

Penarth and District Scout Activity Centre

Hirer's Information Pack

**Penarth and District Scout Activity Centre
Bedwas Place, Penarth, Vale of Glamorgan. CF64 2UA
Tel. 029 2071 1677 www.PADSAC.org.uk**

TO ALL USERS OF PADSAC.

We would kindly ask you to adhere to the following:

1. Secure the gates when open by using the dropdown bolts.
2. The heaters throughout the main building are on a 3 hour timer, to reset, switch both main switches off and back on (see switch diagram located below switches for details).
3. Should the fire alarm sound you must follow the **fire evacuation procedure** (see full details on Page 4). The alarm system will automatically dial a number of PADSAC personnel.
4. Due to some problems we have experienced in the past, we find it necessary to issue the following guidelines for the use of the centre:
 - There should be no noise in the grounds or approaches, between the hours of 9.00 pm and 9.00 am. The slightest noise travels a long way in the still of the night. The building is well insulated, and as long as the windows and doors are closed, very little noise escapes, but as soon as you open a window or a door, you and your noise are “outside”. All heaters have cold fan settings.
 - In the daytime there is little need for youngsters to be running around and making a noise within the grounds. Open the gate and let them loose in the adjoining playing field.
 - Vehicles using the lane around PADSAC should keep their speed down to a minimum.
 - Please remember that this is a residential area, and in nearly 30 years we have had few problems with the neighbours and we would like to keep it that way.
 - Prior to leaving the building, please ensure that all areas are cleaned, including the toilets.
 - On leaving the building, please ensure all windows and doors, including all Fire Doors, are securely locked and also check all rooms to ensure no one is locked in the building.

Please report any problems with the hall or any equipment used. Please report any breakages as these are chargeable to the “hirer”. **All Refuge is to be taken away with you.**

The District Office is housed within the centre and must remain accessible to Penarth District Scout Personnel at all times between 9.00am-9.00pm.

On Saturday mornings PADSAC becomes a “drop-in” centre for District members to collect, and drop off, mail etc., and whilst there, they will usually stop for a cupper and a chat. This arrangement makes little impact on anyone using the hall, in fact it provides a good opportunity to make new friends within the movement.

Penarth District run their Scout Shop Agency at PADSAC, and is open 10.00am till Noon on Saturdays. PADSAC badges (new design in stock) can be purchased.

There are no facilities for receiving mail at the Scout Centre, all mail should be addressed to:

The District Secretary
Penarth District Scout Council
GFF 1 Coronation Terrace
Penarth
Vale of Glamorgan
CF64 1HN
Tel: (029) 2031 0269
Mobile: 07050 041754
E-mail: robert.angus@ntlworld.com

Fire Evacuation Procedure

Procedures apply to everyone on site. There are no exceptions. Procedures apply to all evacuations whether a real incident or a false alarm.

What to do in the event of fire:

