

St John's in the Vale Centre

Risk Assessment for Guests using the Centre

Arrival and Parking

- There is no car park at the centre but there is unlimited parking on the quiet road next to the centre. The small parking area next to the Annexe is designated for guests using the church on Sunday mornings, but you are welcome to use this at other times.
- There are two entrances to the Main Building both of which have disabled access. The Annexe has two steps up to the entrance, so is not wheelchair friendly. It does get very dark in the evenings but there are lights above all the entrances which are on PIR.

Entrance Hall

- There is a notice board in the entrance hall with contact numbers; health and safety notices; floor plans; emergency plan.
- The Fire Alarm System is located here. Information regarding the system will be given to you on arrival to the centre.
- Emergency Plan (see attached plan)

Emergency Exits and Fire Equipment

- There are 4 emergency exits in the Main Building – the main door, the side door, the kitchen door, the upstairs corridor door leading onto the bridge walkway across to the fell at the back of the building.
- There are 2 Refuge areas - If the walkway is used in an emergency the refuge area is situated behind the building along adjoining chapel wall. The other is the area at the top of the stairs next to the lift.
- Fire Assembly Point: The car park opposite the church, use the church if necessary.
- The Annexe has 2 emergency exits, the main entrance in or the kitchen/dining room door.
- Fire Equipment, only use the equipment if you feel confident to use it.

Outside the Buildings

- The walls around the buildings are dry stone walls, please do not climb on them.
- Please be aware that there is a steep bank behind the lounge in the Main Building
- Behind the Main Building is a plateau where bonfires are permitted, if you choose to light a fire ensure it is monitored until it is put out.
- There is a bridge leading from an emergency exit onto the fell behind the building.
- All bins are in a fenced and gated area.

Kitchen

- This area is for adults only unless children are supervised, this is at your own discretion.
- Switch off ovens, hobs, water boiler, hot cupboard, dish washer, toasters after use.
- Keep sharp knives in the knife block, do not leave loose in the drawer.
- In an emergency there is a fire shutter on the hatch. This is normally kept open.
- If you are bringing electrical equipment onto the site eg. Slow cookers, mixers etc. – these must have a current Portable Appliance Test Certificate.
- Be aware that the dishwasher liquid and rinse aid is located under the main sink.

Dining Room

- Please be aware the electric storage heaters will be very hot at times, it is important that these are not covered with clothes/towels for drying – please use the laundry for drying clothes.
- Chairs should be stacked after use, max of 6 high
- Go-pak tables to be folded/unfolded by 2 adults as they are heavy and awkward to fold.
- Please be aware that the main electric cupboard is in the room, the door is not locked, as guests may need access quickly.

Laundry

- The light in this room is fitted with PIR.
- If you are using this room for drying wet clothes and boots, switch on the heaters (switch located outside the room) and also switch on the dehumidifier.
- Information regarding the use of the washing machine and dryer is on the notice board in the laundry room.
- Buckets and mops are stored in the laundry.

Bedrooms and en-suites

- Most of the rooms have bunks with incorporated ladders which comply with British Standard regulations. We advise you that children under the age of 8 should not use the top bunks.
- Guests are advised to keep the floors clear of bags and other equipment to prevent trip hazards.
- Bedroom windows are fitted with locks to prevent falls.
- Shower areas have non-slip flooring, any excess of water should be mopped up using the mops available in the laundry room
- Showers are thermostatically controlled
- Bins and bags are available in each bathroom for the hygienic disposal of sanitary and nappy disposal.

Corridors/stairs

- Keep the stairs and corridors free of personal possessions and obstacles at all times.

Lounge/Common Room

- Please be aware the electric storage heaters will be very hot at times, it is important that these are not covered with clothes/towels for drying – please use the laundry.
- Windows can be opened but have restrictors on them.
- Log Burner, must be supervised by an adult at all times if being used. The grate should be emptied only when cold. Ash to be put in the metal bucket provided and left outside the building for the staff to dispose of.

Lift

- The lift can only be operated by a key.
- Instructions for the use of the lift will be given on arrival to the building, please ask if you would like to use the lift.
- The lift must not be used in the event of a fire
- When not in use the lift should be left at its upper level.
- The lift key is located in the boiler cupboard in the kitchen.

Chemical storage

- All chemicals are stored in locked areas in the building (attic store and cleaners cupboard).
- If you bring any cleaning chemicals on site, please store these in a safe area away from children.

Rubbish and Recycling

- There are bins for general rubbish, collection is Monday and Fridays
- Allerdale Borough Council are unable to collect recycling. There are recycling centres are The Playing Field at Threlkeld and Bell Close Car Park, Keswick.

General Policies

- No smoking policy in the buildings and in the doorways with doors open.

CONTACT INFORMATION

| | | | |
|----------------|--------------|--------------|----------------------|
| Centre Manager | Lisa Farren | 07422 942457 | carlisedyc@gmail.com |
| Chaplain | Dr Susi Wood | 07831 224901 | |