In cases where the site owner supplies gas to caravans on the site, he may need an authorisation to do so from OFGAS under the Gas Act 1986.

GAS APPLIANCES WITHIN CARAVANS AND MOBILE HOMES

17. Gas appliances installed in caravans and mobile homes sited on holiday home parks for let, or similar sites, are subject to the Gas Safety (Installation and Use) Regulations 1998. Such gas appliances should be inspected yearly by a CORGI registered plumber and a certificate kept for inspection.

ELECTRICAL INSTALLATIONS

18. Sites should have supplies sufficient to meet the reasonable needs of the caravans situated on them.
19. Excluding installations belonging to the electricity supply company and wiring subject to regulations under Section 16 of the Energy Act 1983 and Section 64 of the Electricity Act 1947, all electrical installations should be installed, tested and maintained in accordance with the current Institution of Electrical Engineers (IEE) Regulations and, where appropriate, to the standard required by the Electricity Supply Regulations 1988.
20. Any work on the electrical installations should be by a competent person such as the manufacturer's appointed agent, the electricity supplier, a professionally qualified electrical engineer, a member of the Electrical Contractor's Association, a contractor approved by the National Inspection Council for Electrical Installation Contracting, or a qualified person acting on behalf of one of the above.

The installations should be inspected and judged against the current regulations. In addition, existing installations should be inspected every year (or such longer period not exceeding 3 years as may be appropriate). The inspector should provide a Certificate on the IEE prescribed form within 1 month of such an inspection.

The Certificate should be displayed with the site licence. The cost of inspection and report should be met by the site owner.

21. Where an installation does not meet the standard of the regulations in force at the time it was installed, any deficiencies should be made good. Any major alterations or extensions should comply with the current regulations.
22. If there are overhead electric lines on site, suitable warning notices should be displayed at the site entrance and on line supports. Where appropriate, particular attention should be drawn to the danger of boat masts contacting the lines.

WATER SUPPLY

23. All sites should be provided with a water supply in accordance with appropriate Water Byelaws and statutory quality standards.

DRAINAGE, SANITATION AND WASHING FACILITIES

24. Satisfactory provision should be made for foul drainage, either by connection to a public sewer or sewage treatment works or by discharge.
25. Every caravan should have its own water supply and water closet.

Each caravan standing should be provided with a connection to the foul drainage system, the connection should be capable of being made air-tight when not in use.
26. Every site and every hard standing should be provided with an adequate drainage system for the complete and hygienic disposal of foul, rain and surface water from the site, buildings, caravans, roads and footpaths.

REFUSE DISPOSAL

27. Every caravan standing should have either an adequate number of suitable non-combustible refuse bins with close fitting lids or a system involving the use of plastic refuse bags.

Arrangements should be made for the bins to be emptied regularly.

Where communal refuse bins are also provided these should be of suitable non-combustible construction with close fitting lids and housed within a properly constructed bin store. In either case it would be preferable to use wheeled bins.

PARKING

28. One car only may be parked between adjoining caravans provided that the door to the caravan is not obstructed.

Suitably surfaced parking spaces should be provided where necessary to meet the additional requirements of the occupants and their visitors.

Plastic or wooden boats should not be parked between units.

RECREATION SPACE

29. Where children stay on the site, space equivalent to about one tenth of the total area should be allocated for children's games and/or other recreational purposes.

This provision will normally be necessary because of the limited space available round the caravans, but may be omitted where there are suitable alternative publicly provided recreational facilities which are readily accessible.

NOTICES

30. A suitable sign should be prominently displayed at the site entrance indicating the name of the site.

31. A copy of the site licence with its conditions should be displayed prominently on the site.

32. Notices and a plan should be displayed on the site setting out the action to be taken in the event of an emergency, they should:-

- show where the police, fire brigade, ambulance and local doctors can be contacted and the location of the nearest public telephone,
- give the name and location/telephone number of the site licence holder or his/her accredited representative.

At sites subject to flood risk, warning notices should be displayed giving advice about the operation of the flood warning system.

33. All notices should be suitably protected from the weather and displayed where possible out of the direct rays of the sun, preferably in areas lit by artificial lighting.

HEALTH AND SAFETY AND YOU

As the owner of a caravan site there are numerous responsibilities requiring you to protect the health, safety and welfare of any employees, visitors (people staying on the premises, contractors) and the public.

One of these legal requirements is to carry out a risk assessment of your workplace. Risk assessment is your tool to show how you manage health and safety on your premises. It is a legal requirement to record your significant findings if you have more than 5 employees.

Well What is Risk Assessment?

Risk assessment is identifying hazards in your workplace that could cause harm. This is done by walking around your workplace and looking. Concentrate on significant hazards.

Decide who might be harmed and how, considering what could be the worst result and how likely is it to happen.

Then decide whether the existing precautions are adequate or should more be done.

Cost may be taken into account unless the risk is high, but more often than not most control measures are relatively inexpensive.

Implement the required control measures, prioritising those risks which affect a large number of people and/or could result in serious harm.

You may find it beneficial to make a note of your findings and remember to review your assessments as things change!

