



Jun 10

# Small print stuff

With several thousand visitors to Sheldon each year it is important that we as the Community hosting you, and you as group leaders, know where our respective responsibilities lie for everyone's safety and welfare during your visit.

Our commitment to you is to provide premises which are clean, comfortable, safe and welcoming.

## ☆ Fire Safety

We carry out regular testing and servicing of all fire safety equipment. You should ensure that fire doors and exit routes are not obstructed. Please try to avoid false alarms by ensuring that the kitchen extractor fan is switched on while cooking. If the alarms sound, everyone must evacuate the building immediately and report to the fire assembly point.

## ☆ Environmental Health

We have regular spot checks from the Environmental Health officers and implement their recommendations on kitchen design, pest control etc. You should ensure that those handling and preparing food understand food hygiene to an appropriate level to cater for your group.



### ☆ Health and Safety

We carry out regular risk assessments around Sheldon and respond promptly to maintenance items.

You are responsible for the safe use of the premises, and especially for the supervision of children's activities around the site.

### ☆ Child Protection

All relevant Community members, staff and volunteers at Sheldon are CRB checked. We are as vigilant as possible, within the constraints of the nature of the site and its access, to ensure that we know who is on site. Our policy is not to allow adult guests with a known issue relating to children's welfare to stay at Sheldon at the same time as children are in residence. All group leaders should report to the Sheldon Reception on arrival. If you see any activity which could endanger the welfare of a guest, please report your concerns to Reception so that the Warden may take prompt action.

### ☆ Insurance

We have Public Liability Insurance of £5m per incident to cover any legal responsibility of Sheldon arising out of that incident.

You should also ensure that your group has its own insurance cover. For many church and school groups this will be part of a larger policy for the organisation, but please check.

Please also take out cancellation insurance to cover any key leaders without whom your event could not run.

### ☆ Problems or emergencies

Please contact a member of the Community through Reception at the earliest possible opportunity so that we can help. There is always someone on duty on site, day and night, throughout your visit.

If you need to call the emergency services or a local doctor you may do so through the payphone or Reception. If you make the call yourself, please advise us also so that we can provide accurate location information to ensure prompt arrival.

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