

Torbay Coast and Countryside Trust

Warren Barn Users Manual

2014 version

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1. Introduction

Welcome to Warren Barn, we hope you enjoy your stay. Please take the time to familiarise yourself with the contents of the User Manual. If you have any questions please ask a member of TCCT staff.

2. Access and Parking

Access to the Barn in any direction is via a narrow lane and then down a sloping, concreted access track; in order to reduce traffic through the village it is recommended that the Barn should be approached from the Occombe Farm end when at all possible. It should be noted that passenger carrying vehicles in excess of 18 seats are not allowed in the village. Minibuses are the best vehicles to use.

There are a limited number of parking facilities (7/8 cars outside courtyard, 2 cars inside courtyard); in order to maximise their use please ensure that residents and visitors park in a manner that will ensure maximum parking, please do not park on the road as it is narrow and in constant use. Visitors should be encouraged where possible to use the recognised parking facilities in the village.

Do not block the access track down to the Barn which is the access for emergency vehicles.

3. Health & Safety

Visiting groups must conform to the recommended guidance covering residential trips and off-site activities.

e.g. *Outdoor Education, Visits and Off-site Activities Health and Safety Policy (March 2012)* available from <http://www.ldp.babcock-education.co.uk>

All activities run by Trust staff are fully risk assessed and follow the guidance in the above document.

Whilst TCCT has strived to make the Barn as safe as possible, responsibility for the safety of those occupying the Barn lies with the Group Leaders. Leaders are given an induction at the start of the stay which covers essential information.

During their stay health and safety and first aid is the responsibility of the Group Leader(s). When undertaking activities led directly by TCCT staff a risk assessment will be agreed with the Group Leader. Any incidents should be recorded in the Barn Accident Book.

First Aid:

The above guidance states:

One of the supervisory staff undertaking off-site activities should be a competent first aider. As a minimum, there must be an appointed person in charge of first aid arrangements. An appointed person is someone identified to:

- take charge when someone is injured or falls ill, including calling an ambulance, if required
- look after the first aid equipment.

Competence may be recognised by prior knowledge and experience, or preferably, as a result of formal training which may include an assessment. The level of staff competence required will depend on many factors including:

- the nature of the programme and whether it is residential
- whether the programme includes adventurous activities
- the number in the party
- the extent to which outside first aid assistance is available, such as at many residential centres
- the environment and particularly whether it is abroad or remote
- the health and medical needs of individual group members.

Leaders should attend a course run by an approved training provider for First Aid at Work or for Emergency First Aid at Work. Courses currently include:

- Emergency First Aid at Work (1 day)
- First Aid at Work (3 days)
- First Aid at Work (2 days refresher)

In addition, under the Child Care Act 2006, a First Aider trained in Paediatric First Aid must be present for all outings involving children under 5 years of age. This legal requirement, which has the status of a regulation, came into force in September 2008.

All Trust education staff are required to hold a current Criminal Record Bureau / Disclosure and Barring Service check and are Emergency First Aid or First Aid at Work trained. It is however the school's responsibility to ensure that one of the visiting staff is a qualified First Aider with a first aid kit. It is that member of visiting staff who administers any first aid. It is recommended that this visiting staff member also carries a mobile phone and gives their number to the Education Ranger at the start of the visit. The Education Ranger also always carries a full first aid kit and mobile phone when leading group visits. Smaller sub-divided groups must be accompanied by an adult at the required ratio. If this adult is not a qualified first aider then the group must remain within close proximity of one or be able to contact one by mobile phone who could attend quickly. The overall adult:child ratio meets LA and national safety standards.

First Aid Kits:

All groups should bring a First Aid kit with them. There is however a First Aid kit kept in the Barn.

4. Supervision

Ratios of adults to pupils are set by the Local Education Authority and can be found at: <http://www.ldp.babcock-education.co.uk> Adult / pupil ratios must be agreed with the Trust when booking the visit and the Trust apprised of any unusual circumstances requiring higher than normal adult / pupil ratios.

