

Key Holder Policy

Purpose

The overall purpose of this policy is to ensure 11th Nuneaton's HQ is secure and safe; this includes ensuring that the building and grounds are properly cared for and access is controlled.

Definitions

Keys	Any key that allows access to any part of the Scout HQ grounds and building.
Committee	Refers to the Group Executive Committee who are responsible for the safe and legal running of the group.

Access to keys

Volunteers will be given access to a set of keys if they are a regular volunteer and require them for the running of Scouting activities. Generally, each section will be given two sets of keys (gate/door, bolts and shutter) and additional sets will be issued on a case-by-case basis. An individual must sign to take responsibility for a set of keys (see key holder list below).

All keys remain property of the Scout Group regardless of who currently holds them. The Committee are therefore responsible for delegation of responsibility and appropriate record keeping. In order to keep the premises secure, the number of keys must be kept to a minimum.

Members of the committee may ask for a set of keys to be permanently or temporarily returned or given to another person for any reason and at any time. This request must be followed in a timely manner by persons holding the keys. If a volunteer leaves the group or changes role, their keys must be immediately returned to the group committee for re-allocation.

Store building

Equipment kept in the store building can be used for any Scouting purpose. Access is limited to the GSL and quartermasters, but these individuals may loan their key to any person with their permission. A representative from Nuneaton District Scouts also holds a key to the gate and store to gain access to the kayaks. They must also sign the key holders list and take the same responsibility for security and care of the building and grounds.

Key points

- Only the group committee can authorise the creation of a new set of keys.
- The group committee are responsible for allocating sets of keys and they must be informed immediately if persons holding keys changes.
- If a key is loaned to another person, the individual stated on the key list remains responsible.
- If a set of keys is shared by multiple people in the same household, they should each sign for the same set of keys.
- Keys are numbered and the identity tag must not be removed.
- Keys must not be duplicated, replicated or copied. Requests for additional keys can be done through the committee email address.
- Loss or damage of keys must be reported to the committee immediately.

Key holder list (appendix 1)

A list of persons who hold keys is kept by the committee and must be updated each time there is a change in members holding keys. Persons holding keys must sign on the list to state they take full responsibility for proper care and security for the building and that they have read the building information pack (appendix 2). It is the responsibility of the Group Executive Committee to ensure the list is kept up-to-date.

Proper care and security of the building includes making sure that the following duties are completed **every time** that the building is used:

- Wash up and put away all kitchen items, wipe clean the surfaces and mop the floor. The fridge should be left empty and switched off, with the door ajar.
- Remove all waste and replace with fresh bin bags: **the HQ has no refuse collection service.**
- Sweep the floors of the main hall and small room; Hoover the entrance hall and Doug Shorter Meeting Room if used.
- Check that all toilets are flushed, clean, have toilet rolls, soap and hand towels available and empty the bins.
- Used towels must be taken home for washing and replaced with clean towels for the next user. Clean towels must be returned in a timely manner.
- Check that no personal items are left in the building.
- Keep the desk area tidy; sections can use their pigeonholes or navy box to store paperwork or other belongings in between meetings.
- Report any damages or maintenance issues to the committee immediately.
- Inform the committee when any materials such as cleaning products, toilet rolls, first aid or general equipment needs replacing or repairing.
- Ensure the medicines cabinet is empty with the key in the lock.
- All internal keys must be returned to the key box.
- Ensure all fire exits are properly closed, all stores are locked, all lights are switched off, no taps are left running and all keys are replaced in the key box.
- When leaving the premises: lock the external door, close the shutter and insert the bolts. Lock the gate.

Contacts and queries

All communication and queries should be done via the shared committee email address: committee@11thnuneaton.org.uk. The most appropriate member of the committee will respond.

Key Holder List

Key No.	Name	Role	Address & postcode	Telephone	Signature*	Date

* By signing here, all persons accept responsibility for the security of building and keys and safe use of the building as per the key holder policy. They also state they have read the building information pack and understand the information it contains.

When keys change hands, a line should be crossed through the whole line and a new sheet started.

11th Nuneaton (Weddington) Scout Group Key Holder Policy. Appendix 1. Reviewed October 2019.

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Building Information Pack

Information for key holders and group volunteers

This pack mirrors the one given to hirers of the building identically. It contains information about how to look after the building, the location of various items and the expectations of users of the building.

Please email the responsible committee member if this pack needs updating, or the committee/GSL for comments and queries.

