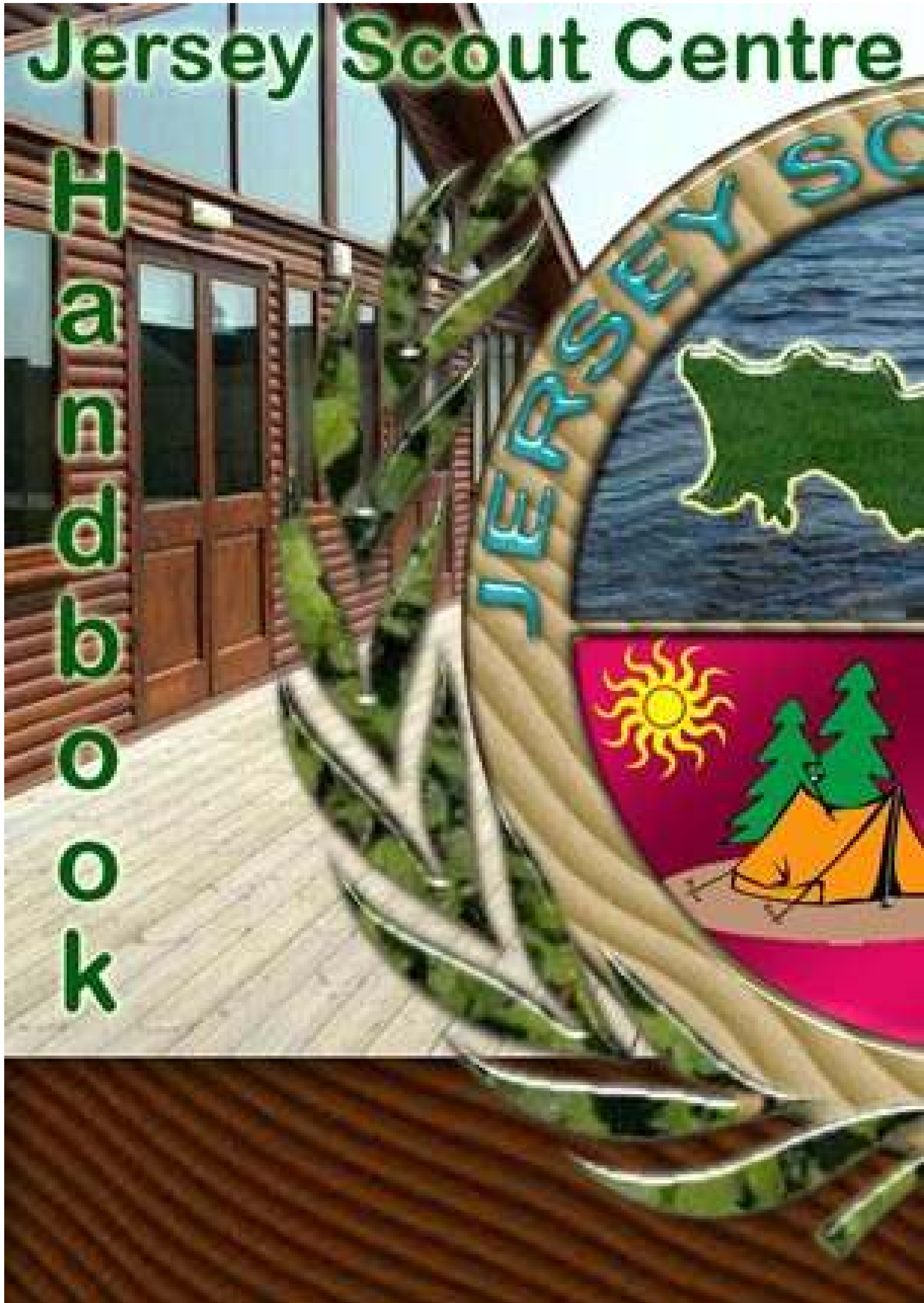


Jersey Scout Centre

Handbook



The logo of the Jersey Scout Association is circular, featuring a central emblem with a fleur-de-lis and a cross, surrounded by a wreath. The text 'JERSEY SCOUT ASSOCIATION' is written around the perimeter of the wreath.

