

## LEADERS

1. When signing your booking form you are signing to say you have read and agreed with this leaders pack.
2. Fill and return a booking form with terms and conditions found on our website.
3. An invoice for your deposit will then be emailed to you.
4. Your booking will not be confirmed until your deposit Invoice is paid.
5. A minimum payment invoice will be sent to you within 12 weeks of your arrival date.
6. Read WCC safety guidelines and risk assessments before arrival, as group leader you will be responsible for passing on these guidelines to your group. - **attached**
7. Arrive with your fire register completed. - **attached.**
8. Arrive with a photo copy of Food Hygiene certificate.
9. Your cooks can prearrange their arrival time if agreed by our office.
10. Adhere to agreed arrival and departure times on booking form.
11. Allow for a 10 minute check in at WCC office on arrival.
12. Allow for cleaning time before departure.
13. Allow for a 10 minute check out at WCC office before departure.
14. Pay all Invoices no later than 1 week from departure.
15. Your Duty Manager will be available at the office or by phone for emergencies only.
16. Please consider our neighbours by keeping noise levels low after 10pm. Especially outside and in the conference hall.

*We want to remind you there is the opportunity to book up to 2 years in advance and that there are price changes in 2021 which have been on our website since 1/1/19.*

If you have any further questions please don't hesitate to get in touch.

**01241 434455** or **[info@windmillchristiancentre.org.uk](mailto:info@windmillchristiancentre.org.uk)**

*We look forward to your visit and want to assure you that all our visiting groups are prayed for by the WCC team.*

Please sign up for our quarterly newsletter via our website.

[www.windmillchristiancentre.org.uk](http://www.windmillchristiancentre.org.uk)

AS-01 November 2021

## **SAFETY GUIDELINES**

### **WELCOME TO THE WINDMILL**

- Please look after the centre. ***It's God's house.***
- The Windmill has a lot of People who support it's ministry by prayer, they are praying for you during your stay.

### **WINDMILL STAFF**

- You have an allocated Duty Manager who will be available at the office for your group leader during check in, check out and in emergency.
- A contact number for them and office hours will be on the office door.

### **HOUSE RULES**

- Smoking is not permitted on the premises.
- Alcohol is not permitted in the building or on the grounds.
- No pets are permitted in the building or on the grounds except for blind/assistance dogs.
- ***Please leave outdoor shoes and wet coats in the front porch.***
- Only move furniture if your Duty Manager is notified first. ***Please don't stand on our chairs.***
- No food or drinks are permitted in the meeting room on the first floor.
- Report any damages to your Duty Manager.
- Only put up programme/notices on boards provided or glass. ***Not on walls or paint work.***
- Please recycle: cardboard, cans, glass and hard plastic in the mixed recycling bins provided.
- Wheelie bins are up the stairs at the rear of the conference hall. ***Please do not move them.***

### **FIRE**

- No fire alarms are planned during your stay.
- Please leave the building immediately and gather on the front lawn.
- Your leader will do a head count from their fire register kept by them at the front door.
- Only re-enter the building when your Duty Manager says it is safe to do so.

### **SAFETY**

- Windows to be opened no further than safety catches.
- Fire doors must be kept clear and closed unless automatic closures are attached.
- Our fire pit and BBQ area are there for you to use responsibly - ***read the risk assessment.***
- Use main stairs unless it is an emergency evacuation.
- Please do not touch the stair lift or its rails unless you have - ***read the risk assessment.***

### **FIRST AID**

- First aid boxes are your leaders responsibility and not provided by the centre.
- An injury book is available from your Duty Manager.

### **SECURITY**

- All cars please use front gate only.
- The doorbell is now your group responsibility.
- Please don't leave the front/ back doors open - ***Heat is lost very quickly.***
- Please take note of the door code for getting in and leader phone number.
- Night checks are done by your Duty Manager each evening to secure the building.

### **HOUSEWORK**

- Before leaving. - ***Cleaning instructions are found on the back of each bedroom door. Cleaning cupboards are found on 1<sup>st</sup> and 2<sup>nd</sup> floors and your leader has a check list.***
- Notice that our bathrooms now have hygiene bins which you do not empty. However the hand towel bins in the public toilets do need you to empty them into the general waste.

## **FIRE PIT - BBQ RISK ASSESSMENT**

### **WCC SAFETY ADVICE**

- Always have a bucket of water and a bucket of sand by the fire pit area when in use.
- WCC takes no responsibility for any personal injury or damages caused during any bonfire, therefore making the group organising the bonfire solely responsible for both.
- Do not remove any ashes or wood from the fire pit or BBQ.

### **ADVICE FROM THE SCOTTISH FIRE AND RESCUE SERVICE FOR GROUPS**

Only use the fire pit provided @ WCC as it is located away from:

- The building.
- Vehicles
- Trees, hedges and fences.
- Power lines and telecommunications.
- Equipment and sheds

### **NO PERMISSION TO BURN**

There is a danger of explosion from materials which are irresponsibly thrown on burning bonfires.

- Fireworks.
- Flammable liquids to ignite bonfires.
- Pressurised containers or sealed vessels.

