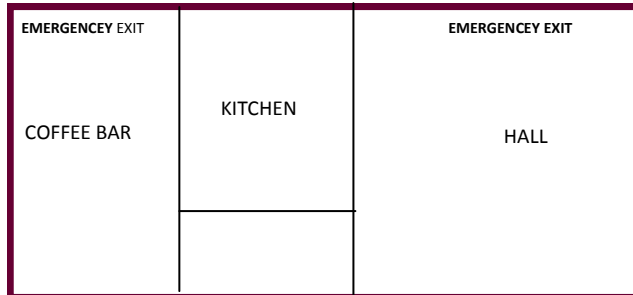


PLAYING FIELD

CAR PARK

Assembly Point

BURNLEY ROAD EAST



MAIN  
ENTRANCE

EMERGENCY EXIT

OFFICE

BUS STOP



Tel: 01706 218613

Email: [Whitewellbottomca@googlemail.com](mailto:Whitewellbottomca@googlemail.com)

# Guidance for use of the Community Centre

**Whitewell Bottom Community Centre**  
**Burnley Road East, Whitewell Bottom**  
**Rossendale, Lancashire, BB4 9LB**

## Welcome to Whitewell Bottom Community Centre

Please follow these guidelines to ensure the health and safety of your group and others using the Centre. Each group should have a group leader who will ensure the guidelines are followed by their group.

### COVID-19

Please ensure the group leader signs in on both signing in sheet and/or track and trace form/QR Code, please use the hand sanitiser provided. Government guidelines now state that masks are optional, we will have some available in reception if needed.

### IN CASE OF FIRE

Group Leader please familiarise yourself with all the Fire Exits in the building. The diagram on the back cover of this leaflet will help you locate them.

In the case of fire, or if the Fire Alarm sounds, the group leader must make sure all members of their group leave the building via the nearest exit and assemble at the car park just at the side of the building near the playing field.

### FIRST AID

First Aid Box is located in the Kitchen area and the Accident book can be found inside, please inform staff or volunteers if this book is needed.

### HOUSEKEEPING

Please allow time before and after your session to wipe down all surfaces and areas being used. We ask that bins that are used are emptied even if not full, wipe down light switches, handles, taps etc. Please use the materials provided in the cleaning cupboard in the main entrance if more is needed than what is in each room.

Please switch off all lights and please make sure there are no taps left running in the kitchen or toilets and that all the windows are closed.

### USE OF THE KITCHEN

Crockery and cutlery must be washed with hot soapy water and left draining. Please ensure kitchen is clean and ready for the next group to use.

Please make sure working surfaces and any trays that you have used are left clean. Please leave the kitchen as you would hope to find it.

### SECURITY

We now have a door bell to be use to enter the building as the door is now locked. Please ring the bell and await someone opening the door unless you are a key holder. Please ensure all your group members know that the door is locked when inside the building. This is inline with current guidelines and ensures that each group know who is in the building. We are trying to limit the amount of rooms used so please only use the rooms that have been booked.

### ONE-OFF HIRE GROUPS

One-off hire groups must complete an 'Application for Hire form' and go through instructions for using the Centre with the Centre Manager.

### REPORTING A PROBLEM

We hope your time in the Centre is a good experience, but if there is any problems, please report them to the Centre Manager.

**Emergency contact details: Amanda 07890394278**

**Robyn 07543500330**

**GDPR:** Please note under GDPR Guidelines we will only keep your information for as long as necessary. If you would like to see our privacy policies please see our website. [www.whitewellbottomcommunitycentre.co.uk](http://www.whitewellbottomcommunitycentre.co.uk)