For Residential Visits the guidance states:

3.16 Residential visits

Mixed parties engaged in visits and activities involving an overnight stay should be accompanied by at least one adult of each sex. In this case the responsible adult may be a parent or student over the age of 18, where they are acceptable to the visit leader and CRB checked where appropriate. For primary aged pupils it may be acceptable for female teachers only to accompany mixed parties provided the head and staff involved are satisfied that it is an appropriate arrangement and parents are informed.

Greater flexibility for staffing smaller mixed groups may be exercised where all group members are over 16 years of age. In these circumstances the arrangement should be agreed by the head and parents should be informed.

However if groups wish to book activities run by Trust Rangers the appropriate ratio is 1 adult to 15 children aged over 8 and 1 to 6 for 5-8 year olds

Although the Barn is in a rural setting it is close to residential areas including Cockington Village and others. Groups must be considerate to our neighbours and not make excessive noise or cause any nuisance of any kind either during the day or at night. Children must be supervised at all times. External amplified music is not permitted.

Night activities are restricted to those organised and led by TCCT staff and are not permitted between 2400 and 0600. There is a buffer zone for all dusk to dawn activities to minimise any possible disturbance and this is indicated on the attached map.

In the event of unaccompanied visits to the village group leaders are expected to remind students/visitors that the village is by its very nature a quiet environment and conduct themselves accordingly. Local businesses within Cockington Village or at Cockington Court welcome group visits but request that if possible larger groups inform them ahead of their visit.

5. Safeguarding Children

All TCCT staff are CRB / DBS checked and we follow recommended guidelines.

6. Fire Rules and Fire Drills

No smoking is permitted within the Barn and we ask groups not to smoke, **or start fires of any sort, in the woodland or surrounding areas.**

A fire drill must be held on the day or evening of arrival and a member of TCCT staff will assist. The party leader must take on the role of fire marshal and should be confident that all emergency exits can be used as such.

A responsible person should have responsibility for each dormitory group.

A building layout plan can be found on the notice board by the front door with fire exits and location of fire extinguishers. The emergency evacuation procedure document is also on the same notice board.

7. Using the Wood Burner

The kitchen and dining area is heated with a wood burner.

The wood burner is for use by leaders of the group only after the induction by a TCCT ranger and TCCT accepts no liability for its use. Written instructions are available by the woodburner.

TCCT provides some split logs for use specifically in the wood burner, we do not provide kindling or matches.

Group Leaders should not allow children to operate the wood burner or restock it. Care should be taken in carrying logs from the wood store into the dining area. Leaders and children should not attempt to chop or split wood themselves.

It is best to use a mix of wood in the wood burner. **Under no circumstance** “encourage” the fire with any kind of accelerant.

Camp fire / Clay Oven/ BBQ

Unless part of a TCCT led activity, group leaders **must** seek permission from TCCT staff to use the campfire and cooking facilities in the courtyard. If the leaders use these facilities they must ensure proper supervision and risk assess e.g. ensure a safe distance is maintained and provide a bucket of water to extinguish in an emergency.

TCCT accepts no liability for the use of the barbeque, clay oven or camp fire by groups when no member of TCCT staff is leading the activity.

Kindling and matches are **not** provided but can be purchased for a group on request.

A small amount of fire wood is supplied on request for use on the camp fire and if you require more it can be delivered on request **for £3.50 per basket** (this can be added to your final invoice)

8. Wood Pellet Heating System

The wood pellet boiler is located upstairs in the Threshing Barn. Children should not operate or be allowed to access the boiler. A Trust member of staff will set the timer which controls the boiler, the fan heaters in the various rooms are thermostatically controlled. Please do not touch the fan heaters. An adult member of the group can re-stock the boiler with pellets and will be shown how to do so during the induction.

