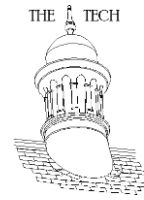


Holmfirth Tech Limited



Guide for Activity Leaders

Version: 05/09/2019

Building Access

A key to the front door is available in the keys safe located adjacent to the back door, down the steps on the left. If you will need to use this facility you will be provided with the key safe code separately.

To use the keysafe, set the code on the dials, press the plastic switch to the left down. The safe will open; remove key, close and muddle the numbers (to avoid anyone else writing it down).

Enter by the main doors and leave the outer door unlocked. The second door has a combination lock; the number for this will also be provided separately. If you are the only person in the building, or all occupants will be on the first floor or basement levels, you may close and latch the inner door. There is bell push outside this door for people to attract your attention. You can also latch this door open (with the small switch on the back of the lock) to allow members of your groups in or when there are many different groups in the building. We will soon provide a keysafe in which to put the outer door key when you are in the building; this will have the same code as the outside keysafe and means that the last person to leave will always know where to find the key.

If you are using the basement please also unlock the fire escape down the steps in the basement.

When the lift is operational, a key to the basement entrance door (which provides direct disabled access to the lift and all floors of the building) will be included with the keys in the keysafe.

Closing Up

If you are the only building user, prior to leaving:

- Check that there are no other occupants in the building
- Check all lights are turned off (including toilet lights)
- Ensure basement fire exit is locked
- Leave the building by the front door, locking both sets of doors (ensure inner door latches)
- Return the keys to the key safe, muddle the numbers, and close the weather cover.

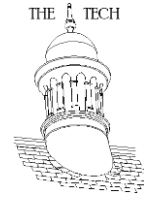
Café

If the café is not manned, you may use the facilities. Please make contributions for any food and drinks consumed in the honesty box at the prices shown.

Please wash up, or use the dishwasher, and wipe down surfaces when you have finished.

All spillages to be mopped up; a mop is available in the hall outside the kitchen.

Holmfirth Tech Limited



Guide for Activity Leaders

Version: 05/09/2019

Special Requirements

If you have anyone in your groups with any special access or other requirements, please complete the personal emergency evacuation form at the end of this document and provide a copy to The Tech office.

You must consider how any such people can escape from the building or remain in a refuge area in the event of a fire; the lift must not be used.

Fire

The building fire alarms are operational; there are detectors in all rooms. In the event of a fire:

- Operate the nearest alarm point
- Call the fire brigade on 999 and state location as 'Holmfirth Adult education Centre', Huddersfield Road, HD9 3AR
- If safe to do so, and you are familiar with the fire-fighting equipment provided, tackle using the nearest extinguisher. If in doubt, leave the building
- Leave the building, turning right from main entrance, and assemble at the lay-by towards Lidl
- If you are on the first floor and cannot escape via the stairs, assemble in the smaller room at the front of the building and close the door. Call the fire brigade immediately and inform them that there are people in the refuge room at the front of the building on the first floor.
- If you have exited from the basement and it is not safe to go up the ramp, proceed to far end of the carpark.
- Keep your group together and ensure you can account for all members
- Call one of The Tech officers and inform them of the situation:
 - Rachel Lee – 07906 205466
 - Chris Little – 07481 150804
 - Chris Harrap – 07763 620254

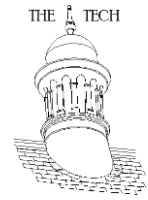
Cleaning & Rubbish Disposal

Rubbish disposal from the building is difficult; please minimise the amount of waste you generate and if possible remove from the building when you leave. This is also important to reduce fire risk. If you need to store combustible materials please discuss with Tech Management Team – there is safe storage available outside the main building.

