

17th Barrow (St Perran's) Scout Group

Yarlside Road, Barrow-in-Furness, LA13 0EX
Registered Charity: 521555



Revision Jan 2024

Hall User Information



17th Barrow (St Perran's) Scout Group

Yarlside Road, Barrow-in-Furness, LA13 0EX
Registered Charity: 521555



Hall Users Checklist

These procedures are applicable to all hall users unless a prior written agreement has been made to the contrary with the 17th Barrow (St. Perran's) Scout Group Executive committee.

During any use of the building a person or their nominated deputy is responsible for ensuring safety procedures are adhered to. They should also undertake their own risk assessments for any activities performed during their use of the facilities.

Users should familiarise themselves with the building layout following the fire safety procedure noting the emergency exits, emergency call points and first aid facility.




17th Barrow (St Perran's) Scout Group

Yarlside Road, Barrow-in-Furness, LA13 0EX
Registered Charity: 521555




Fire Safety

Any person discovering a fire:

- 1) Immediately raise the alarm at nearest call point  or by shouting/using a whistle.
- 2) Try to extinguish the fire using the nearest appropriate fire extinguisher. Do not take any personal risks.

Action on hearing the fire alarm:

- 1) It will be the duty of the Leader in charge or responsible person nominated by the hirer ;
 - a) To ensure safe evacuation of all rooms in the building
 - b) To direct someone to call the Fire Brigade by dialling 999 from any convenient mobile / house or nearby business (Giving the address above)
 - c) Tally all your charges at the assembly point
- 2) All hall users should report to the assembly point  by the store room. Remain until you have been accounted for.
- 3) If you are the last person to leave a room, check no person remains and close the door behind you.

You must not:

- Run
- Stop to collect personal belongings
- Re-enter the building until told it is safe to do so

Familiarisation and Assessment:

- Users should ensure only competent persons are permitted to use equipment and undertake activities that pose a higher fire risk. These include but are not limited to;
 - Cooking and operating of heated and electrical appliances in the kitchen
 - Operating cooking or heating equipment (other than those provided in the HQ, this should be subject to a separate safety assessment.)
- Users should ensure they are familiar with
 - The location of fire call points and how to use them.
 - Exits and how to use them.
 - Power switches.
 - Location and general usage of fire-fighting equipment.

In the event that a user is unable to satisfy themselves with the operation or location of any equipment they should refrain from using it or using the hall until they have contacted the Group Committee to seek clarification.



17th Barrow (St Perran's) Scout Group

Yarlside Road, Barrow-in-Furness, LA13 0EX
Registered Charity: 521555



Entry Grounds

The gate at the top of the drive must be unlocked, you will get the current code when booking. Please keep the padlock safe (e.g. lock round gate and spin numbers or take inside



Building Access

Entry is via the white single door on the West side of the building.



Accessible

Once unlocked, users may access the accessible entrance / fire door from the inside.



17th Barrow (St Perran's) Scout Group

Yarlside Road, Barrow-in-Furness, LA13 0EX

Registered Charity: 521555



Entry check list

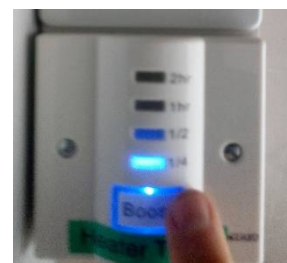
- Turn on Electricity at Power switch above Utility cupboard in foyer/small meeting room
- If needed turn on Heating for desired length of time
- Turn on water stop-cock inside Utility cupboard in foyer
- Ensure all fire exits are clear of obstruction and there are no undue hazards
- In cold weather internal doors may have been propped open and a frost heater left running in the foyer (You may unplug this if your risk assessment requires). Internal doors should **NOT** be propped open while building is in use in order to contain a fire, wedges should be removed.
- Inform any new users attending of the safety procedure and inform them of the identity of the person in charge is for the session.
- Ensure any infection control rules are enacted



Electricity



Heating



Fire panel



Water



17th Barrow (St Perran's) Scout Group

Yarlside Road, Barrow-in-Furness, LA13 0EX
Registered Charity: 521555



Building Layout

See the fire plan at the back for a schematic of the building.