Contents

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3. Small room and store 2
4. Upstairs meeting room
5. Toilets
6. Kitchen
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9. Emergencies
10. General/miscellaneous

NB. Information contained within a black box is specifically for 11th Nuneaton (Weddington) Scout Group Leaders only.

1. Building layout

Our headquarters can be accessed by vehicles and pedestrians via Higham Lane. The car park can accommodate a maximum of 10 cars. Space must be left for emergency services vehicles in case of emergency.

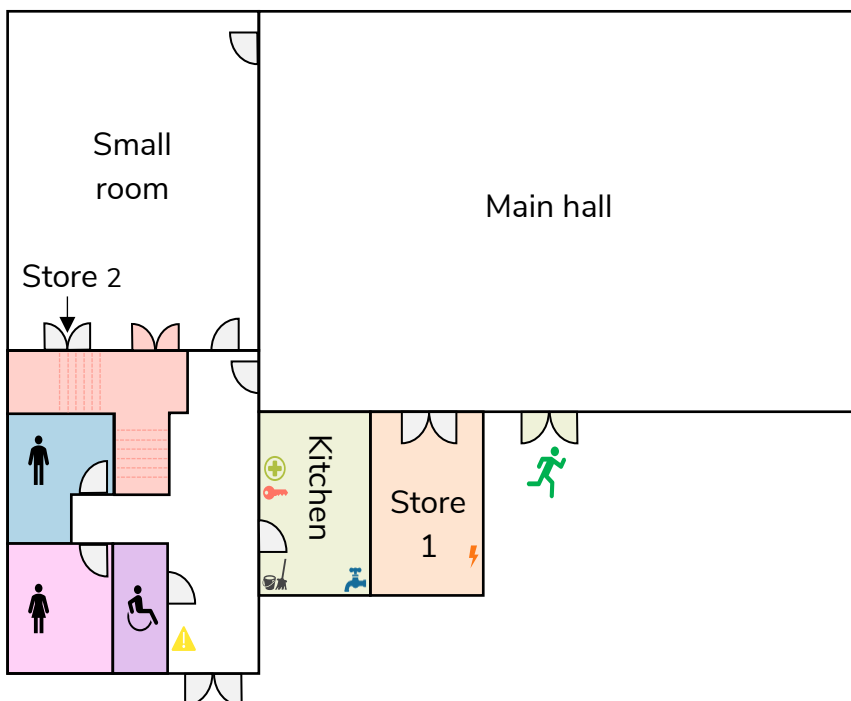
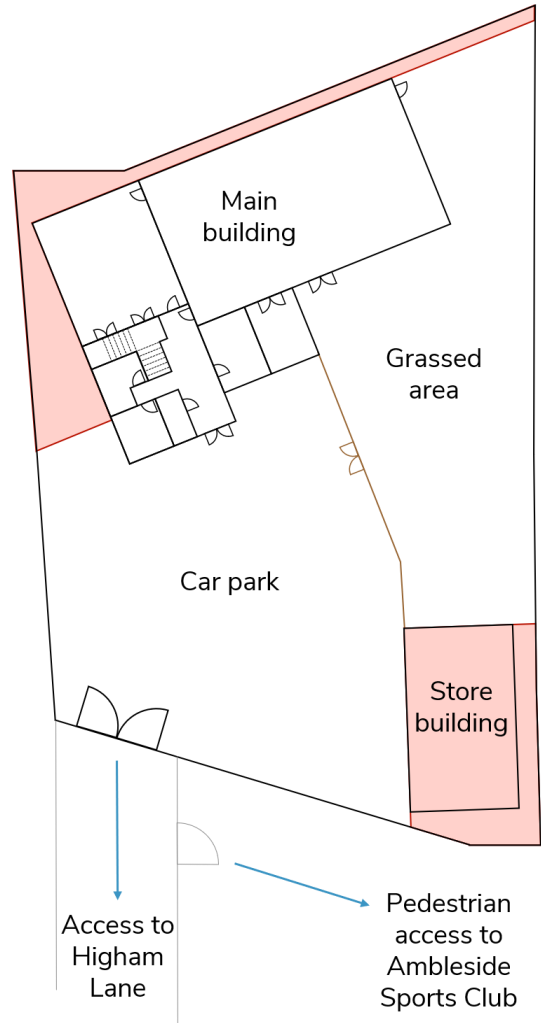


Please take care when driving up to drive as it is very narrow (1 car width) and there are often children walking down.

