



Macclesfield and Congleton District Scout Headquarters
32 West Bond Street
Macclesfield
Cheshire
SK11 8EQ

Building Operation Manual August 2026

Building Operation Manual



INDEX:

1. Scout Contacts	
a. Lead Emergency Contact	3
b. Key Holders	4
2. User Instructions for internal systems	
a. Fire Alarm System	5
b. Central Heating Controls	9
c. Platform Lift	10
d. Broadband	14
e. Office Equipment	14
f. Car Park Usage	15
g. Services cut off	16
h. Intruder Alarm	17
i. CCTV	20
3. Fire evacuation procedures	21
4. Maintenance details and contacts	24
5. Asset Register	25
6. Building Hire procedures	26
7. Risk Assessments	31
8. Standard Room Layouts	35
9. Equipment available for hire from HQ	37

Macclesfield and Congleton District Scout Headquarters Building Operation Manual

Section 1 Scout Contacts

a. Lead Emergency Contacts

Resources Lead Volunteer	Ian Mackintosh 07917 373007	ian.mackintosh@mcscouts.org.uk
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District Lead Volunteer	Mike Brown	mike.brown@mcscouts.org.uk
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b. Key Holders 04.08.26

Name	User Name	Alarm Code
Mark Eden	Mark E	1111
Neil Raval	Neil R	2222
Diana Stafford	Diana S	3333
Mike Brown	Mike B	5555
Ann Eden	Ann E	8888
Stephen Blackburn	Steve B	9999
John Penneystone	John P	1110
Steve Richmond	Steve R	1212
Trevor McKay	Trevor M	1313
Ian Mackintosh	Ian M	1515
Martin Wheeler	Martin W	1616
Martin Taylor	Martin T	1717
Comms Team	Comms	1818
Contract Cleaners	Cleaners	1919

20	U3A Angela Raval	U3A Psyc	2121
23	Tim Hope	Tim	2123
26	U3A Steve Hodgkinson	U3A UKE	2126
29	U3A John McKellar	U3A AI	2129
30	U3A Janet Midgley	U3A Card	2130
31	Hannah Eccleston	Hannah	2131
32	Graham Hall	U3A Pol	2132
33	Elizabeth Insley	Elizabet	2133
36	Steve Chasten	U3A Air	2136
37	Matt Hartley	WSJ	2137
38	Ben Bourg-Heffernung	Youth Le	2138
29	Sam Williamson	U3A AI	2129
40	Simon Appleton	YL Train	2140
41	Louise Sherridan	BoT	2141

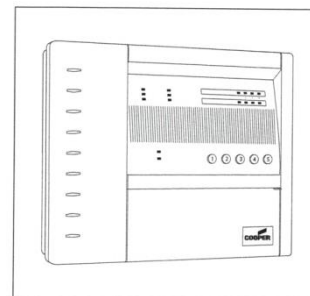
Macclesfield and Congleton District Scout Headquarters

Building Operation Manual



Section 2 User Instructions for Internal Systems: Also in the Yellow File in the Bookcase in the Social Area

a. Fire Alarm System



Commissioning the system

Assuming that the installation instructions and installation checks have been carried out successfully the fire alarm system is ready for commissioning.

Each detector and call point should be tested in turn to ensure that it operates, indicates the correct zone fire LED and operates the alarm output correctly, ensuring all sounders/bells operate.

Walk test facility

A walk test function has been included in this range of panels to enable one person (electrical contractor or installer) to test the fire detection system without an assistant. This function is for the sole use of the electrical contractor or installer and not for normal operational use.

The walk test facility access code is located inside the fire detection control panel.

Once the walk test code has been correctly entered the 'test in progress' indicator will show and the buzzer will pulse, this sets a time window of 10 minutes.

If a detector or call point is triggered within this period the sounders will operate for a short time then the system will automatically reset ready for the next call point or detector activation.

If a detector or call point is not operated within the 10 minute period then the system will automatically reset and return to normal operation.

The walk test facility can be terminated at any time during test by pressing the 'reset' button.

User information

There are 2 access codes used by the control panel: -
access level 2 - client code (3112)
and
access level 3 - engineers code

These codes are displayed on the rear of the front panel.
The access level 2 code is also shown on the panel key fob.

Level 2 access permits the following functions:

- Silence alarm
- Evacuate
- Enable and disable zones
- Enable or disable sounders
- System reset

The access code (level 2 or 3) is enabled by pressing the five control panel front buttons in the correct sequence.

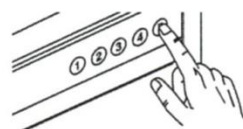
1 2 3 4 5

An audible signal indicates that the access code keyed in is correct.

Mute buzzer

Silences control panel's internal buzzer

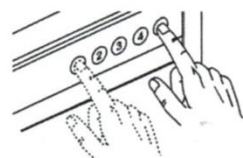
access code level 2 + **5**



Silence alarm

Silences external sounders and mutes internal buzzer

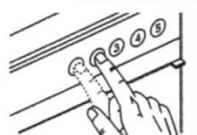
Access code level 2 + **1 + 5**



Reset after fire alarm activation

Silences buzzer, resets the panel indicators, resets detectors and resets control relays

access code level 2 + **1 + 2**

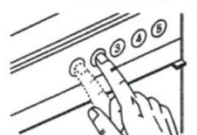


Ensure any smoke still in the activated detector is blown clear, as the control panel will activate back into alarm should any smoke remain.

Reset panel without a fire activation

(e.g. to reset a fault indication when fault latch facility set)
Silences buzzer, resets the panel indicators and resets faults relay

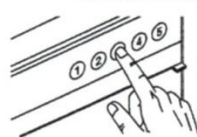
access code level 2 + **1 + 2**



Evacuate

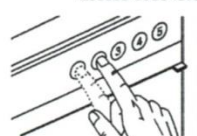
Operates the control panel's sounder circuits and fire relay(s)

access code level 2 + **3**



To silence the alarm during evacuate period

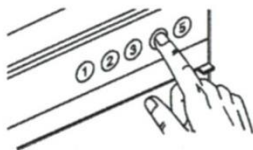
access code level 2 + **1 + 2**



Disable zone

Isolates required detection zone from the system

access code level 2 + ①



The yellow LED of the zone 1 will light and the internal buzzer will pulse rapidly, push button ① several times until both the required zone and disabled yellow LED's are lit.

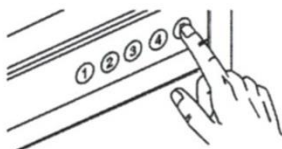
Push button ① to disable the indicated zone.

Repeat this procedure to disable further zones.

The internal buzzer will pulse at a slow rate and the disabled and zone disabled LED's will remain lit.

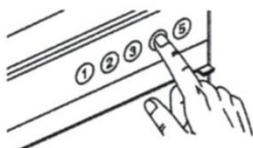
To silence the internal buzzer

access code level 2 + ⑤



Enable zone

access code level 2 + ①



Yellow led of the first zone is flashing. Push button ① several times until the yellow led of the relevant zone is flashing.

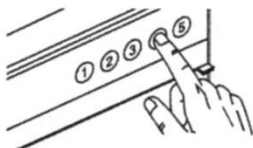
Push button ① to enable the relevant zone.

Repeat this procedure to enable further disabled zones.

Disable sounders

Isolates sounder circuits from the system

access code level 2 + ①



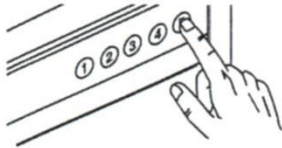
The yellow LED of the zone 1 will light and the internal buzzer will pulse rapidly, push button ① several times until both the disabled and sounders disabled yellow LED's are lit.

Push button ① to confirm disable sounders.

The internal buzzer will pulse at a slow rate and the disabled and sounders disabled LED's will remain lit.

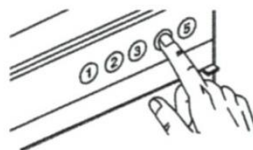
To silence the internal buzzer

access code level 2 + ⑤



Enable sounders

access code level 2 + ①



Internal buzzer will rapidly pulse. Push button ① several times until sounder LED turns off.

Push button ① to confirm enable sounders

Self check detectors

Detector LED function (applies to self check detectors only)

Self check detectors incorporate self check intelligence enabling them to monitor their own status and to generate a fault signal at the panel in the event of a malfunction.

