



## LEADERS' FIRE NOTICE

### ON DISCOVERING A FIRE (no matter how small):

1. Raise the alarm by operating the nearest fire alarm call point.
2. Try to extinguish the fire using the nearest appropriate fire extinguisher but only if it is safe and you have been trained to do so.
3. Inform the party leader / person in charge to ensure that the Fire Service has been called.
4. Inform Reception or a member of Auchengillan staff

### ON HEARING THE ALARM:

1. Immediately arrange for all personnel to leave the building by the nearest and safest available exit, and assemble in the Car Park adjacent to the building, if safe to do so.
2. Ensure that necessary assistance is provided to people who need it to ensure that they can leave safely.
3. ACT CALMLY and remember to CLOSE ALL DOORS (to stop fire spreading)
4. Ensure that all members of your party are accounted for.
5. Do not return to the building for any reason until authorised to do so by the Fire Service / Centre Staff.

### CALLING THE FIRE SERVICE:

THE FIRE SERVICE SHOULD BE CALLED IMMEDIATELY TO EVERY FIRE OR ON SUSPICION OF FIRE

Lift the receiver and dial 999

Give operator your telephone number and ask for 'FIRE'

When the Fire Service replies say distinctly:

FIRE AT:	Alander Chalet / Providore Building / Kyle Cabin
	Auchengillan Outdoor Centre
	Stockiemuir Road (A809)
	Blanefield
	Glasgow
	G63 9BA

Do not hang up until the address has been correctly repeated to you.

### YOUR RESPONSIBILITIES:

- To make yourself and others occupying the building familiar with the Fire Routine, including all means of escape.
- To know how to operate the Fire Alarm.
- To know how to use the Fire Fighting Equipment.
- To know how to call the Fire Brigade.
- Ensure that none of the Fire Fighting Equipment is used or tampered with unless needed. Any misuse will be charged.
- If you are unclear on any of the above, please seek guidance from Centre Staff.



## FIRST AID NOTICE

Leaders are expected to arrive adequately trained and equipped to deal with any first aid incidents. As such **FIRST AID KITS ARE NOT PROVIDED** to groups.

### ACCIDENTS/INCIDENTS:

Centre Staff are trained in first aid, should you require assistance please report to reception. Should you require assistance out with reception opening times, please contact a member of staff at the following places:

1. The staff accommodation located at the back door of the Providore building. a First Aid Sign is displayed at the door.
2. The far right door located at the front of the Providore building. Press the buzzer for a member of staff

**PLEASE NOTE ANY ACCIDENT OR ILLNESS REQUIRING PROFESSIONAL MEDICAL ATTENTION MUST BE NOTIFIED TO A MEMBER OF STAFF AS SOON AS POSSIBLE.**

### MEDICAL ASSISTANCE:

Doctors	Accident and Emergency	Under 14's A&E
Edenkinl Surgery, Dumbrook Road Blanefield Glasgow G63 9EG Tel: 01360 770340	Southern General Hospital 1345 Govan Road Glasgow G51 4TF	Yorkhill Hospital Dalnair Street Yorkhill Glasgow G3 8SJ

Directions can be obtained from reception

**NHS 24 : 08454 242424**

Should you require an ambulance the centre address is :

Auchengillan Outdoor Centre  
Stockiemuir Road (A809)  
Blanefield  
Glasgow  
G63 9BA

Please ensure you notify a member of staff as soon as possible in order to direct the ambulance.



## ADDITIONAL INFORMATION

### ON ARRIVAL

Please report to reception to collect your keys and welcome pack. If required, a member of staff will show you to, and around your building. A convenient time will be arranged to confirm your groups' activity programme, meeting places and any special requirements.

### DURING YOUR STAY

Should you have any questions or encounter any problems during your stay please contact a member of staff immediately to ensure your stay is as enjoyable as possible.

### DEPARTURE

Please advise reception of your intended departure time and arrange a convenient time for the building to be inspected.

We ask that you clean the building in accordance with the cleaning list provided on arrival. Please note brushes mops and vacuum cleaners will be provided, however additional cleaning materials such as cloths, sprays, detergents, dish towels etc will not be supplied. In the interest of hygiene please follow the colour coded guidance for mopping displayed in the cleaning stores.

### PAYMENT

Payment must be made at reception in full by cheque or cash prior to departure. Regrettably we are unable to accept card payments.

### FURTHER INFORMATION

For full terms and conditions please refer to the brochure or website [www.auchengillan.com](http://www.auchengillan.com). Further information and guidance can be sought by contacting the centre:

Tel: 01360 770 256

E-mail: [centre@auchengillan.com](mailto:centre@auchengillan.com)

Please do not hesitate to contact us with any questions.



## GUIDANCE NOTES FOR CATERERS

There is a growing amount of legislation in relation to the preparation, storage, handling and labelling of food supplies, a lot of which **does** apply to users of Auchengillan. This includes voluntary groups and charities regardless of whether you are using a building or are camping.

Our local authority, Stirling Council, strongly recommend that the person in charge of your catering holds or obtains a REHIS Elementary Food Hygiene Certificate.

To assist you in meeting these legal requirements the following summary may be used as a guideline:-

- Cleanliness of people, utensils, pots, pans and work surfaces is vital. Use *bactericidal* soaps and washing liquid as appropriate.
- People who are ill or recovering from an illness particularly relating to the stomach or a virus must not undertake cooking or food handling.
- Foods must be stored at correct temperatures and separately if high risk foods.
- A note of fridge temperature readings will be useful. Please advise us if fridges develop faults.
- Foods must be cooked thoroughly right through to the centre. (Watch for products like quarter pounder burgers, meat pies etc.) Probe thermometers available at reception if you don't have your own.
- Do not use the same utensils, knives and boards for raw and cooked meats or dairy products without washing in between processes.
- Clean and sanitise work surfaces between processes.
- Replace washing cloths regularly.
- Keep a note of suppliers and dates of supply with your menus.
- Indicate by label or notice (perhaps in the pre-camp letter?) that some of the foods supplied may contain genetically modified (GM) soya or maize and that further information is available. This means you must know which of the foods you are using contain GM products.
- It is recommended that high-risk foods are transported to camp in cool boxes.

We know it is an extra burden on already overloaded volunteers and staff but failure to follow the legislation carries severe penalties and no less severe health risks.

### PLEASE SAFEGUARD YOURSELF AND YOUR MEMBERS BY FOLLOWING THESE GUIDELINES.

If you need any help or advice please contact us at Auchengillan.