**Smoke from bonfires must not pose a public nuisance, affect visibility on roads or otherwise inconvenience vehicles.**

**Sparks, flying embers or burning debris must not endanger nearby property.**

### **LAW**

Never leave a burning/smouldering bonfire unsupervised – make sure it is completely extinguished. Any bonfire failing to satisfy safety conditions or where people are behaving irresponsibly may be deemed dangerous and as such, subject to being either removed, extinguished or otherwise made safe.

### **BONFIRES AND THE LAW**

It is an offence under Section 56 of the Civic Government (Scotland) Act 1982 for any person to:

- Lay or light a fire in a public place so as to endanger any other person or give them reasonable cause for alarm or annoyance or so as to endanger any property.
- For anyone under 18 years of age to possess fireworks.
- Throwing fireworks or setting them off in a public place (anywhere other than your own garden)
- To use fireworks between the hours of 11pm and 7am on any day except on 5 November when the curfew extends to midnight.

## **STAIR LIFT RISK ASSESSMENT**

### **ATTENTION**

- Max weight 135kg/21<sup>st</sup>
- User to remove key between uses.
- No transporting of any goods.
- Keys and remotes are locked in the leader's cabinet.
- The stair lift is covered when not in use.

### **SAFETY**

- Keep the tidy stair ways clear.
- Store the lift in correct position and on charge.
- Loose clothing must be kept away from all machine workings.
- Shoes must be worn at all times.

### **MAINTENANCE**

- A weekly performance check.
- Stored in charge position.
- Batteries in remotes checked weekly.
- All maintenance and servicing is done by Stannah

### **OUT OF USE**

- Visiting groups notified in advance where possible.
- Staff not to move people manually.
- Call for medical assistance to move anyone.

### **EMERGENCY**

- Staffs are not permitted to move anyone manually down the stairs.
- WCC takes no responsibility for any injury to any party if moving anyone manually takes place.
- Call for emergency Assistance.

### **CLEANING**

- No cleaning products are to be used on the stair lift or rails.
- Sills to be wiped up with a damp cloth and dried.

## ROOM AND FIRE REGISTER

ROOM	BEDS	GUEST NAME	
<b>1</b>	2 BUNK BEDS	1	
		2	
		3	
		4	
<b>2</b>	3 BUNK BEDS 1 SINGLE BED	1	
		2	
		3	
		4	
		5	
		6	
		7	
<b>3</b>	2 BUNK BEDS	1	
		2	
		3	
		4	
<b>4</b>	3 BUNK BEDS	1	
		2	
		3	
		4	
		5	
		6	
<b>5</b>	3 BUNK BEDS	1	
		2	
		3	
		4	
		5	
		6	
<b>6</b>	2 BUNK BEDS	1	
		2	
	SHOWER/BATH	3	
		4	
<b>7</b>	2 BUNK BEDS	1	
	1 SINGLE BED	2	
		3	
	SHOWER/BATH	4	
		5	
<b>8</b>	2 BUNK BEDS	1	
	1 SINGLE BED	2	
		3	
		4	
		5	

## ROOM AND FIRE REGISTER

ROOM	BEDS	GUEST NAME	
<b>9</b>	4 BUNK BEDS	1	
		2	
		3	
		4	
		5	
		6	
		7	
		8	
		1 folding bed	9
<b>10</b>	4 SINGLE BEDS	1	
		2	
		3	
		4	
<b>11</b>	3 SINGLE BEDS	1	
		2	
		3	
<b>12</b>	1 BUNK BEDS	1	
		2	
<b>13</b>	1 BUNK BED 1 SINGLE BED	1	
		2	
		3	
<b>14</b>	2 SINGLE BEDS	1	
		2	
<b>15</b>	2 SINGLE BEDS	1	
		2	
		1 pull out bed	3
<b>16</b>	3 BUNK BEDS	1	
		2	
		3	
		4	
		5	
		6	
<b>17</b>	3 BUNK BEDS	1	
		2	
		3	
		4	
		5	
		6	

## ROOM AND FIRE REGISTER

ROOM	BEDS	GUEST NAME	
<b>18</b>	<b>3 BUNK BEDS</b>	1	
		2	
		3	
		4	
		5	
		6	
<b>19</b>	<b>2 BUNK BEDS 2 SINGLE BEDS</b>	1	
		2	
		3	
		4	
		5	
		6	
		<b>ALL BED PROTECTORS, QUILTS, PILLOWS AND PILLOW PROTECTORS ARE PROVIDED FOR OUR GUESTS.</b>	

### **IMPORTANT POINTS TO KNOW!**

**FIRE SAFETY REGULATIONS** Your Duty Manager will ask for this form on your arrival. The room and fire register is the group leader's responsibility.

**FOR YOUTH GROUPS** to comply with child protection act please do not have group leaders sleeping in bedrooms with non-family members under 18 years of age.

**INSURANCE** Personal accident, sport activities and third party insurance are group responsibility please provide suitable evidence as agreed by the Trust of their Public Liability insurance prior to arrival.

**CATERING** Please provide at least one member of your catering team with a food hygiene certificate on arrival.

**CLEANING** The centre does not provide PPE, toiletries, towels, tea towels or black bags. There are complimentary toilet roles on arrival only. Cleaning instructions and materials are provided for you. Please help us look after the centre by leaving it as you found it.

**REBOOKING** The centre books up very quickly and we don't want you to miss out so please rebook before you leave if you can.

[www.windmillchristiancentre.org.uk](http://www.windmillchristiancentre.org.uk)