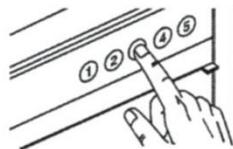
Should a detector develop a fault, the zone to which the detector is connected will indicate a zone fault and the status LED on the faulty detector will illuminate amber.

Should the detector fail completely, it is possible to instruct the panel to illuminate the LED's of the healthy indicators instead.

To activate this function, enter the **ENGINEERING code 3421 at the control panel then PRESS 3.....**

To activate this function,

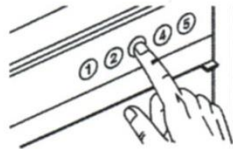
access code level 3 (engineer's code) + ③



To cancel this mode, **ENTER THE ENGINEERING CODE 3421 AT THE CONTROL PANEL AND THEN PRESS 3.....**

To cancel this mode,

access code level 3 (engineer's code) + ③



The LED control facility can also be used to diagnose faults in the external zone wiring, should a zone open circuit occur, activate the LED test mode as described above, the LED's of all detectors which still have a healthy connection to the panel will flash, greatly simplifying the location of the break.

Follow the instructions above to cancel LED indicator mode.

Maintenance

General

It is vital that the fire alarm system is checked for correct operation as per the requirements of BS5839.

Daily inspection (by user)

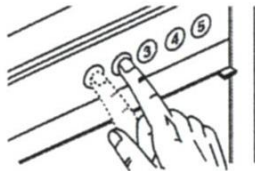
The panel should be visually inspected daily to ensure that the green 'power on' indicator is lit and that no fault indication is showing. Notify any fault indication to your maintenance company.

Weekly Test (by user)

Visually inspect panel as per daily inspection.

Test panel indicators

access code level 2 + ① + ②

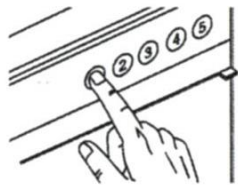


All indicators will light and panel internal buzzer will sound

Weekly Call Point Test (by user)

Enables call point test with automatic system reset

access code level 2 + ①



The test in progress LED will light, the panel is now in a 'one-shot' auto reset mode. The call point can now be activated using the test key, the sounders will operate for a short period (3 seconds) after which the panel will automatically reset and return to normal operation. If a call point or detector is not operated within a short period the panel reverts to normal operation and the test is abandoned.

It is advised that different call point is tested each week to ensure that all call points are tested in rotation.

Log test results in log book.

Inspection and servicing (by service provider)

Quarterly Test

Check log book entries since last visit and verify that remedial action has been taken (if required).

Visually inspect panel as per daily inspection.

Carry out weekly test.

Visually inspect battery and battery connections.

Carry out battery load test by disconnecting the mains supply and check the battery is capable of supplying the alarm sounder load by activating a call point.

Log test results in log book.

Six monthly Test

As per quarterly test

Visual inspection of site to check for compliance of system to recommendations of local standard.

Six monthly Test (cont.)

All controls and indicators of control panel checked for correct operation.

All external circuits should be tested for correct fault monitoring
Log test results in log book.

Annual Test

As per six monthly test

Also all call points on the system should be tested and the automatic fire detectors should be visually inspected to ensure they have not been damaged or painted over. The automatic detectors should then be test operated.

Log test results in log book.

Every 5 years

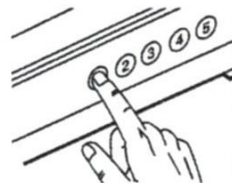
Replace sealed lead acid battery every 5 years (recommended).

Engineers code facilities

The engineering access code label can be found in the panel back box (internal).

One man walk test facility

access code level 3 + ①



The 'test in progress' indicator will light and the panel internal buzzer will pulse, this sets a time window of 10 minutes.

If a detector or call point is triggered within this period the sounders will operate for a short time then the system will automatically reset ready for the next call point or detector activation.

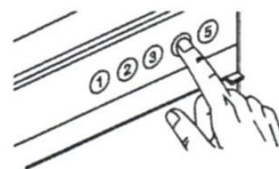
If a detector or call point is not operated within the 10 minute period then the system will automatically reset and return to normal operation.

The walk test facility can be terminated at any time during test by pressing the 'reset' button ②.

Latch on fault facility (option on 2, 4 and 8 zone panels only)

All systems faults will latch on panel

access code level 3 + ①



Test in progress LED will light. Panel will now 'latch until reset' on all faults.

The latch on fault facility can be terminated at any time by pressing the 'reset' button.

Panel fire/fault indicators

Indication → Situation ↓	Fire	General fault	Disable	Power On	Charger fault	System fault	Disable/Fault zone	Disable/Fault counder cct	Test	Buzzer
Normal condition				●						—
Zone wiring open/short		●		●			☼			—
Zone disabled			●	●			●			—
Sounder cct. disabled			●	●				●		—
Sounder and zone cct. disabled			●	●			●	●		—
Power supply fault		●		●	☼					—
Sounder circuit open/short		●		●				☼		—
Panel in test				●					●	—
System fault						●				—
Panel button pressed				●						—
Battery open circuit/reverse polarity		●		●	☼					—
Battery high/low voltage		●		●	☼					—
Fire	●			●						—
Evacuation	●			●						—



LED flashing

— Internal buzzer intermittent



LED illuminated

— Internal buzzer steady

Specification

Panel type	1 Zone	2 Zone	4 Zone	8 Zone
Detection zones	1	2	4	8
Detectors per zone	32			
Alarm lines	2			4
Max. alarm line load	300mA total (shared)		800mA total (shared)	500mA per alarm line 2A total
Fire/Fault relay	Yes			
Aux. DC output	No	Special order		24v DC Fused 30mA
Mains input voltage	230v AC - 10% + 15%			
System operating voltage	24v DC			
Battery	1 x 12v/2.1Ah	1 x 12v/3.2Ah		2 x 12v/3.2Ah
Recharge period	24 hours			
Repeater output	No	Special order		Yes
Environmental rating	IP30. -5°C to 40°C Humidity 75% max (NC)			
Dimensions	260(w) x 212(h) x 72(d)	332(w) x 270(h) x 90(d)		

b. Central Heating Controls

We installed a Hive Controller on the Heating system and updated the heating schedule for HQ in Nov 23. The controller is set up on Ian Mackintosh's phone so he can update when the building is in use. This is part of our review of managing the utility costs given the current cost of Gas.

All the regular bookings are set up on the system so the building should be at temperature when you arrive. The temperature is set at 18C. It will be a big help if all bookings are made with Diana Stafford or Ian Mackintosh to update the District HQ Calendar so I can set up any ad hoc heating schedules.

The thermostat in the hallway is no longer functional and the controls on the boiler itself are also not linked to the Hive controller.

There is a manual override in the form of a remote controller which is located near the printer in the Office Area. There are a set of instructions on how to use this with the controller. If the heating is not on or you need to boost the temp - use the Boost Function which allows you to put the heating on for a given period.

The system relies on the WiFi being up and running - in the event of this failing - please contact Ian Mackintosh and he will talk you through the manual override function.

Once you have finished using the remote controller - please return to the Office area for other users who may need it.

Getting started

How to change the temperature:

- ① Tap the up arrow to increase the target temperature
- ② Your heating will come on if the target temperature is above the actual temperature (you'll see 🔥 when the heating is on)
- ③ Tap the down arrow to lower the target temperature



c. Platform lift

1.0 Operating Instructions

1.1 Scope of use

To ensure the safe and convenient use of the Lifting Platform it is essential that all users of the Lifting Platform either read these operating instructions, or are escorted by a person who is familiar with the operation of the Lifting Platform.

The Vertical Lifting Platform is intended for use by persons with impaired mobility to provide vertical access in multi-level buildings. The unit will accommodate occupants standing or sitting in a wheelchair, with or without an attendant.

The Lifting Platform is designed to carry one wheelchair user and one attendant up to the load stated on the Lifting Platform control console.

Due to the nature of the occupancy, the lifting platform is not designed for high frequency operation and should not be used as a general passenger lift.

The Lifting Platform should not be used in an emergency situation where there is a risk to the power source (i.e. building fire).

To allow safe and convenient access to the Lifting Platform by all occupants it is recommended that there is an unobstructed manoeuvring space of 1500mm x 1500mm, or a straight access route 900mm wide, in front of each entry and exit location.

