



West Lothian  
Council



# Crofthead Farm

## Community Education Centre

### Centre User Groups

### Information Booklet April 2009

If your group requires any further information, please do not hesitate to contact me.

Regards,

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Centre Co-ordinator  
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# **Fire Evacuation Procedure**

## **In the event of ANYONE discovering a fire**

- They should immediately activate the Fire Alarm by breaking the glass at the nearest Fire Alarm Point
- If there is no member of staff present in the building, the person discovering the fire should immediately dial 999 and ask for Fire Brigade stating that the fire is in Crofthead Farm Community Education Centre, Templar Rise, Dedridge Livingston EH54 6DG

## **On hearing the Alarm Bell**

- Everyone must leave the building in an orderly manner by the nearest EXIT DOOR ROUTE and CLOSE ALL DOORS behind them.
- DO NOT STOP TO COLLECT ANY ITEMS INCLUDING COATS, BAGS ETC
- REPORT TO ASSEMBLY POINT shown on FIRE ACTION NOTICE

## **On Assembly**

- The person in charge of the group should immediately check off all present against the register
- If anyone is unaccounted for, the person in charge of the group should inform the Fire Brigade **immediately** on arrival.
- Having left the building, individuals should not attempt to re-enter.

## **Group Responsibilities**

A person should be nominated by each group to ensure that group members are informed of the above procedures at the start of each session and group members should be designated to assist disabled people to Assembly Point.

Persons in charge of groups must ensure that all members know where FIRE EXITS are located as well as the location of the Assembly Point.

Registers of members attendance must be kept in respect of each group and attendance noted each time groups are using the building. These must be kept fully up to date.

Persons in charge of groups should arrange a proper Fire Evacuation Drill at least once per year. Arrangements should be made with the Centre Co-ordinator or Caretaker to activate the Fire Alarm for this purpose.

## **Crofthead Farm Community Education Centre Conditions of Let**

- 1 The Let Form should specify the whole of the accommodation and equipment required and the whole time (including setting and clearing time) for which it is required. Caretaking staff are instructed **NOT** to open parts of the buildings other than those which have been applied for in the hire arrangement.
- 2 The person signing the let form (**the hirer**) will be held responsible for the behaviour of any other person he/she admits to the building.
- 3 Any damages/breakages should be reported to the caretaker and may be charged to the hirer.
- 4 The **HIRER** is responsible for cleaning up excess litter ie. wrapping paper, bunting etc.
- 5 **THIS IS A NON SMOKING BUILDING..**

\* Please note that the Committee reserves the right to amend its charges at any time\*

Users should be aware that, on rare occasions, it may be necessary to cancel a let but, in this instance, you will be notified immediately of this decision.

### **Energy Saving**

Each establishment within West Lothian Council have been set a target to reduce the energy used.

You can contribute towards this target by turning off the lights when your group ends, to be enable us to be more energy efficient.

As always your contribution is greatly appreciated.

## **First Aid**

You are responsible for your group.

## **Reporting accidents**

It is necessary that all accidents apart from very minor accidents be reported. This should be reported by the group organiser/leader immediately after the incident has been dealt with. Forms can be obtained from the office. Completed forms should be left at the office and if possible a daytime contact number.

Accidents occurring outwith the premises on group outings must also be reported.

## **Electrical Equipment**

All items of electrical equipment are professionally inspected and certified safe. If at any time you have the slightest cause for concern about a piece of equipment please inform a member of staff. Only equipment which has been checked and tested should be used. It is absolutely essential that potentially hazardous pieces of equipment be strictly supervised at all times by the group leader/organiser.

## **Food Safety**

Crofthead is available for all groups to prepare tea/coffee only in authorised areas. No food should be prepared on these premises, unless authorisation has been given by the Co-ordinator, and an Elementary Food Hygiene Certificate is essential. All groups must make sure they leave all surfaces clean and tidy.

## **Sign In / Sign Out**

In the interest of you and your groups safety please make sure you sign in and sign out.

## **Damages / Breakages**

Any damages/breakages should be reported, a charge may apply.

**After you have read this booklet, please sign and date the relevant form enclosed in this pack.**