Scouts
108th Pentland Scout Group (Colinton)

Hall Usage Briefing Note for Hall Lets.

Access

- When the doors are unlocked and opened, alarm will sound. Disable alarm on left hand side on wall beside light switch. Code is the same as others on site.
- If keys are forgotten, then there is a key safe on the external wall. Code as others.

In operation

- Regularly check the hall risk assessment located in the file in the kitchen and make all leaders aware of the hall specific safety precautions identified within the document.
- Internal door keys and keys for trailer are in the key safe on wall in kitchen. Code as others.
- Spare toilet roll, bin bags and paper hand towels are in bottom cupboard on the right as you enter the kitchen.
- Please let the Hall Lets Convenor know if any of these need replaced.
- Hall heater switches are located beside the light switches just outside the hall.
- Brushes, Mops etc are available from the broom cupboard on the left of the corridor with the section cupboards.
- The games cupboard is located in the same corridor.
- The fire alarm panel is located within the broom cupboard. Instructions for use are on the door of the cupboard.
- There is a communal first aid kit located in the kitchen, please ensure the group executive are informed if anything needs replaced.
- An accident record book is located in the kitchen.
- The electrical panel is located in the broom cupboard. The electric heaters often trip and can be reset from this board.

Egress

- Please tidy away anything used during the section meeting.
- Please sweep the hall floor after the night's event.
- Clean all plates, cups etc. used, dry and put back in cupboard.
- Any group tea towels used should be left on the worktop for washing.
- Check toilets and replace hand towels and toilet paper if required.
- All bins should be emptied, and bin bags placed in paladin bin at top of lane.
- Replace bin with new bin bag.
- Check all emergency doors are properly shut.
- Ensure all light have been turned off.
- Ensure all heaters, including committee room, are turned off.
- Ensure fire alarm is activated if disabled for activity.
- Ensure top bolt of front door half leaf Is bolted, bolt bottom one second.
- Set Alarm.
- Ensure Yale is off snib and ensure mortice is locked.
- External Light (not floodlights) is on a time switch, so does not need turned off.
- Ensure Vehicle Gate is Locked