1.2 Lifting Platform Door Locks

The Lifting Platform door locks are controlled on a timed basis following interaction from the user. Therefore the doors must be unlocked before entry into the Lifting Platform by briefly pressing the 'Call Lift' button situated adjacent to the door. This will unlock the door for a short period.

Similarly, when arriving at a landing after a Lifting Platform journey, the doors will unlock for a short period. If exit from the Lifting Platform is not executed within this time, the exit door may be unlocked by briefly pressing the 'floor designation' button, located on the control console, corresponding to the current level.

1.3 Calling the Lifting Platform

If the Lifting Platform is not present on arrival at an entrance door, press and hold the 'Lift Call' button situated adjacent to the door until the lift arrives. The 'Lift Call' button will illuminate whilst the Lifting Platform is travelling to your floor and on arrival the door will be unlocked for a short period.

A 'Lift Call' button which is flashing, but not being pressed, indicates the Lifting Platform is en route to your floor under the control of the Lifting Platform occupants.

1.4 Operating the Lifting Platform

All of the Lifting Platform controls are located on the control console positioned above the handrail to the side of the platform. Each of the standard controls is described below, whilst optional controls are described in the optional features section later in this manual.

1.4.1 Floor Designation Buttons

The floor designation buttons are located on the control console and are labelled 0, 1, 2 etc according to their corresponding floor.

To travel to the desired floor, press and hold the corresponding button until the lift has arrived at the floor and come to a complete stop.

It is important that the button is held throughout the journey and not released until the Lifting Platform has finished moving.

1.4.2 Alarm Button

The alarm button is located on the control console, is coloured yellow, and is labelled with a bell symbol.

To sound the alarm, the button must be pressed for a two second period. Initiation of the alarm causes an external sounder to alert building occupants.

Details for resetting the alarm are detailed in the 'Emergency Operation' section later in this manual.

1.4.3 Emergency Stop Button

The emergency stop button is a red mushroom head style button and is located on the control console

Pressing the emergency stop button will bring the Lifting Platform to an immediate stop

The emergency stop button is latched and so stays pressed until it is released by rotating the button head anticlockwise. Once released, normal operation of the Lifting Platform is restored

It is important that the source of the emergency stop is cleared before the emergency stop button is reset and Lifting Platform operation continues.

1.4.4 Soft Start/Stop

The Lifting Platform is fitted with a soft start and soft stop facility to ensure the occupant ride comfort.

When approaching the desired floor level the Lifting Platform will start to slow down before coming to a complete halt at the floor level. **It is important that the floor button is held until the Lifting Platform has come to a complete halt.** If the platform does not correctly reach the desired floor, which will fail to unlock the landing door, the Lifting Platform should be taken towards a different floor for approximately 0.5m before another attempt to go to the desired floor is attempted

1.4.5 Pressure Sensitive Platform Safe Edges

The Lifting Platform is equipped with pressure sensitive safe edges that detect obstructions to the Lifting Platform movement and cause the Lifting Platform to immediately cease operation.

Once the obstruction is removed normal operation of the Lifting Platform is restored

1.5 Optional Features

A number of optional features are available for the Lifting Platform and are described below

1.5.2 Ceiling Light

Where a ceiling light is fitted it should be wired into and switched from, an independent electrical supply. In this case the light unit operation may be controlled from this point, but it is recommended that the light unit remains on whilst the building is occupied.

1.5.3 Autodialler

Where an autodialler is fitted, it will be located inside the Lifting Platform on the control console

The autodialler is initiated by holding the 'Alarm' button for a period of 10 seconds (this will also initiate the 'Alarm' function).

After initiation the auto dialler will dial up to four pre-programmed telephone extensions in sequence, and when answered by one of the extensions, a two way conversation with the Lifting Platform occupants can take place. The call recipient must dial '9' to terminate the call before replacing the handset. Failure to do this will cause the telephone line to stay open (causing an engaged signal) for up to five minutes, before the system resets

1.5.5 Induction Loop

Where an induction loop is fitted all audible instructions (Voice Annunciation & Autodialler) will be transmitted through the device to give better reception to compatible hearing aid devices

1.5.6 Visual Alarm

Where a visual alarm is fitted it will operate in parallel with the Audible Alarm

2.0 Emergency Operation

The procedures detailed below are for use in an emergency situation to release occupants from the Lifting Platform when normal operation is not available. Emergency procedures should only be carried out by persons who have read and understood the procedure, and are confident in carrying out the task. In other cases professional assistance should be sought.

The emergency procedures require access to the Lifting Platform control panel.

This is located on the top landing adjacent to the landing door and is accessed using the emergency key supplied (kept in upstairs office desk, top drawer)

2.1 Alarm Reset

The alarm may be reset at the Lifting Platform control panel via a pushbutton labelled 'Alarm Reset'. Pressing this button will silence and reset the alarm system.

2.2 Manual Lowering

The Lifting Platform may be lowered to the next available landing using the procedure described below. The manual lowering procedure is carried out at the Lifting Platform control panel.

A condensed version of these instructions is included on the reverse of the control panel access door.

- 1 Turn off the main electrical supply to the Lifting Platform at the local isolator
- 2 Remove the control panel access door using the emergency key.
- 3 Turn off the main electrical switch located at the top of the control panel
- 4 Locate the hand-winding device (black moulded wheel with steel shaft see fig 1) (Kept in upstairs office, on top of cupboard)
5. Insert the hand-winding shaft into the mechanism, mounted above the control panel approximately centre in the aperture
6. Rotate hand wheel to lower whilst keeping the platform under constant surveillance



- 7 Continue to turn the hand wheel until the platform has reached the nearest landing that allows safe evacuation
- 8 Manually release the appropriate door (see instructions below) and evacuate the Lifting Platform occupants.

Fig 1 Hand Winding Device

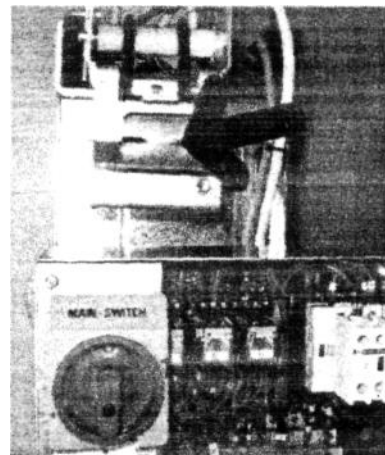
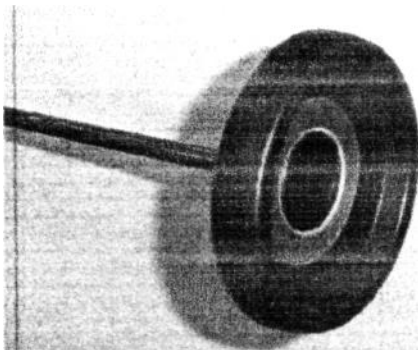


Fig 2. Hand Winding Mechanism

2.3 Powered Emergency Lowering (where fitted)

The Lifting Platform may be lowered to the next available landing by battery power using the procedure described below. The powered lowering procedure is earned out at the Lifting Platform control panel.

A condensed version of these instructions is included on the reverse of the control panel access door.

- 1 Turn off the main electrical supply to the Lifting Platform at the local isolator.
- 2 Remove the control panel access door using the emergency key.
- 3 Turn off the main electrical switch located at the top of the control panel.
- 4 Press the 'Emergency Lower' button whilst keeping the platform under constant surveillance, until the platform has reached the nearest landing that allows safe evacuation.
- 5 Manually release the appropriate door (see instructions below) and evacuate the Lifting Platform occupants.
6. In case of battery depletion or failure revert to manual lowering.

2.4 Emergency Door Opening

Manually opening the doors using this procedure can lead to serious injury or death.

Never **manually** open the **doors** whilst the Lifting **Platform** is in **operation** or **unless the** mains electrical switch has **been turned off**.

Never manually open a door on the upper floor unless the platform is present at the landing.

Ensure all doors are closed correctly following emergency manual door opening.

The emergency door release latch is positioned directly above the door and is identified by the security cover that contains two holes on the face. The security cover can be unscrewed by inserting the two pegs on the emergency key and rotating. Once the security cover is removed the emergency key may be inserted and the

d. Broadband Setup Instructions

Wireless internet access is available in the building

The SSID name of the access is not broadcast

Details should be manually entered into your computer

SSID Name BP_NETWORK

Network Security Key MACscout1907

Ensure Security Settings are set to

Security Type WPA-Personal

Encryption Type TKIP



e. Office Equipment

Shredder

Printer/Copier

A3 Laminator

f. Car Park Usage

The private car park is a one-way system, Entry is from West Bond Street and the Exit is on Whiston Street.

