



WEST LOTHIAN COUNCIL

Scottish Charity Number SC003683

STRATHBROCK COMMUNITY CENTRE

GUIDELINES FOR OCCASIONAL/SESSIONAL/INTERNAL USERS

Welcome to Strathbrock Community Centre. The following notes have been prepared for your safety. Please make sure your group members are fully aware of these.

1. Your attention is drawn to your Conditions or Letting policy issued with your Booking Form.
2. Strathbrock Community Centre is strictly **NO SMOKING**.
3. **FIRE SAFETY**
Fire Safety Notices are placed in prominent places throughout the Centre, please make sure that you read them and know what to do in the event of fire.

If you discover or suspect a fire, the first course of action **MUST ALWAYS** be to operate the break glass alarm. This will alert staff and the Fire Brigade of a fire. As a precautionary measure the Caretaker will also phone the Fire Brigade.

If you hear the alarm, you should evacuate the building immediately and leave via the nearest Fire Exit.

On leaving the area:-

- **Close the door** behind you.
- **Do not stop** to collect your personal belongings.

Assembly Point is situated at the end of the car park near where the refuse bins are sited.

Do not return to the building until the Fire Brigade has informed you that it is safe to do so.

4. **FIRST AID/REPORTING ACCIDENTS**
 - First Aid Boxes are situated in the following places:-
 - Reception
 - Facilities Management Assistant's Office

Please inform the office of any items, which are removed in order that they can be replaced.

- Reporting Accidents

It is necessary that all accidents apart from minor accidents be reported. This should be done by the group organiser/leader immediately after the incident has been dealt with. Forms can be obtained from either the main office or the Facilities Management Assistant's Office (evenings/weekends). Completed forms should be left for the attention of Linda Sayers with, if possible a daytime contact number.

5. ELECTRICAL EQUIPMENT

All items of electrical equipment are professionally inspected and certified safe. If at any time you have the slightest cause for concern about a piece of electrical equipment please inform a member of staff.

It is absolutely essential that potentially hazardous pieces of equipment be strictly supervised at all times by the group leader/organiser.

6. TELEPHONE ACCESS

Telephone access in the case of emergency is situated in the reception office and the Facilities Management Assistant's Office room.

Please note that the User is responsible for: -

- (a) Ensuring that the group adheres to all safety guidance.
- (b) Leaving room set up as found
- (c) Cleaning, washing and putting away any crockery etc. used.
- (d) Cleaning tables at the end of the function
- (e) Informing Facilities Management Assistant's office of any breakages or damage.

CARETAKERS

- Richard MacKay
- Robert Lee
- Tam Keddie
- Craig Bennett

Can be contacted at the Facilities Management Office situated opposite the Community Centre Reception Office. Mobile telephone numbers of FMA on duty are displayed outside the door.

7. CENTRE STAFF

- **Linda Sayers** – Centre Co-ordinator/Administrator – also responsible for bookings and enquiries
- **Helen Kiczun** – Clerical Assistant
- **Margaret Carson** – Clerical Assistant
- **Margo Mitchell** - Senior Community Education Worker responsible for supporting and developing community activities/groups.
- **Heather Thompson** - Senior Community Education Worker responsible for supporting and developing community activities/groups
- **Janet Wood** – Community Education Worker responsible for delivering youth activity work and work with vulnerable young people.
- **John Lockhart** - Senior Community Education Worker responsible for supporting and developing community activities/groups.
- **Carole Cameron** - Community Education Worker responsible for supporting and developing community activities/groups.