

Seeing in Checklist Reminder

All visitors to Knowles Tooth are given a copy of guidelines for visitors. It is the duty of Knowles Tooth staff seeing in the group to ensure that either the whole group is informed or that a responsible leader has been instructed to relay the information to their group. The former is preferred but we recognise that at weekends especially group members arrive at different times.

Visitors will be instructed in

Fire procedures (written information is given to every adult/parent)

Power cuts

Alarm and door closure systems (including the carbon monoxide warning sound)

Emergency telephone numbers (literature and notice board)

Staff availability (inform group if resident worker is away for the week/weekend)

If there are any visitors expected and what to do if someone turns up unannounced.

On volunteer involvement

Car parking, children playing and parking at owner's own risk.

First aid and secure place for medication

Safe use of the Zip Wire, pond area, boats. (Children are the responsibility of their parent or carers and they have a duty to ensure their safety whilst at Knowles Tooth.). The group leader accepts that they MUST advise all of their group in the correct usage of these facilities and that they use them at their own risk. Trampoline must be supervised and used in accordance with instructions on trampoline.

Use of fires indoor and out.

Any toys or equipment that is found to be defective should be withdrawn and staff informed.

Security

Minibus use – licence copies to be supplied and copies kept.

Leaving arrangements:

In addition

Availability of keys to be discussed with group leader.

All resources at Knowles Tooth to be explained, this is particularly important at weekends (info. sheet refers).

This has been carried out and I am happy with the information and will inform all of my group accordingly.

Signed _____ Name _____

on behalf of (Name of group) _____ Date _____

Names of driver/s of minibus(licences shown) _____

Final group size : Adults _____ Children _____



Please complete and pass to staff member.
It is vital we have full details of your group numbers in the event of fire.

Group Name _____

Group Leader _____

Dates of Stay _____

Nos in group each night

Monday Adults _____ Children _____

Tuesday Adults _____ Children _____

Wednesday Adults _____ Children _____

Thursday Adults _____ Children _____

Friday Adults _____ Children _____

Saturday Adults _____ Children _____

Sunday Adults _____ Children _____

Thank you for your cooperation, we wish you a safe and enjoyable visit

Rules and guidelines

Details of your groups PUBLIC LIABILITY INSURANCE must be given in writing. If you do not have any we strongly recommend you take out a policy to cover your stay. Please supply a copy of the policy with your booking form if possible.

We will require a final number count for your group on arrival for Health and Safety purposes.

For the comfort and safety of all **SMOKING is not allowed in the house.**

CHILDREN are not allowed to be within the perimeter of the *pond* without a responsible adult who can swim. **Buoyancy aides must be worn when in boats or canoes. Children must be supervised with all outside play facilities.** An adult must accompany children when the *tree house* is used and the **zip wire and trampoline must be used as instructed. THE GROUP LEADER IS RESPONSIBLE that all visitors in their group are instructed in correct use of zip wire and do so at their own risk.** We cannot guarantee that all items of play equipment will be available for your visit. The *snooker/ pool table* is only to be used by those old enough to take care of the facility.

Coloured *soft mats* and *shapes* are not to be used outside. Please cover the *sand pit* when not in use.

For your comfort NAPPIES are disposed of IN A NAPPY BAG into the dustbin marked NAPPIES outside the kitchen door. (Ask Rose about other clinical waste).

The FIRST AID box and accident book are in the kitchen. A secure place is available for medication. A carbon monoxide alarm is fitted in the kitchen, you will be told about it.

Adults are asked to take responsibility for the use of the *television, video* and other Knowles Tooth facilities.

No *bikes* or *tricycles* inside. Helmets are available. If going on the road please ensure cyclists are proficient.

No illegal substances/drugs to be brought into the house or used on Knowles Tooth property including the grounds. No pets other than guide dogs permitted.

Visitors are asked to respect neighbours. Sound must be kept to a comfortable level for all. It is suggested that groups do not use the pond side of the house before 9am and after 9pm. Room 6 – where possible please keep noise to a minimum as this backs on to Leigh's children's bedrooms.

The MINIBUS is not a toy and must be kept locked. It may be used by the group SUBJECT TO AVAILABILITY. Anyone using the minibus MUST produce their driving licence to a member of Knowles Tooth staff when a copy will be taken. Drivers must be 25 or over.

On leaving please could you:

CLEAN UP AFTER YOU – please respect the house and leave all rooms including the kitchen clean. We ask that you wash up before you leave and DOUBLE CHECK for personal items left before departure. Items left, if found, will either have to be collected or the cost of the return postage paid by the group. We do not have a facility for long term storage of left items and these may be disposed of if collection/ postage not agreed.

Strip your beds and bring laundry to the laundry box by 10am on the morning of departure. Put your luggage in one place e.g. entrance/lounge by 11am. We need to get the bedrooms set up for the next group.

It would also be helpful if toys, art equipment, bikes etc. were returned washed if necessary. Tell us about your stay (forms will be provided). We have a few Knowles Tooth souvenirs. Please ask us about them.

Check that cooker and grill are switched off. Secure all windows and doors. Leave through the kitchen door; please ensure the door is locked behind you.

Responsibilities of group leaders whilst at Knowles Tooth

Safety:

Please read the fire instructions and make sure all your group are aware of what to do.

Keep a note of who is sleeping where and the number of people in the house

A first aid box and accident book are in the kitchen.

During your stay:

Feel free to look in all the cupboards, you will usually find all you need.

Please cover the sand pit after use each day. Ensure each member of your group has been shown how to use the zipwire and that they are aware that they use it at their own risk.

Visitors are asked to respect neighbours. Sound must be kept to a comfort level for all. It is important that groups do not use the pond side of the house before 9am and after 9pm.