JERSEY SCOUT ASSOCIATION

Welcome to the JERSEY SCOUT CENTRE

USER GUIDELINES & HEALTH & SAFETY POLICY

This User Guide has been prepared by the Management Team to assist users of the Centre and/or Campsite.

We anticipate that the Centre will be treated with care and will be left in a clean and tidy condition by all users.

The Jersey Scout Association will not be responsible for loss of or damage to the property of any individual or organisation, neither will it accept liability for any accident whilst people are using the Centre.

There is a **No Smoking** policy at all times throughout the Centre and the surrounding decking.

Safety Policy

The Jersey Scout Association attaches the greatest importance to the health and safety of its users and visitors. Every endeavour is made to ensure that the Centre, as far as is reasonably possible, provides an environment that is free of risk to the health and safety of all users and visitors, and it is has been agreed that:

The Centre and surrounding decking will be no smoking areas

Adequate fire fighting and fire alarm equipment will be provided, located, maintained and tested as advised by the States of Jersey Fire Service

Emergency exits will be functional and unobstructed

A comprehensive first aid kit, accessible to all users, will be located in the Centre Kitchen and maintained by Guardian Supplies.

All Hirers and User Groups are urged to ensure that:

- a) all their members and guests support the Jersey Scout Association in order that it may achieve the above objectives
- b) all their members and guests are aware of the procedures to be followed in an emergency and, in particular, those for calling the emergency services
- c) persons suitably trained in first aid are available
- d) all potential health and safety hazards and problems are brought to the notice of Philip and/or Mary Roberts (home tel. Number : 741806 Mobile: 07797 889793)



SAFETY & EMERGENCY PROCEDURES

The Centre is not staffed throughout the day and therefore Hirers and User Groups are responsible for their own safety and for that of persons in their charge or attending functions they have organised. It is essential therefore that the responsible person at each event understands what action he or she must take in the event of any emergency, particularly with regard to calling the emergency services.

No inflammable or hazardous substances are allowed in the Centre without express permission from Centre management.

Fire

The fire alarm system at the Centre is connected, via Securicor, directly to the Fire Service so that, in the event of a fire, no matter how minor, **the fire service will be automatically called.**

If the fire alarm sounds, **do not ignore it.** Ensure that all personnel evacuate the building immediately. Do not stop to collect personal belongings, leave at once and assemble at the Fire Point (indicated by a signpost) opposite the Centre where the person responsible should account for all personnel. User Groups should practise this evacuation procedure to ensure that all persons in their charge are familiar with what actions to take in the event of fire.

Leave the building and wait for the Fire Service – do not attempt to fight the fire.

First Aid

A First Aid box is located in the Centre Kitchen – the wall is marked appropriately. If you need to use it, please report what needs replacing to the Centre Office. If an accident requires a visit to the Accident & Emergency Department at the General Hospital, St Helier or calling an Ambulance, please complete an Accident Report Form available from the Centre Office. For a GP visit, telephone 616833. There is a reciprocal health agreement between the UK and the Channel Islands so there is no charge for UK visitors attending a GP surgery/Visitors Clinic. For visiting UK and overseas groups, attention needs to be given to the cost of dental treatment, prescription charges and repatriation therefore international insurance is recommended.

Alcohol

Alcohol must not be kept on the premises. Alcohol may only be consumed on specific occasions and **no under-age drinking is ever allowed.** When alcohol is available, soft drinks must also be on offer. The Centre does not have a licence to **sell** alcohol.

Breakages, Damage and Electrical/Plumbing Faults

Please report any damage or breakage, defects or malfunctions of equipment to Philip or Mary Roberts.

Cleaning

The building must always be left in a clean and tidy condition.