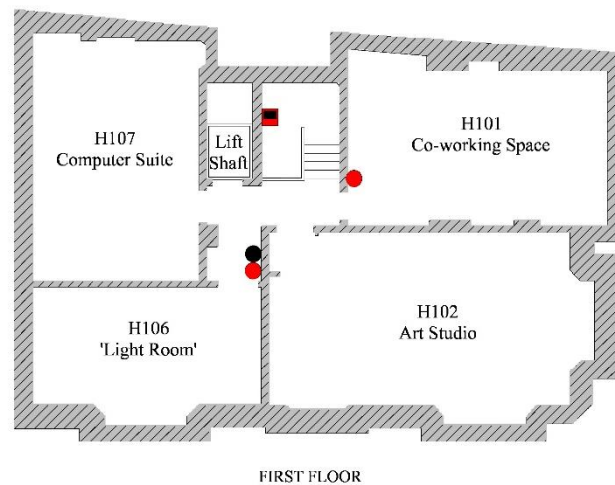
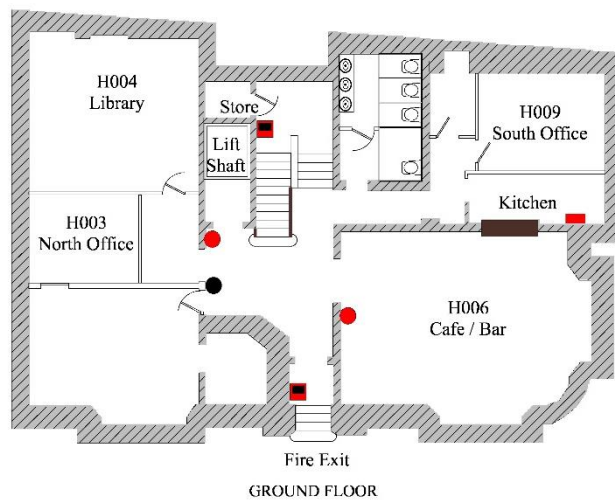
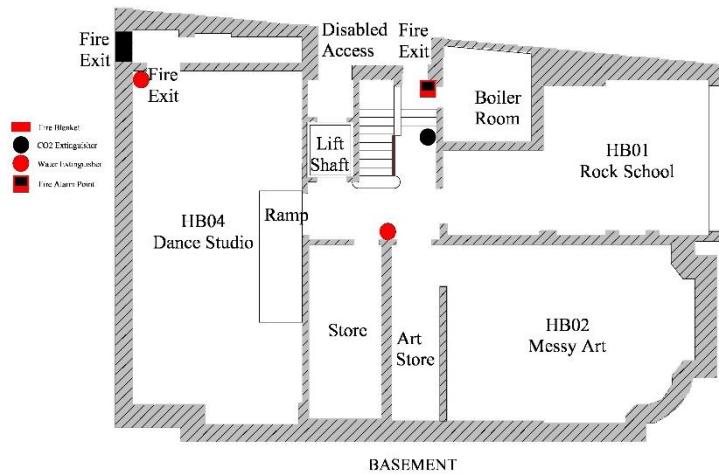
Please leave all areas as you would wish to find them. Cleaning equipment is available in the hall by the kitchen should you need it.

Something Wrong?

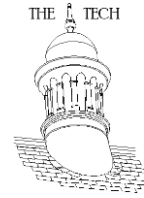
If there is something not right with the facility or you have a suggestion to make, please advise The Tech management team on:



Building Plans



Holmfirth Tech Limited



Guide for Activity Leaders

Version: 05/09/2019

Personal Emergency Evacuation Plan

Name of Person:			
Contact Email/Phone:			
Does the person need extra help to be aware of the need for evacuation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Which floors can this person use? (Emergency Egress)	<input type="checkbox"/> Basement – Ramp/Level Access <input type="checkbox"/> Ground Floor – 4 steps to entrance <input type="checkbox"/> First Floor – Stairs Only
Names of those responsible for providing awareness help:			
Names of those who will provide evacuation assistance:			
Methods of Assistance (e.g. methods of guidance etc.)			
What equipment is provided for this person?			
Where is this equipment kept?			
Personalised Evacuation procedure (A step by step list of actions, beginning with first alarm)			
1			
2			
3			
4			

Signed by Activity Leader:

Date:

Signed by Individual:

Date: