

GHYLL HEAD OUTDOOR EDUCATION CENTRE

Overnight responsibilities of staff in charge of resident visiting parties

It is essential to make clear the position of party leaders regarding overnight responsibilities in the bungalow. Please read carefully the following information. On your arrival at the Centre, the Duty Instructor will show you round and will explain the various procedures.

- 1.1. Even though there may be permanent resident staff in the building at night, their responsibilities do not require them to stay in the building as part of their duties in the residential situation.
- 1.2. The Authority does have obligations to meet in this respect however. A condition of the Authority accepting your party at Ghyll Head Centre, is that the member of the accompanying staff in overall charge of the party, should act as the responsible person in this capacity. Your co-operation in this matter would be greatly appreciated. The following notes outline the nature of your responsibilities.
 - 2.1. The Period of duty extends from 5 p.m. until 9 a.m.
 - 2.2. The general nature of the duty largely consists of being "on call" in case of need and student should be made aware that you are the person to whom they should refer and where your room is located.
 - 2.3. Particular duties and responsibilities are outlined below.

General

- 3.1. Familiarise yourself with the internal layout of the building (Duty Instructor will assist you)
 - a) The rooms in which students, permanent staff and visiting staff are located
 - b) Alternative escape routes in case of fire
 - c) Position of fire alarms and fire roll-call list
 - d) Position of public telephone.
- 3.2. Check that all students are present at bed-time
- 3.3. Check all smoke/fire doors are closed, especially in corridors, etc.
- 3.4. Ensure all lights are off except the emergency night-lights.
- 3.5. Ensure quietness and a minimum of movement in the bungalow after "lights out".

Emergencies

- 4.1. **In case of sickness/injury** requiring a doctor: -
Contact the Doctor by using the office telephone in the main house– you will be shown where to find the number. In serious cases, also inform the Head of Centre or another member of the permanent teaching staff.
- 5.1. **In case of fire at night**
Your first duty is to evacuate the building, ensuring a minimum of panic. Students will have been told previously what to do by the Duty Instructor.
- 5.2. As soon as possible, either yourself or a delegated member of staff should use the public telephone to call the fire brigade (Instructions on local procedures are beside the telephone).
- 5.3. Check at the assembly point that all persons are clear of the building, using the roll-call list from the notice board in the hall. Do not forget to include the permanent resident staff, and any other temporary visiting staff there may be in the building (consult with Duty Instructor before-hand about this).
- 5.4. If time permits, ensure windows and smoke-doors are shut behind people as they leave rooms, corridors and landings etc.
- 5.5. Do not allow anyone to leave the assembly point without your permission.