



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
Edenkin Surgery, Dumbrook Road Blanefield Glasgow G63 9EG Tel: 01360 770340	Southern General Hospital 1345 Govan Road Glasgow G5 1 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 welcome pack and if required, a member of staff will show you to your camp site. 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 your camping area to be inspected.

We ask that you leave your campsite tidy at the end of your stay. Please douse all fires and leave any remaining fire wood neatly stacked beside the fire site. All litter should be removed and bin bags placed in the blue bins adjacent to the shop building. After fires should be cleaned out and returned, along with any other equipment borrowed from Auchengillan

PAVMENT

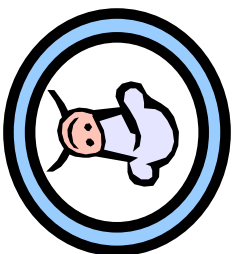
Payment must be made at reception in full by cheque or cash prior to departure. Regrettably we are unable to accept card payments.

FURTHER INFORMATION

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

Tel: 01360 770 256
E-mail: 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.

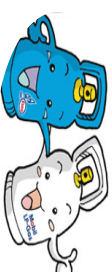
To assist you in meeting these legal requirements the following summary may be used as a guideline:-

- 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 / cool box temperature readings will be useful.
- 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.



LPG APPLIANCES AND CYLINDERS

GUIDANCE ON HANDLING AND USE

- **Never** use damaged equipment.
- **Never** turn on, connect or replace a cylinder until all appliances are checked "off".
- **Never** force a connection.
- Always use the correct tools and equipment.
- Use gas cylinders in a vertical position, unless specifically designed to be used otherwise. Securely restrain cylinders to prevent them falling over.
- Always **double check** that the cylinder/gas is the right one for the intended use.
- **Do not** drop, roll or drag gas cylinders.
- The gas in the cylinder should be turned off overnight and the gas in the tubing allowed to burn off.
- In the event of gas leakage turn off at the cylinder.
- **Never** attempt to light an appliance if a leak is suspected.

STORAGE

- Gas cylinders should be stored away from sources of ignition and other flammable materials.
- Avoid storing gas cylinders so that they stand or lie in water.
- Store cylinders where they are not vulnerable to hazards caused by impact.
- Store empty and full cylinders separately.
- **Never** attempt to light an appliance if a leak is suspected.

EMERGENCY ACTION

IN THE EVENT OF A GAS LEAK

- If you suspect a leak, turn off the gas, ensure the area is well ventilated and there is no source of ignition nearby.
- Extinguish any cigarettes and switch off any mobile phones.
- Examine all pipes and connections. If the leak is not located, turn on the gas supply and brush over the connections with liquid detergent – it will bubble where there is a leak. Gas can be detected in the following ways:
 1. By smell
 2. By touch – leaking cylinders may be colder than others in use under identical conditions
 3. By sight – condensation or frost may be apparent at the leak
 4. By sound
 5. By application of soapy water over the suspected source of the leak
- If the source of the escaping gas cannot be sealed, the cylinder should be put into the open air, away from other cylinders, sources of ignition, drains and ditches. Ring the **Calor Gas Emergency Service** number **08457 444 999**, and contact the Centre Staff for further assistance.

IN THE EVENT OF FIRE

- Immediately raise the alarm and call the **Fire Brigade** advising them of the presence of LPG.
- Evacuate the area
- Notify Centre Staff
- Shut all valves on cylinders.
- Keep cylinders cool by waterspray if possible.
- Ring the **Calor Gas Emergency Service** number **08457 444 999**