

Peak Time Kids' Club

Matters to do with the Premises

Heating

The heating is run by a gas boiler and is thermostatically controlled. If there is a problem with the heating:

- Check the boiler is lit.
- If the heating is still not working contact J Percival, Plumber on 651090.

Portable fans are available to reduce the temperature of the building during the summer months.

Electricity

The lights for the main room and the kitchen are switched on by a single pull-cord in the entrance hall. The light switch for the quiet room is located just inside the door and is also a pull cord. The toilet light switch is next to the back door on the left. Any electrical fault will trigger the trip switch located in the kitchen to the right of the sinks and once a fault has been identified, the switch can be used to turn the electricity back on. No new electrical equipment can be used in the building without the permission of the Management Committee.

Water

Water comes into the building at two sites: the front porch, where there is a stop-cock under the bench and the end toilet where there is also a stop-cock. The water should be turned off if there is a leak, using the stop-cock closest to the site of the leak. The Co-ordinator, Deputy Co-ordinator or a member of the Management Committee should be contacted.

Ice and Snow

It is Peak Times responsibility to make sure that the path from the top yard to the building is cleared and gritted ready for a session. The school should ensure the safety of the other paths after school but Peak Time might potentially have to re-clear them prior to the end of the session. Grit salt and path clearing equipment is available from the shed at the rear of the building.

Alarm

The alarm is under contract with PAC Alarms. If it is malfunctioning contact the contractor and it should be repaired within 24 hours.

EMERGENCY PROCEDURE

All emergency telephone numbers can be found in the register.

In exceptional or emergency circumstances the Co-ordinator can normally be contacted at home. If she, or any member of The management committee is not available and the problem cannot be solved (e.g. no heating) by the person in charge then the building should be closed.