9. Security Alarm and Fire Alarm Systems

The Group Leader will be briefed on the security alarm and fire alarm system when being inducted.

The fire escapes remain alarmed whilst the building is in use to warn group leaders if one of the exits is opened. The security alarm will sound if a fire escape door is opened. Leaders must brief their group on the consequences of opening a fire escape for no reason.

See Section 22.

10. Doors

The building should only be entered and exited through the front door into the courtyard. Whenever the building is occupied the shutters on the rear fire escape No. 2 **MUST** be opened and locked back against the wall. This will be done by Trust staff prior to occupancy.

11. Hygiene and Safety in the Kitchen

Groups are welcome to use the kitchen facilities but Leaders must ensure that children are supervised and proper hygiene precautions are followed. Children should NOT be allowed to help themselves to items such as hot drinks or snacks. Knives should remain out of reach until needed.

12. Rubbish and Waste

Please ensure that no rubbish is left within the Park or surrounding area and that on leaving all of the waste is placed in the appropriate container. Put bin liners in the large waste bin outside, do not leave them in the courtyard as the fox will play with them. The toilets and waste water system are environmentally friendly therefore it is essential that you follow the instructions provided in relation to the use of chemicals. Please separate out recycling, bottles and glasses must be washed.

13. Cleaning

Groups are expected to keep the Barn clean and tidy and leave it in a good condition. It is suggested that Leaders allocate tasks to members of the group and integrate cleaning into the timetable.

Environmentally friendly cleaning products are supplied by TCCT and kept in a cupboard away from children.

Cleanliness is part of the premises check done at the end of the stay.

14. Bedding

Groups need to supply their own sleeping bags and pillows and sheet. If needed though, TCCT can provide sleeping bags with liners, there is a hire charge.

Mattresses are provided please ensure mattress covers are kept on. If mattress covers are damaged the groups will be charged for a replacement.

15. Valuables

Any personal items left in the Barn are the responsibility of the group not TCCT.

16. Do's and Don't s

- Do not climb inside the building or swing on the rafters
- Do not touch the wood burner or boiler settings
- Do not open the fire escape except in an emergency
- Do not light fires or smoke
- Do not drink alcohol
- Take care in the kitchen
- Do not leave windows open
- Do not leave valuables in the Barn
- Do not climb on ruins in courtyard or walls
- Do not make a lot of noise in the evening/night

17. Checklist for leaving the building unattended

- Have you locked doors?
- Have you left any windows open?
- Have you checked cooker is off?
- Are all lights switched off?

18. Induction Checklist - Warren Barn

	Item	Ticklist
1	Location of Barn on map	
2	Directions around the Park	
3	Parking	
4	Contact list of TCCT staff – by alarm panel	
5	Fire alarm and security alarm Briefing	
6	First Aid Kit	
7	Kitchen – ovens, urn, toasters, microwave, utensils, cleaning products, knives	
8	Toilets/showers	
9	Read Meter	
10	Wood Burner and supply of wood	
11	Heating System – pellet boiler	
12	Bedding (number of sleeping bags if applicable)	
13	Courtyard (inc bin)	
14	Booked activities – confirm start times	
15	Booked food/meals – confirm when will be delivered	
16	How to Clean and care of mattress covers	
17	No outdoor shoes in Threshing Barn and no food upstairs	
18	Dormitory rules	
19	FIRE DRILL	
20	Group Contacts	
21	Sign Induction Form below	
22	Sign Terms and Conditions of Occupancy Form	
23	Confirmed numbers of group	
24	Confirmed numbers of leaders	

Signature:

Name:

School/organisation:

Date:

I will / will not be using the camp fire/BBQ/clay oven at my own risk:

Signed:

19. Terms and Conditions of Occupancy of Warren Barn

Warren Barn is a Camping Barn located within Cockington Country Park, Torquay, Devon. The Park is located close to residential areas between Torquay and Paignton and is open to the public all year round from dawn to dusk. There is no charge to enter the Park except for occasional special events. The Park is managed by Torbay Coast and Countryside Trust, a local conservation charity, under lease from Torbay Council. This area covers about 450 acres and includes: farmland, woodland, formal parkland, a Manor House and outbuildings.

