

Tŷ Clwyd



Information Pack



Girlguiding Clwyd Welcomes you to Tŷ Clwyd,
our County House.

We hope you enjoy your stay.

STAYING AT Tŷ CLWYD

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE YOU VISIT Tŷ CLWYD. The information in the pack is meant to help make your stay safe and enjoyable. The health and safety of our visitors and the efficient running of the centre are of paramount importance to Girlguiding Clwyd and the centre management.

You will be greeted at Tŷ Clwyd by one of our team, who will show you around and tell you of any updates. She will also ask you to sign some forms which are there for your safety. These forms are on the web site so that you can read them before your visit.

Please arrive at the time you have booked - The greeter will be there at your specified time, if you wish to change this time please let the booking secretary know.

GENERAL

- Smoking is prohibited.
- You are advised to keep the front door locked at all times.
- The heating is timed, but can be adjusted as per instructions. Hot water is constant.
- Pin boards are available in the hall. Please use these for any notices or displays; using pins only (we have supplied some for you). A dry wipe whiteboard is also provided in the hall (you will need dry wipe pens).
- Wireless broadband is available and log in details are displayed in the main hall (Moel Fammau).
- There is a payphone on the corridor. The telephone number is 01745 720475 The charges are 10p for 55 seconds, or 8–12 seconds to mobiles. Vodaphone and Talk Talk are the only mobile networks that work at Tŷ Clwyd
- ‘Colours’ (World Flag, Welsh Dragon and Union Flag) for use on the three flag poles at the front of the house are available in the meeting room (Senedd) along with instructions.
- The village shop/post office is open 7.30am - 1pm and 2pm - 6.00pm from Monday to Saturday and 10.00am - 3.00pm on Sunday - Closed on Wednesday afternoon.

Tŷ Clwyd Shop

**There is a small shop selling Souvenirs and small gifts.
Your greeter will explain arrangements.**

Please encourage young people to bring change as we do not hold a lot of cash at the house.



SAFETY

- Uncarpeted floors can be slippery when wet.
- The radiators can get extremely hot, please keep the radiator thermostats on 2–3.
- Please keep liquids away from electrical equipment.
- Please be aware of hazards caused by any trailing cables.
- Where practical, and unless otherwise instructed, all electrical equipment should be switched off and unplugged when not in use.
- Under no circumstances should anyone attempt to repair or change the fittings of lights, including changing bulbs.
- If there any problems contact Carol & Gwynfor Davies 07714157072 or 07850000925 or Lynda Walmsley 01745 823139

FIRST AID

- You will need to bring your own general first aid kit.
- All injuries and treatments, however minor, must be recorded on the 'Accident/Incident Records' forms provided, and a copy given to the person who locks up at the end of your visit.

EMERGENCY CONTACTS

DOCTOR

Llanfair Surgery

Telephone: 01745 822277

Directions: Travel back along the lane to the main road - cross over the road and take the first left - the surgery is at the top of the road.

Abergele Medical Centre

Telephone: 01745 824111

Directions: Travel back to the traffic lights at the centre of Abergele, turn left. Take the second exit off the second roundabout - The Medical Centre is on the left with Boots Chemist opposite.

OUT OF HOURS

Is located at Glan Clwyd Hospital

At the rear of the hospital by the A & E department.

HOSPITAL

Ysbyty Glan Clwyd

Bodelwyddan

LL18 5UJ

Telephone: 01745 583910

CHEMIST

Boots: Opposite Abergele Medical Centre

Chemist in Bodelwyddan - located next to the garage is open until 10.00 pm.

Dentist

Elwy Dental Practice

1 Chapel Street

Abergele

Telephone: 01745 826885



FIRE SAFETY

- Perform a fire drill as soon as possible.
- The dormitory doors that lead to the outside of the centre are alarmed. Please do not open unless in an emergency.
- The kitchen and committee room external doors **MUST** be unlocked during the day, as they are the only means of emergency exit at that end of the house. The keys to these doors are hung on a hook on the wall beside each door.
- Never prop open a fire door
- Always keep the area around fire doors, emergency exits, fire appliances and alarms, and the access to them, free from obstructions.
- Never remove fire appliances from their designated locations
- Get to know the location of the nearest emergency exit, fire appliance and alarm activator and learn the fire drill procedure. Notices are placed in strategic locations around the house. Check the location of the relevant assembly point and know who should be reported to in an emergency.
- Ensure that a member of your party is designated as an emergency leader.
- A plan showing fire exits and the position of fire fighting equipment is included.
- If using the patio BBQ, make sure you always have a bucket of sand at hand and that the use of the area is supervised **at all times**.