The first to arrive

- Fastens gate back
- Drives in and parks (for meetings it is recommended that cars are parked parallel to HQ)

The last to leave

- Closes and locks the gate unless 3rd Macc Hut is in use – see below

Note

Following a review of the 3rd Macc Hut Evacuation Procedure, they have implemented the following change as they have identified that the HQ gate is the alternative evacuation route and needs to be unlocked when meetings are taking place at their HQ. The change agreed is as follows

All 3rd Macc Leaders know gate code for District HQ gate. The 3rd Macc Leader in charge is responsible for ensuring the gate is unlocked but not opened before young people arrive for the meeting, and is re-locked after the meeting unless there is a continuing meeting in District HQ, when responsibility moves to users of District HQ for locking the gate

Users of the private car park do so at their own risk

- Users must be in HQ - in case their car needs to be moved to allow another one out
- Users may not park in front of the garages or on the main thoroughfare
- Any bump or scrape must be immediately reported

Safety of Children

- The car park exit goes past the entrance to 3rd Macclesfield Scout Hut
- Drivers must be aware of the possibility of children in the road and drive cautiously

g. Services Cut Off Locations

Water

The water meter and stop tap are located in the cupboard at ground level under the gas boiler in the storage cupboard next to the Administrators desk in the Social Area



Gas

The gas meter and the cut off valve is located outside the building on West Bond St



Electricity

The electricity meter and the circuit boards are located in the cellar accessed from the Car Park



Fire Hydrant



The nearest fire hydrant is on West Bond Street around 20 metres from the main entrance. It is highlighted on the photo to the left.

Hydrant Sign

Hydrant Location

h. Intruder Alarm

The alarm is located next to the Fire Alarm Panel. Each keyholder has been issued with their unique log in number

To disarm the system – enter the unique log in number

To set the system – enter unique log in number, you will get a message welcoming you and the system will ask you if you want to alarm the system. Confirm by pressing the tick key. Leave and lock the door.

Mike Brown and Ian Mackintosh can set the system remotely and cancel alarms if there are any issues

Zone Faults During Arming

Before attempting to arm the system, ensure that the premises are secure (all doors and windows closed etc.) and the Ready light is on.

If an attempt is made to arm the system with any zones active (e.g. door ajar, open window, etc.) the internal sounders will bleep repeatedly (fault tone) and the display will show the zones that are active.

The fault tone will stop and the exit tone will resume when all zones are secure. If it is necessary to leave a zone open then it must be omitted (see page 8 for details).



If an active zone cannot be secured then it may be 'in fault', in this case contact the alarm company immediately.

Arm Fail - Failing to Arm

If the exit procedure is started and zones are still 'Active' at the end of the exit procedure, an Internal alarm will occur (internal sounders only) and the strobe light on the external sounder will flash.



If this occurs the arm fail must be cleared and the zone in fault identified before the system can be armed (see page 4 for details on clearing an Arm Fail).

The Ready LED

To help prevent faults during arming a Ready light has been provided, see table above for details on how the Ready LED operates.

Operating the Alarm System

To FULL Arm the System

The system is **FULL Armed** when ALL zones are ON (not omitted).



*Your installer may have programmed the system so that it can be set by just pressing **Arm**. If this is the case then there is no need to enter the User code below.*

1. Ensure that the premises are secure (all doors and windows closed etc.) and the Ready light is on
2. Enter a valid User code **?** **?** **?** **?**
3. Press **Yes** to arm. The exit tone will sound
4. Leave the premises When the system has armed the exit tone will stop

To PART Arm the System

The system is **PART Armed**, when ONE OR MORE zones have been left OFF (omitted) i.e. the landing or a bedroom.



*The system is only **Part Armed** when zones are omitted using the 'Part Arm' procedure (omitting zones manually (see page 5 for details) is not classed as **Part Arming**). The bottom line of the display is programmable for each Part Arm. Your installer may have programmed the system so that it can be Part Armed by just pressing **1**, **2** or **3** followed by **Part**, if this is the case then there is no need to enter the User code below.*

1. Ensure that the premises are secure (all windows and doors not being omitted are closed) and the Ready light is on
2. Enter a valid User code **?** **?** **?** **?**
3. Press **Part**
4. Use keys **1** - **3** to select the required Part Arm
5. Press **Yes** to arm normally or press **Chime** to arm silently The exit tone will sound (if silent arm has not been selected) Leave the protected area When the system has armed, the exit tone (if sounding) will stop

To ARM Individual Areas

If the system has been split up into separate areas of protection i.e. Area 1 = House, Area 2 = Garage, Area 3 = Shed etc. These areas can be individually selected for **FULL** or **PART** arming as required.



*Areas are selected by using keys **1** - **8** (the **9** key can also be used to select an area followed by **Arm** or **No**). On the 640 there are 4 Area groups, each with 16 Areas, these can be selected by pressing the **Chim** - **Part** key to select an Area Group (1-4) Only areas that exist on the system can be selected. (A 'Star' means the area can be selected and a 'Dot' means the area cannot be selected). Pressing **9** will select/deselect all areas, pressing **Arm** will toggle between the first 8 areas and the second 8 areas (where applicable).*

1. Ensure that the premises are secure (all windows and doors not being omitted are closed) and the Ready light is on
2. Enter a valid User code **?** **?** **?** **?**
3. Press **Area**
4. Use keys **1** - **8** to select the required areas
5. Press **Yes** or **Chime** to FULL arm the areas Or on the 640 press **Yes**

To change the Time & Date

To change the Time & Date proceed as follows:

1. Enter your User code (?) (?) (?) (?)
2. Press (Menu) then (Yes)
3. Press (7_{pm}) for the time or (8_{am}) for the date and then (Yes)
4. Enter the new time/date using the numbers on the keypad and press (Yes)
5. Press (Reset) to return to Day Mode

To View the Event Log

To view the Event Log proceed as follows:

1. Enter your User code (?) (?) (?) (?)
2. Press (Menu) then (Yes) and (Yes) again.
3. Scroll up or down to view the events.
4. Press (Reset) twice to return to Day Mode

To CHANGE Your User Code

Users with access to this option can change their own User codes. User codes are unique to each user and can be 4, 5 or 6 digits long.



Only the User code that is entered to access the change code menu will be changed.

Before changing your code, it is vital that you memorise or write down the new code you are about to program. Failure to remember your code will require an engineer visit to re-program a new code for you. This may incur a call-out charge.

1. Press Enter the User code that requires changing (?) (?) (?) (?)
2. Press (Menu) then Press (Yes)
3. Press (2_{abc}) then Press (Yes)
4. Enter a new 4, 5 or 6-digit User code (?) (?) (?) (?)
5. Press (Yes) to accept the new code
6. Press (Reset) to exit the menu The display will return to normal.

Adding Users

To Add Users proceed as follows:

1. Enter your User code (?) (?) (?) (?)
2. Press (Menu) then (Yes)
3. Scroll to "Setup Users" and press (Yes)
4. Enter the user number you wish to add or scroll to it
5. Press (Yes)
6. Enter a 4,5 or 6 digit code for the user and press (Yes)
7. Press (Menu) twice then (Reset)
8. The display will return to day mode.



NOTE To change any of the advanced options not detailed above, please visit the Texecom website and download INS177 the Premier Elite Master User Guide.

Deleting Users

To delete Users proceed as follows:

1. Enter your User code (?) (?) (?) (?)
2. Press (Menu) then (Yes)
3. Scroll to "Setup Users" and press (Yes)
4. Enter the user number you wish to delete or scroll to it
5. Press (Reset) then (Yes)
6. A confirmation tone will be heard when the User is deleted.

Using a Proximity Tag

General Operation

1. A Proximity TAG must be held over the **PROX** symbol on the keypad.
2. A Proximity TAG will normally work at distances of up to 4cm, however it should be noted that distances can and do vary.
3. Presenting a Proximity TAG to the keypad is NO different to entering a code except that it is a SINGLE action as opposed to a MULTIPLE action.
4. The control panel will log which User/TAG has been presented.

Programming Proximity TAGS

Programming a Proximity TAG will depend on which type of control panel and what version of software is installed (Your Installation Company can advise if it is possible to use Tag's on your system).

