



Shirdley Hill Residential Centre ***USER GUIDE***





Welcome to Shirdley Hill Residential Centre !

This user guide has been put together to assist leaders in planning their weekend away. It will help you make the most out of your stay - making it a truly memorable one.

Whilst we try to keep this up to date it may be that some things have changed, so please make yourself aware of the information available at the centre itself.

Have a great time !



Shirdley Hill Is Wholly Owned and Managed
By Girlguiding Sefton, A Registered Charity



SECTION 1
USER GUIDE

SHIRDLEY HILL

Welcome To Shirdley Hill Residential Centre !

HOW TO GET THERE

From Ormskirk: A570 towards Southport. After 3 miles cross Leeds-Liverpool Canal at Red Lion. In 800 yds turn left opposite entrance to Scarisbrick Hall School onto A5147. In 1.25 miles turn right into Gregory Lane. Over disused railway, 1st turn right, centre is on the right after a double bend.

From M57/M58/A59 Junction: A59 towards Ormskirk. In 1.5 miles bear left onto A5147 towards Southport through Maghull, Lydiate and Halsall. Pass Halsall Church and in 800yds turn left into Gregory Lane. Over disused railway, 1st right, centre is on right after a double bend.

From Liverpool: A565 past Woodvale Airfield : Straight ahead to Ainsdale roundabout. Straight ahead at roundabout to traffic lights. Turn right into Carr Lane. Follow road to the left to traffic lights. Turn right into Halsall Road leading to New Cut Lane. In 1.5 miles turn left into Renacres Lane, centre is on right after a double bend.

ARRIVAL & DEPARTURE

Users are expected to arrive after 4 p.m. on the day of arrival and leave before 3 p.m. on the day of departure. These arrangements may be varied with the agreement of the Booking Secretary where this will not inconvenience other users.

At the arrival time you have notified to us, one of our members will be at the centre to welcome you, hand over the keys and show you the facilities of the centre.

Unless you have booked the cleaner, you must thoroughly clean the centre before leaving, breakages are to be reported and all equipment put back in its place. Please read the notices in the main hall.

ADDRESS

The correct address of the centre is:-

Shirdley Hill Centre, Renacres Lane, Shirdley Hill, Halsall, ORMSKIRK, L39 8SG.

The telephone number in the centre is:- 01704 840851

BEDS

There are 28 beds in the centre arranged as follows:-

| | | |
|---------------------------|----------------------------|-----|
| Large upstairs bedroom | 4 pairs bunk beds | (8) |
| Medium upstairs bedroom | 3 pairs bunk beds | (6) |
| 2 small upstairs bedrooms | 1 pair bunk beds in each | (4) |
| Large downstairs bedroom | 2 pairs bunk beds | (4) |
| Small downstairs bedroom | 1 pair bunk beds | (2) |
| Downstairs bedroom | 1 pair bunk beds, 1 single | (3) |

All beds have mattresses. Everyone must bring their own pillow.

No linen or blankets are provided. Do bring a bottom sheet for each bed.

BELLS & BUZZERS

There are three bells that may ring, namely:-

(1) FIRE ALARM (2) DOOR (3) TELEPHONE

and one buzzer for the SEWAGE PUMP ALARM.

(See appropriate entries)

BOOKINGS

The Booking Secretary is Fee Tate who can be contacted by email shirdleyhillcentre@outlook.com or via the online enquiry form <https://shirdleyhillcentre.org/bookings>.

CAR PARKING

There is parking for up to 10 cars in the car park, which is also suitable for minibuses. Coaches should be parked in the lay-by outside the gates - they must not be brought into the car park.

CHURCHES / PLACES OF WORSHIP

C of E: St Cuthbert's, Halsall or St Mark's, Scarisbrick

Methodist: Liverpool Road, Birkdale

RC: Our Lady of Lourdes, Waterloo Road, Birkdale or St Elizabeth's, Scarisbrick.

Islamic : Southport Central Mosque, 102a Sussex Rd, Southport PR9 OSL

CLEANING

Brushes, mops and buckets are in the Boiler Room and are colour coded and labelled. Users must provide their own consumable materials. **See Appendix Also**

CLOAKROOM

A cloakroom is provided off the back corridor.

DOCTOR

Ainsdale Medical Centre, 66 Station Road, Ainsdale, Southport. PR8 3HW

Telephone: 0844 477 3578

If it is outside normal surgery hours (after 6.30 p.m weekdays & weekends) telephone the surgery on the number above and follow the instructions from the answerphone message.

DOGS

No dogs are allowed in the centre except guide dogs for which prior agreement should be obtained.