The vacuum cleaners, brooms, buckets and mops are kept in the Broom Cupboard – the key for which is on the User Group's key-ring.



Toilet cleaning equipment is also kept in the Broom Cupboard. Toilet rolls and paper hand-towels are provided with spares also kept in the Broom Cupboard.

Doors, Windows & Lights

Emergency Exits : **all** exits must be kept clear of furniture and other equipment at all times. In four of the bunkrooms (those off the main hall) there is an emergency exit door, all of which are alarmed through to the Leaders' Room and which cannot be opened from outside.

Each bedroom has a red emergency pull, connected to the Leaders' Room. Outside the bedroom door there is an indicator light showing which room requires attention.

The Leaders' Room has a display board indicating when lights are on in the bedrooms. The bedrooms and the main hall have night-lights. The exterior nightlights are controlled from this display board and, in the summer months, we ask Centre users to switch on the exterior lights for the whole site.

All windows must be shut and doors locked when leaving the premises for any length of time. The Party Leader is responsible for shutting and locking up the building.

The security lights are automatic. The toilet/shower lights are automatic and time-controlled.

Noise

All Hirers and User Groups are expected to be "good neighbours" and to keep noise to a realistic minimum (quiet after 10.30 p.m.). Loud music is not acceptable at any time.

Parking

The car-park is at the rear of the building. All vehicles should remain there and should not be driven on to the campsite. For ease of unloading on arrival, cars may be driven around the building to the kitchen door/decking, and subsequently returned to the car-park. Cars should not be parked in the lay-by or along the driveway.

Smoking

There is a **no smoking** policy in force throughout the building and on the decking at all times. There is a Smoking Zone provided on site.

Water

Water is a precious resource and is metered, please use it responsibly. In Jersey, an island with limited water resources and no links to external water networks, we rely on surface water for most of the mains water supplied. The supply of water in the island is therefore vulnerable to periods of low rainfall or drought. Please use the plug rather than run water when washing hands or washing up.

Wet Room

The entrance to the Centre in general terms is via the Wet Room. Coats and outside shoes should be left here and indoor shoes worn whilst inside the Centre.



Main Hall

The Main Hall is carpeted and needs to be cleaned thoroughly during and at the end of the stay. The chairs should be stacked no more than 4 high and should not be placed in front of the storage cupboard or fire doors.

Bedrooms

Bedrooms are carpeted and need to be vacuumed through thoroughly at the end of the stay (even under the beds!). Pillows and pillowcases are provided. The blinds on the windows should be handled with care – ideally by adults!

Toilets/Showers

All toilets/showers to be thoroughly cleaned daily and at end of stay. Floors to be swept and mopped, showers and toilets cleaned, bins emptied and bin-liners replaced.

Kitchen

On arrival the "Cooking Team" will be given an introduction to the Kitchen.

Kitchen "do's and don'ts" on laminated sheet on kitchen wall.

Glass, with lids and labels removed, to be washed and disposed of separately in GLASS bin.

At end of stay Kitchen must be scrupulously cleaned.

All surfaces must be thoroughly cleaned, floor brushed & mopped. Please pay attention to cleanliness behind hot cupboards – all kitchen units are on wheels.

At the end of each day's use of the commercial dishwasher it needs to be drained and debris removed from base unit.

Not allowed

No dogs allowed on site.

No knives allowed inside or around the building.

No chewing gum allowed inside or around the building.

Telephone

There is a coin-box telephone at the Centre : Tel. No. 0044 (0)1534 – 483061

Some mobile 'phones will not operate in and around the Centre due to poor signal.

Tuck Shop : The Cabin

A small tuck shop is available during the summer months, and at other times on advance request.

We welcome you to the JERSEY SCOUT CENTRE
and hope you will have a very enjoyable stay.



**Jersey Scout Centre
La Grande Route Des Mielles
St Ouen, Jersey
Channel Islands JE3 2FN**