We would love to pass on any information about walks places you have been to things you have seen or done, please write it, paint it, stick it into the Knowles Tooth Scrap Book.

We are always keen to keep pictures etc. that your group have done we might frame or display them.

Heating

In the new building is controlled by individual thermostats in all rooms, they can be adjusted by you. In all other areas the radiators can be adjusted individually. If you are not comfortable please talk to staff

Aga/Cooker

Instructions are above the cooker. Please note that the oven should be turned on at least half an hour before you cook.

Lighting/electricity

If power fails there is a trip switch in the cupboard in the front door porch which you need to push upwards. If this fails we (or in an emergency you) will need to call an **emergency electrician** telephone Electricare :- **0850 437210.**

A torch is hanging above the telephone.

Mini bus

Subject to availability, the minibus may be available for use by your group. Please arrange for a practice run before transporting your group. Anyone using the minibus must show Knowles Tooth staff their driving licence and a copy will be taken and held at Knowles Tooth.

Water Outside

We are on a water meter. Please ensure outside use of water is minimal (check with Rose or Leigh)

General

In an **emergency** 999 for fire ambulance or police.

The nearest **health centre** is in the village of Hurstpierpoint
telephone number 834388

Hospitals are:

Princess Royal, Haywards Heath: 01444 441881
Royal Sussex County, Brighton: 696955
Royal Alexander for Sick Children, Brighton: 328145
(maps are on the notice board by the telephone).

Taxis:

Hurst taxis : 01273 833934
5 Star taxis : 01273 846666

When Leaving

Please ask your group to:

Strip their beds and bring laundry to the laundry box by 10am on the morning of departure.

Put their luggage in one place e.g. entrance by 8am. (We need to get the bedrooms set up for the next group.)

It would also be helpful if toys, art equipment, bikes etc. be returned washed if necessary.

Tell us about your stay (forms will be provided).

We have a few Knowles Tooth souvenirs please ask us about them.

An inventory of most Knowles Tooth equipment is attached, please ensure these are returned.

Security

Check that all appliances (not refrigerators or freezers) are switched off, especially the cooker.

Secure all windows and doors.

HAVE YOU REMEMBERED TO RETURN ALL KEYS

Leave through the kitchen door, please ensure the door is locked behind you.

Thanks Leigh and Rose.

This leaflet serves as a Health and Safety Document

FIRE PROCEDURE

Designated group leader responsibilities

Ensure the evacuation of all residents

Count up all at the meeting point, if after waiting a reasonable time there are members of your group missing, try to locate them (let someone know you are doing this). Or notify Knowles Tooth or the Fire Service staff of the situation.

Check the fire alarm *panels* and find out where the fire alarm has been activated (the instructions are clear).

If it is possible use a fire extinguisher to put small fires out.

Call the fire brigade by telephoning 999 if the fire is more serious.

No one to re enter the house until it is designated safe to do so.

If Knowles Tooth staff are on site they will link with you and share these tasks (you will be responsible for your personnel).

Staff of Knowles Tooth

Ensure that all staff and visitors have evacuated the premises.

Link up with the group leader and designate tasks.(you will deal with the buildings procedure whilst the group leader will deal with personnel.

Be clear who is telephoning 999. The address here is:

Knowles Tooth, Langton Lane, Hurstpierpoint.

The hall telephone number is 01273 832963

Check the Fire Alarm panel and find out where the fire has been activated. If it is safe to do so check the area and use the correct fire extinguishers to put out small fires.

After the all clear

Group leader or Knowles Tooth staff will reset the alarm panels (the instructions are clear)

FIRE NOTICE

Leader must ensure your all your group are aware of this notice

On hearing a FIRE ALARM

Vacate the building by your nearest exit (See your bedroom notice)

Close doors and windows as you go

If you are responsible for a child make your way to them and make a safe, quick exit

Do not stop to pick up any personal belongings.

Meet and stay at the fire assembly point (you will be shown where this is when you arrive)

Be urgent but do not panic

Keep your children with you

Knowles Tooth Children's Centre

TRAMPOLINE INSTRUCTIONS

- 1) Children MUST be supervised AT ALL TIMES. They are the responsibility of the parents and they have a duty to ensure their safety.
- 2) Use the Trampoline only with mature, knowledgeable supervision at your own risk.
- 3) Do NOT attempt somersaults
- 4) Only ONE person on the trampoline at any time.
- 5) DO NOT use the trampoline when under the influence of drugs or alcohol
- 6) DO NOT use the trampoline as a spring board to other objects
- 7) Stop your bounce by flexing your knees as your feet come into contact with the trampoline mat.
- 8) Climb on and off the trampoline. DO NOT JUMP ON OR OFF.
- 9) Use only when the trampoline mat is clean and dry.
- 10) Do NOT bounce off the netting
- 11) Do NOT climb on the netting
- 12) Do NOT attach anything to the netting
- 13) Climb on or off the trampoline only at the netting door.
- 14) Do NOT climb over or crawl under the netting.

Zipwire

Please cross out either a or b

- a) My group will definitely not use the Zipwire and so there is no need for instruction
- b) My group may wish to use the Zipwire, They will be advised that it is at their own risk and children MUST be supervised. I agree that we will not use the Zipwire until I have received instruction in safe use of the Zipwire

Instruction received _____ date & time

Signed _____

Group Name _____

Date _____

One copy for file , one to group leader

Knowles Tooth Children's Centre

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- 17) Do NOT attempt somersaults
- 18) Only ONE person on the trampoline at any time.
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- 20) DO NOT use the trampoline as a spring board to other objects
- 21) Stop your bounce by flexing your knees as your feet come into contact with the trampoline mat.
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This is a Health and Safety Procedure