**YOUR RESPONSIBILITY**

Whilst you are using the Headquarters the following safety requirements are your responsibility to ensure:

* Whilst the Headquarters is managed to Scout Association requirements, you **MUST** complete your own Risk Assessments for the use of the Headquarters and for your activities. A sample Risk Assessment is located within this pack.
* You must provide First Aid kits for your party. (There is a master first aid box located in the kitchen, should you use any item(s) in this box please let the Building Manager know as soon as possible)
* Ensure all accidents are reported in the accident book located in the Kitchen on top of the First Aid Boxes
* Ensure everyone is familiar with the procedures to follow in the event of any incident or emergency.
* Brief your party on fire risks and precautions, actions to take in the event of a fire and/or fire alarm, operation of fire alarm points, evacuation routes, the location of the Assembly Point, summoning and meeting the Fire & Rescue Service. If the Fire Alarm sounds, please exit the building as quickly as possible & gather at the Fire Assembly point (Big Tree on the Front Lawn). The Fire Brigade will be automatically called.
* Know the location and use of fire extinguishers and nominate those who would use them. (Only use these extinguishers if you have been trained, and only for aiding the escape from a fire).
* Make suitable arrangements to ensure buildings have been evacuated when required, including naming people to assist in the evacuation of any disabled people. You should practice an evacuation.
* Ensure you have a working InTouch System in place
* Avoid creating fire risks whilst cooking and when using your own electrical equipment.
* Good housekeeping will reduce the risk of fire and ensure evacuation routes are clear.
* **Don’t** allow smoking in the buildings.

**USING THE HEADQUARTERS**

* **RUBBISH:** All waste should be bagged using the Black Bin bags provided in the pantry. Place all bags in the Black Bin outside the Kitchen. The bin will be collected every Saturday by the bin men so please ensure the bin lorry can reverse up the hill to collect the bin. There is no recycling so please put all waste in the Black Bin.
* **WATER:** We are on a water Meter so please use the water responsibly
* **FIRES:** only allowed on the campfire circle or using the Metal Barrels. We recommend that you bring firewood. Please don’t trespass on private property or remove wood from fences. Don’t remove wood from, or fell, any trees.
* **NOISE:** travels easily in outside. Please be mindful of this and don’t disturb neighbours and visitors. The buildings next to the Headquarters are a Secondary School & an Old Folks Home.
* **CLEANING:** we don’t have cleaners – how **YOU** leave the site is how our next guests find it – please be considerate and follow the Departure Checklist.
* **SECURITY:** Please keep gates shut and ensure that all windows and doors are locked when leaving site. Please ensure the Front Doors are locked at all times to prevent intruders
* **DAMAGE & BREAKAGES:** Please let us know so we can replace or repair as soon as possible

**COMMENTS**

We are always happy to have your comments or suggestions for improvements – please

inform our Booking Contact or our Building Manager (Eddie – 07921 785 250 CountyHQ@gmnscouts.org.uk).

**Risk Assessments**

We advise that you take the Risk Assessment below & tailor it to the specific activities you are doing while using our Headquarters. Please note the following guidelines which will depend on the age, size and activities of your group.

* Vehicles MUST be parked safely in the car parking area in front of the building
* Keep within the site boundary.
* Be aware that the site is not secure and can be accessed by strangers.
* The use of toilets and showers by young people MUST be controlled
* The upstairs Fire Escape exit onto an escape stairway into the rear of the building.
* All doors should be closed overnight and the building secured.
* There is NO access to the County Office area unless prior arrangements have been made
* Our Alcohol Policy is in line with Scout Fact Sheet FS185092
* Please report any damage to the building or its contents
* Details of all accidents must be entered into the Accident Book.

**Water shut off valve**

Located in the ladies’ toilet left hand side near toilet at floor level.

