

## 33rd Oxford (Kidlington)

### Building Information Pack

Thank you for choosing to use our Scout Headquarters for your event. We hope you have an enjoyable time! This pack includes all the information you should need whilst using the premises. Please read it carefully before using the building.

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#### 1. Access

Access to the building is via the main entrance door by use of an electronic key fob. The key fob is kept in a key safe to the right of the main door. The code to the key safe will be sent to you prior to the hire date.



\*\*Please ensure the key fob is put back in the key safe and that the premises are fully secured before leaving.

#### 2. Building layout

The main entrance has accessible ramp and there is an accessible toilet.

Our headquarters can be accessed by vehicles and pedestrians via Blenheim Road. The car park can accommodate a maximum of 12 cars. Space must be left for emergency services vehicles in case of emergency.

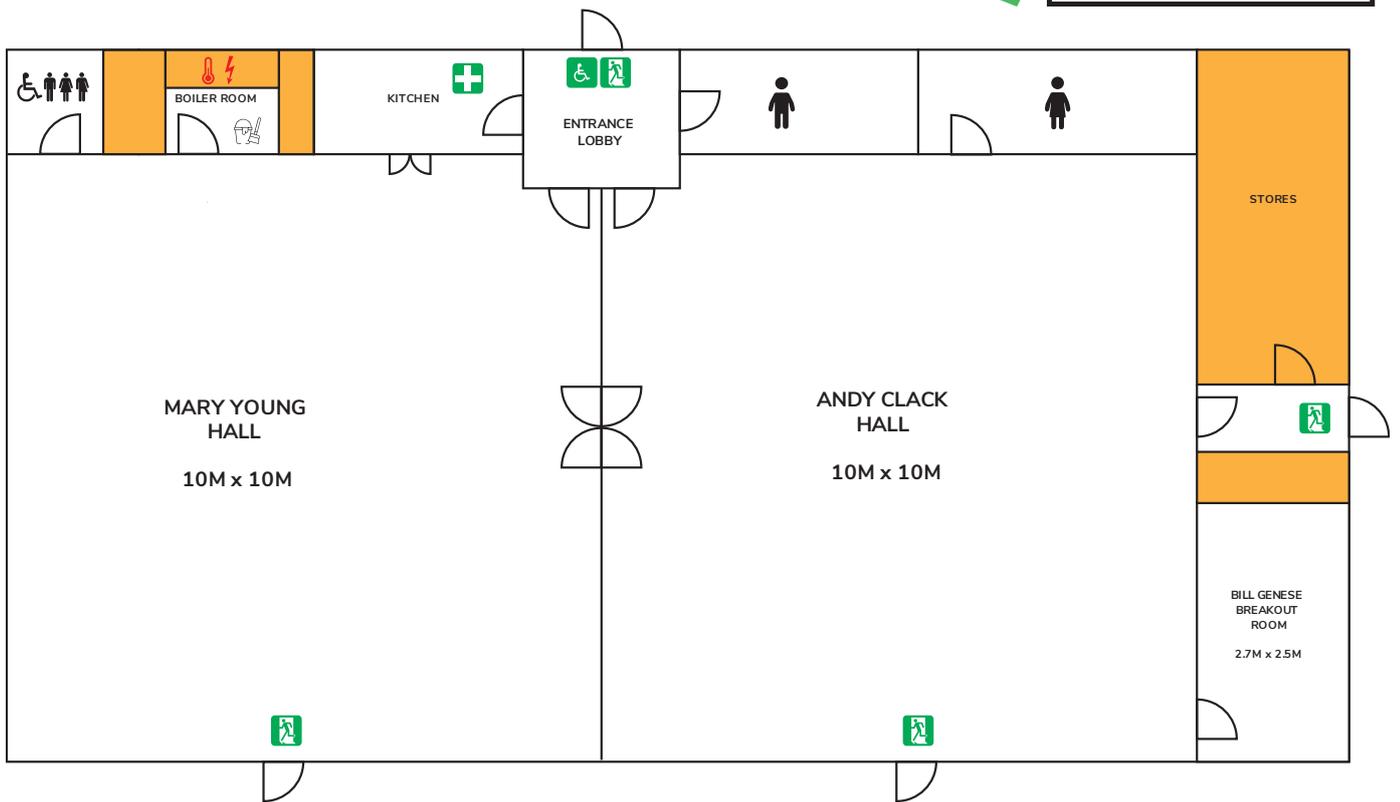


Please take care when driving up to drive as it is very narrow (1 car width) and there are often children walking down. Additional car parking is available on the roadside but consideration must be given to neighbours so access to their driveways are not blocked.

The Stores, Garage, Gas cage and Cesspit area are all out of bounds. The grassed area is free to use, but please take care not to damage the grass. Please speak to use about BBQ's and large items such as inflatables prior to use.

