

Westray Community Association

COMMUNITY FACILITIES

The Hall, Community Room and Community Classroom are available for use by the community, primarily in the evenings (after 5:00pm), at weekends and during the school holiday periods. Additional usage during school times is at the discretion of the Head Teacher. The Kitchen is available as long as there is someone with the proper hygiene certificate involved in its usage.

The maximum number of people in the community facilities at any one time is 250. For a sit down meal it is recommended that the number should not be more than 200 sitting. Ideally 180 if the full stage is up.

SMOKING

There is a strictly NO SMOKING policy in place for the whole building.

ALCOHOL

No alcohol is to be consumed on the premises unless under legal licensed event. Anyone entering the building under the influence of substances or alcohol, or carrying alcohol will be asked to leave.

EQUIPMENT

Access to school equipment should only be by prior arrangement with the Head teacher. Any equipment used must be returned and tidied away after use.

Using tables and chairs in the facilities – please tidy these away when finished.

Always leave the premises as you would like to find them. Take ALL containers, clothes, equipment not belonging to the premises etc. away after your hire and you must find homes for them.

Anything left lying around in the Community Room, Hall Cloakroom, Toilets or hanging on pegs will be kept for two months then will be put to a charity shop.

CLEANING

Each user group or private let is responsible for the care of the fabric and cleanliness of the building during their period of use. Each user is expected to leave the Centre as they would wish to find it for their booking.

In the Community Room there is a Communications book. If there are any problems with cleanliness/breakages etc. this should be entered in the book and will be dealt with by the committee.

DEFINITION OF USER GROUP CLEAN

- Tidy away equipment used'
- Wipe down tables used and tidy tables away'
- Tidy away chairs'
- Sweep floors – wash floors if food has been served'
- Sweep passage floor.
- Wipe down all surfaces and tables used.
- Put all used dish towels and cloths in bucket under the sink.
- Empty bins if needed. New bags should be in the drawer by the bin in the Community Room.
- Put out full bags of rubbish to the rubbish shed in the back playground. The key for the rubbish shed is in the Community Room First Aid cupboard.
- Check the toilets are tidy. Check the toilets have been flushed.

The level of cleaning must be done to the satisfaction of the Community Association and the Janitor, and executed so as not to interfere with other users of the Centre. Cleaning should be carried out as soon as possible after use.

If the cleaning is not done to the Janitor/school Cleaner's satisfaction they will have it cleaned and the users will be invoiced for the extra work done.

If the Community Association cleaners are asked to clean after an event or a function, the users can either pay the cleaners direct or the Community Association will pay the cleaners and invoice the users along with the invoice for rental.

SECURITY

Always work on the principle that you only open the areas you intend to use. This limits the areas for which you are responsible.

On vacation the building, check each area/room used:

- Windows closed
- Waste paper bins: nothing smouldering
- Electrical appliances off and unplugged where possible/applicable.
- Heaters that can be, are switched off.
- Nothing resting against heaters.
- Extractor fans turned off.
- Close emergency exit doors if they have been opened for ventilation.
- Lights off.
- Doors locked.
- Check doors to other rooms are locked even though you didn't use them.

ELECTRICAL TRIP FUSES

The switchboards controlling the electrical supply to the community areas are located: Community room – for hall, snooker room and store.

Main corridor – for Community Room, Community Classroom and corridor.

If an electrical circuit fails, check to see if the circuit breaker has tripped out.

If this is the case, attempt to re-set it once only. If this attempt fails or you are unhappy about attempting to re-set the circuit, contact or leave a note for the Janitor, whichever is most appropriate.

FIRST AID

A first aid box is kept in the Community Room cupboard. Keyholders should open

this cupboard on entering the premises so that access to the first aid box is possible. New disposal of body fluid kit is also in this cupboard.

Items used should be reported. Details of any accident to be noted on the accident and incident report form/book which is kept in the same cupboard.

When the fire alarm sounds
Always assume that there is a fire

- Clear the building. Do not let people re-enter the premises.
- If your group has a register, take that out with you and use it for a roll call at the assembly point.
- Each room in the building has a designated assembly point, being either of the car parks or the playing field. We suggest the netball court, far away from the premises and out of harm from traffic.
- If your exit route takes you past the fire alarm box, and circumstances permit, check to see the source of the alarm.
- The fire detection system will automatically call out the Westray Fire Brigade. Please get someone to call 999 immediately to be sure.
- Contact one of the following:
 - Head teacher
 - Janitor
- Wait for the fire Brigade and make yourself known to them. They will need to know if everyone is safe and if you know where the fire is.
- The fire alarm system can only be reset by the Fire Brigade or Janitor

DURING YOUR EVENT OR CLUB MEETING OR FUNCTION ALWAYS ENSURE FIRE ESCAPES ARE CLEAR AND FREE FROM OBSTRUCTION.

HEALTHY LIVING CENTRE

SMOKING

There is no smoking policy in place for the whole building

ALCOHOL

No alcohol is to be consumed on the premises. No person to enter the premises under the influence of substances or alcohol.

SECURITY

Always work on the principle that you only open the areas you intend to use. This limits the areas for which you are responsible.

On vacation the building, check each area/room used:

- Windows closed
- Waste paper bins: nothing smouldering
- Electrical appliances off and unplugged where possible/applicable.
- Heaters that can be, are switched off.
- Nothing resting against heaters.
- Extractor fans turned off.
- Close emergency exit doors if they have been opened for ventilation.
- Lights off.
- Doors locked.
- Check doors to other rooms are locked even though you didn't use them.

ELECTRICAL TRIPS (FUSES)

The switchboards controlling the electrical supply to the Healthy Living Centre are located in the Healthy Living Centre office.

If an electrical circuit fails, check to see if the circuit breaker has tripped out. If this is the case, attempt to reset it ONCE only. If this attempt fails or you are unhappy about attempting to reset the circuit, contact or leave a note for the Janitor, whichever is most appropriate.

FIRST AID

A first aid box is kept in the Reception Office, next to the pool. Items used should be reported. Details of any accident to be noted on the Accident and Incident Report Form/Book. A supply is kept with the first aid box.

LIST OF SPECIALIST EQUIPMENT

The Fitness Room, Learning Centre and Gym equipment and apparatus can only be used by authorised persons under the appropriate conditions for use.

CLEANING

Leisure attendants are responsible for cleaning the pool surround and pool changing area, while Fitness Advisers are responsible for cleaning the Fitness Suite, Leisure Centre, Team Changing Room, corridors and communal toilets.

FITNESS SUITE

(Induction and Buddy System)

Users of the Fitness Suite are required to go through an initial induction training. Outwith timetabled sessions, those wishing to use the Fitness Suite should use the Buddy System. This involves going along with at least one other inducted person, during school hours (normal school hours 9:00am – 4:00pm) The Buddy System does not apply outwith school hours or during school holidays, except during public swimming times, with the knowledge of the lifeguards.

TEAM CHANGING ROOMS

These can be used during football/ rugby games/sporting events with prior arrangements made with Donna Rendall. There will be a charge for using the facilities, also arranged through Donna.

OPENING TIMES

Healthy Living Centre and Swimming Pool times are updated regularly and displayed on the Healthy Living Centre main door.

IN CASE OF EMERGENCY