Determine your Panel Type

From Day Mode press **Menu** followed by 4, the keypad will display the Model and software version. Note which Model you have and proceed as follows:-

Programming

To assign a Proximity TAG to a User, proceed as follows:

1. **Program the User code as normal**, this new option will now appear at the end :- 'Do you want to Add TAG to User?'
2. **Press Yes**
3. **Present the Proximity TAG to the keypad within 10 seconds**
4. **A confirmation tone** will be heard, the TAG is now programmed.

Arming

To Arm the Control Panel, proceed as follows:

1. **Present the TAG to the keypad**, the display will show 'Do You Want To Arm System?'
2. **Present the TAG again** (or hold it in place) and the exit will start, leave the building



If Quickarm is enabled the system will start the exit time immediately.

Disarming

To Disarm the Control Panel, proceed as follows:

1. **Enter the building Via the designated Entry point** (the entry tone will sound)
2. **Present the TAG to the keypad**, the entry tone will stop, the alarm is now disarmed

i. CCTV

The CCTV can be viewed, reviewed and copies taken via the HiK App which is browser based and needs to be set up on a mobile phone. It can also be viewed on the screen in the small office

Section 3

Fire Evacuation Plan

District HQ

1 Roles and Responsibilities

1.1 District Trustee Committee

The District Trustee committee are responsible for ensuring;

- Leaders and lessees have been made aware of the contents of this plan, and understand its contents; specifically, they should know the evacuation procedure, their escape routes and their Assembly Points, and their responsibilities for the safe evacuation of others under their supervision.
- Ensuring that all necessary measures are in place for fire detection, prevention and evacuation arrangements.
- Liaising with the various users of the site, including 3rd Macclesfield Upton Priory Scout Group, to ensure the dissemination of this procedure.
- A Fire Risk Assessment is undertaken annually.

1.2 Management

Resources Lead Volunteer will assume responsibility for the overall management and maintenance of the building including fire alarms, detection, and fire-fighting equipment.

1.3 Users and & lessees

Must ensure that are aware of the contents of this plan, and understand its contents; specifically, they should know the evacuation procedure, their escape routes and the Assembly Points. This includes;

- ☒ Arrangements for the safe evacuation of others under their supervision
- ☒ Encouraging the evacuation of the building by the nearest exits;
- ☒ Conducting a sweep of their designated area during an evacuation including toilets;
- ☒ Satisfying themselves that no one is left in the area ensuring they do not put themselves at risk;
- ☒ Persons with reduced mobility – local arrangements are put in place to accompany persons with reduced mobility to assembly point
- ☒ Check all visitors are accounted for.
- ☒ Reporting False Alarms.
- ☒ Conducting Fire Evacuation at least annually.

1.4 All users of the Buildings

All users of the buildings are responsible for

- Compliance with this procedure,
- Ensuring they familiarise themselves with their local fire alarm activation points, emergency phone number, emergency exits and assembly point

2 Fire prevention and precautions

2.1 Fire Prevention

All users of the site and buildings can prevent fires by ensuring:

- Flammable materials are kept to a minimum and stored away from sources of ignition in the appropriate containers
- Flammable and incendiary materials are kept apart.
- Power sources are not overloaded and switched off overnight when not in use.
- Potential fire hazards are identified and reported immediately.
- Fire extinguishers are not removed from their stowage positions.
- Fire doors are neither obstructed nor wedged open.

3 Description of Fire Systems

3.1 Fire prevention, detection and alarm

- Fire alarm system covers the building with fire break glass call points located throughout and audible sounders for warning persons located to ensure full coverage of the building.
- The system incorporates smoke detection throughout and heat detection in the kitchen.
- Fire alarm system has a zone panel at the main entrance to the building to assist in identifying affected areas for Fire Officers.
- Portable fire extinguishers are sited at positions designated adjacent to the escape routes; the type of extinguishers in a particular location being chosen to suit the risk of that area.
- A 9v battery Carbon Monoxide detector is situated next to the boiler which is checked weekly.
- The fire alarms will be tested weekly and recorded in the Fire Log Book
- Fire Extinguishers are maintained by Firecheck Services Ltd
- The Fire Alarm System is service twice a year by Fire and Security Ltd
- Emergency lighting will be tested annually by Fire and Security Ltd

4 Procedure

4.1 Discovering a Fire

If you discover a fire you must:

- Raise the alarm by shouting FIRE and setting off the nearest breakpoint alarm;
- When safe to do, so call the emergency number and give details of location and nature of fire;
- Not attempt to extinguish the fire unless trained to do so using the appropriate appliances - do not take personal risks if it is not safe to extinguish the fire then do not attempt to do so;
- Exit by the safest route to the assembly point on Lyon Street outside the railings to Park Royal School. . In the first instance, anyone with limited mobility to be supported/carried downstairs. If this is not possible, the designated refuge area is at the top of the stairs
- Ensure that all internal fire doors are closed whilst exiting the building



- If 3rd Macclesfield Upton Priory hut is in use – raise the alarm and ensure the hut is evacuated at the same time

4.2 Fire Alarm Activation

If you hear the emergency fire alarm sound you must:

Exit by the nearest safest route;

Report to the assembly point in the on Lyon Street outside the railings to Park Royal School where your leader will take a role call

Do Not:

Delay your evacuation to collect personal items;

Re-enter the location until it is safe to do so as determined by either the Fire Brigade, Scouter in Charge or your leader

4.3 Escape Routes

There are two escape routes to the assembly point on Lyon St

One via the main entrance/exit, turn right into the Car Park towards Whiston St, turn right then left onto Lyon St

One via the fire exit by the shop, turn left down West Bond St, left onto Bond St then left onto Whiston St and right onto Lyon St.

Building Operation Manual

Section 4 Maintenance details and Contacts

a. Central Heating System

Service John Worth Limited
Tel: 01625 423569
James House Calamine Street, Macclesfield, SK11 7HU

b. Electrical Systems

Service Scope Electrical Contractors Limited
Tel: 01625 860350
Unit 8, Monks Heath Hall Workshops, Nether Alderley, Macclesfield, SK10 4SY

c. Fire Alarm System

Service Fire and Security Ltd Tel: 0121 325 1950
Unit 5 Kings Business Park, 715 Kings Road, Great Barr, Birmingham, B44 9HP

d. Platform Lift

Service Sheridan Lifts Ltd
Tel: 0161 2036299
Stanley House, 7 Monsall Rd, Manchester M40 8FY

e. Fire Extinguishers

Service Firecheck Services (UK) Ltd
Tel: 0121 605 7049
Unit 5 Kings Business Park, 715 Kings Road, Great Barr, Birmingham, B44 9HP

f. Emergency Lights

Fire and Security Ltd Tel: 0121 325 1950
Unit 5 Kings Business Park, 715 Kings Road, Great Barr, Birmingham, B44 9HP

g. Intruder Alarm and CCTV

Service Keyways Security Services
0845 4566655 (24 hrs)
Keyways House, 329-333 Hale Rd, Hale Barns, Cheshire WA15 8SS

Macclesfield and Congleton District Scout Headquarters

Building Operation Manual



Section 5 Asset Register

ASSET DESCRIPTION	ASSET LOCATION
Downstairs	
PA Speakers and Stands	Store Room Office Area Downstairs
Head Mic	Store Room Office Area Downstairs
Adult Resus Annie	Store Room Office Area Downstairs
Adult Resus Annie	Store Room Office Area Downstairs
Junior Resus Annie	Store Room Office Area Downstairs
Junior Resus Annie	Store Room Office Area Downstairs
Baby Resus Annie	Store Room Office Area Downstairs
Practice Defib	Store Room Office Area Downstairs
Chocking Charlie Kit	Store Room Office Area Downstairs
District Archery Kit	Store Room Office Area Downstairs
Digital Projector	Store Room Office Area Downstairs
Screen for Projector	Store Room Office Area Downstairs
Henry Hoover	Store Room Office Area Downstairs
Small Coleman Shelter	Store Room Office Area Downstairs
District Climbing Kit	
Climbing Helmets	Store Room Office Area Downstairs
Harnesses	Store Room Office Area Downstairs
Ropes	Store Room Office Area Downstairs
Hardware	Store Room Office Area Downstairs
District Climbing Kit	
	District Comms Kit
Hungry Hippo Kit	Store Room Office Area Downstairs
Stomp Rocket Kit	Store Room Office Area Downstairs
Feather Flag - old design	Store Room Office Area Downstairs
Feather Flag - old design	Store Room Office Area Downstairs
Feather Flag - new design	Store Room Office Area Downstairs
Feather Flag - new design	Store Room Office Area Downstairs
Router	Office Area
Epson ET 3700 Inkjet Printer	Office Area
A3 Laminator	Office Area
Office Chair	Office Area
Office Chair	Office Area
2 Drawer Filing Cabinet	Office Area
Bonsai Shredder	Office Area
Kettle	Social Area
6 chairs	Social Area
Large table	Social Area
Crenova Fog Machine	Social Area
AED device	Social Area/Store Room
Shelved Shop Fittings	Shop
Shelved Shop Fittings	Shop
Shelved Shop Fittings	Shop
Wooden Shelves	Shop
Glass Display Unit	Shop
Desk	Shop
Desk	Shop
Office Chair	Shop
Office Chair	Shop
2 water and 1 CO2 Fire extinguishers	Downstairs

