



Hirer..... Dates.....

Health and Safety Precautions Centre

Fire Regulations. Groups on arrival, should familiarise themselves with the location of the fire hydrants and escape routes. All groups should carry out a fire drill on the day of arrival, nominating assembly points and identifying the fire exits. **SMOKING** is not permitted in the building; there is a designated area for smoking outside the French windows. All fire doors and the kitchen hatch must be closed at night.

It is the responsibility of the hirer to ensure that Fire Exits are not obstructed within the building or on the outside it is advisable, for personal safety, to keep the front door locked at night.

Dormitory Safety. Dormitory and bedroom fire doors should be kept closed. Whenever a group of young people are in a dormitory a responsible supervisor should be in the vicinity. The sleeping location of the supervisor must be made known to the group. Bouncing on the bunk beds causes damage and is dangerous. No more than one person should be on the upper bunk at any time. Young people should be supervised when cleaning the dormitories and using the vacuum cleaner. The fire doors in the dormitories are alarmed.

Showers/Washrooms. Please be aware that floors may become slippery when wet.

Paper Towels. Under no circumstances should any paper towels be put down the toilets. This will block the sewer pump, the toilets will stop working and costs involved in this will be passed on to the hirer.

Kitchen Safety. Adults in charge should supervise all young people whilst in the kitchen. No attempt should be made to repair faulty appliances - the Warden, Mr Gwynfor Davies, should be advised as soon as possible - Tel. No. 01745 833624. If there are any difficulties with the cooker, contact the Warden. Please be aware that the cooker doors may become very hot when in use. Also please be aware that the water from the drinks boiler is boiling hot. Leaders should ensure that all people wash their hands before preparing food or before eating.

In the **Grounds.** Dogs are not permitted in the centre or anywhere on site, with the exception of Guide dogs.

Neither the **Camp Fire Circle** near the woods nor the camping fields may be used in the Winter grazing period, between 1st October and 30th April, because of the risk to young people of contracting ecoli from the sheep droppings. Wood may be collected from the store next to the barns to use on the Camp fire circle.

Fires should be supervised at all times with a fire bucket alongside. After use, please ensure that the fire is extinguished before retiring. No child should climb on the fences, or swing on the gates in any part of the property. No child should leave the property unsupervised. Please be aware of the Public Footpath which runs through the grounds alongside the fence between the Centre and the barns.

Sheep do not graze the lawns so they are safe for the young people to play on them.

Rubbish Please empty house bins into the large bin near the main gates, then return them to the house. We now recycle and you will find a large recycling bin by the gate in the car park. You do not need to sort recyclables; it is one bin for all items.

Personal Standards. Please do not bring boots and muddy footwear into the Centre; these should be left in the Muddy Access room at the rear of the building. This area should also be used for hanging the outdoor clothing of the young people. Every effort should be made to ensure there is no consumption of alcohol by underage young people.

Before departure, groups are expected to clean the Centre to the standard found on arrival.

Young people should not leave the site without supervision.

Incidents and Accidents. These should be reported to the person in charge and the details recorded on the Accident or Near Miss sheets, which are lodged in the FIRST AID ROOM. The warden must be informed of accidents.

I have read a copy of the Health and Safety Precautions (Centre) guidelines and will adhere to them.