

## Safety Issues at Height Gate

The Height Gate committee hopes you have an enjoyable visit to our centre. Because the centre is unstaffed, we ask you to appoint in advance an adult who can take responsibility for safety issues during your visit. Please bring this sheet with you.

Name of adult responsible for safety during visit;.....

1. **Safeguarding issues**- we expect all organised groups using Height Gate will have appropriate safeguarding (Child Protection) policy and procedures and will apply these during the visit.
2. **Stove safety** – For the biomass pellet burning stoves in the meeting room and the barn, and the coal/wood stove in the kitchen, please ensure that the fireguards are in place at all times.

Please follow the instructions for using the pellet stoves carefully **they do take a few minutes to fire up**. Care needs to be taken near the cooker in the kitchen, the doors can get hot when the oven is on, so please supervise children in this area.

3. **The Balcony in the barn** – this area is very appealing for young people to use as an additional playing space and occasionally in warmer times of the year people may choose to sleep there. Please ensure people are warned not to climb down from the wooden railings into the barn.
4. **Livestock** - We allow our neighbour to graze sheep and cattle over our land. Please ensure children are told not to approach livestock. Please also ensure that everyone washes their hands carefully before meals, since animal faeces can carry bacteria. Also ensure that the gates to the fenced off area around the buildings are closed.
5. **The stream** - Unfortunately we are unable to encourage paddling in nearby Stoodley Beck, as on occasions it has been known to be polluted with chemicals. If you do allow paddling (from the right of way from Height Gate towards Langfield Common), please ensure it is properly supervised by adults.
6. **Fire** - Please ensure that you and your party are fully aware of the fire exits and arrangements in case of fire, and the Fire Emergency Evacuation Plan attached to these Safety Instructions and on the kitchen noticeboard. The Fire Brigade in Todmorden have a plan for access and action in the event of a fire.

The Barn door in the house should be left with the key in when the house is occupied to allow people to get out. The kitchen door has an easy open latch and there is the main fire door at the bottom of the stairs to allow safe evacuation.

Early in your stay the person named above should locate the fire alarm control box in the kitchen and the alarm points (square red plastic-fronted boxes in various parts of the house).

Our fire alarm system is there for your safety. If the alarm sounds, evacuate the building.

If you experience a fire, and the alarm is not already sounding, activate the nearest fire alarm point by pushing in the plastic window then tackle the fire using the extinguishers and fire blanket only if it is safe to do so. Do not put yourself at risk.

If you experience a false alarm, once you are sure there is no danger, check the alarm control box in the kitchen to see which zone is activated. Zone 1 is house downstairs, zone 2 upstairs, zone 3 barn. Go to the zone indicated and look at the ceiling sensors to see if any sensor has lit up with a red light. If no sensor is lit, the alarm will almost certainly have been triggered by someone accidentally or deliberately pushing the plastic window in an alarm point. Take one of the black plastic 'keys' (kept in a box with replacement glass panels on the kitchen mantelpiece), push it in the hole under the alarm point and push out the plastic window.

**NB This sort of false alarm has happened a number of times, and is the most likely cause of any problem with the alarm. The alarm will continue to go off, until you reset the alarm point window, using the key as described above.**

After a genuine or false alarm you will need to reset the alarm control box by following the instructions on the fire alarm control panel in the kitchen..

7. **Outside fires** at the campfire area also need to be carefully supervised by adults at all times.

***Please record all fire alarms and any other accidents, in the incident book, provided at Height Gate.***

**Thanks for your care and attention, we hope your stay is a great success!**