Additional parking can be arranged with Ambleside Sports and Social Club. There is pedestrian access through a gate from their car park. This gate must always be kept unlocked whilst the building is in use as Ambleside Club is our fire assembly point.

The store building and the sides and rear of both buildings are strictly out of bounds. These are Scouts' fire lighting and gas storage areas and are clearly marked by wooden fences.

The grassed area is free to use, but please take care not to damage the grass. Please speak to use about BBQ's and large items such as inflatables prior to use.



- Key**
-  Out of bounds except for leaders
 -  Male toilets
 -  Female toilets
 -  Accessible toilet
 -  Emergency information
 -  Emergency key box
 -  Fire exit
 -  First aid
 -  Mains water tap
 -  Cleaning equipment

2. Main hall

Our largest room is 2 storeys high and is suitable for most activities. It has soundproofing on the walls to minimise echoing and local noise disturbance. There are sockets fitted at various points along the two longest walls.

The floor is a special gymnasium floor – it is sprung – so high heels and shoes with hard soles must not be worn as this can be easily damaged. Please also take care not to mark the taped lines on the floor by dragging items across them. Only soft balls may be used in the main hall to protect our flooring and soundproofing.



Store 1

The interior building key gives access to this room containing 40 folding chairs (red) and 7 folding tables, each kept on their own trolley. The light switch is to the left of the doors in the main hall.

The games and equipment inside the cupboard are for use by our own Scout Group only. Scout leaders must ensure equipment is returned after use and damages reported to the GSL. Hirers of the building should not use any of the items kept here other than the tables and chairs.

Behind the right hand door are some sweeping brushes, and there is also a Hoover. Please empty the Hoover after each use, regardless of whether it is full or not.

The metal cupboard immediately to the left of the doors is the cleaning cupboard. Locked with a separate key, this is where you can find spare toilet rolls, washing up liquid, bleach etc. Do not allow young people to access this cupboard. It must remain locked at all times.



The main fuse box and heating controls are located at the back left of the store. Please do not adjust the heating controls. Should you need the heating on, please use the round switch in the main hall, next to the serving hatch. This will turn the heating on for 1 hour.

3. Small Room

The smaller meeting room is perfect for meetings, craft activities and dining. It has a floor that can be easily mopped following use. There are approximately 6 smaller tables left out in the small room. More tables can be brought in from the main hall if necessary. It is less ideal for games, as half of the room is restricted in height by the mezzanine floor above it. No ball games are allowed in the small room.

Store 2

The interior door key opens the doors (right hand side) to the second store room. There is another trolley of 40 folding chairs (blue), and some blue school gym mats. The light switch can be found to the left of the group store cupboard doors (out of bounds).

4. The Doug Shorter Meeting Room

Kept for Scout Leader use only, this upstairs mezzanine room is out of bounds to hirers and young people. This room may be booked for Scout training and meetings.

Our uniform and clothing rack and group badges and neckers are kept in here. Scout Leaders can also access the wi-fi by finding the password on the router by the computer.



There is also a projector, flipchart and computer for use by Scout Leaders.

5. Toilets

Male and female toilets have lights that are motion-sensor activated. Each room has hand towels and soap for the sinks, and at least one bin. Please make sure to empty these bins before leaving the building.

There are three cubicles and sinks in the female toilets. Each is equipped with toilet paper, toilet brush, sanitary bags, a red box containing sanitary items and a bin. The male toilets have one cubicle and two urinals.

The accessible toilet has an emergency pullcord which sounds an alarm and lights an orange signal on the outside of the door when used. Please note we have no baby changing facilities in the building.

6. Kitchen

Built with a serving hatch to the main hall (with an electronic shutter), our kitchen is well equipped for catering for up to 50 people, with:

- Electric oven with hob
- Fridge
- Microwave
- Kettle
- 2 sinks
- Pots and pans
- Plastic trays, jugs and mixing bowls
- Utensils
- 50 sets of grey melamine plates, bowls and cups (not microwavable)
- Approximately 40 red and yellow ceramic mugs.

If you are hiring the hut and intend to use the fridge, please let us know beforehand as the fridge is only turned on when in use. Please empty, wipe clean and turn off the socket for the fridge when finished. There is no freezer in the building.



Cooking equipment, crockery and cutlery are separated into large plastic containers on the shelving below the work surfaces. There are also some smaller plastic cups above the sink. Please ensure these are washed up properly and returned to their correct location after use.

