

# Cae'r-frân

## Hut Handbook

(Online version)



Make sure to familiarise yourselves with **the Respiratory Diseases and the Fire Safety Sections.**

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# Cae'r-frân

*Croeso and welcome to Cae'r-frân!*

(Crow Field in English, pronounced Kire Vram in Welsh)



Nestled above Llanberis, we enjoy dark skies, views of Yr Wyddfa (*Snowdon*) and across Llyn Padarn to the Elidirau, the hillside village of Deiniolen and the Dinorwic quarries. All are within walking distance of the hut.

Thank you for choosing to stay at Cae'r-frân.

We are located on working farmland which makes us guests of the farmer, David McKinnon. Since livestock are our neighbours, Cae'r-frân has to be a dog free zone. Don't be surprised to see a cow or more at the front gate, or sheep grazing outside.

This handbook will hopefully answer any questions you have about your stay. If not, do contact the Hut Bookings Secretary.

Our ethos is good-will. Whilst using the facilities, we request you treat Cae'r-frân with respect, leaving it clean and tidy on departure. We have a no smoking policy within the house and the outbuildings are off limits as they are owned by our landlord.

We aim to be eco-friendly so join us in recycling bottles, paper and plastic. We ask you to dispose of your rubbish responsibly as we have no waste disposal service.

We hope you enjoy your stay.

**Merseyside Mountaineering Club Committee**

Photo 1 Cae'r-frân, January 2021 - K. McDonald

Photo 2 As the crow flies from the iron-age hillfort, Dinas Ty Du, over the roof tops of CF to "Cloggie" and Yr Wyddfa - S. Leith

## Electricity

### Isolation Switch

Located next to the side entrance door.

The wall switch turns the power supply to the electrical appliances, lighting and power on and off. **Please ensure it is in the off position when vacating the premises.**

### Heaters

How to operate

- The electrical heaters within the dining room and bedrooms are switched on for a period of 2 hours by pressing the push button switch.
- The electrical heaters also have controls to allow occupants to set the desired room temperature and manually switch off the heaters to conserve energy.
- **For your fire safety, clothing and equipment must not be placed over the heaters. Use the drying or boot rooms, located off the main common room.**

### Power Supply

The electric power supply to the electrical services is switched on by operating the power isolation relay switch in the passage next to side entrance door.

- All electrical appliances within the building have their own individual controls that can be operated as required.
- Heating appliances within the bedrooms, shower areas, drying room, common room and kitchen have automatic time limiting controls that can be operated manually to conserve energy.
- On vacating the premises, please switch off all appliances and lighting. Then isolate the power supply to electrical services by switching off the power isolations relay switch in the side entrance passageway.

## Fire Safety Instructions and Procedures

Here are some basic instructions:

**Camping Stoves and Propellants** – Keep off site

**Fire Doors** – keep closed during your stay

**Stairs** – keep clear of all items

**USB Charging Cables** – ONLY charge while you are in the hut, NEVER in an empty building or overnight. Switch off electricity supply when cable not in use.

**Wall Heaters** – keep uncovered

**No smoking or candles**

**Please ensure you and your party are familiar with all the Fire Safety Instructions and Procedures.**

The full health and safety policy is displayed on the hut noticeboard and in *Appendix 4*.

**Fire safety tests** are conducted 6 monthly by our fire safety contractor and each Work Meet by the meet organiser or a committee member present.

### Fire Alarm Siren Activated

- 1) **Check** you don't have a fire.  
**If you have a fire**, EVACUATE via the nearest exit. (Refer to 'Fire Emergency Evacuation Procedure' section, below)
  
- 2) **False alarm?** Go & look which detector has alarmed (the control panel will show illuminated lights for zone 1 (upstairs), zone 2 (downstairs), or both. Check all ceiling mounted detectors for each zone.
  
- 3) **To reset the fire alarm control panel**, follow steps 9 to 12 of the Fire Alarm Test procedure in *Appendix 5*.
  
- 4) **Record** where the fault is, in the Fire Test Log, by the alarm panel.

*Next page*

## Fire Alarm Control Panel

**Warning:** The fire alarm control panel contains hazardous voltages.  
**Do not open the panel.**

## Fire Alarm System Faults

**Members, guests and visitors are encouraged to check the fire alarm panel in the entrance passage for condition status on arrival.**

**Normal status** - The fire alarm control panel is operating in normal status with the "Power On" green light illuminated and the alarm control key in the upward position.

**Faults** - If there is a fault on arrival or one occurs during your stay, or if the fault is created during the fire alarm test, you will hear a buzzing sound and the panel will display flashing amber lights.

**To reset the system**, follow the instructions in the alarm test sheet next to the alarm panel or in *Appendix 5, steps 9 to 12*.

**Report any fault** (other than one created during a test) to the Hut Booking Secretary.

## Fire Emergency Evacuation Procedure

**Any person discovering fire** should sound the alarm and call the fire brigade on 999. If the alarm fails to discharge, shout, "FIRE, FIRE, FIRE!" to alert visitors to leave the premises.

**Assistance** should be given to those who need it if possible, in order to complete evacuation of the building, leaving by the nearest safe route.

**Evacuation routes** are displayed on doors in the bedrooms and common room and, also on notice board in entrance passage.

**On leaving the premises**, close all doors behind you and assemble in the field at the front of the premises.

**Do not return to the building** until authorised to do so by the Fire Brigade officer in charge of the incident.

## General Information A - Z

### Arrival and Departure Actions

Please find in Hut Register at the hut

### Bill's Axe – red handle

In the drying room and available for anyone to use for the day and return. Bill was a much loved MMC-er who lived a mountaineering life of many adventures and stories. May you have a good story to tell at the end of your day.

### Boots and outdoor footwear

Change out of boots and outdoor footwear before entering the living quarters. Use your own indoor footwear or the hut crocs provided, during your stay.

### Boot Room

This is for storing all outdoor gear, wet or dry, during your stay.

### Camping

Not permitted near the hut. A mountain farm campsite is just one field away from our front door: Llwyn Celyn Bach, Llanberis, Caernarfon LL55 4SR.

Tel: 01286 870923

Email: [daviesllanberis@aol.com](mailto:daviesllanberis@aol.com),

Website: [www.campinginllanberis.com](http://www.campinginllanberis.com)

### Camping Stoves and Fuel

**For your fire safety, not allowed on site.**

### Carpets

New in 2025 – see above (Boots), crocs or socks only in carpeted areas.

### Car parking

*Please see Appendices 1 and 2.*

### Crocs

In boot room. Please return to the rack before leaving.

### Dining Table & Extension

Our traditional, farmhouse table can be extended to sit a large group. The extension board is propped against the wall in the boot room.

There is a small, hinged table hanging down from the window sill, which you can lift and slide the support bar below into position for a table with a view.

**To assemble the table extension:** Have the table with drawers facing the fire, insert the slats on the extension board into the table slots (short end) and rest the end of the extension board on the ledge on the top of the fold-down table.

## Doors

**Fire safety, the doors into the dining room are fire doors. Do not prop them open during your stay.**

However, to ventilate the building when unoccupied, please leave all doors open when you depart.

## Dorms

**One six bed and an eight bed dorm** to be allocated by the meet organiser as suits the make-up of their group.

**Two members' dorms:** a two bed dorm upstairs and a 4 bed dorm on the ground floor next to the front door. **These are only to be used by visitors by prior arrangement with the Hut Booking Secretary.**

## Drying Room

Works by a heater high up on the wall and a dehumidifier. These only work for timed periods of 2 hrs.

Top tip is to regularly check the machines are on when drying lots of gear. Also, worth a check before you go to bed and, if anyone passes by on their way to the loo in the night, pop your head in and switch them on. The more spaced out your gear is, the quicker it will dry. Drying gear in relays works better than cramming the place full.

## Drinking Glasses

Kept in the cupboard in the common room.

## Electronic devices

USB Charging Points (5v) are integral to the plug sockets in dormitories and the common room.

**Fire safety:** Lithium batteries present a fire risk when over-charged, short-circuited, submerged in water or if they are damaged. Don't charge overnight or when building is unoccupied. Use reputable charging cables – cheap ones are a fire risk.

**Disconnect charging cables when not in use.**

## Emergency Lighting

There is emergency lighting at the top of the stairs and above both outside doors. This is triggered by the fire alarm.

There is also sensor lighting, triggered by movement when you are part way down the stairs. Top tip: keep your eyes downcast – seriously blinding light!