The Barn is a recently converted "Outfarm" dating from the 18th century and is protected as a listed building. The building and its environment should be treated as such.

When utilising the Barn the following guidelines should be followed:

Access

Access to the Barn in any direction is via a narrow lane (the old Totnes Rd); in order to reduce traffic through the village it is recommended that the Barn should be approached from the Ocombe Farm end when at all possible. It should be noted that passenger carrying vehicles in excess of 18 seats are not allowed in the village. Minibuses are the best vehicles to use.

Parking

There are a limited number of parking facilities at the bottom of the access track (7 or 8 cars), in front of the courtyard and in the courtyard (2 cars). In order to maximise their use please ensure that residents and visitors park in a manner that will ensure maximum parking, please do not park on the road as it is narrow and in constant use. Visitors should be encouraged where possible to use the recognised parking facilities in the village.

Speed limits

The village is a local tourist attraction, and as such there are always a significant number of pedestrians. When driving through the village please use the utmost care to avoid an accident

Induction

Groups will be inducted by a member of TCCT staff on arrival. A Group Leader must sign the Induction Form that they and the group understand the operational procedures, fire drill and terms of the occupancy.

Health and Safety and First Aid

A first aid kit is available and located in the kitchen area of the barn. However, in addition to this the group leader is required to bring their own first aid kit.

During their stay health and safety and first aid is the responsibility of the Group Leader(s).

Where evening activities take place the group must be accompanied by the correct ratio of group leaders/staff. When undertaking activities led directly by TCCT staff a risk assessment will be agreed with the Group Leader. Any incidents should be recorded in the Barn Accident Book.

The Barn risk assessment is located in the file kept at the barn and includes the grid ref of the barn and the nearest post code.

Supervision

Ratios of adults to pupils are set by the Local Education Authority and can be found at:

<http://www.ldp.babcock-education.co.uk> Adult / pupil ratios must be agreed with the Trust when booking the visit and the Trust appraised of any unusual circumstances requiring higher than normal adult / pupil ratios.

Fire

No smoking is permitted within the Barn and we require that any individuals from the group do not smoke, or start fires of any sort, in the woodland or surrounding countryside.

Unless part of a TCCT led activity, group leaders **must** seek permission from TCCT staff to use the campfire pit and cooking facilities in the courtyard.

TCCT accepts no liability for the use of the barbeque, clay oven or camp fire by groups when no member of TCCT staff is leading the activity.

Kindling and matches are **not** provided but can be purchased for a group on request. A small amount of fire wood is supplied on request for use on the camp fire and if you require more it can be delivered on request for £3.50 per basket (this can be added to your final invoice)

A fire drill must be held on the day or evening of arrival and a member of TCCT staff will assist. The party leader must take on the role of fire marshal and should be confident that all emergency exits can be used as such.

A responsible person should have responsibility for each dormitory group.

A building layout plan can be found on the notice board by the front door with escape routes and location of fire extinguishers.

Wood Burner

The wood burner in the downstairs area is for use by leaders of the group only after the induction by a TCCT ranger and TCCT accepts no liability for its use.

TCCT provides some split logs for use specifically in the wood burner, we do not provide kindling or matches (further logs available at £3.50 per basket as above).

Noise

Although the Barn is in a rural setting it is close to residential areas including Cockington Village and others. Groups must be considerate to our neighbours and not make excessive noise or cause any nuisance of any kind either during the day or at night. Children must be supervised at all times. External amplified music is not permitted.

General

Please ensure you read the kit list sent to you so you know exactly what to bring and what is and is not provided.