Doors & Windows

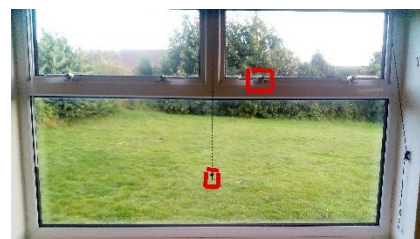


Entrance to the rest of the building from the foyer/small meeting room is through the door in the corner. On entry to the corridor, look for the double fire doors leading to the porch and the ramp accessible entrance. This is the main emergency exit.



At the back of the main hall there is another set of double doors. This can also be used as an exit. Unlock from the inside using the thumb-locks.

Your risk assessment may choose to unlock or leave these locked while you have the hall occupied as this is a balance between safety of small children getting out and the ease with which the occupants can operate the locks. You **MUST** secure these again when you leave the building. At each exit point there is a rechargeable torch that may be used in an emergency to find your way outside the building. The main hall window has a set of locking handles and the key is on a chain. Lock again on



17th Barrow (St Perran's) Scout Group

Yarlside Road, Barrow-in-Furness, LA13 0EX

Registered Charity: 521555



Facilities

The first aid kit is located in the Kitchen.



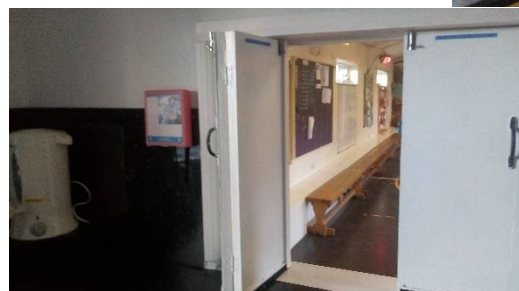
Access to the kitchen is through a fire door that must be kept shut. You may use the key supplied to lock the door to prevent access to young people if your risk assessment requires.



The oven, hob and extractor fan have switches located on the walls. These should be turned off when not in use



The shutters from the kitchen to the hall are a fire barrier and should only be unlocked and folded back when serving.



17th Barrow (St Perran's) Scout Group

Yarlside Road, Barrow-in-Furness, LA13 0EX
Registered Charity: 521555



WiFi

By using the Guest WIFI at the 17th Barrow Scout Headquarters, you are agreeing to the Terms of Service, comprising [Terms and Conditions of Use](#), [Acceptable & Fair Use Policy](#), [Privacy policy](#). The latest version of which can be found www.17thBarrow.org.UK/hall/wifi/



To connect scan the code (also on cabinet above the phone), or select *17th_Barrow_GuestWifi* with the password *Be_Prepared*

Tables Chairs and Benches

Indoor tables and chairs are available at the back East side of the of hall. Tables should be stacked no more than 4 units high. **! It is recommended 2 people lift !** Stack with wide legs towards the room and the narrow legs towards the wall. Whilst this makes them a little more difficult to stack, it is safer for them to dislodge towards the wall if banged rather than into the room.

Chairs should also be stacked no more than 4 high.

Wooden benches should be replaced against the North wall.

Two unstacked tables are left in front of the serving hatch for easy access.



Additional tables benches and outdoor chairs can be arranged to be provided from store room if requested in sufficient time BEFORE the booking takes place.



17th Barrow (St Perran's) Scout Group

Yarlside Road, Barrow-in-Furness, LA13 0EX
Registered Charity: 521555



Exit check list

- Return chairs and tables to safe positions
- Flush toilets
- Place food waste/peelings in the digester (Green twist lid, outside, North side of hut, just along from kitchen). Please CHECK poster in kitchen carefully as to what can be composted
- Bag and remove all other waste/rubbish from site (There is NO bin collection),
- Blue mop = General, Red Mop = Toilet area, Green mop = Kitchen only
- Clean kitchen and tidy all areas leaving in an appropriate state for the next users
- In cold weather turn off stop-cock in cupboard in foyer
- Turn off electricity at 'Power' Switch above cupboard in foyer
- Lock doors from the inside where appropriate and final exit door from the outside (NB double side door fire exit must be locked from outside if it was opened with a key)
- All internal doors should be closed, UNLESS there is a note in the foyer asking them to be wedged open and the frost heater left on during winter months
- Lock gate at top of drive
- Return keys if appropriate and inform the committee any issues that arose during your session

Regular Users

In addition to the procedures followed by all users, regular users should:

- Have a regular (minimum of annually) fire drill and record evidence of this in the log at the fire control point in the foyer.
- Have a regular reassessment as to whether this "standard procedure" is sufficient for their members and activities. (To include assessment of the abilities of members to evacuate safely)



17th Barrow (St Perran's) Scout Group

Yarlside Road, Barrow-in-Furness, LA13 0EX
Registered Charity: 521555



Accidents:

Each group is responsible for their own accident management/recording and detail storage. Significant accidents or illness, use of Hall first aid equipment, findings following an accident report must, however, be notified to the Group committee.