<b>Emergency contacts and information</b>
For list of useful information refer to the noticeboard in hallway opposite the boot room and <i>Appendix 3</i>
<b>First Aid Kit</b>
Attached to shelving unit on right of drying room door – contains basic first aid supplies including analgesics and plasters.
<b>Farmers</b>
<p><b>David McKinnon</b>, farmer and our landlord, may occasionally have his lunch at the hut if he is working nearby. Our lease makes clear this right of access.</p> <p><b>Charlie Graham</b> grazes his sheep uphill of the gate on the lane. He is a friendly neighbour - often on his quad bike with 2 collies on the lane.</p> <p><b>Farmer Joe</b> lives 2 fields away, runs the nearby campsite – is super helpful and can be contacted via HBS if car deep in mud for example but try self-rescue first!</p>
<b>Gates: Keep them shut</b> – unless secured open by the farmer
<p>There are three gates to keep shut:</p> <ol style="list-style-type: none"> <li>1. at top of steep hill on the lane before the 1st parking layby</li> <li>2. the sheep pen (overspill carpark)</li> <li>3. after the stream before the barn</li> </ol>
<b>Housekeeping</b>
Please be five-star guests and leave everything clean on departure. If the hut is not reasonably clean on arrival, just notify the Hut Booking Secretary.
<b>Key Safe Code</b>
<p>The Hut Booking Secretary will provide visitors and graduate members with the key safe code to gain access to the front door.</p> <p>Please note the code will only be valid for the duration of your visit.</p>
<b>Kitchen Boxes</b>
<p>Please use them for your items and close lids firmly to avoid attracting field mice. There is one clear plastic box with items for communal use so just help yourself to anything useful.</p> <p>Please take all your leftover supplies and specifically, perishable items with you. If there are odd sealed items e.g. condiments, tea, coffee that you would like to leave please do so, if there is room, in the communal box.</p>
<b>Kitchen Care</b>
The wall cladding is vulnerable to impact damage. Avoid any action likely to cause damage <b>such as using abrasive cleaners</b> .

<p><b>Sharp knives</b> – use on a chopping board to protect work surfaces.</p> <p><b>If you find any problem or there are items missing, please report this to the Hut Bookings Secretary.</b></p>
<p><b>Music</b></p> <p>Bringing instruments to play is fine with the agreement of your fellow guests. Recorded music is not permitted out of respect for everyone’s very different tastes. The MMC supports inclusive social evenings at the hut.</p>
<p><b>Outbuildings</b></p> <p>The barn and other outbuildings belong to our landlord and are in a dangerous state of repair. <b>For your safety, they are strictly out of bounds.</b></p>
<p><b>Stairs</b></p> <p><b>Fire safety and access to emergency exits, keep clear of all items.</b></p>
<p><b>Wall Heaters</b></p> <p><b>Fire safety, do not cover wall heaters with any items.</b></p>
<p><b>Wet Gear</b></p> <p>Always use the drying and boot rooms for wet gear.</p>
<p><b>Whiteboard</b></p> <p>Communal whiteboard in the boot room. Please only use whiteboard markers.</p>

# Appendices

**Appendix 1:** Directions and Car Parking

**Appendix 2:** Car Parking Diagram

**Appendix 3:** Emergency Information and Contacts

- includes defib info



**Appendix 4:** MMC Health & Safety Policy & Procedures

**Appendix 5:** Fire Alarm - Emergency Lighting Test – Reset (hard copy at Cae'r-frân)

**Appendix 6:** Housekeeping Checklist

**Appendix 7:** Electrical work installation certificate (HBS/Treasurer have email evidence, never sent hard copy but due for renewal in 2024).

## Appendix 1 – Directions and Car Parking

### Directions to Cae'r-frân (*least steep route*)

In an emergency you may need to know or pass to a third party, the following information:

**Post Code** LL55 4SR\*

**Grid Ref** SH 570 596

**what3words** example.stalemate.pasta

\*This brings emergency / recovery vehicles to the 1<sup>st</sup> layby on left after the gate

#### From Llanberis Pass on A4086

1. Turn LEFT onto **Llanberis High St.**, turn LEFT at “The Outdoor Shop” (blue and white sign) into **Capel-Goch Rd.**
2. At the chapel (left hand side), turn RIGHT into **Fron Goch.**
3. Continue up the hill, then take 2<sup>nd</sup> LEFT into a narrow mountain road, past the Snowdon Care Home on left.
4. Continue up this steep, narrow road and eventually through a gate. **THIS GATE MUST BE KEPT CLOSED AT ALL TIMES.**

**Beware:** Beyond the Snowdon Care Home, the road is narrow with lots of small potholes and stone walls on either side. Drive slowly!!

#### From Caernarfon direction on A4086

1. Turn RIGHT onto **Llanberis High St.**, past the SPAR Shop, turn RIGHT at “The Outdoor Shop” into **Capel-Goch Rd.** Then as above.

#### Car Parking

Please park considerately as our vehicles are tolerated rather than welcomed. We share the lane with others: those at work such as the farmer and instructors including Plas y Brenin, and those at play: other outdoor enthusiasts and locals who fell run and walk their dogs. **It is possible to park up to 8 vehicles near CF.** (see diagram *Appendix 2*).

**1st parking layby** on left a few metres after the gate – 4 normal length cars diagonally (only 3 if a longer length vehicle parallel parks). **IMPORTANT to allow turning space of 1 car length** at top end of layby (below and in front of tree) for vehicles to access and exit the sheep pen.

**Sheep pen** on right after gate - fits 4 cars or longer length vehicles

#### Further away:

**2nd layby** up lane on left allows for easier turning and 2/3 cars or longer length vehicles.

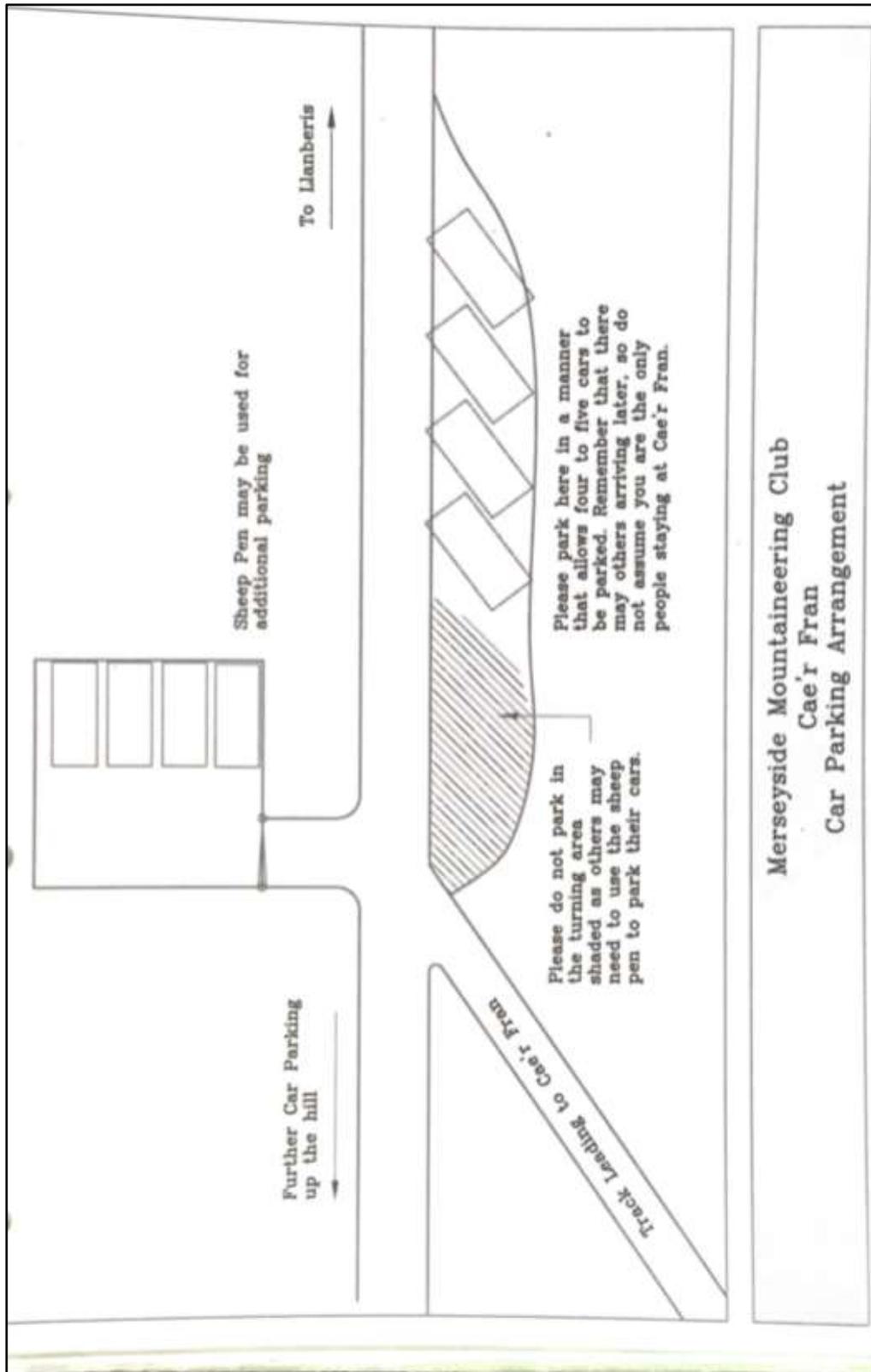
**3rd layby** on right, at top of lane also has easy turning and a decent surface for, 3 to 4 cars, including longer length vehicles, parked considerately - sometimes in use by guests at Ty Mawn Bunkhouse and hill walkers.

If no room on the lane, try down in the village on Fron Goch or Ty Du Road.

#### Access to Cae'r-frân

Via uneven footpath at edge of parking area. Walk downhill 100m to cross Afon Goch (bridge) and through a gate. Pass the barn to find the house on the right. Enter via gate in fence and side door.

## Appendix 2 - Diagram of nearest parking to Cae'r-frân



## Appendix 3 - Emergency Contacts and Information

- **Hut Bookings Sec** is Bill Helsby - contact no. 07703471849
- **Dialling 999?** Refer to directions to Cae'r-frân - Appendix 1
- **Public Access Defibrillators**

**Ring 999 for nearest one**



### **6 in Llanberis:**

1. **The Pharmacy on High Street by entrance**
2. **Y Ganolfan/ Community Centre** – on A4086 opposite parking by Llyn Padarn, outside, left of window by entrance
3. **Padarn Lake Hotel** – on High Street, outside, under window left of entrance
4. Dolbadarn Primary School, Capel Coch Road, Llanberis, LL55 4SH
5. Police Station, MAES PADARN, Caernarfon, LL55 4TB
6. Fire Station, Maes Padarn, LLANBERIS, LL55 4TB

### **4 on Llanberis path up Snowdon:**

1. Owen Electrical Contractors, Opposite Vaynol Cottages, Cae Ernest, Llanberis, LL55 4TN
2. at the Penceunant Isaf café
3. at the Halfway Café
4. outside the summit Hafod Eryri café.

Info reviewed 08.25 by MR from:

<https://d.facebook.com/llanberismrt/photos/a.653820401357718/5907251796014526/?type=3&source=48>

- **NHS 111 Wales** 24hr help and advice telephone line

Refer to online [Symptom Checkers](#) to choose what to do or who to see next if you experience common health problems like a rash, stomach pain, back pain, cough, headache, vomiting and diarrhoea, or if you are just feeling generally unwell.

- **Accident & Emergency – Ysbyty Gwynedd** 20 – 25 mins drive  
(hospital in Bangor)

Penrhos Road, Penrhosgarnedd, Bangor, LL57 2PW

- **Pharmacies**

1. In Llanberis: Fferyllfa J Ellis Jones Pharmacy, High Street, Mon – Fri 9-12.30 and 1-6pm, Sat 9am-12.30 and 1-4pm

2. Tesco Instore Pharmacy, Caernarfon Road, Bangor, LL57 4SU  
Sat 9-5, Sun 10-5

➤ **No Water supply?** Contact North Wales Water Authority  
0800 052 0145

# Appendix 4 - Merseyside Mountaineering Club Health and Safety Policy and Procedures

## 1. Policy

Merseyside Mountaineering Club (MMC) Committee is committed to safeguarding the health and safety (H&S) of club members and visitors using the facilities and, or attending club meets at Cae'r-frân (the hut), so far as it is practicable and within its power to do so, without breaching H&S legislation.

The MMC encourages people to take care on the hills and crags particularly when attending club meets. We expect all club members to accept the principles of the MMC health and safety participation statement (paragraph 3) and that they and visitors act in a safe and responsible manner when on the club's premises.

It is the agreed policy of the MMC to protect all persons including members, temporary employees, volunteers, visitors, guests, contractors and members of the public from potential injury and damage to their health, which may arise while they are on the club's hut premises known as Cae'r-frân. The club will provide and maintain safe conditions, equipment and systems for all authorised hut users. It will also provide information, advice and occasional supervision as may be required for this purpose. The club will give a high level of commitment to improving health and safety practices and awareness. The club will comply with all statutory requirements, particularly relating to fire, electrical and water safety.

Hut users are expected to comply with the H&S instructions provided.

*The Committee assumes collective responsibility for H&S matters and will discharge its responsibilities and duty of care as described in the following paragraphs.*

## 2. Merseyside Mountaineering Club

The MMC engages in mountaineering activities and leases Cae'r-frân in Llanberis, Wales, as a home base for the purposes of undertaking activities. The club is managed by an elected committee made up of officers and ordinary members and supported by four Trustees. The Committee and Trustees are reviewed and re-elected at the annual general meeting each year. Full details of the Committee structure and Trustee role are provided in the MMC Rules, which can be found on the MMC Website. The MMC rent out the hut to other groups for the purpose of undertaking mountaineering or associated activities.

## 3. Health & Safety Participation Statement

*The MMC recognise that climbing and mountaineering are activities with a danger of personal injury or death. Participants in these or any other dangerous sports should be aware of and accept these risks and be responsible for their own actions and involvement.*

## 4. Hut Risk Assessment

The MMC will seek to identify hazards and assess the risk in order to reduce or eliminate these hazards. To facilitate this Health & safety risk assessment including fire safety shall

be undertaken annually and published on the noticeboard at Cae'r-frân. A copy will also be kept in the Hut Handbook at the hut.

## 5. Maintenance of the premises

**The Committee** will ensure general maintenance and up-keep of the hut through scheduled work meets each year. The maintenance activity to be undertaken will be determined in advance of each work meet.

