



# Housekeeping Guidance

## January 2023

## KEY CONTACT PERSONS FOR EMERGENCIES

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## HOUSE KEEPING

### CAR PARKING - Please use the...

- ▶ Lower car park & basket ball court
- ▶ Disable parking is available at the rear of the building in front of the Men's Shed

### WHERE NOT TO PARK

- ▶ Please **DO NOT** park past the Men's Shed towards the cycle racks
- ▶ Please **DO NOT** park along the wall of the NCC



# ACCESS TO THE NCC

## UPON ENTERING THE BUILDING

- ▶ Access via the front or rear door
- ▶ Disable the intruder alarm
  - Key pads are located at both front and rear entrances (Enter Code you have been given)
- ▶ Sign in - on the IN/OUT board at the bottom of the stairwell
- ▶ If you are lone working at the NCC - please lock
- ▶ the door behind you



# LIFT USE

- ▶ If your group needs access to the Internal lift from the lower ground floor, use the key located in the key safe to unlock the lift i.e. turn lock to 6pm (the code for the key safe will be given to those users who require it).
- ▶ If your group needs access to the external lifts at the front / rear of the building. Please switch the units on at the power supplies inside the rear hallway and entrance hall.





# LEAVING AND LOCKING UP THE NCC

- ▶ Ensure all lights and fire doors are closed (some lights are on motion sensors and will therefore not require turning off.

Motion Sensors located for lights in rear hall wall, by the office / toilets and upstairs landing area.

All other lights will need to be switched off

- ▶ Lock the lift with the key (to a 3pm position) and return the key to the key safe
- ▶ Switch off the external lifts
- ▶ Sign out of the IN/OUT board
- ▶ Set the alarm by pressing AREA (no need to insert the code)
- ▶ Lock the door



# EMERGENCY FIRE EVACUATION PLAN

## IN THE EVENT OF A FIRE

- ▶ For any group of more than 10 persons - we evacuate first and ask questions later
- ▶ Take command - give loud and clear instructions to immediately evacuate the building and gather on the basketball court at the rear of the building.
- ▶ Fire extinguishers may be used to clear a safe passage to an exit.
- ▶ Refuge point - on first floor - person calls down for collection via fire evac. chair.
- ▶ Once outside check everyone is accounted for.
- ▶ Contact the emergency services by dialling 999.