The Barn is intended to encourage a positive approach to the countryside and rural environment. Night activities are restricted to those organised and led by TCCT staff and are not permitted between 2400 and 0600.

The Group Leader will agree and sign an induction form when inducted and a sign out form (including inventory check) with TCCT staff on departure.

The Group must leave the Barn as they found it and in the same state of cleanliness/repair. Any problems, breakages or issues must be reported to TCCT staff.

There is a damage deposit amount of £50 required in advance. This will be included in your invoice for the balance of accommodation and activities. It will be refunded after your stay assuming no damage or breakages occur.

Social Visits to the Village

In the event of unaccompanied visits to the village group leaders are expected to remind students/visitors that the village is by its very nature a quiet environment and conduct themselves accordingly.

Local businesses within Cockington Village or at Cockington Court welcome group visits but request that if possible larger groups inform them ahead of their visit.

In an emergency contact the emergency services and the TCCT. In the case of a pressing problem which is not an emergency ring the TCCT contact number(s) or report it to TCCT staff when appropriate.

Rubbish and Waste

Please ensure that no rubbish is left within the Park or surrounding area and that on leaving all of the waste is placed in the large dustbin in the courtyard. The toilets and waste water system are environmentally friendly (septic tank) therefore it is essential that you only use the cleaning products provided and follow the instructions provided in relation to the use of chemicals.

I hereby agree to and agree to abide by the terms and conditions of occupancy as stated above:

Print name:

Signature:

Group name:

Date:

20. Checklist for end of stay

Warren Barn

	Item	Ticklist
1	Check Inventory	
2	Check Cleaning + any signs of graffiti	
3	Vacuum out wood burner	
4	Check for damage	
5	Hand back Keys	
6	Check for items left behind	
7	Remove food left in fridges	
8	Read meter (key is on W B set with purple and green fobs on)	
9	Check all doors/windows closed and locked	
10	Close shutters at back and bolt fire escape in Linhay dorm from inside	
11	Any bedding to wash – bring up to Ocombe	
12	Check mattress protectors all present and not damaged	
13	Remove any Rubbish and Recycling + check log store	
14	Check projector ok	
15	Check boiler off	
16	Check all light bulbs present	
17	Check heaters off in bathrooms	
18	Turn off hot water in kitchen	
19	Turn off hot water in bathrooms	
20	Turn off power points in kitchen	
21	Check if used First Aid Kit or Burns kit	
22	Ask to fill in feedback survey which we will email them	
23	Sign form	
Comments		
Name of TCCT staff member:		
Group Leader signature:		
Name:		
School/organisation:		
Date:		

21. Inventory

Warren Barn Inventory

Kitchen

Toast rack	1
fruit basket	1
toasters	2
large plastic bowls	7
glass jugs	4
plastic jugs	2
peelers	3
tin openers	1
garlic press	1
tea strainer	1
kitchen utensils	8
small sharp knives	3
large knives	4
wooden spoon	1
rolling pin	1
large metal teapot	1
small metal teapots	6
metal cups	8
frying pans	2
sieves	2
milk pans	2
grater	1
large pans	2
3 tier steamer	1
medium saucpan	1
large colander	1
scissors	2
pizza trays	7
rectangular baking trays	7
roasting tray	2
plastic cups	27
oven gloves	1
teaurn	1
kettle	1
fire blankets	1
fire extinguishers	2
first aid packs	2
egg cups	10
clock	1
2 plate hob	1
chopping board	1
plates large	
plates medium	
cups & saucers	
mugs	
bowls	

Bedding

fleece blankets	15
sleeping bags	30
sleeping bag liners	30
laundry bin	1
mattress covers	

Other

hoover	1
brooms	3
mops	4
dustpan	2
barbecue tripod	1
Lightbulbs	
ladder	1
jenga	2

22. Emergency Contact List

In an emergency contact the emergency services and the TCCT. In the case of a pressing problem which is not an emergency ring the TCCT contact number(s) or report it to TCCT staff when appropriate.

