

10th Romsey Scout Group

Hall and Grounds Users Guide



WELCOME & SIMPLE RULES

The 10th Romsey Scout Group welcomes you to our Scout Headquarters. The building is the home of the 10th Romsey Scout Group and is maintained voluntarily by members of the Group. Please will you help us in our efforts to provide good, clean facilities for all users by observing the following simple rules:

Immediate Requirements

- ✓ **Leave** the hall clean and tidy.
- ✓ **Do not leave** any litter, jumble, food, etc. either in the hall or outside.
- ✓ **Ensure** that all fire exit doors are properly secure when you leave.
- ✓ **Ensure** that all lights and other electrical appliances are switched off when you leave, *excluding the fixed wall heaters*.
- ✓ **Parking** is limited to the Scout HQ Car Park; Parking is **not permitted** at Woodley Cemetery.
- ✓ **Noise levels** are to be kept to a level that does not disturb neighbouring residents (especially amplified music).

Thank you for your cooperation. Together we can keep the Hall a pleasant meeting place for all our organisations.

*Ian Moore, Group Scout Leader and
Peter Garland, Group Chair
for and on behalf of 10th Romsey Scout Group.*

GUIDELINES FOR HALL USERS

General Information

- The hall and grounds are designed and maintained for use as a Scout Headquarters.
- Prospective hirers are responsible for satisfying themselves that the premises and outside areas are suitable for the hire activity proposed.
- Hirers are responsible for ensuring that appropriate insurance cover is obtained where necessary, for example where their own equipment is used as part of the activity proposed.

Car Parking

- Car Parking is limited to the tarmac car park adjacent to the hall.
- We have **22 marked spaces**.
- **Parking at Woodley Cemetery for hall users is not permitted** by Test Valley Borough Council.

First Aid & Safety

- **First Aid Equipment:** We do not provide first aid equipment. Each organisation/person using the hall must make their own arrangements for first aid provision.
- **Damages/Breakages:** You are responsible for the cost of the repair or replacement of any damage or breakage.

Electrical Safety

- **Portable Electrical Appliances:** Each organisation/person using the hall must ensure and guarantee that any portable electrical appliances (e.g. computer equipment, heaters, kettles, toasters, hi-fi equipment) used on the premises has been **PAT tested and has a current label to show it is compliant**.
- The electricity meter, cupboard and switchgear is **out of bounds** to young people.

Flooring Care

- The flooring is vinyl sheet.
- Please **do not use steel trestle tables** without checking that the feet are padded.
- If you notice any chairs that have lost their 'feet' please take them out of circulation.

Cleaning Instructions

- A cleaner is employed to clean the hall, kitchen, toilets and circulation areas.
- Please **clean sinks and working surfaces** in the kitchen after use.
- If you are in charge of children, please check that **taps are turned off and toilets flushed** before leaving.
- Use only the cleaning products provided – **No bleach please.**

Drains & Septic Tank

- The hall uses a septic tank with overflow to soakaway (not connected to main drainage).
- This is a natural biological process and is easily upset by excess chemicals being tipped away.
- **Only use the biodegradable cleaning products supplied** to protect the system.
– **No bleach please.**

Emergency: Water Leakage (Floods)

If you discover a serious water leakage:

- **Turn off the main stop cock**, which is found in the electricity/telephone cupboard. The key to gain access can be found **above the doorframe to the committee room**. Please replace it after use.
- **Call one of the emergency contacts.**

Emergency Telephone Use

- A telephone is provided for **emergency use only** in the room adjacent to the committee room.
- The person in charge will be expected to prevent illicit use, and any charges will be the responsibility of the group meeting at the time the call is recorded.
- The key to gain access can be found **above the doorframe to the committee room**. Please replace it after use.
- **Please note:** The telephone **must not be used to call the Fire Service**. In case of a fire, a mobile phone must be used (see section on Fire Regulations).

Lighting & Power

- Please ensure that all lights are off when you leave the building, especially checking the toilets and cupboards.
- The switch by the side door controls all corridor lights between this and the main entrance.
- External lighting is all automatic and will go off a short while after you have left.
- Driving your car up to the main entrance paving on arrival will activate the external lights.
- **Power Cut:** Sufficient battery lighting will come on automatically to help you find your way out (should last for two hours). Check whether the houses opposite have power before contacting the emergency contact numbers.