**GMN Scouts Headquarters Risk Assessment**

|  |  |  |
| --- | --- | --- |
| **HAZARD** | **RISK** | **CONTROL MEASUERS** |
| Cars on the car park  | Hit by moving car  | Always take care when moving cars. Drive slowly. |
| Uneven Grounds around the H.Q.  | Trips and falls  | No running. Advise every one of the dangers. |
| Trees and plants  | Cuts, scratches and stings  | Keep clear. No climbing trees. Do not pick any plants. |
| Animals and insects  | Bites and stings  | Keep clear of any animals and insects. |
| Ice and snow  | Slips and falls  | Clear paths where possible. Everyone to take extra care. Minimise running. |
| Bunk Beds | Falls | Assess who should sleep where. No jumping on and off |
| Floor surfaces | Trips and falls | Minimise running. Watch for slippery surfaces |
| Opening upstairs windows | Falling out | Close as far as possible. Nothing to be thrown out. |
| Showers | Various | Control use of showers by young people.  |
| All doors | Trapping fingers or toes. | All doors have automatic closers. Take care.  |
| Stairs | Slipping or falling down | No running. Watch for slips. Advise the young persons to use the handrails. |
| Glass panels | Breaking | No playing near glass panels |
| Stacked furniture | Falls or trapping limbs | No climbing on furniture. Max of 6 chairs to be stacked. |
| Kitchen | Various | Restrict access to kitchen to authorized people only. Assess all risks dependent on the use. |
| Power sockets | Electric shock | Take care when using. Only use correct plugs. |
| Fire Pit | Burning or smoke inhalation | Only authorized people to use fire pit.Take care of excess heat, flames and smoke.Do not burn metal containers or gas canisters. |

**GMN Scouts Headquarters**

**Terms & Conditions**

**1. Bookings**

1a. When a booking is made, in the first instance, it is regarded as a provisional booking. By making a booking you are agreeing to our terms and conditions as stated in this document.

1b. Provisional bookings will be held for a period of 21 days. Thereafter GMN Scouts County reserve the right to release your booking. A booking is officially confirmed upon the receipt of the relevant deposit(s).

1c. Bookings, made less than 21 days before the intended arrival date, are considered to be confirmed bookings from the outset with full payment being due. The relevant Terms & Conditions relating to confirmed bookings will apply.

1d. Whilst every effort is made to honour your booking as it was at time of confirmation, GMN Scouts reserve the right to make changes where necessary. On these occasions we will inform you of any changes as early as possible and allow you the option to cancel the booking without penalty.

1e. Hirers confine themselves to the rooms and facilities stated in the booking during the period of hire. Any need for additional accommodation, equipment or activities must be agreed with the Building Manager prior to use.

**2. Finance**

2a. Deposits- A deposit of £100.00 is required to confirm every booking. All deposits are refundable following inspection of the Headquarters, if the Headquarters have been left cleaned and undamaged the deposit will be returned to you.

2b. The cancellation policy below will apply with the exception that in the case of cancellation with more than 180 days, then no cancellation charge will apply.

2c. Balance Payments- Full payment is due prior to arrival to the Headquarters. Failure to pay the balance of your booking will result in the booking being cancelled.

2d. Prices and charges are subject to change and are not necessarily those that were current at the time of making a booking. It is the responsibility of the group to check up-to-date prices with the relevant centre.

**3. Cancellation**

3a. Any changes to or cancellation of a booking must be confirmed in writing from GMN Scouts or will not be valid.

3b. The Guest is entitled to cancel the booking in total or for any of the party member(s) subject to the Guest providing GMN Scouts with written notice and paying the following cancellation charges:

180 days or more = all monies returned

60 days to 180 days = 50% of the total bill returned

60 days or less = 0% of total bill returned

3c. Cancellation charges apply to all items booked – including catering (where applicable), campsites, indoor accommodation and activities.

**4. Supervision of minors**

4a. Adults accompanying the group agree to act in loco parentis at all times.

4b. Accompanying adults for each group should know the specific health and medical needs of their group members, and they should discuss these with the instructor at the start of the session if using the activities provided by GMN Scouts.

4c. Failure to disclose medical and health needs of participants in advance may lead to the cancellation of your session. You would still be liable to pay for these sessions.

4d. The hirer is responsible for the safety of all persons attending the event. A full risk assessment should be carried out for the premises, grounds and activities being undertaken. The hirer should ensure that they have appropriate insurance for the activities and qualified staff to run them.

**5. The Headquarters and the grounds**

5a. GMN Scouts reserve the right to charge groups for any damage caused to buildings and/or equipment caused by members of your group during your stay.