Lisa Brunwin mobile 07879 841865 home 01803 555715

Alex Scholefield mobile 07917422276 home 01364 652166

Heather Carstens 07917680237

23. Alarm Panel operation

Intruder Alarm Security System (small white number panel)

- De-activate on entry using fob.
- The fire escapes in both dormitories will remain alarmed to warn you when they are opened but this does not ring through to the Monitoring Centre. If this happens silence the alarm with the fob.
- If you have a problem with the alarm ring Crimehalt Fire & Security:- 08000683478

Fire Alarm System (large grey panel)

- The grey panel operates the fire alarm which is activated by heat or smoke detectors around the building.
- In the event of a fire get out of the building and muster in the field in front of the barn. You should carry out a fire drill with your group early in your stay. Remember it is dark at night.
- In the event of a false alarm and you are sure it is false then phone 08448791703 and quote ID no. 10365 tell them Warren Barn false alarm password: RUBY RED (or 2nd choice Kermit) to stop the fire engine being called out.
- Silence the security alarm with the fob and then enter 2143 in to the fire alarm panel which enables you to silence the fire alarm and reset it. Finally use the fob to reset the security alarm to normal.
- If someone has opened a fire escape this will also set off the security alarm.
- If you have burnt something in the kitchen open all the doors to prevent the alarm going off again.

Contacts

In an emergency ring 999

If you have a pressing problem which is not an emergency ring TCCT contact numbers:

Lisa Brunwin 07879 841865

Alex Scholefield 07917422276

Night Time EMERGENCY ONLY:

5pm – 8.30pm Lisa Carnell 01803 555715 (home) or:

Alex Scholefield 07917422276, home 01364652166 or:

Heather Carstens 07929 490557 (home)

24. Emergency Evacuation and Reporting System in the event of a Fire – Warren Barn

1.0 Upon Arrival

1.1 **Make sure that you and everyone using the barn is personally familiar with all possible safe emergency exits and the location of the fire appliances and the assembly point.**

1.2 Please allocate fire officer responsibilities to members of your team.
'Incident Controller' - You will need someone in overall control to manage any incident and to liaise with the Fire and Rescue Service,
'Fire Marshalls' - Enough people to help assist with the safe evacuation of their area, to check their section of the building (providing it is safe to do so), and to check and report that everyone is safely accounted for (or otherwise). Specifically:

- Threshing dormitory
- Linhay dormitory
- toilets
- staff bedroom upstairs
- staff bedroom downstairs

1.3 Open, and then padlock open the shutters leading from the Threshing Barn. There are tiebacks provided for this purpose.

These shutters provide security when the building is unoccupied but **MUST be locked open, and out of the way at anytime the building is in use** - day or night, as that will safeguard safe passage through the final exit from that dormitory.

1.4 These initial steps will be reviewed by the TCCT staff on handover.

2.0 Alert

2.1 The fire detection system is designed to identify sources of fire, or potential fire, by means of smoke detectors.

2.2 On hearing the **continuous sounding alarm** all persons must **evacuate the building immediately. If it is safe to do so, turn off all appliances and close windows.** Visual indicators will also trigger.

2.3 Remember that your safety and the safety of others is dependent on an **immediate, calm and orderly response.**

2.4 The alarm panel will contact the monitoring station, who in turn will contact Devon Fire and Rescue Service.

2.5 Notwithstanding the automatic system - as soon as you reach the assembly point, please also call the fire service by dialling 999, stating that there is a fire, and giving the address:

**WARREN BARN,
OLD TOTNES ROAD,
COCKINGTON,
TORQUAY,
Grid Ref: SX 889634**

2.6 If it can safely be **absolutely confirmed** that the alarm is a false alarm, please contact the monitoring company and advise them of the false alarm. You will be supplied with the telephone number and password for this on handover by the TCCT staff member.