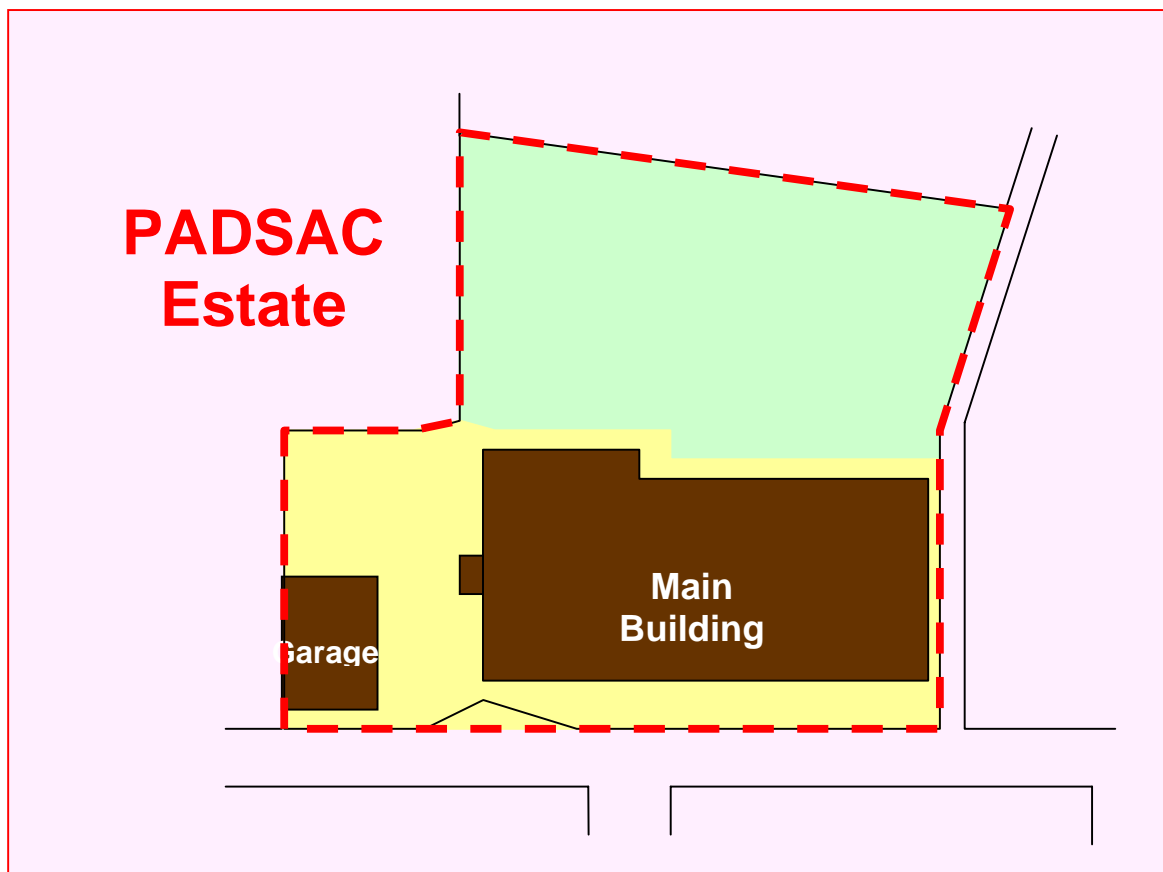
- **On discovering a fire/or the fire alarm sounding, evacuate the building from the nearest fire door.**
- **Assemble in the lane opposite main gate leading to Cornerswell road.**
- **No one must stop to collect belongings.**
- **Only tackle small fires yourself using the appropriate fire extinguishers and where there is no risk to you.**
- **Close doors behind you.**
- **A Fire Warden or Senior Leader will telephone the Fire Service if necessary.**
- **Leaders must not congregate in front of the building.**
- **On evacuating the building act calmly and quietly to avoid alarming/scaring children. Take care, do not rush the children which may result in accidents and provide reassurance.**
- **A Fire Warden or Senior Leader must make sure any one with special requirements is assisted from the building.**
- **Do not re-enter the building until informed it is safe to do so by the Fire Service, a Fire Warden or Senior Leader.**
- **Once any children are in the assembly point a Senior Leader must take a quick roll call to ensure that all the children are together in the safe point.**



PADSAC is a Smoke Free Area

It is the policy of the Penarth and District Executive Committee that all of the buildings and grounds are smoke-free and all attending the premises have a right to a smoke-free environment.

Smoking is prohibited throughout the entire Scouting activity facility, PADSAC buildings and grounds with no exceptions. This includes Scout vehicles. This policy applies to all leaders, lay members, and visitors.



Penarth District Executive Committee 26.09.07

BEFORE YOU LEAVE

- Closed all windows and fire doors.
- Checked the Toilets are clean and tidy.
- Washed up and put away crockery, etc.
- Vacuum the carpets.
- Turned off all heaters at their switches.
- Turned off all lights – Including car park lights and porch lights.
- Closed all internal doors.

Finally

- Switched off the electrics.
- Reset the alarms.
- Lock the gates.

**PLEASE LEAVE THE PREMISES AS YOU WOULD WISH
TO FIND THEM**

THANK YOU