



3rd Sudbury Scout Group
Quay Lane
Sudbury
Suffolk
CO 10 2 AN

Telephone number: 01787 880687 – During meeting times only

A USER'S GUIDE TO THE BUILDING

Registered Charity No. L330-1524

February 2009



Our Scout Headquarters

Built on the site of the old gas works in Quay Lane, our Headquarters was opened in 1989.

A purpose built building consisting of entrance hall, fitted kitchen, toilets, (including one with disabled access) a storage facility which is fully equipped to take the whole group camping and for other activities such as cooking, pioneering etc. We have a large main hall, with under floor heating and our own built in climbing walls.

There is also a leader's room off the main hall so leaders can keep a close eye on what the youngsters are doing as well as having somewhere to do the admin

Upstairs we have a committee room with trophy cabinet, IT facility and sink etc. this can be used as extra changing room and or as a class room.

We are also lucky enough to have our own boathouse as an integral part of the headquarters. The boathouse door opens up directly on to a slipway out into the gasworks cut before heading out on to the river Stour.

At the side of the headquarters there is a grassed area with enough space for camping, fires, games etc.

The Scout Headquarter building is used by all Scouting and can be licensed for public entertainment, by the way of a temporary licence.

For all users, prior to any occupation, all intruder alarms are to be switched off.

All external fire escape gates - Must be unlocked before a meeting takes place. Under no circumstance should the building be used with these gates locked.

Contacts: Guy Hume – Group contact – 01787 880995

Emergency – FIRE – POLICE –
AMBULANCE –

CALL 999

On the nearest phone



PROCEDURES

Areas:

- Front Foyer
- Kitchen
- main Hall
- Leaders Room
- Committee Room (up stairs)
- Shower Room
- Toilets
- Ready to use stores

Restricted areas:

- The main Stores
- Cleaning Cupboard (Under the Stairs)
- The Boathouse
- Petrol Store
- Outside camp Storage shed

Outside Areas:

Rear compound and raised grassed area

Keys:

- FRONT METAL GATE
- FRONT DOOR
- INTRUDER ALARM

One key for:

- Leaders Room
- Kitchen
- Committee Room
- Ready to use stores

Extra Keys:

Keys for chair cupboard

Keys for Cleaning Cupboard (under the stairs)

Keys for Petrol stores

Keys for Post Box

Are all located in the Leaders Room



Lights:

Main lights for the foyer and toilets are controlled by a panel on the wall using a special "Fish Key".

The control panel for the hall lights is located in the Leaders room-5 large spots and tube up lights.

The other lights in normal positions can be found in the - kitchen, side corridor and committee room.

Outside lights:

- Front- switch in outer foyer
- Back – switch near exit opposite toilets
- Side – switch on end wall of hall
- Boathouse roller door – switch near roller door

Intruder Alarm:

The control box is in the Front Foyer. All external doors, Kitchen hatch doors are connected to this system.

The only exception being that the Boathouse Roller Door is not.

To activate & de-activate the system turn the key in the control panel.

Turn the key CLOCKWISE to activate – alarm will ring for approximately 1 minute.

Turn the key ANTI-CLOCKWISE to switch off.

**Heating:**

The under floor heating system with pre-set timers is controlled from the Kitchen opposite the telephone.

The system can be manually extended or shut off.

The left hand programme box controls downstairs & the right hand box (Gray) controls the upstairs.

To switch off the system press "CROP" button.

Fire:

Evacuation instructions (Yellow) above alarm points.

Fire Alarm: automatic system with a control panel in the front foyer, smoke detectors and sensors are in position throughout the building.

Alarm call panels- smash glass located in the main hall (2) front foyer and stores.

Fire exits- main hall (2) front foyer (1)

Emergency exit upstairs is in the committee room via escape ladder to main hall from the window.

Extinguishers- front foyer, kitchen, boathouse, committee room and ready to use stores.

First Aid Boxes:

Situated in the Leaders room & Boathouse, plaster kits can be found in the kitchen and boathouse.

Report all accidents in the accident book which is also found in the leader room above the first aid box.

First Aiders: All leaders are first aiders.

Electrical fuse box:

- Fuse box is located in the Leaders room.

Gas valve:

- Located in the meter box, in the front entrance.



FIRE SAFETY STATEMENT

Our Scout Headquarters is fitted with a fire & smoke alarm systems, we also have a number of fire extinguishers around the building. In the event of a fire please leave by the nearest fire escape and meet at the fire assembly point in Quay Lane car park.

Front foyer

X2 Foam spray extinguishers 6ltr

Kitchen

X1 Fire Blanket

X1 Dry Powder extinguisher 2kg

Committee/Class room

X1 Foam spray extinguishers 6ltr

X1 Dry Powder extinguisher 2kg

X1 Life Ladder- for fire escape

The Boathouse

X1 Foam spray extinguishers 9ltr

X1 Dry Powder extinguisher 1kg (on board Kingfisher only)

The 'ready to use' stores

X1 Foam spray extinguishers 6ltr

In the event of a fire please call 999 Ask for the Fire Service and give full details.



Water supply stop cock:

- Can be located in the ready to use store.

Additional information:

- Instructions for cooker in a folder, in the kitchen cupboard.
- Ensure kitchen hatch is bolted when not in use.
- Climbing Wall – read instructions which are fixed on cover when removing/returning.
- All fire exits and escape routes are kept clear at all times, all gates to be unlocked during use and locked up at the end.
- Keep grass area clear and tidy, only fire wood to be put in the fire wood bin.
- Building to be left clean and tidy after every use.
- Check all areas prior to leaving.
- Report any damages, use pink book in the leaders room.

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