- 2.7 Silence the alarm, reset the panel, advise 'all clear' and make a note of the date and time. Please advise the TCCT staff member of this when you leave, for them to enter the details into the alarm log.

The remainder of the instructions assume that there is a fire, or there is **any** doubt whatsoever about the status of a fire.

3.0 Evacuation

- 3.1 On hearing the alarm IMMEDIATELY leave the premises by the nearest, safe and most direct route. **If it is safe to do so** nominated individuals will undertake the action from 4.0 onwards as part of their evacuation.
- 3.2 Once out of the building individuals should make their way to the **Assembly Point: This is on the grass in front of the barn courtyard**. Do not return to collect personal belongings.
- 3.3 Ensure that in an emergency, persons are helped to evacuate the building, especially those **with restricted mobility**. The visually impaired and hard of hearing may need guidance to reach the exits and those in must be assisted out of the building.
- 3.4 If you are concerned that anyone cannot be located, or there is any doubt about their whereabouts - immediately tell one of the nominated individuals as set up in 1.2 above.
- 3.5 If you are in outside and you hear the alarm, immediately, but carefully proceed to the assembly point and report in. DO NOT re-enter the building until you receive the 'all clear'.

4.0 Assembly Point

- 4.1 Once clear of the building everyone must proceed to the assembly point:
- 4.2

This is on the grass in front of the Barn courtyard.

Take the safest route to this location, even if it is not the quickest. If it becomes necessary, move further away from danger, but remain together wherever possible.

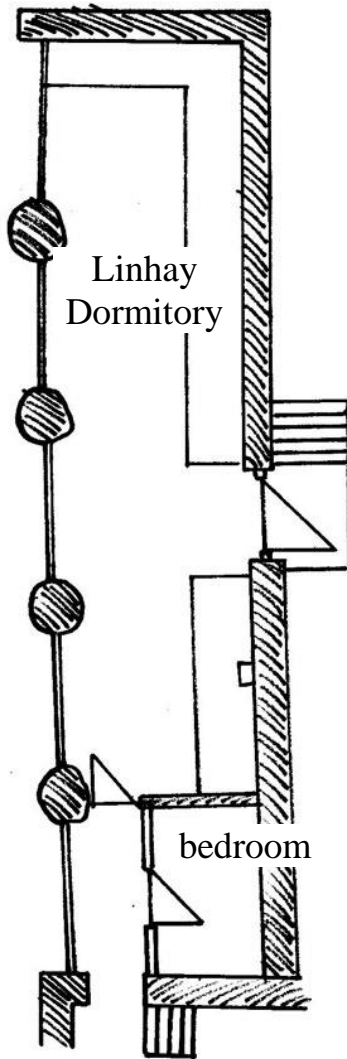
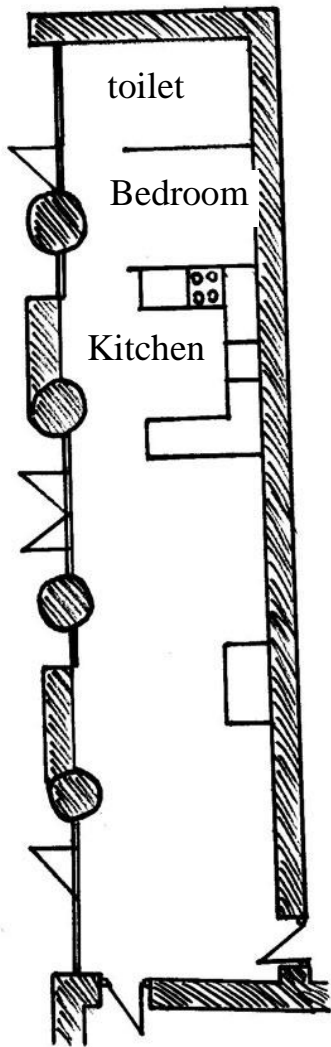
DO NOT pass close to any part of the building wherever possible; keep safely away from vehicles and equipment.