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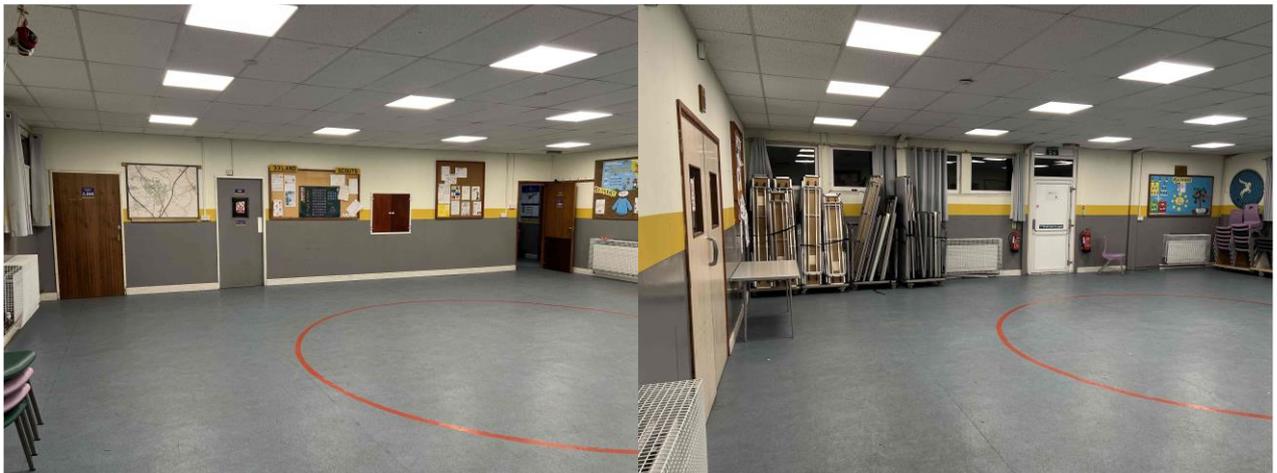


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### 3. Main Halls

The **Mary Young Hall** is on the right side from the lobby and is approximately 10M x 10M. There is mobile storage for foldable tables and chairs. Access to the accessible toilet and boiler room. There is also a serving hatch from the kitchen and double doors that open up to the adjoining Andy Clack hall.



The **Andy Clack hall** is on the left side from the lobby and is approximately 10M x 10M. There is mobile storage for chairs. Access to the girls toilet, stores and Bill Genese room and rear door to garden.



The **Bill Genese room** is a small breakout room with bench seating and is approx 2.7M x 2.5M



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The main lobby gives access to the two main halls, boys toilets and kitchen. There are several notice boards some of which show health and safety information.



#### 4. The Kitchen

- The kitchen is equipped with:
- Electric Double oven with hop
- Kettles
- Electric urn
- Microwave
- Fridge & freezer
- Toaster (plus Gluten free toaster available on request)
- Ceramic mugs
- Work surfaces are all stainless steel.
- Serving hatch through to the Mary Young hall
- Utensils and cooking equipment are available on request
- Cutlery & crockery and more cups are available on request



Spare tea towels and hand towels can be found under the microwave. Spare bin bags and sponges are kept underneath the sinks. There are mops and brooms kept in the boiler room.

#### 5. Toilets

There are boys, girls and accessible/gender neutral toilets. Each room has hand towels and soap for the sinks, and at least one bin. Please make sure to empty these bins before leaving the building. There are two cubicles the female toilets. The male toilets have two cubicles and three urinals. The accessible toilet is one standalone cubicle.

Please note we have no baby changing facilities in the building.

#### 6. Outdoor Space

If you are planning to use BBQ's, have marquees, inflatables or other equipment on the grass, please let the Group know prior to use.

Around the grassed area and bushes, we have bug hotels with wooden pieces specifically placed to encourage insects and other creatures to inhabit it. Please take care not to disturb these areas.

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## Fire Lighting Area

In the garden there is a designated space for fire lighting. This is for Scout Group use only. Sections should bring their own materials and must ensure all fires are extinguished and cleared away (including charred wood and ashes) before leaving the building. Always ensure water is placed in accessible locations and there are enough leaders to supervise young people.

## Gas Cage

Gas canisters are kept in a locked cage behind the main building. It is important to make emergency services aware of this location if their assistance is required.

## 7. Cleaning

At the end of every session, users should:

- a. Wash up and put away all kitchen items, wipe clean the surfaces and mop the floor,
- b. Sweep the floors of the main hall and small room,
- c. Remove all waste and replace with fresh bin bags:
  - Please do not overfill our waste bins, any excess waste must be taken off site
  - Blue bins are recycling (excluding glass)
  - Green bins are general waste
  - Brown bins are garden waste only (no food)
  - Silver bin in food waste
- d. Check the toilets are flushed, clean, have toilet rolls, soaps and hand towels available and empty the bins,
- e. Report any damage,
- f. Check that no personal items are left in the building.

Cleaning equipment can be found in the broom cupboard.

## 8. Equipment

### List of Standard equipment

- Kettles
- Electric urn
- Microwave
- Large Cooker
- Toaster
- Foldable tables (4 foot x11 / 6 foot x9)
- Chairs x50
- Benches (5 foot x8 / 6 foot x 12)

### *Equipment available on request at no extra charge*

- Projector Screen
- Cooking utensils
- Pots & Pans
- Cutlery and crockery
- Gluten free toaster
- Extension lead
- Flip chart easel

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***Equipment available on request at additional cost***

Domestic Grade Projector - £10

Portable bluetooth speaker - £10

**9. First Aid & Emergencies**

In the kitchen, you will also find a first aid kit above the microwave. Please ensure to complete the accident book and inform the Scout Group of any injuries should they occur.

*In the case of emergency please contact:*

Giles Puleston (Group Scout Leader) 07814 930 311

Or

Andy Innes (Group Chairman) 07889 047 194

Or

Shaun Kendall (Group Secretary) 07982 639 150

**10. Hall hire charges**

Please see separate hall hire charge document – available on request

**11. Insurance & Risk assessment.**

**Insurance**

Scout Public Liability insurance covers ad hoc hiring of the building including Property Owners' Liability. However, any 3<sup>rd</sup> party organization providing services such as bouncy castle, pet zoo, disco etc. must provide proof of their own Public Liability insurance for activities they run.

Anyone who uses the premises on a regular basis and charges a fee for a service must have their own Public Liability insurance for their business.

**Risk assessment**

Building risk assessment is displayed in our hall entrance and an electronic copy is available on request.

Anyone hiring the hall must carry out their own risk assessment to cover any activities they are running.