EVACUATION PROCEDURE

Sound the alarm at the nearest point. (break glass)

Ensure everyone around you knows to leave the building.

The designated emergency leader should collect a clip board (by front door and in leaders bedrooms) and hand to the fire brigade.

Leave the building at the nearest available exit - **DO NOT** stop to collect any of your possessions.

Report to the assembly point by the gate to the campers field.

The designated emergency leader should call the emergency services.

DO NOT return to the building until authorised to do so.

Inform the Warden as soon as possible. Phone number on the clipboard



KITCHEN (Fron Hen)

- A dishwasher is provided for your use - use only the cleaning product provided. PLEASE BE AWARE that these products are highly corrosive if they splash onto the skin.
- When using the cooker refer to the instruction by the cooker re the extractor fan.
- There is no grill - 2 x 4 slice toasters are provided.
- **YOU NEED TO SUPPLY YOUR OWN CLEANING MATERIALS, BIN BAGS AND TEA TOWELS.**
- Please be careful when placing heavy milk containers in the fridge doors

DISPOSAL OF WASTE

- Please do not put food waste or fat down the sinks. Food should be put in bin bags. Fat or grease should be allowed to solidify and then wrapped in newspaper or plastic bags and put into the general bin.
- Broken glass needs to be wrapped before putting in the bin.
- Dirty water from mop buckets should be emptied down an outside drain or the sluice sink in the laundry.

RECYCLING

- All recyclable items should be placed in the larger waste bin and non-recyclable items in the smaller waste bin outside.
- Plastic containers are to be rinsed and squashed, cardboard is to be squashed, and tins and bottles are to be rinsed.
- Food waste should be double bagged and put in the small general waste bin outside.



GENERAL INFORMATION

- The table trolley in the main hall (Moel Fammau) is heavy and should be moved with care. Both doors to the walk in cupboard need to be opened before the trolley is moved in or out of the cupboard. Tables should be secured to the trolley before moving it.
- Take care in folding the chairs. Instructions are attached to the chair trolley. Some chairs have already been damaged and are fastened open, please do not try to fold these.
- Mops and buckets for general purposes i.e. the corridor, halls and first aid room are coloured **GREEN** and are stored in the cupboard on the corridor. **(CLEANING FLUID NOT SUPPLIED.)**
- The serving hatch should be secured when open and closed to avoid it swinging into the hall.

DORMITORIES AND BEDROOMS

- The two dormitories each hold 6 sets of bunks (12 beds) and the leaders' rooms each hold 1 bunk bed and 1 single bed (3 beds)
 - **BEDDING IS NOT SUPPLIED.**
- The coat hooks in the dormitories are for light (indoor) items only. For safety reasons, we have to use coat hooks that will break if swung on or used for heavy goods.
- Towel rails are supplied in the dormitories as there is limited hanging facilities in the wash rooms.
- There are small pigeon holes for the storage of small personal items.
- The emergency lights have to be on all the time (sorry for the inconvenience), and they must not be covered.

