

1st Taverham Scouts Safety Note for Users

We want everybody to have a good time. To keep everybody safe we advise that you should follow this guidance.

Maximum Occupancy – Fire Safety

We advise that to ensure that everybody can leave the building safely in the event of fire the number of people in the building should not exceed these limits.

Use of room	Small Hall	Large Hall
General use, very limited number of tables or chairs. Majority of the people standing	150	180
Most people seated with clear exit aisles	100	120

We recommend that the number of people sleeping in the building (sleepovers) should not exceed 50. A register must be kept listing everybody who is present in the building during the sleep over.

General Safety

Risk assess your activity	Users are responsible for carrying out their own risk assessment for any activities they undertake.
Beware of steep slopes	The grounds and premises are a former quarry, and some slopes are very steep. There is a risk of injury from falls down the slopes. Users should ensure young people are properly supervised.
Pedestrian safety	A single roadway is used to access the site It is used by vehicles and pedestrians. Beware of the risk to pedestrians from moving vehicles
Tree safety	The grounds and premises have many trees. There is a risk from falling branches or falling trees. This risk increases during strong winds or after very heavy rainfall. A poster in a display case in the foyer gives advice on tree safety during strong winds.
Adventure/climbing area	This is temporarily out of use due to defects

Campfires and BBQs

Campfire area	There is a campfire area toward the rear of the grounds and premises. It is permitted to light campfires in this area. Fires must not damage any of the surrounding tree or shrubs. Fires are not permitted in any other part of the grounds and premises.
Firewood	Foraging in the woods for fallen dead firewood is permitted.
Woodland Protection Order	The whole site is covered by a Woodland Protection Order. No trees or bushes may be cut or felled or damaged without prior written approval.
Put out fires after before leaving	When leaving the site at the end of the hire period please make sure all fires have been fully extinguished.
BBQs	BBQs are permitted outdoors only. If disposable BBQs are used, please make sure they do not damage the surface underneath. Please make sure all BBQs are extinguished after use.

Licencing

Music	Users are responsible for obtaining any licences for use of music for public events (Performing Rights) https://www.prsformusic.com/
Public Entertainment Licence	Users are responsible for obtaining any licences for public events. https://www.southnorfolkandbroadland.gov.uk/apply-alcohol-entertainment-licence-1
TV License	The site does not hold a TV license. Watching TV (streaming, downloaded or using iPlayer) may result in a significant fine for which you will be responsible.

Fire Safety

Fire Warden	Nominate at least one adult fire warden. The role of the fire warden is to ensure the correct procedures are followed in the event of a fire.
Familiarise yourselves	Event leaders should familiarise themselves with: <ul style="list-style-type: none"> • Location of fire extinguishers • Location of fire alarm points • Location of the emergency exit doors
Not allowed in main building	To minimise the risk of fire, use of the following items inside the building is prohibited . <ul style="list-style-type: none"> • Portable cooking or heating equipment

- Flammable liquids or gases
- Cylinders or cartridges containing flammable gas.
- Candles or burning incense sticks.

Electrical Tests	Portable electrical equipment must have a current Portable Appliance Tests for electrical safety.
Fire Doors	Internal fire doors should be kept closed when not in use. All storerooms / Main Hall / Small Hall / Office / Toilets / Kitchen
Shutters	When the building is used for sleepovers, the shutters between the kitchen and halls should be shut during sleeping hours.
No Smoking	Smoking or vaping is not permitted on the entire site.
Fire Drill	Everybody should be briefed on the action to take on hearing the fire alarm and the location of the exit doors and the Assembly Point. (This is on the far side of the tarmac parking area under the dining shelter)
Keep Escape Routes clear	Ensure that the escape routes inside the building to the Emergency Exit doors are kept clear. Including the front door. Do not obstruct the escape routes on the outside of the building.
Emergency Lighting	If the power supply fails, the emergency lighting will come on automatically. The flood lights for the outdoor areas will not work. It is highly recommended that event leaders have torches available in case the power supply fails.
Reduce Fire Risk	Avoid storing large amounts of flammable material inside the building such as paper, plastic or foam that will increase the severity of a fire if ignited
Mobile Phone	Make sure that a mobile phone is available to call the emergency services if the building needs to be evacuated