What areas should be looked at?

I cannot tell you the hazards in your workplace, that is up to you to identify and evaluate the risk. However the following may be areas to be considered as part of your risk assessment.

1. **TRAFFIC MANAGEMENT** - what are the systems in place for the safe movement of people and vehicles.
2. **PORTABLE ELECTRICAL APPLIANCES** - are these regularly checked for damage, wear and tear? Is there a need for safety devices to be used for example with maintenance equipment.
3. **CHEMICALS** - do you use chemicals for cleaning, controlling weeds, disinfecting that pose a particular hazard for example they could be toxic, corrosive or flammable? If so, is there a need to use this particular chemical? Are the correct safety precautions being used? This information can be obtained from reading the label or from the Safety Data Sheet obtainable from the supplier.
4. **THE STORAGE AND USE OF FLAMMABLE SUBSTANCES** eg LPG cylinders. Further information on storage of LPG cylinders is detailed in Appendix A.
5. **MANUAL HANDLING OPERATION** eg moving caravans, handling LPG cylinders.
6. **SWIMMING POOLS AND PLAY AREAS** - what systems are in place to ensure that they are safe for use.

Finally, you may want to check your systems in place for dealing with accidents and emergencies.

Did you know that certain accidents and incidents must be reported to the Local Authority. For example, you would need to report immediately all fatal and major injuries to employees and non employees arising out of or in connection with work and the written reporting of all these as well as any accident to an employee resulting in being absent from work for more than three days.

The number of Acts and Regulations relate to Health and Safety and are too numerous to go into any more detail but officers in the Health and Safety team will be willing to answer any queries you might have or provide assistance.

APPENDIX A

Storage of LPG cylinders

Extracted from CS4 (HMSO publications)

1. LPG cylinders should be stored in a well ventilated position. If it is intended to store cylinders indoors further advice MUST be sought.
2. Not more than 50% of the perimeter of the storage area should be obstructed and obstructions should not be on adjacent sides.
3. Smoking and other sources of ignition should be prohibited within the separation distance detailed below.
4. Vehicles should be excluded from an open air store unless they are under the control of the occupier and then they can park no closer than 3 metres.

It is recommended suitable barriers are erected to prevent accidental damage.
5. Store floors should be level and the storage area should not be near buildings cellars and pits unless over the separation distance.
6. Flammable liquids, combustible, corrosive, oxidising, toxic material or compressed gas cylinders should be kept separate from LPG containers and stored at a safe distance, further guidance can be obtained on distances.
7. Storage area should be clearly marked and suitable notices should be displayed prominently to indicate:
 - (a) that it is an LPG storage area
 - (b) contents are flammable
 - (c) that smoking or other sources of ignition are prohibited
 - (d) the procedures to follow in case of fire.Signs where applicable should be in accordance with Safety Signs Regulations 1980.
8. Containers as they are received into store or taken out for delivery should be checked for signs of damage or leakage.
9. If the gas is to be stored in an unsecured area it should be enclosed by a substantial fence not less than 1.8 metres high. Further details on design can be obtained from the Environmental Health Department at Allerdale Borough Council.
10. The storage area should be well planned, with easy access to all parts of the store, segregation of cylinders, eg empty/full cylinders, cylinders with pressure relief valves or not etc is recommended.
11. There should be adequate portable fire fighting equipment for general use and for fires involving LPG. Further advice can be sought from the Fire Authority.

12. **Emergency Procedure**

General

At all premises where LPG is kept there should be emergency procedures which set out the actions to be taken should an incident occur. The most likely incidents might include:

- (a) LPG leaking from a container with or without ignition;
- (b) a fire in the vicinity of LPG containers, subjecting them to radiant or direct heat and thereby affecting the safe containment of the LPG.

The aim of the emergency procedures should be to ensure:

- (a) that everyone who might be in danger is warned;
- (b) that steps are taken to control the incident and mitigate its consequences;
- (c) that, where appropriate, the local emergency services are contacted;
- (d) that all people not required to deal with the emergency are evacuated from the premises immediately.

13. **Separation distance**

Minimum separation distances for (1) Total LPG storage or (2) Size of maximum stack (whichever of the two result in the greater distance should be used).

Total Store	Quantity LPG	Size of Largest Stack	Minimum separation distance to boundary building or fixed ignition source FROM THE NEAREST CYLINDER (where no fire wall is provided)	Minimum separation distance to boundary building or fixed ignition source FROM FIRE WALL (where provided (a), (b))
	(1) Kilograms	(2) Kilograms	(3) Metres	(4) Metres
from 15 to 400			1 (c)	Nil
from 400 to 1,000		up to 1,000	3	1
from 1,000 to 4,000			4	1

If quantities of LPG stored are greater than those detailed, please contact Environmental Health for further guidance.

Notes

- (a) The distance from the nearest cylinder to a boundary, building etc should be not less than the distance given in column 3 when measured around the fire wall.
- (b) Minimum distance from nearest cylinder to fire wall should be 1.5m except as qualified for quantities up to 400kg.
- (c) No separation distance is required for these quantities where boundary walls and buildings are of suitable construction.