**Hut Warden:** will be appointed to collate information on what maintenance work needs to be undertaken at the hut and will provide a list of jobs to the work meet organiser. The role of the Hut Warden is outlined in the MMC Rules. The Hut Warden, or other delegated person, may undertake ad hoc maintenance activity in between work meets, where it is appropriate for them to do so.

**Scheduled or ad hoc work:** The work meet organiser, Hut Warden (if in attendance) or other nominated responsible person, will delegate tasks, to those on the meet outlining any obvious H&S considerations as necessary or appropriate. All parties in attendance at work meets or undertaking work at the hut are expected to be responsible for their own safety and wellbeing and that of others by ensuring they conduct themselves and use tools, equipment and or substances (e.g. cleaning fluids) in a safe manner.

**Non-routine maintenance, repairs or replacement tasks:** where the MMC do not have the skills, knowledge or equipment to fix, the MMC will engage an appropriate service provider or contractor to undertake the works as necessary and appropriate.

**Members and visitors** are expected to follow the guidelines provided in the hut and leave it clean and tidy. They should report any faults or breakages to the Hut Booking Secretary at the earliest opportunity to enable action to be taken. Relevant contact details will be provided to visitors with their booking confirmation, or Hut Handbook in advance of their visit.

## 6. Maintenance of services

For any problems with mains services such as gas, water or electricity the MMC will undertake repairs and maintenance activity as and when required. The MMC will use suitably qualified individuals or companies to comply with UK legislation. If there is a need to display the certification of services, this will be done on the hut noticeboard or in the Hut Handbook file at the hut as deemed appropriate.

## 7. Water Safety

There is a need to follow safety instructions at certain times of the year and specifically in winter. Instructions on how to use the water supply and winter safety precautions are displayed on the notice board at the hut. A copy of the instructions will also be kept in the Hut Handbook in the hut.

## 8. Electrical Safety

There is an isolator switch to turn on the mains when hut users arrive at the hut and it should be turned off when the hut is vacated at the end of the visit. Instructions on using the isolator switch are provided in the Hut Handbook at the hut and in information sheets issued to meet organisers and visitors. In the event of a fault the electrical system has automatic cut off for the affected zone. The heaters in each room are manually operated to

switch them on, however they are installed with timers to automatically turn off the power after 30 minutes.

## 9. Fire Safety

**Smoking:** This is not permitted on the premises or in the adjacent barn. Any cigarettes (or similar), should be extinguished properly and disposed of safely.

**Fires and matches:** There are no open fires within the hut and users of the hut are not permitted to light fires outside the premises or on the adjoining farmland. If using a BBQ this should be lit and extinguished safely. Any ash or used coals should be disposed of/removed when leaving the premises. Matches should be fully extinguished and safely disposed of, this also includes lighters.

**Safety equipment:** To comply with UK legislation a range of safety equipment and features have been incorporated into the hut. These include fire doors to the dining area, fire extinguishers on upper and lower floors, smoke alarms on upper and lower floors, fire alarm system, manual fire alarm triggers at each exit point, fire blanket, outside lights, emergency lighting on stairs, and an axe. This list may change or be added to if the committee determines changes or improvements are required and or to remain compliant with legislation.

**Checking regime:** The fire alarm system at Cae'r-frân will be checked twice yearly by an outside contractor. Other safety equipment is checked annually as part of the fire safety audit by an external contractor. The electrical system is checked every 5 years.

**Fire alarm tests:** From April 2022 and following advice from our outside contractor, the fire alarm test will be undertaken twice yearly by the outside contractor and we have decided, on all scheduled work meets. On a work meet, the test will be conducted by the meet organiser/trained person in attendance, or by any attending committee member. Meet Organisers and committee members will be trained how to test the fire alarm system at the hut. Instructions on how to conduct the test and reset the alarm will be available at the hut along with a register to record the actions taken.

The frequency of testing will be reviewed by the committee bi-annually from April 2022 (or the nearest committee meeting to this) to ensure the frequency of testing is enough to maintain H&S of members and visitors. The committee will use information on hut usage to inform their decisions.

Visitors (or untrained club members) are not expected to undertake the fire alarm test, but they are encouraged to check the fire alarm system for any fault lights. They must report or escalate faults as outlined in the instructions at the hut.

## 10. Evacuation procedures

An evacuation plan is provided on the notice board and on the doors of each room showing the emergency exits. Instructions are also in the Hut Handbook at the hut. The muster point is the gate post and tree in the field to the left of the front entrance of the hut and directly opposite the side entrance gate.

It is the responsibility of meet organisers, visiting group leaders or lone visitors to ensure that they and their group are aware of the H&S and evacuation procedures.

In the event of the fire alarm failing to discharge, we expect people to revert to an appropriate verbal call to raise the alarm and instigate evacuation of the premises where it is appropriate to do so. In all circumstances, evacuation should be conducted in an orderly and safe manner.