Ambulance or police assistance may be sought by using the phone located in the corridor of the Hall next to fire call point 2 by dialling 999 or 112. We cannot recommend its use for calling the fire-brigade as users should evacuate the premises immediately.

Breakages / Damage / Cleaning:

- Users must report all breakages and damage to the hall or grounds or equipment to the Group committee for both the safety and continued satisfaction of other users.
- The Group reserve the right to charge for any and all breakages, and may make additional charge to rectify issues not reported immediately.
- Spillages should be cleaned and users warned appropriately.
- The hall should be left in a suitably clean state for the next user. The Group reserve the right to charge users an additional fee to engage a cleaner to clear mess, or remove waste at either an hourly rate or one off charge as appropriate to rectify the problem.

Contacting:

All users should leave their contact details with the Group committee via the booking secretary.

HallBookings@17thBarrow.org.UK or 07391 580 299

Users are permitted to accept incoming calls on the phone located in the corridor of the Hall on 07391 850 298.



17th Barrow (St Perran's) Scout Group

Yarlside Road, Barrow-in-Furness, LA13 0EX
Registered Charity: 521555



Payments:

The following charges should be made by Direct Bank Transfer, Cheque Payable to "17th Barrow (St. Perran's) Scout Group" or cash in an envelope with the dates and user's details.

- The per booking non-returnable deposit (**DEP-XXX**)
- Hourly or regular user charge balances (**PAY-XXX**)
- Damages / cleaning (**ADD-XXX**)

Please use the following bank details, and ensure the payment is described as noted in the list above e.g. (DEP-ChessClb, PAY-Johnston ; Being the Deposit for a meeting of the Chess Club, or final Payment for the Johnston family birthday)

CAF Bank 40-52-40 00028474 17th Barrow (St. Perran 's) Scout Group

You will need to accept this as paying a "*Business*" in most banking apps unless "*Charity*" is given as an option. Some banking apps can't cope with the (or) if so leave them out if your banking app complains and finally the apostrophe/single quote " ' " mark before the " ' s" is a standard ASCII code decimal 39 not any form of smart quote.

Completion:

On completing a session, please fill in a feedback form and return with the hall keys. This should be used to record any defects or issues encountered during the usage period, and any suggestion for improvements. Regular users who may fill in a feedback form or contact the committee at any time to communicate the same information.



17th Barrow (St Perran's) Scout Group

Yarlside Road, Barrow-in-Furness, LA13 0EX
Registered Charity: 521555



Assumptions :

1. That the activities undertaken in the hall are all low hazard risk.
2. Undertaking hazardous activities or using high risk substances require a separate risk assessment and notification of any modified safety procedures should be agreed with the Group Committee.
3. The hall is being used for a private function or group with known members and not as a publicly open operation
4. Users should also check that their public liability insurance covers their intended activities.

Usage Notes :

1. The premises is not licenced for the sale of alcohol or any other licensable activity.
2. Because the Group is not in charge of preparing and serving food, users of the kitchen must make their own food safety checks and arrangements when preparing and serving food, <https://www.food.gov.uk/food-safety>.
3. Temporary licences may be needed for some activities and be applied for at <https://www.gov.uk/temporary-events-notice>
4. The lotteries and gaming licence only covers Scout activities and each organisation must hold their own licence for such activities.
5. The premises does not hold a public performance licence for the playing of music, users must seek their own, appropriate for their activity <https://pplprs.co.uk/>
6. The premises holds an exemption to allow a TV for playing of personal video. This absolutely **excludes** the showing of broadcast programmes or services requiring a licence such as BBC iPlayer. The Scout licence for the showing of commercial videos does not extend to non-Scout use.



17th Barrow (St Perran's) Scout Group

Yarlside Road, Barrow-in-Furness, LA13 0EX

Registered Charity: 521555