ASSET DESCRIPTION	ASSET LOCATION
Upstairs	
Kettle	Kitchen
Kettle	Kitchen
Fridge	Kitchen
Ikea Sofa	Small Meeting Room
Ikea Sofa	Small Meeting Room
Ikea Chair	Small Meeting Room
Ikea Chair	Small Meeting Room
Ikea Occasional Table	Small Meeting Room
Ikea Occasional Table	Small Meeting Room
Square low table	Small Meeting Room
Desk	Upstairs Office
Office Chair	Upstairs Office
4 drawer filing cabinet	Upstairs Office
Wooden Cupboard	Upstairs Office
Wooden Display Unit	Upstairs Office
Ikea Poang Chair	Upstairs Office
Ikea Poang Chair	Upstairs Office
Ikea Poang Chair	Upstairs Office
Fan	Large Meeting Room
Flip Chart Stand	Large Meeting Room
Flip Chart Stand	Large Meeting Room
Large Desk	Large Meeting Room
Wooden Cupboard	Large Meeting Room
35 chairs	Large Meeting Room
7 folding tables	Large Meeting Room
Recruitment Stand and Banner	Large Meeting Room
Escape Ladder	Large Meeting Room
65" Flat Screen TV, Webcam and Microphone	Large Meeting Room
Henry Hoover	Landing Area Upstairs
2 water and 1 CO2 Fire extinguishers	Upstairs
Cellar	
Metal Racking - 4 shelves	Cellar
Metal Racking - 4 shelves	Cellar
Metal Racking - 4 shelves	Cellar
Metal Racking - 4 shelves	Cellar
Battery Life Kit	Cellar



Macclesfield and Congleton District Scout Headquarters

Building Operation Manual

Section 6 Building Hire Procedures

a. Booking Enquiries

Contact Ian Mackintosh

ian.mackintosh@mcscouts.org.uk

b. Costs

Hire costs for the use of the top floor is £12 per hour for Charity/Community Groups

Cost for Commercial Organisations – on application

c. Terms and Conditions of Hire

Macclesfield and District HQ Terms and Conditions of Hire

Section 1: General

The Hirer must be over 18 years old and will undertake to appoint a sufficient number of competent persons (aged 18 or over) to provide adequate supervision throughout the hire period. The hirer will be responsible for any damage caused during the period of hire to either the premises or the surrounding grounds.

The Hirer is allowed 15 minutes before and 15 minutes after the allocated times of hire in order to set up and clear away. Should more time be required the hirer will need to book a longer hire period.

The Hirer must ensure that the number of people using the District HQ is not more than that permitted.

The Hirer must ensure that the use of premises namely the building, its fabric and contents, its access and car park, is fully supervised to keep those premises safe from damage or change of any sort.

The Hirer must assume responsibility for the security of the District HQ and premises at all times during the period of hire. This includes all areas to which the hirer has access.

The Hirer must ensure that a fully charged mobile phone is available for use in an emergency, and that number has been made available to the District HQ.

The Hirer must ensure that the purpose and conduct of the hire does not disrupt the use of any room hired by others.

The Hirer must ensure that the behaviour of all persons, whatever their capacity, using the premises, remains under control.

The Hirer must ensure that the car parking arrangements are controlled to avoid obstruction of the highway.

The Hirer must ensure that no excessive noise occurs during the hire and that due respect is given to the neighbouring properties when arriving and leaving the Hut particularly late at night.

The Hirer must ensure that the premises are NOT sub-hired or used for any purpose other than that described in the hire agreement.

The Hirer must ensure that the premises are NOT used by the hirer or anyone else for any unlawful purpose or in any unlawful way.

The Hirer must ensure that NO birds or animals, except assistance dogs, are brought in the building, without written permission of the District HQ.

The Hirer must ensure that NO animals whatsoever enter the kitchen or kitchenette at any time.

The Hirer must ensure that nothing that may endanger the premises is allowed to be brought onto the premises.

The Hirer must ensure that NO action is allowed that may render any insurance cover for the premises invalid.

The Hirer must ensure that NO DRUGS are allowed on the premises and smoking including E cigarettes is not permitted.

The Hirer may wish to take out liability insurance in the event of there being a claim for damage to the premises.

The Hirer must ensure that all equipment, chairs and tables have been returned to storage positions tidily.

The Hirer must ensure that all doors and windows are locked securely unless the Hirer has been advised that a room or public area is in use by another continuing hire. All fire doors must also be shut.

The Hirer must ensure that the District HQ including the communal toilet areas and kitchen is left clean and tidy with all rubbish removed from the site. In certain circumstances the District HQ reserve the right to charge a cleaning fee. The Hirer will usually be notified in such cases at the time of booking.

The Hirer must ensure that any keys are returned to the District HQ Management.

The Hirer must ensure that the heating, air conditioning and lighting are all switched off at the end of the hire period.

Section 2: Fire Regulations and Safety Procedures

All hirers must ensure that they are familiar with the emergency exits and fire notices and that in the event of a fire the building will be evacuated in accordance with instructions and that the fire and rescue services and other emergency services will be called. In addition it is the hirers responsibility to ensure that their guests / fellow users have been made aware of the fire and safety procedures.

The building is equipped with a lift however this must not be used in the event of a fire and therefore hirers are required to make sure that those persons using the first floor are able to evacuate to the ground floor in the event of a fire in order to exit the building

All entrances, exits and corridors must remain clear of obstruction in case of emergency.

The Hirer must ensure that the all electrical appliances brought onto the premises for use must be PAT tested, certified safe and in good working order and used in a safe manner.

The Hirer must ensure that **NO LPG** appliances or highly flammable substances are brought onto the premises.

Section 3: Insurance

A Commercial Hirer shall take out adequate insurance to insure the Hirer and members of the Hirer's organisation and invitees against all claims arising as a result of the hire, and on demand shall produce the policy and current receipt or other evidence of cover to the Bookings Clerk. Failure to produce such policy and evidence of cover will render the hiring void and enable the District HQ Management to re-hire the premises to another hirer. The District HQ is insured against any claims arising out of its own negligence and its public liability cover extends to cover nonprofit making, i.e. non-commercial, hirers. Items stored by any Hirer in the building are not insured except by prior arrangement with the District HQ that is confirmed in writing by the District HQ.

Section 4: Alcohol and Entertainment

The District HQ has no license in place relating to the sale of alcohol or the provision of entertainment and therefore any hirer may have to apply at their own expense to the local council for a Temporary Event Notice.

Section 5: The Children Act 1989

The Hirer shall ensure that any activities for children comply with the provisions of The Children Act 1989 and any other relevant legislation. Activities for all children must be operated in accordance with the regulatory guidelines available for such activities and in addition an appropriate child protection policy must be in place.

Section 6: Compliance with other relevant legislation

The Hirer must make sure that users:

1. Do not contravene *the law relating to gaming, betting, and lotteries*.
2. Comply with all conditions and regulations required by the *Premises Licensing Act*, particularly in connection with events which include public dancing or music, or stage plays, or films, or similar entertainment.
3. Observe all relevant food health and hygiene legislation and regulations if preparing, serving or selling food.
4. Do not contravene the *Copyright Act*

Section 7: Prevention of Fly Posting

The Hirer shall not carry out, or permit fly posting, or any other illegal form of unauthorised advertisements, for any event taking place at the premises without prior written permission of the District HQ Management. Any breach of this condition may lead to prosecution by the local authority.