TOILETS AND WASH ROOMS

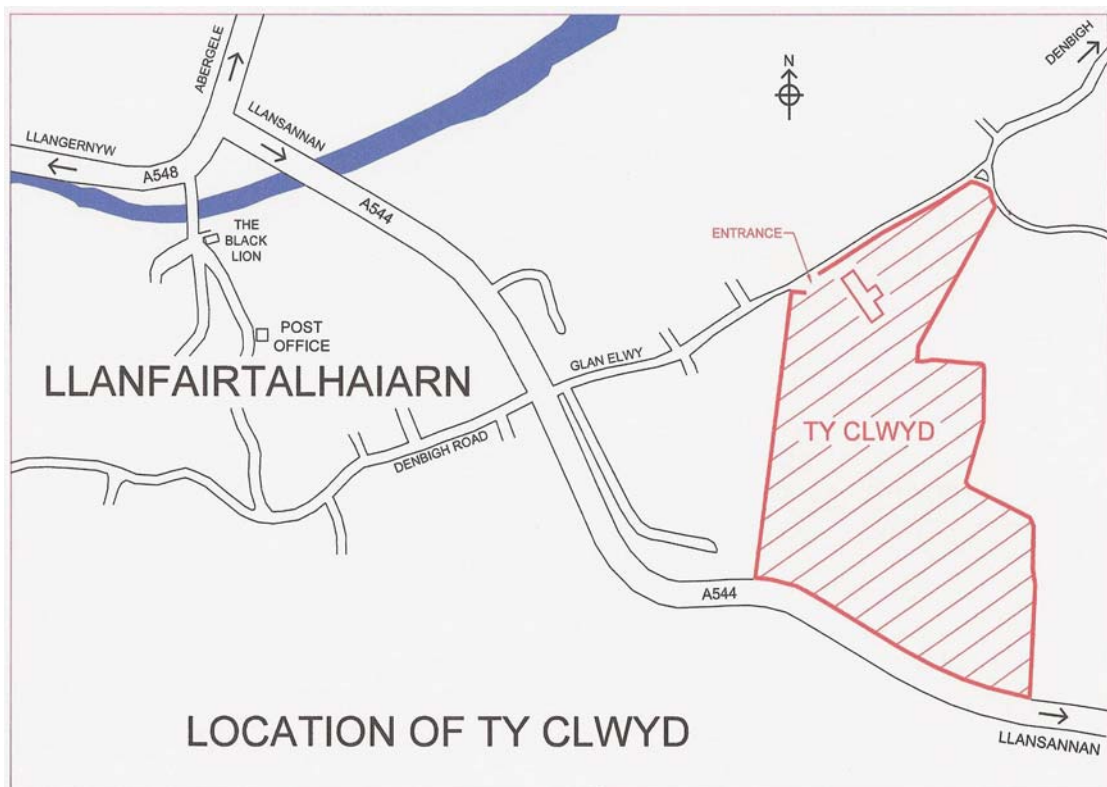
- **TOILET ROLLS, TOWELS AND SOAP ARE NOT PROVIDED.** There are hand driers in the ladies toilet but not in the wash rooms.
- The lights in the toilets and wash rooms are automatic, keep the doors closed to avoid the lights being on all the time.
- Mops, buckets and brushes for the toilets and washrooms are stored in the laundry room. **(CLEANING FLUID IS NOT SUPPLIED.)**
- Only use **RED** mops and brushes in the toilets and washroom.
- Dirty water from mop buckets should be emptied down an outside drain or the sluice sink in the laundry.
- Please use the bins provided to dispose of used sanitary towels - bags are not required.
- Nappies should be placed in nappy bags and put into the general waste bin outside.

MUDDY ACCESS

Please use this rear entrance if wearing wet clothing and/or muddy footwear. Heavy duty coat hooks for outdoor clothing and welly racks are provided there.

OUTSIDE

- The camp fire circle is situated at the top of the field by the wooded area. Firewood is provided under the covered area at the side of the barns.
- The grass banks at the kitchen end of the house are quite steep; it is advised that you tell the children not to play on them.
- Take care around ditches, the stiles into the woods, and the grassy banks.
- Neither the campfire circle near the woods or the camping fields must be used in the winter grazing period, between 1 October and 30 April, because of the risk to young people of contracting e-coli from the sheep droppings.
- BBQ - Please remove the ashes after they have gone cold and put into the bin. Shelving, other equipment, etc for the BBQ should be locked away in the cupboard under the sink.
- Activity trail - an adult should always be present when it is being used.



Ty Clwyd
Glan Elwy
Llanfairthaiarn
LL22 8SL



BEFORE YOU LEAVE

AS Tŷ CLWYD IS A SELF CATERING CENTRE PLEASE LEAVE THE BUILDING AS CLEAN AS YOU FOUND IT YOURSELF.

PLEASE COMPLETE THE FOLLOWING DUTIES BEFORE YOU LEAVE:-

KITCHEN

- Clean the cooker, fridge, freezer and sinks.
- Clean Toasters, microwave.
- Drain, clean and turn off the dish washer.
- Empty the bins and put in clean bags.
- Turn off mains gas on kitchen wall.
- Turn off the wall water boiler.
- Please leave the ice packs in the freezer. Leave the freezer and fridge empty, but turned on.
- Mop the floor.

BEDROOMS

- Empty the bins.
- Vacuum carpets.

WASHROOMS

- Clean the toilets, wash hand basins and showers.
- Empty the bins.
- Brush and mop the floors.

HALLS

- Stack tables on the trolley provided and put in the cupboard.
- Stack the folding chairs carefully and put on trolley provided. Instructions are on the side of the trolley. Some of the folding chairs have been fastened to remain open, **please do not try and fold these**.
- Remove your notices and make sure no blu tack remains.
- Empty the bins and put in clean bags.
- Brush and mop the floors, empty the bins and put in clean bags.

GAMES SHED

Please make sure that this is tidy, with items replaced in the marked boxes.

FINALLY

- Note any breakages/damage which has occurred during your visit on the sheet at the back of the file in the kitchen. (We reserve the right to charge for serious damage)
- Secure all windows and doors.
- Fill in the evaluation form and leave in the basket in the kitchen

THANK YOU