5b. GMN Scouts reserve the right to charge a cleaning fee if a group leaves any area in an unreasonable state of cleanliness.

5c. Use of the Headquarters and facilities is subject to your agreement to follow the “site rules”, and includes taking all reasonable steps to minimise disturbance to other guests

5d. All itineraries and programmes are subject to alteration due to weather and/or operational factors. In this event we will inform you as soon as is reasonably possible.

5e. All groups visiting GMN Scouts Headquarters agree to abide by the Scout Associations Health & Safety and Child Protection policy.

5f. Hirers should make themselves familiar with the location of all fire exits in the building.

5g. The hirer is responsible for the security of the building ensuring the front doors are locked when not in use, there have been instances of intruders.

5h. Do not use any blue tack or similar on the walls. If presentation or similar material is needed to be displayed, please contact the bookings manager to arrange for extra whiteboards

**6. Duration of stay**

6a. All campsites and buildings are booked per night.

6b. Arrival and departure dates/times are shown on your booking documentation.

6c. It is the responsibility of the guest to ensure that their planned itinerary matches the arrival and departure time they have booked for. Arrival or departures outside of these times must be agreed in writing and may be subject to further charges.

**7. Promotional and Marketing**

7a. At certain times GMN Scouts commission professional photographers and videographers to take pictures/videos at our property for use in promotional material. If any members of your group do not want to appear in any such photography, they should notify us prior to their visit and advise the Building Manager as soon as possible.

**8. Force Majeure**

8a. GMN Scouts shall not be liable for any delay in performing or failure to perform any obligation or alterations and cancellations due to any cause beyond GMN Scouts reasonable control including strikes, lock outs, labour disputes, acts of God, war, riot, civil commotion, terrorism, malicious damage, threats to safety, compliance with any law or governmental order, rule, regulation, or direction, accident, environmental contamination, pandemic, outbreak of disease, breakdown of plant or machinery, fire, flood, storm, difficulty or increased expense in obtaining staff, materials, goods or raw materials in connection with the performance of this agreement.

**9. Insurance and Liability**

9a. The Scout Association have legal liability insurance to cover its potential liabilities to visitors to GMN Scouts Headquarters and for participants in Activities.

9b. Users of our activity centres should consider whether they wish to obtain other insurances, such as cancellation or personal accident insurance.

9c. The Scout Association and/or GMN Scouts cannot accept liability for any personal belongings and /or property of the Guest or members of their party that has been stolen, lost or damaged during the course of their stay and it is the responsibility of the guest and members of their party to safeguard against such theft, loss or damage. Vehicles must not be parked on raised pavement or grass areas.

9d. The intruder alarm **MUST** be activated on leaving the premises

**10. Lone Worker Procedure**

10a. Wherever possible lone working should be discouraged in or around the County Headquarters Building, particularly lone women. Only authorised volunteers, contractors or visitors will be permitted to enter the building alone. No-one to work alone at height, or with tools likely to cause harm or injury. New visitors intending to work alone will need to be shown around the site before commencing.

10b. Everyone who absolutely needs to enter the building, or the site, without any accompanying colleagues MUST

\* Sign in and sign out for each visit

\* Carry a CHARGED mobile phone

\* Feel fit and well at the point of entering the site

\* Know what task they are going to undertake and complete this in the shortest time possible

\* Make sure someone else knows they are in the building or on the site

\* Inform someone (Building Manager or representative) in advance

\* Inform someone (Building Manager) when they have left the site

\* Report any problems or concerns to the Building Manager on leaving

\* Must NOT take any excessive valuables (money or expensive equipment into the building other than needed for the immediate task

10c. Bookings made by 3rd Parties to be provided with a copy of the GMN Scouts Lone Worker Policy, but to prepare and follow their own lone worker policy and risk assessments, if appropriate.

10d. GMN Lone Worker Policy prepared FEBRUARY 2023

**11. Complaints**

11a. Where you have a complaint about a service or facility provided by GMN Scouts, you should in the first instance contact the Building Manager Eddie on 07921 785 250 or CountyHQ@gmnscouts.org.uk to discuss your concerns.

11b. Failing the above, formal complaints should be sent in writing to the County Commissioner, cc@gmnscouts.org.uk who will acknowledge receipt of the complaint. The response will include details of any actions we intend to take.