### **11. First Aid**

The MMC will provide basic first aid equipment at Cae'r-frân.

A fire blanket is provided in the kitchen and a wooden first aid box is on the wall outside the drying room in the common room (the central part of the hut).

### **12. Use of chemicals and gas on the premises**

There are a variety of cleaning products retained in the hut, for member and visitor use. It is the responsibility of hut users to ensure the products are stored safely and securely i.e. close lids/screw tops, when not in use.

Any gas appliances or cookers not provided or checked by the MMC or persons authorised by the MMC are not permitted.

### **13. Young Persons**

Young people, for the purpose of staying at Cae'r-frân, are deemed to be under the age of 18 years. They are not allowed access to either of the Members' rooms unless they have been specifically booked out to their parent or group.

Members' children (aged under 18 years) will be allowed to use Cae'r-frân if accompanied by a parent. They are not allowed to use Cae'r-frân during official meets.

Visiting group leaders with young people as described above, are responsible for the health, safety and wellbeing of those within their charge. Group leaders should ensure young people as well as adults are aware of the health and safety instructions and fire safety procedures.

**For safeguarding reasons**, e.g. if a vulnerable group has hired the hut, there may be times when we restrict members access to the members' room. **Members should use the hut calendar and book in before staying at the hut.** The Hut Booking Secretary will advise of any date restrictions on attending the hut.

If members are staying at the hut and young people are present, the member should ensure they have permission to be unaccompanied in the presence of the young person or people. If the member does not have permission to be unaccompanied with the young person, they should ensure a parent/leader is present in the room or, is within sight of the young person or people.

Members should not invite a young person/young people, in to, or give access to, rooms that are deemed 'off limits' unless they have permission from the parent or group leader, or they are accompanied by the parent or leader.

*The MMC H&S Policy was adopted at the AGM on 25/10/2019*

*The Fire Alarm Test section update was agreed at the committee meeting on 10/05/22 and members notified.*

# Appendix 5 - Fire Alarm - Emergency Lighting Test – Reset

## Fire Alarm Call Point Test



There are two red box call points, one is located on the sidewall adjacent to the entrance door. The other is at the bottom of the stairs.

*Red Box Call Point*

## Testing entrance corridor call point

**Step 1.** Confirm fire alarm control panel is operating in normal status with “Power On” green light illuminated and control key is in the upward position.



*Step 1 Fire Alarm Control Panel - Normal Status*

**Step 2.** Obtain a black plastic, two pronged call point test key from a clear plastic wallet hanging on the door next to the fire alarm control box, or from inside the first aid box fixed to the side of the bookcase by the drying room door.



*Step 2 Black plastic two pronged test key*

**Step 3.** Press down on the plastic filament in the centre (black circle) of the call point, after a short delay the fire alarm siren will activate.

**Step 4.** Inset the key, two prongs upwards into two slots under the centre of the base of the call point, until you hear a “click” sound.



*Step 4 Test key inserted into call point*

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**Step 5.** With the test key still in place, using both hands, gently separate the bottom section by easing down the lower part of the call point by about 1 cm.



*Step 5 Lower section of call point separated with test key still in place.*

**Step 6.** Remove the black plastic key by pulling downwards.

**Step 7.** Using both hands, gently snap together the lower part of the call point casing with the upper part so it is back in its original position.



*Step 7 Lower section back in original position*

**Step 8.** With the siren still sounding, move to the control panel. **The Fire and Fire in Zone 2 lights** should be illuminated.



*Step 8 - Control panel after activating call point.*

**Step 9.** Turn the alarm control key in the control panel clockwise by a quarter turn.

**Step 10.** Gently touch the **Silence/Sound Alarm** button followed by the **Alarm /Fault Warning Silence** button. **Note buttons will stick if pressed too firmly!**

**Step 11.** Gently touch **Reset** button.

**Step 12.** When amber lights on the control panel stop flashing, and a buzzing noise stops, turn alarm control key anti clockwise back to the upward position. **DO NOT REMOVE THE KEY – EVER!**

The control panel should now be back to normal status.

*Next page*

**Step 13.** Repeat the test process for the call point at the bottom of the stairs – **Note** this call point has a protective plastic cover that needs to be lifted, to press down on the black circle and when separating and snapping together the lower section of the call point.

## Emergency Lighting Test

Open the second cupboard adjacent to the fire alarm control panel to reveal a **test key** hanging from a hook above **the emergency light test switch**. The switch and key are on the right hand side of the cupboard.



*Test key and test switch*

**Step 1** – Remove the key and place into the centre slot of the test switch at an angle pointing downwards. This is the only way the key will slot into the test switch.