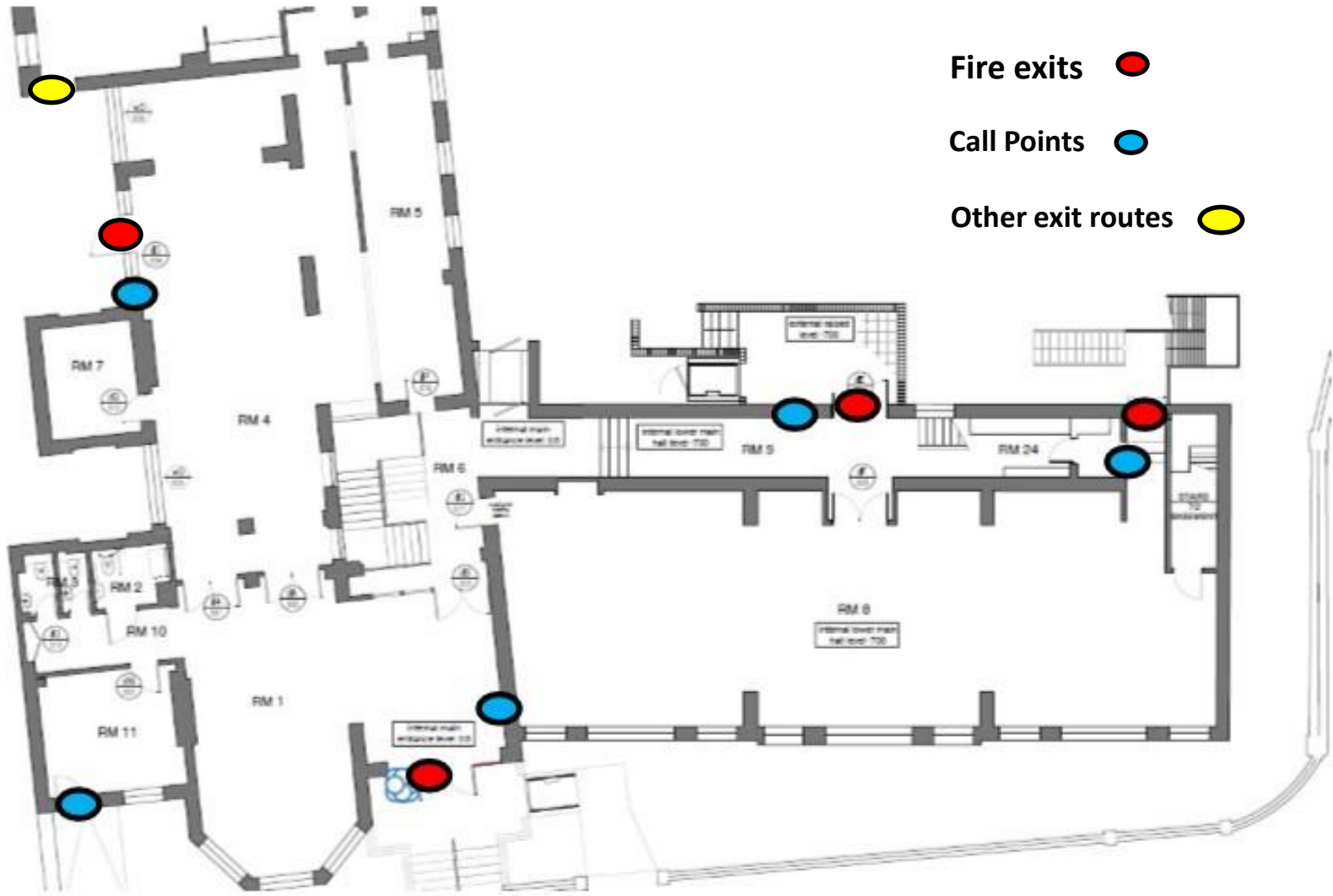


# EMERGENCY FIRE EVACUATION PLAN CONT...

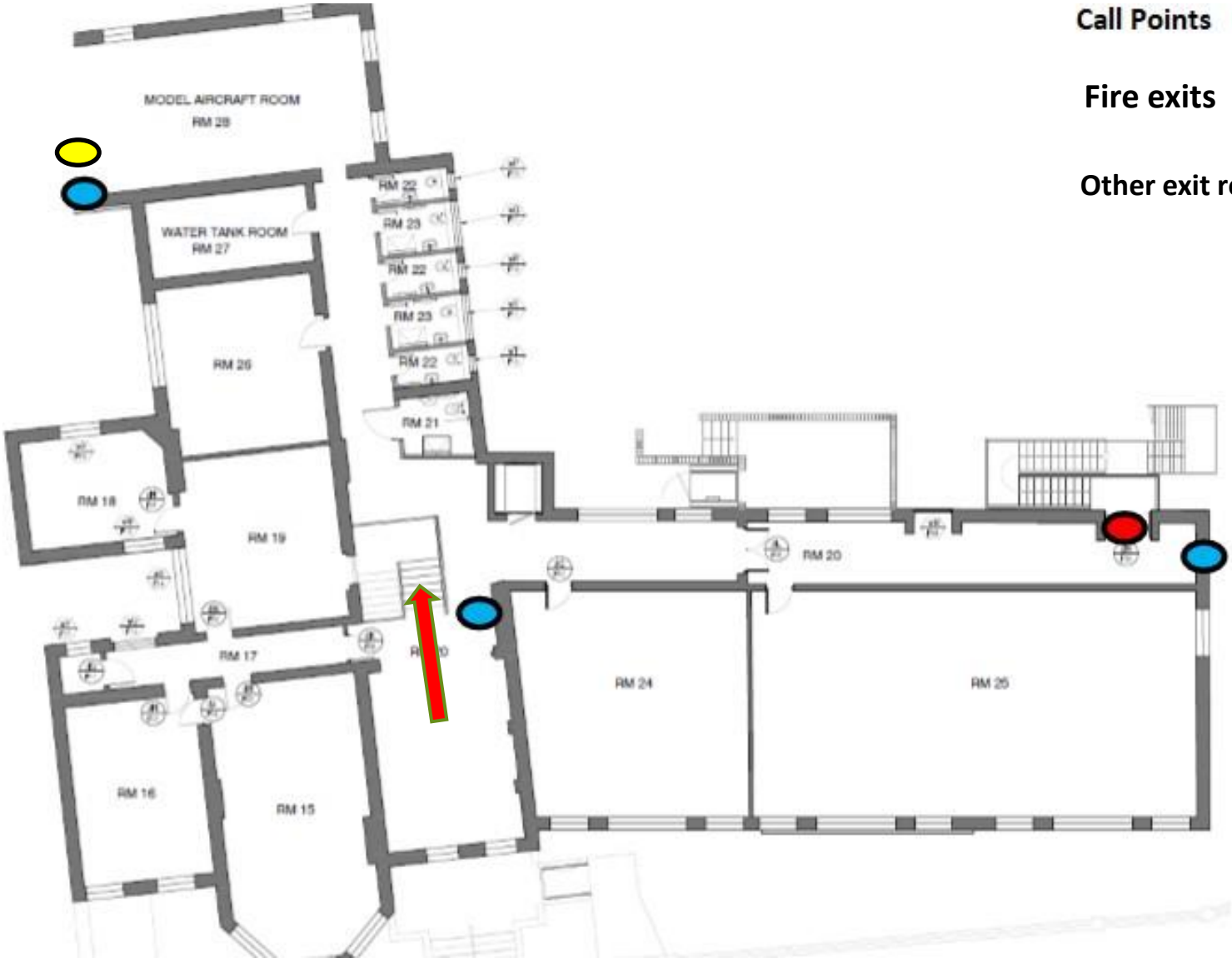
- ▶ The address of the hall is: *Newent Community Centre, Ross Road, Newent, Glos. GL18 1BD*
- ▶ *What3words.com*– “*gilding.glove.spacing*”
- ▶ Check that rear access road to the Centre is clear for the emergency vehicles.
- ▶ Send two people to act as guides for the emergency services - one at the traffic lights, and one at the bottom of the access road opposite the fire station
- ▶ Do not allow anyone to enter the hall until a fire officer tells you it is safe to enter.
- ▶ Contact a Member of the Admin Team so they can log what has happened - even if it is a false alarm.



# FIRE EXITS / CALL POINT LOCATIONS



# FIRE EXITS / CALL POINT LOCATIONS



Call Points



Fire exits



Other exit routes



# USE OF THE KITCHEN

- ▶ Kitchen split into two areas: Refreshment Prep (with dishwasher & smaller hatch) & Meal Prep (with larger hatch)
- ▶ Persons **MUST NOT** walk through the meal prep area from the bottom of the stairwell when food is being prepared.
- ▶ A folder of instructions has been compiled for users
- ▶ Anyone wanting to prepare meals will need to undertake a Level 2 Food Hygiene & allergens course

# USER GROUPS-CLEANING AFTER USE

- ▶ Please leave the room clean, clear and tidy for the next user group.
- ▶ Please ensure you also sweep the floor if your activity has caused the floor to be left unclean.
- ▶ Cleaning equipment can be found in the Utility Room which is located in the rear corridor off the dining area. This room has a sliding door.
- ▶ Please DO NOT use the green broom, mop and dustpan from the kitchen as these are specifically for kitchen use only.