

PYCF – VENUE CHECKLIST

Wareham Family Hub

Please read code of conduct for people using with young people in the HUB.

Address	Wareham Youth & Community Centre, Worgret Road, Wareham, BH20 4HP
Emergency Contact	Mia Murray & Mark Lapper
Emergency Phone Number	Mia – 07737947565 & Mark – 07762715229
Phone on site for use in emergencies	01929552934 – is in locked office. Bring own mobile phone
Room/Building Capacity	40 in main hall
Light switch locations	On the wall by main doors for main hall and coffee bar. Other rooms switches in rooms.
Accessibility If the building is not fully accessible what adjustments have been made?	Fully Accessible
Location of Security Alarm	N/A
Location of First Aid Kit	Behind snack bar counter – defibrator in sports centre
Location of Accident Book	Accident forms - Behind snack bar counter
Location of Fire Exits	Main Hall, Education Room, Back door. Fire alarm instructions are on the wall in the Hall.
Location of Fire Extinguishers	Main Hall, Kitchen, education room, back door, office
Location of Fire Call Points	1-Main Hall,3-Education Room,4-Reception,6-Main Hall,7-Back Door
Location of Fire Assembly Point/s	Out the front of the building
Location of Fire Safety Checks Folder	In office
Name of person responsible for Health and Safety	Mark Lapper
Health and Safety poster displayed	On the wall by the office
Date of lasts PAT test of electrical items	16/03/2022
Water Switch Off point	Water is supplied from Purbeck Sports Centre
Electric Fuse Box	In the office
Gas Inlet Point	N/A
Is there a current music License	No
Location of cleaning equipment	In the cupboard by the main entrance and underneath the kitchen sink – Please leave clean & tidy. Key for cleaning cupboard is on a hook by the fire alarm in the foyer.
Wi-Fi code and user	PYCF Users – Y0uthCWifi

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office@pycf.org.uk

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details	
Any other notes specific to the building	Mugs in box , Plates in cupboard behind snack bar counter. Dishwasher in kitchen.

Attached are copies of the following documents:

- Risk assessment for the building
- Fire Risk Assessment, Procedures & Evacuation Procedures
- Health & Safety Policy
- Safeguarding Policy
- Code of conduct working with children and young people
- Rental Agreement
- Room Hire Charges

Name _____ Position _____

Signature _____ Date _____

This is a NO smoking site.

NO dogs unless care dogs.

Nut free site.

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