Heating & Hot Water

- Heating and hot water are activated by timers and PIR personnel detectors and controlled by individual room thermostats.
- The system is centrally controlled; **please do not attempt to override the system.**

Joint Use of Space

- **Priority:** The group using the main hall shall be deemed to be the **principal user** and shall have priority for use of the kitchen.
- **Side Rooms (Scouting/Guiding):** Scouting and Guiding users will normally be permitted to use ground floor side rooms as required, subject to availability.
- **Side Rooms (Booking):** If you are relying on the side rooms, mention it to the **Bookings Secretary**. Use of the side rooms other than at your regular meeting time must be formally booked.
- **Field Use:** The field may be used subject to there being no clash with an outside event. Please ensure all litter is collected and that no mud is walked into the hall.

Barbecue

- The brick barbecue should **not** be used as a ground level fireplace as this will weaken the brickwork.

FIRE REGULATIONS

The premises have been assessed for fire risk under current regulations. The assessment is available on request.

In Case of Fire: Action Checklist

1. **Unlock both main entrance doors** during main hall functions.
2. **Define areas of responsibility** for you and your assistants, and practice evacuation at regular intervals.
3. **Use a MOBILE PHONE to call the Fire Service. DO NOT** use the hall telephone.
4. **Use the nearest exit** to avoid the fire. (e.g., if the entrance hall is blocked, committee room occupiers should exit via the main hall).
5. **DO NOT attempt to fight a fire yourself.**
6. **Assemble** by the assembly point sign at the **car park entrance** (to be out of the way of emergency vehicles).
7. **Perform a head count** using a register to ensure everyone is accounted for.
8. **Do not re-enter the building** until the Fire Officer in charge instructs you it is safe to do so.
9. **Stay at the assembly point** until dismissed.

(Management reserves the right to carry out practice fire alarm soundings without prior notice. Contact the Group Scout Leader by prior arrangement if you want the alarm sounded for a practice.)

RISK ASSESSMENT FOR HALL & GROUNDS USERS

HAZARD	RISK	CONTROL MEASURES
Main hall internal windowsills protrude from the wall by one inch	Head height for younger users	Adult supervision
Windows	Broken glass/polycarbonate or forced entry	Awareness
Blocked drains, downpipes	Flooding, wet/slippery floor, frozen surfaces	No solid waste down sinks; Visual inspection
Stairways and general access	Personal injury, damage to building	Keep clear
Roof space	Personal injury, damage to building	Keep tidy; Restrict access to key holders only
Equipment stores	Personal injury, damage to building and equipment	Specified storage areas maintained in tidy condition. Restricted access
First Aid policy	Personal injury	All users, including casual hirers, are responsible for own first aid provision
Electricity meter cupboard	Personal injury, health risk, fire risk	No storage of combustible materials; Restrict access , area out of bounds to young people
Cleaners' cupboard	Personal injury, health risk	Keep clean and tidy; Restrict access , area out of bounds to young people; Keep locked when not in use
Gas bottle storage	Personal injury, health risk, fire risk	Keep clean and tidy; Restrict access , area out of bounds to young people; Keep locked when not in use
Fire evacuation	Personal injury	Fire drill; Knowledge of assembly point; Head count on assembly
Kitchen equipment and services	Personal injury, health risk, fire risk Appropriate supervision; Keep clean and tidy;	Switch electrical equipment off after use

COVID-19

It is the hirer's responsibility to comply with Government guidelines.

- Where a risk assessment is deemed necessary, the hirer is to submit a Risk Assessment for approval by the Group Chairman and Group Scout Leader (via the Bookings Secretary).
- It is the hirer's responsibility to be **compliant with the approved risk assessment**.
- The hirer will be notified if the Scout Hall must be closed.

EMERGENCY CONTACTS

Please respect the under mentioned volunteers' privacy and **only ring these numbers if you have a serious and immediate problem.**

ROLE CONTACT NUMBER

Bookings Secretary 01794 524461

Group Scout Leader 01794 524461