In the kitchen, you will also find a first aid kit on the wall to the right of the door and another on the shelf as indicated in the diagram. Please ensure to complete the accident book and inform the Scout Group of any injuries should they occur.

There is a red cupboard on the wall which can be used to store medication securely during meetings. All medication must be removed at the end of each meeting; the cupboard must remain empty when the building is not in use. Keys should be kept by the leader in charge whilst the cupboard is in use.



Spare tea towels and hand towels can be found in one of the drawers, and additional towels can be found in the plastic box in the corner, underneath the kettle area. Spare bins bags and sponges are kept underneath the sinks. There is a mop, cloths, and broom kept to the right of the kitchen door. A second mop is kept in the accessible toilet.

7. Outdoor Space

Accessed by a double gate in the wooden fence, the grassed area is perfect for outdoor games. It is lit by LED floodlights which are activated by sensors.

If you are planning to use BBQ's, have marquees, inflatables or other equipment on the grass, please let the Group know prior to use.

In the back corner of the grassed area, we have a bug hotel – a stack of pallets and other wooden pieces specifically placed to encourage insects and other creatures to inhabit it. There is also a patch of wild garden. Please take care not to disturb these areas.

Fire Lighting Area

To the left of the building in a fenced off area is designated space for fire lighting. This is for Scout Group use only. Sections should bring their own materials and must ensure all fires are extinguished and cleared away (including charred wood and ashes) before leaving the building. Always ensure water is placed in accessible locations and there are enough leaders to supervise young people.



Gas Cage

Gas canisters are kept in a locked cage behind the storage building. For Scout Group use only, leaders should speak to the GSL or quartermasters prior to use. It is important to make emergency services aware of this location if their assistance is required.

8. Cleaning

It is important to know that the building does not have any cleaners and all maintenance is cared for by volunteers. Everybody using the hut must take a small amount of time to prepare the building for the next user.

At the end of every session, users should:

- Wash up and put away all kitchen items, wipe clean the surfaces and mop the floor,
- Sweep the floors of the main hall and small room,
- Hoover the entrance hall,
- Remove all waste and replace with fresh bin bags: **the HQ has no refuse collection service**,
- Check the toilets are flushed, clean, have toilet rolls, soaps and hand towels available and empty the bins,
- Report any damage,
- Check that no personal items are left in the building.

Cleaning equipment can be found in the kitchen, mops in the accessible toilet, and chemicals in the cleaning cupboard in store 1. Bin bags are stored underneath the kitchen sink.

Scout leaders should ensure that towels are taken home and washed regularly, and that the committee is made aware of any cleaning materials that need replacing.

When locking the building, ensure all fire exits are properly closed, all stores are locked, all lights are switched off, no taps are left running and all keys are replaced in the key box.

Lock the external door, close the shutter and insert the bolts. Remember to lock the gate.

9. Emergencies

In case of an emergency, location specific information can be found by the main doors. This includes the address and who to contact. A building layout is also displayed on the wall.

Hirers should use the contact information that they have been provided at the start of their session. Scout leaders should follow the list of people to call on the poster displayed.

Should the fire alarm need resetting after a false alarm, the red key can be used to reset the alarm box. All doors have door stops that close when the alarm sounds (or the noise level in the building gets too high!). The shutter between the kitchen and main hall will close automatically. Please ensure you have read and familiarised yourself with the fire safety information prior to using the building.

First aid boxes are kept in the kitchen on the wall by the sinks, and on the shelf above the fridge. Please records all injuries, even if only minor, and inform the Scout Group of what has happened so that we ensure our building is as safe as possible and can replace used first aid equipment.

Electricity fuse box is in store room 1, on the wall near the back left of the room.

Mains water tap is under the sinks in the corner of the kitchen.

Ensure that the emergency services are aware of the gas cage. There is no mains gas supply.

10. General/miscellaneous

Key box

On the wall in the kitchen is a grey metal box which contains keys to the following locations:

Interior doors	Unlocks the store rooms and all interior doors
Cleaning cupboard	Metal cupboard in store 1
Ambleside gate	Unlocks the padlock on pedestrian entrance to Ambleside Sports Club
Gas cage	Key for the gas cage to the rear of the storage building

Store building

Tents, additional seating and tables, marquees and gazebos, camping and cooking equipment are all kept in the store building. Should you wish to use any of this equipment, please contact the GSL or one of the group quartermasters for access prior to the event.