Section 8: Indemnity from the Hirer

The Hirer shall indemnify and keep indemnified each member of the District HQ's Management and the District HQ's employees, volunteers, agents and invitees against:

(a) The cost of repair of any damage done to any part of the premises or the contents of the premises. (b) All actions, claims, and costs of proceedings arising from any breach of the District HQ Conditions.

(c) All claims in respect of damages, including damage for loss of property or injury to persons, arising as a result of the use of the premises (including the storage of equipment) by the Hirer.

As directed by the District HQ's Management the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

Section 9: Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to an authorised representative of the District HQ as soon as possible and complete the relevant section in the District HQ's Accident Book. Any failure of equipment, either that belonging to the District HQ, or brought in by the Hirer must also be reported as soon as possible.

Section 10: Equipment Stored

The District HQ Management accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property, other than that stored on the premises by agreement, must be removed at the end of each hiring or storage period. The District HQ Management may dispose of any such items 7 days thereafter at its discretion, by sale or otherwise on such terms and conditions as it thinks fit and charge the Hirer daily storage fees and costs incurred in storing and selling or otherwise disposing of the same.

Section 11: Alterations

NO alterations or additions may be made to the premises, and NO fixtures are to be installed (or placards, decorations, or other articles be attached) in any way to any part of the premises without the prior written approval of the District HQ Management. Any alteration, fixture or fitting, or attachment, so approved shall, at the discretion of the District HQ Management remain in the premises at the end of the hiring and become the property of the District HQ or, be removed by the Hirer. The Hirer must make good to the satisfaction of the District HQ any damage caused to the premises by such removal.

Section 12: Regular / Continuing Hires

Once a regular hirer has signed a hire agreement subsequent use of the same facilities for the same purpose will be deemed to be governed by that hire agreement. The District HQ Management reserves the right to give notice that specific hire dates otherwise considered booked will not be available in order to accommodate special requirements of other hirers from time to time. The Hirer may give notice that no hire is required for specific dates within the continuance. Any such notice should be given in reasonable time. Failure to provide reasonable notice will result in the full charge being levied.

It is the responsibility of the regular hirer to ensure that fire drills are carried out at regular intervals and fully documented (i.e. the date; details of who took part; how long it took; any problems etc.)

Section 13: Cancellation by the Hirer

If the Hirer cancels the booking before the date of the event and the District HQ is unable to conclude a replacement booking, the District HQ Management may, at its discretion, require a further payment of hire fees or withhold part of the special deposits and hire charge already paid.

Section 14: Cancellation by the District HQ

The District HQ reserves the right to cancel a hiring by written notice to the Hirer in the event of the premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election or referendum or, the District HQ reasonably considers that: a) Such hiring may lead to a breach of the licensing conditions, or other legal or statutory requirements, or b) Unlawful or unsuitable activities may take place at the premises as a result of the hiring, or c) The premises have become unfit for the use intended by the Hirer.

The District HQ may need to cancel a booking due to circumstance beyond its control; every effort will be made to avoid such circumstances.

In any such case the Hirer shall be entitled to a refund of any deposit or hire fees already paid, but the District HQ shall not be liable for any resulting direct or indirect loss or damages whatsoever.

Section 15: Hire Deposit Arrangements and Payment Terms

A deposit of up to £250.00 may be required from the Hirer for each individual event, which will be kept and not deposited by the District HQ Management. At the conclusion of the hire period the District HQ Management will visually check the premises, ensure all the above relevant clauses have been complied with and that no damage has been caused during the agreement period. In the event that the District HQ Management decides that there has been a breach of any clause or any damage has been caused the cost of any repairs or rectification work may be taken from the deposit.

Payment for hire of the District HQ is due within two weeks from the date of invoice. Failure to comply with this term may result in a hire being cancelled until such time as payment is received in full.

I / We have read and understood the above terms and conditions of hire, sections 1 to 15 on Pages 1 to 4 inclusive dated Aug 21.

Signed.....

Name.....

Position in Organisation.....

Date.....

PLEASE RETURN TO IAN MACKINTOSH EITHER USING THE DISTRICT HQ POSTBOX OR BY E MAIL AT
Ian.Mackintosh@mcscouts.org.uk

Macclesfield and Congleton Scout District Lone Worker Policy: Barnswood and HQ

1. Introduction

Lone workers are those that work by themselves without close or direct supervision. Working alone is not against the law and it will often be safe to do so. However, the law requires the District Board of Trustees to consider carefully, and then deal with any health and safety risks for people working alone.

In the context of this policy, “Lone Worker” refers to a volunteer or contractor who is working on their own rather than a paid employee.

The District Board of Trustees have a responsibility for the health and safety of volunteers and contractors or self-employed people who carrying out tasks on its behalf.

The District Board of Trustees will follow the Scout Association Lone Working Policy which is attached to the District Policy

2. Aims

Through the national policy, this policy and the RAMS that have been carried out, the district will assess risks to lone workers and take steps to avoid or control risks where necessary.

The District Board of Trustees will ensure anyone who is carrying out lone working tasks is fully brief to ensure that they are fully aware of the controls that have been put in place and the detail in the Risk Assessment that have been identified to control the level of risk whilst working alone.

This policy will also detail the tasks that must not be carried out whilst working alone either at Barnswood or HQ.

3. Contractors

Through the Control of Contractors policy, the District Board of Trustees make it clear that the responsibility for carrying out RAMS, including lone working, whilst contractors are on site is the responsibility of the Contractor. This includes making the appropriate arrangements for managing the Lone Work in a safe and controlled manner

4. Detail that will be reviewed in the Risk Assessment

The District Lead Volunteer or their delegated representative identify situations where people work alone and consider the following:

- Does the workplace present specific risks to the lone worker?
- Is there a safe ingress and egress for 1 person?
- Is there machinery involved in the work that one person cannot operate safely on their own?
- Is there risk of violence or aggression?
- What are the appropriate methods of communication to be adopted in a lone working scenario?
- What are the methods of review and monitoring for the lone worker?
- What are the emergency procedures?
- Is the lone worker suitably trained to carry out the task?

5. Responsibilities

The District Lead Volunteer or their delegated representative are responsible for ensuring that

arrangements are in place to control the risk from Lone Working and that these are communicated to all volunteers and contractors.

6. Lone Working Guidance

- All lone working activities are formally identified and appropriate risk assessments undertaken to identify the risks to lone workers and control measures necessary to minimise those risks as far as reasonably possible
- Arrangements for lone working are effectively communicated and details of what can and cannot be done whilst working alone is explicit
- The lone worker is made aware of the hazards and understands the control measures
- Reasonable enquiries are made to ensure that the lone worker is medically fit to undertake the work alone
- Appropriate checks are undertaken to confirm that the lone worker is competent to carry out the tasks required whilst lone working
- Lone working to be monitored to check that the controls that have been identified are being followed

7. Volunteers/Contractor responsibilities

All volunteers/contractors have a responsibility for their own safety and to operate within The Scout Association and District policies and procedures as well as the Health and Safety at Work Act (1974). Volunteers/Contractors should not knowingly place themselves in situations which expose themselves to additional risk by working alone

Lone workers have a responsibility to inform the District Lead Volunteer or their delegated representative if they have any concerns over the effectiveness and/or efficiency of the agreed arrangements or if there are any reasons why they are unable to work alone.

8. Situations where Lone Working is prohibited by Law

The following examples specify systems of work which require more than one person

- a. Entry to confined spaces
- b. Ladders which cannot be secured and require footing by a second person
- c. Erection of scaffolding
- d. Use of dangerous machinery where there is a risk of entanglement, crushing, impact or injury from cutting or shearing, stabbing or puncture e.g. woodworking machinery, abrasive wheels etc.