*Step 1 Starting position, test key inserted into test switch*

**Step 2** – Gently angle the key upwards until it will move no further. The key is now in the “active” position.



*Step 2 Test key angled upwards in “active” position*

**Step 3** – Check the two emergency lights are illuminated, one is on the ceiling of the entrance corridor above where the doorway through to the boot room is located and the other is on the small ceiling at the top of the stairs.

**Step 4** – Angle the key back to its starting position, remove and replace onto the hook.

*Next page*

**Step 5** - Record fire alarm and emergency lighting test results in the "Test and Record" log book hanging on the door adjacent to the Fire Alarm Control Panel, REMEMBERING TO RETURN THE TEST KEY(S) to their original location.

**If at any point during the tests you encounter difficulty or something unexpected, please contact the Hut Bookings Secretary.**

## Appendix 6

<b>Housekeeping Checklist - in and outdoors</b>	
<b>Cleaning Materials and Products</b>	
<p>Found on window sill by the kitchen sink or in the red box marked “cleaning utensils” on the bottom shelf under the right hand counter next to the door.</p> <p>Brushes and vacuum cleaner are kept in the drying room.</p> <p><b>If you find any problem or there are items missing, please report this to the Hut Booking Secretary.</b></p>	
<b>Boot Room</b>	<b>Done</b> ✓
<p>Clear of all personal items.</p> <p>Recycling bin: Rinse out and wipe the inside, leave in a clean condition.</p> <p>Sweep floor and mop.</p>	
<b>Common Room</b>	
<p>Wipe table and spray with surface cleaner before wiping dry.</p> <p>Vacuum easy chairs to remove any crumbs and debris from the fold that joins the cushions.</p> <p>Vacuum bench seats to remove any crumbs and debris.</p> <p>Window ledge – wipe clean</p> <p>Sweep floor including under the table and bench seats before moping.</p>	
<b>Dorms and Stairs</b>	
<p>Remove all personal items.</p> <p>Window ledges – wipe clean</p> <p>Vacuum carpets including under the bunks.</p> <p>Empty the vacuum cleaner, if full of fluff.</p>	
<b>Drying Room</b>	
<p>Remove all personal items.</p> <p>Dehumidifier - ensure water tank is empty</p> <p>Sweep and mop.</p>	
<b>Kitchen</b>	
<b>Coffee and Tea Pots</b>	
<p>Ensure they are empty and clean.</p>	
<b>Cooker</b>	
<p>Clean the glass top with a <b>soft cloth and specialist detergent.</b></p> <p>Clean the oven inside.</p>	

<b>Crockery</b>	
Clean and leave to dry on the racks above the sink. Bowls are stored upside down below the sink.	
<b>Drinking Glasses</b>	
Kept in the cupboard in the common room.	
<b>Floors</b>	
Sweep and mop.	
<b>Fridges</b>	
Remove all food and drink. Clean and leave door open	
<b>Kettles, Tea/Coffeepots and Urn</b>	
Empty them and clean the outsides after use and before leaving. Do not leave water in the urn. Ensure all are turned off at the wall sockets.	
<b>Kitchen Boxes</b>	
Take all your leftover supplies and specifically, perishable items with you. If there are odd sealed items e.g. condiments, tea, coffee that you would like to leave please do so, if there is room, in the communal box.	
<b>Microwave Oven</b>	
Ensure it is empty. Clean inside and out. Leave door open.	
<b>Pots &amp; Pans</b>	
Store on the hooks in the kitchen or under the sink. Clean thoroughly, removing any grease. Ensure pots/pans placed under the sink are stored upside down so we all know the insides are clean as we can have field mice visiting when the building is empty!	
<b>Refrigerators</b>	
Empty of all food items. Leave the doors ajar.	
<b>Rubbish Bag</b>	
After removing rubbish bag, please replace with a new one.	
<b>Sinks</b>	
Clean and ensure plug hole is free from debris.	
<b>Toaster</b>	
Empty crumbs from the trays and wipe them clean.	

<b>Wall Cladding</b>	
The wall cladding is vulnerable to impact damage and abrasion. Use soap and water or specialised cleaners from the red plastic box beneath the drawer unit, with a soft cloth, if necessary.	
<b>Work Tops</b>	
Wipe clean as crumbs attract field mice.	
<b>Shower Rooms</b>	
Remove all shower gels, shampoos and deodorants. Lower shower heads. Clean toilets and wash basins. Ensure personal hygiene bin in female shower room is empty and a new bin liner inserted. Sweep and mop floors including behind doors. Ensure plug holes are clear from hair and debris. Male toilet - ensure stop valve to outside tap is turned off (fully clockwise).	
<b>Outdoors</b>	
Bill's and Fred's benches - check no cups, bottles, cans, glasses have been left out.	

# Appendix 7 - Electrical Certificate