



Jersey Hospice Care

your care, your choice, your time

USERS OF THE EDUCATION SUITE GROUP LEADER INSTRUCTIONS

CENTRE POLICY

The purpose of the centre is to provide quality meeting room facilities for staff within Jersey Hospice Care and for the wider island community; subject to internal business needs. Every effort will be made to accommodate all other users within Jersey Hospice Care's room booking policy.

DISCLAIMER

Jersey Hospice Care's Management accepts no responsibility for loss or damage of personal possessions whilst on these premises.

Please be advised that cars are parked on site at owner's risk.

Please note Jersey Hospice Care is a smoke free site. This includes all car parks and outside areas.

CONDITIONS OF ROOM USAGE

- Hours of opening : rooms may be hired Monday to Friday between the hours of 08:00 and 22:00 and at the weekends between 08:00 and 18:00. Please note, if a Facilities Team member is required after 18:00, Monday to Friday or at weekends, there will be an additional charge of £25 per hour.
- Every effort is made to ensure rooms are kept in a clean and tidy condition for the education suite users. In consideration of other room users, please ensure that the room is left in a tidy manner and the furniture is as you found it. If the room is not left in a suitable manner, Jersey Hospice Care reserves the right to levy an additional charge to meet the associated costs.
- If catering is required this must be requested on the booking form. Any amendments must be made no later than 48 hours prior to event.
- All meeting facilitators are required to keep a register of persons attending the session even if it is a meeting. This will then ensure that all persons can be accounted for in the event of an evacuation

- Please ensure that any broken or unsafe equipment / furniture is reported to the Jersey Hospice Care Facilities team. Faulty equipment or furniture should not be used under any circumstance.
- All windows should be closed and fans turned off before leaving the room after use.
- The contact name for the booking is responsible for the security of the room and its equipment. A charge may be made for any broken equipment.
- All users of the Education Suites shall respect the privacy and confidentiality of other users and ensure that any personal identifiable information is disposed of correctly.
- The Jersey Hospice Care Facilities team reserves the right to change room venues at short notice for operational reasons. Every reasonable effort will be made to inform users prior to the event but this may not always be possible.
- Jersey Hospice Care's Facilities Manager reserves the right to refuse a room booking if the condition of room usage has not been previously adhered to by a room user.
- Visitors Wi-Fi is available. Please see noticeboard for login details

HEALTH & SAFETY

Every effort is made to salt the car park during inclement weather. Please make sure that you are wearing suitable foot attire as the car park could still become slippery. Please be mindful that in winter months, the car park can also become poorly lit. Make sure that you park in a suitable area so you can enter / exit the building safely.

CANCELLATION FEE POLICY

The following cancellation conditions will apply to all confirmed bookings.

Please note this is based on a working week of Monday to Friday (therefore cancelling on a Friday for a room booking on a Monday will be considered as less than 48 hours notice due to the weekend).

More than 14 days, no cancellation fee will apply

10 or less working days' notice

50% of hire value

Less than two working days' notice

100% of hire value

During lectures, courses and other meetings, the lecturer or Group Leader is responsible for ensuring compliance with these instructions.

The Education Suite is fitted with smoke detectors and a fire alarm. The fire alarms automatically alert the emergency services.

Please find overleaf a plan of the Education Suite marking

- Fire exits and evacuation routes marked
- Refuge location
- Fire extinguisher points

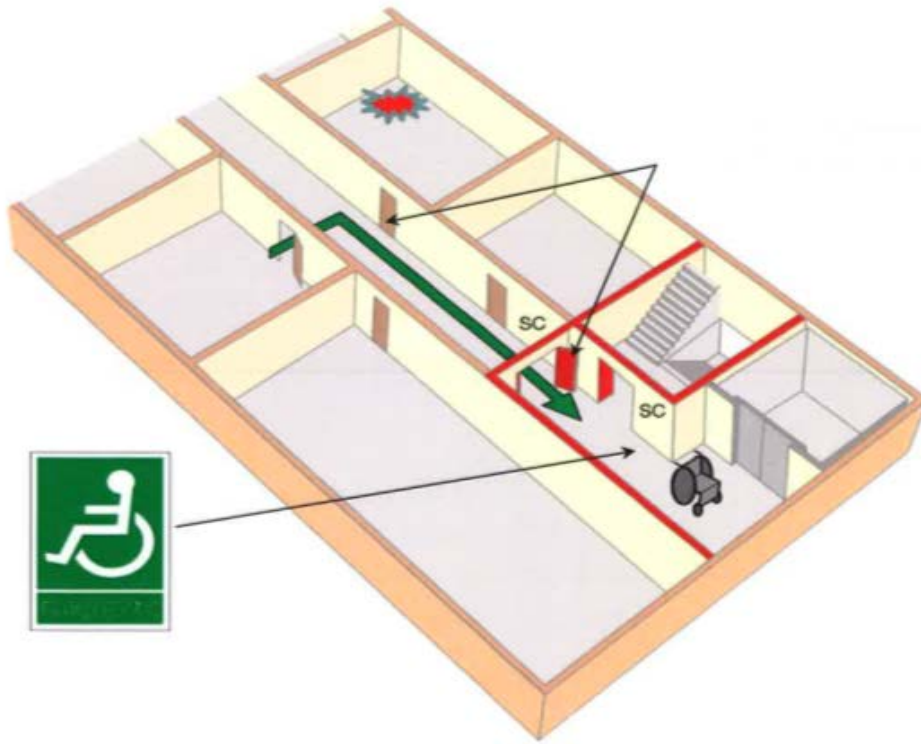
On discovering a fire, raise the alarm by shouting FIRE! (to alert anyone in the immediate vicinity) and then activate the nearest push-glass fire alarm call-point (small red box on plan).

The fire alarm makes a loud continuous noise. On hearing the fire alarm the Group Leader will be responsible for the orderly and safe evacuation of their group to the Assembly Site marked in the car park.

A member of Jersey Hospice Care's Facilities Team will be available week days until 18:00. Contact Telephone 07797 773038

If no Jersey Hospice Care staff is on site to assist, the Group Leader must follow the directions below.

- If the fire alarm sounds, please exit the building immediately in an orderly manner, closing any doors or windows that are open
- If you are unfamiliar with the building, follow the fire exit signs as you come out of the Education suites
- On the fire alarm activation fire doors may close automatically, you will have to open these doors to exit the building
- Our lifts will not work on alarm activation. If a member of your group is non-ambulant, there is a Refuge Point outside the lift area
- A member of the Group should stay with any non-ambulant attendees at the Refuge Point until the Fire Service arrives
- Only attempt to use fire extinguishers if the evacuation route is blocked by fire
- Upon exiting the building, make your way to the assembly point that is at the back of the main car park. Make sure that everyone is accounted for by looking at your sign in sheet (see Conditions of Room Usage) and do a roll call
- If there is a missing member of your group, alert a member of staff or the fire services straight away. DO NOT re-enter the building unless instructed to do so



The non-ambulant Refuge Point is opposite the lift area near the Education Suites 1 & 2



The Fire Assembly point is situated at the back of the main building car park