The activities that cannot be carried out within district whilst Lone Working are attached as an appendix to this policy

9. Illness, Accident and Emergencies

Lone workers should be capable of responding correctly in an emergency situation. All lone workers should be aware of the emergency procedures for the site/building

10. Communications

Suitable systems will be put in place to monitor lone workers and this will include as a minimum check in at the end of a work period. This will be detailed in the Lone Working Risk Assessment

Ian Mackintosh

Resources Lead Volunteer Macclesfield and Congleton District

1.8.26

Activities that cannot be carried out whilst lone working within the Macclesfield and Congleton Scout District

Using the following equipment

Chainsaws
Pole Cutter attachment Stihl Multitool
Hedge Cutter attachment Stihl Multitool
Auger
Disc Cutter
Circular Saw
Manual Winch

Activities

Working at Height – incl. erecting and using the scaffold tower.
Tree Felling/Lopping
Any manual handling activity that requires lifting heavy objects above shoulder level. This includes, but is not limited to, felling axes, sledge hammers and post knockers
Any activity down the area marked “Out of Bounds” on the Barnswood map

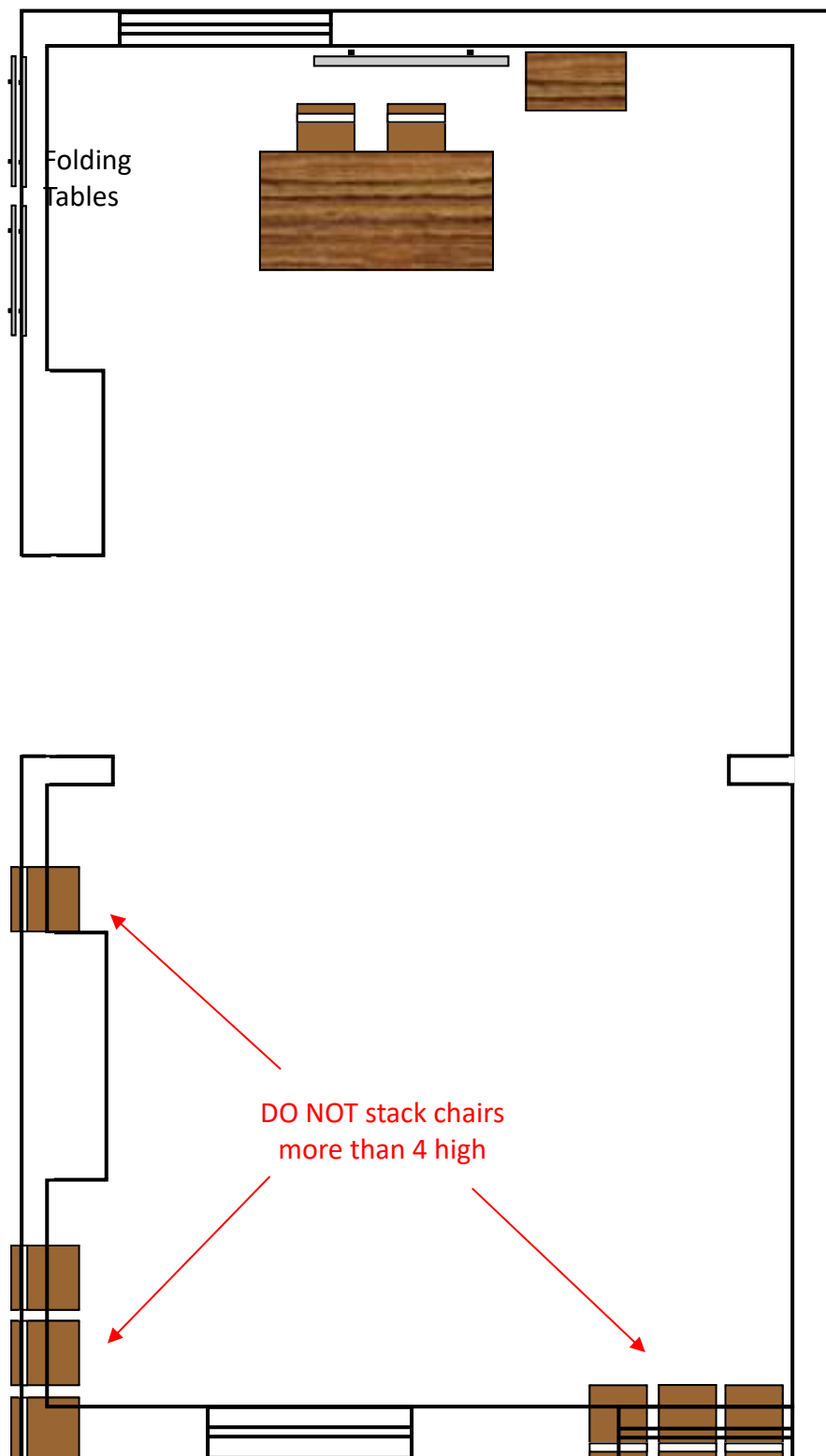
Access into confined spaces

Cellar at District HQ
Lift at District HQ

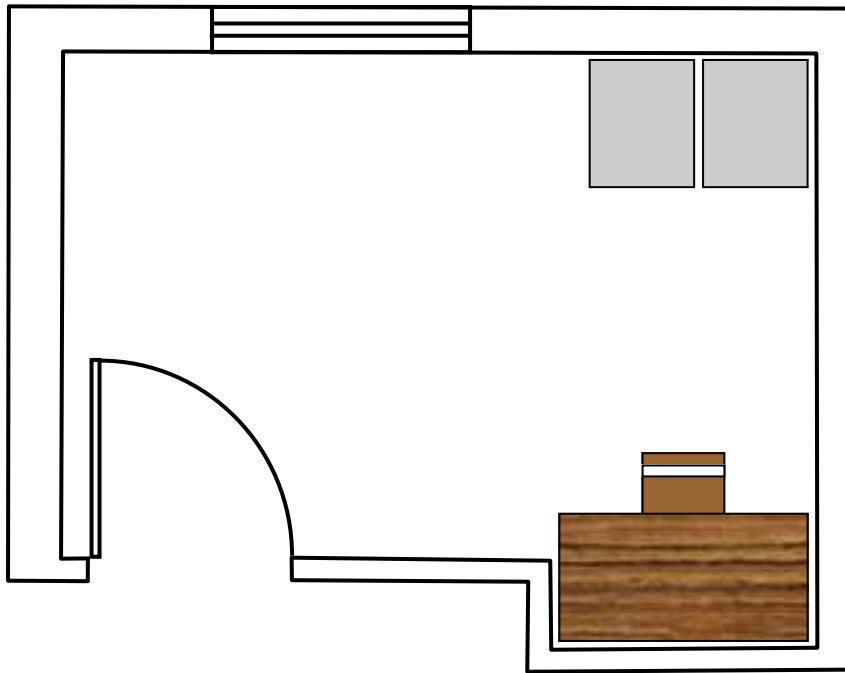
Buildings Risk Assessment

Section 7 Standard Room layouts

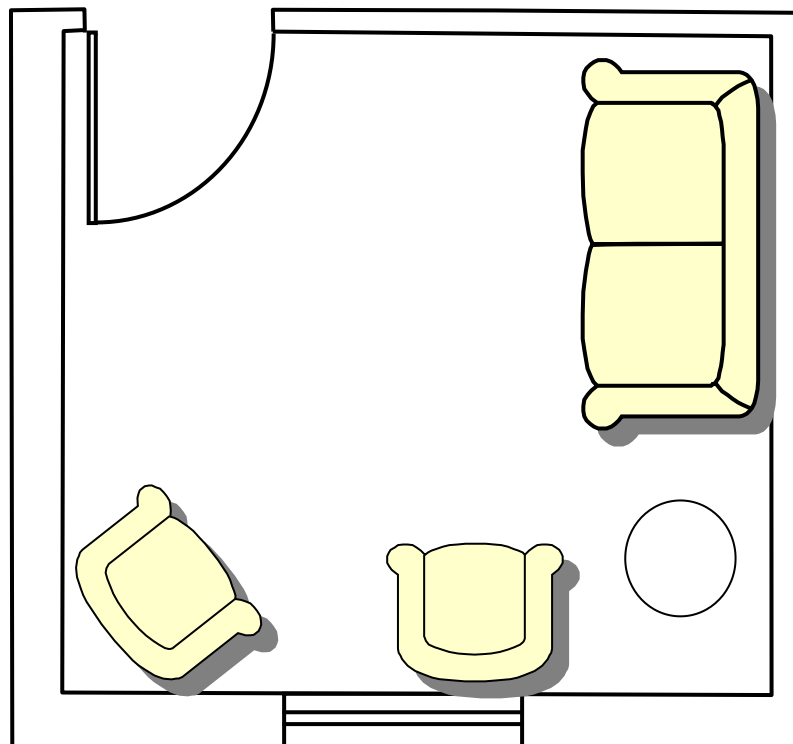
a. Meeting / Training Room



b. Meeting Room 1



c. Meeting Room 2



Macclesfield and Congleton District Scout Headquarters

Building Operation Manual



Section 8 Equipment available for loan to groups

a. Booking Enquiries

Ian Mackintosh

ian.mackintosh@mcscouts.org.uk

b. Costs

FOC to groups