In the Event of Fire in Main Building

Raise the alarm	First Action: Raise the alarm by breaking a fire alarm call point. The alarm is NOT linked to the fire service.
Evacuate	Evacuate everybody from the building using the nearest available exits. This may not be the door that was used to enter the building. Do not stop to collect possessions. The ASSEMBLY POINT is the metal shelter opposite the main building.

Check everybody has left	If it is safe to do so, check to ensure everybody has left. Include small rooms such as the toilets.
Call the fire service	Call the fire service from a safe place.
Roll Call	Check the register of names to make sure everyone has left the danger area.
Emergency Access	Ensure the access gate is open. Have somebody meet the fire service at the entrance on Sandy Lane.
Do not take unnecessary risks	Only attempt to extinguish a small fire if it is safe to do so. You should be familiar with using a fire extinguisher and make sure that your exit from the building is not threatened. IF IN DOUBT GET OUT AND STAY OUT.

Fire in Outdoor Storage Units

Evacuate to a safe place	Raise the alarm and if it is safe to do so evacuate everybody from the site via the main gate.
Escape route threatened	If it is not possible to leave the site safely: <ul style="list-style-type: none"> • If the fire is not directly threatening the main building, shelter inside the main building. • If the fire is threatening the main building move everybody to the campfire area

Use of main cooker

Extractor Fans	Both the inlet and extraction fans must be operating at full power and both roller shutters must be open when the oven is being used in the kitchen. Failure to do this will result in a build-up of toxic emissions that may be harmful or fatal. Power to the extraction system is linked to the heating system. If the fans do not operate, seek help from one of the contacts below.
Turn Off	Ensure that the cooker and all other equipment in the kitchen is fully turned off after use. A Carbon Monoxide (CO) alarm is fitted in the kitchen. The display is normally grey and will show temperature and humidity levels. The display changes colour and sounds an alert if CO level increase above safe levels.

Heating

The heating and hot water are programmed to run for regular sessions. If the building is used at other time the heating must be turned on manually. During cold weather the heating should be turned on at least 90 minutes before an event starts.

The heating can be turned on using a control panel located over the door leading to the small hall.

- Switches for Small Hall Heating and Main Hall Heating should be set to ON.
- Switch for the Main Hall Temp should be set to NORMAL.

Before leaving the building return the switches to the normal positions

- Switches for Small Hall and Main Hall should be set to OFF.
- Switch for the Main Hall Temp should be set to SETBACK.

Water supplies

Drinking Water

For hygiene reasons we recommend that only the taps in the main kitchen are used for drinking water.

Not for drinking

We recommend that taps outside the main building are not used for drinking water.

First Aid

First Aid equipment

A room off the main hall is designated as a first aid room. This room contains a first aid cupboard, an Automatic Emergency Defibrillator, and a telephone for emergency use. The defibrillator has separate pads for adults and children (under 8 years approx.).

Security

Means of Escape

The front door is an emergency escape route. It must not be locked when the building is in use.

Access in an Emergency

If the main gate to the site is locked at night for security, users must ensure that it can be quickly unlocked to allow emergency vehicle to enter the site. The key must be kept in a place where it can be quickly found in an emergency.

Waste

Please clear up

- Place all waste in the correct bins. We have general and recycling bins and collections.
- Clear grass area of any items – it helps us cut the grass.
- Clear up any dirt/mess in building

Notify us.

Please notify the us	<ul style="list-style-type: none">• Someone suffers a personal injury requiring a doctor, dentist, or hospital treatment.• Someone requires a rescue involving an emergency service.• If anything, or property is damaged.• If the police or fire service are called to attend the site• Any defects• Any complaints from or problems with neighbours
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Contact Details

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