The final exits are provided with emergency lighting.

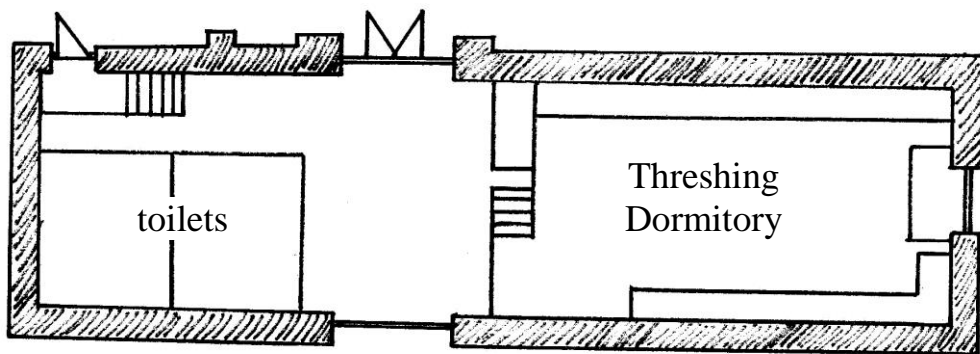
5.0 Special Duties

- 5.1 The people allocated responsibilities at 1.2 above have additional duties:
- 5.2 The **Incident Controller** must:
- Check the fire panel (**if safe to do so**), and ascertain the status and location of the fire.
 - **Manage** the evacuation of the site, and ensure that no persons are placed in additional danger whilst the Fire and Rescue Service vehicle arrive.
 - **Manage** the clearance of the area to provide for the unhindered approach of emergency services. If safe to do so, seek a volunteer marshal to direct the Emergency Services off Old Totnes Road, down into the Barn. **This lane is unlit, so this person must exercise great care, so as not to put themselves in danger from incoming emergency service vehicles.**
 - Wait at the assembly point to receive reports from the Fire Marshalls on the thoroughness and status of the evacuation.
 - Liaise with the emergency services on arrival – giving the status of the incident.

- Await the “**All Clear**” from the emergency services and then advise all members of staff and visitors, at the assembly point, that they may return to the building.
- 5.3 The **Fire Marshalls** are responsible for ensuring evacuation, and checking the status of the area assigned to them is clear.
- 5.4 **Without placing themselves unnecessarily at risk** by entering an area containing a potentially explosive device, smoke or fire, Fire Marshalls will:
- Quickly visit each room, including toilets, storerooms and other areas to ensure that no one has collapsed or not heard the alarm.
 - Having confirmed an area to be clear – close all communicating doors to help control the spread of smoke or flames.
 - Vacate the building.
 - Proceed to the assembly point via a safe route and report on their area’s status to the Incident Controller.
 - All marshalls should remain at the assembly point to assist the Incident Controller as necessary.
 - Confirm that all persons are accounted for, (or otherwise).
 - Report any missing persons **as soon as possible** to the Incident Controller.



Fire
Escape



Fire
Escape

25. Warren Barn Cleaning Procedures

Group leaders are responsible for the running of the centre during their group's stay. Note the following guidelines:

- The centre should be left clean and tidy at the end of any visit.
- Empty bins when full and put bin bags in large bin in Courtyard
- Put replacement bin liners in bins
- Do not leave bin bags out side front door
- Use recycling bins provided and **rinse out** plastic bottles and cans
- Clean and tidy the kitchen and dining area after each meal
- Clean waste bins
- Fold up sleeping bags if used and separate liners and put in laundry basket
- Make sure mattress covers are on all mattresses, you will be charged £10 each for any removed or torn
- Vacuum and sweep and mop all areas
- Clean washbasins and toilets using mops and environmentally friendly sprays
- Leave cooker and kitchen surfaces clean
- Leave cutlery and crockery clean and dry
- Empty woodburner

Thanks