DOORS

On arrival and departure all users should enter and leave through the front (double) doors. These doors, the cloakroom door and the upstairs fire escape door are designated as fire exits and may be opened at all times from the inside. The upstairs fire escape door can only be opened (or shut) from the inside.

The external kitchen door has a mortice lock that requires a key. This **MUST BE UNLOCKED WHENEVER THE KITCHEN IS IN USE** to provide a second means of escape.

The door from the kitchen to the corridor is a fire door, to avoid accidents use the hatch as much as possible.

ELECTRICITY

The centre has electric lighting throughout and 13-amp power points in all rooms except the toilets. The cost of electricity is included in the standard charge.

Circuit Breakers

The meter cupboard in the vestibule contains the consumer units. The electricity supply is required to maintain the heating clock, sewage pumps, fire alarm and emergency lighting chargers, even when the centre is empty. The switches should only be put off in an emergency.

The various circuits are protected by miniature circuit breakers. Any electrical failure (including a light bulb) is likely to trip one of these. They are easily reset in accordance with instructions in the meter cupboard. Spare lamps, tubes and starters for the fluorescent fittings are in the meter cupboard, ladders can be found in the Boiler Room.

Lighting

Four groups of lights are provided:-

- (i) normal lighting in all rooms;
- (ii) low wattage, coloured bulbs, which may be left on at night, are provided in the front and upstairs corridors, main room, six-bedded and eight-bedded rooms. Plug-in night lights are provided in the four-bedded and two-bedded rooms downstairs
- (iii) battery operated lights illuminate all emergency exits should the normal supply fail. They run for three hours and require up to 24 hours to recharge;
- (iv) security lighting is provided on all sides of the building.

SHIRDLLEY HILL

Boiler & Immersion Heater - see HEATING

Sewage Pump - see TOILETS

EMERGENCIES

For Fire, Police or Ambulance dial 999 from the telephone in the porch.

For less urgent calls - Lancashire County Police (Ormskirk Police Station, Derby Street, Ormskirk, Lancs, L39 2BJ. 01695 576971). Local community police officer 01704 840333. See also DOCTOR, FIRE and HOSPITAL

For emergencies connected with the building and its services (water, sewage, etc.) call the person on duty (see noticeboard). These persons are volunteers who may have to travel up to 15 miles. Please avoid unnecessary calls and accept telephone advice where possible. See also WATER, ELECTRICITY, GAS, HEATING and TOILETS.

Battery lanterns are available in case of a power failure. They are on the shelves under the window in the boiler room off the back corridor.

EQUIPMENT

The centre is equipped with beds, mattresses, cutlery, crockery, pans and cooking utensils. Users must bring their own pillows, all bedding (including bottom sheet when using sleeping bag), towels, dishcloths, cleaning materials and toilet paper.

FEES

- a) The balance of the fees, are due NOT LESS THAN 14 DAYS PRIOR TO YOUR ARRIVAL.
- b) Fees are subject to periodic review and may be increased not later than three months prior to the visit.
- c) Cancellations later than 6 weeks (42 days) before the holiday will be subject to the full charge for the booking. Users are advised to insure against this possibility.
- d) Cheques/postal orders should be made payable to:- Shirdley Hill Centre H/K Account
Or paid by bank transfer to Nat West Bank Acc No 74475851. Sort code 60-20-23

1. Alarm

The centre is equipped with three electric fire bells. In an emergency these can be sounded by breaking the glass cover on one of the alarm call points situated:-

- In the front corridor by the sitting-room door;
- By the entrance to the cloakroom;
- By the kitchen door;
- By the upstairs fire escape door.

This alarm is an evacuation warning only, the fire service **MUST** be summoned by telephone - **999**

The Fire Service's local address is:- Lancashire Fire Brigade, County Road, Ormskirk, L39 3LU.

2. Practice

The Fire Brigade has requested that a fire practice be held within 2 hours of the arrival of each group; please do so for your own safety. Before the practice all members of your group should be told of the instructions set out below. To operate the alarm for practice, use the fire alarm control panel in the front corridor. Key '123' into the number pad on the panel and press 'Sound Alarm' on the panel. After the drill, press 'Silence Alarm'. To rest the alarm, key '123' and press reset button.

3. Extinguishers

There are six fire extinguishers situated as follows:-

- Vestibule (powder type for electrical fires);
- Front corridor adjacent to sitting room (water type);
- Main room adjacent to back corridor (water type);
- Kitchen adjacent to outside door (foam type);
- Upstairs corridor by fire escape door (water type).
- Top of stairs (water type).

A fire blanket is sited near the kitchen door and is particularly suitable for pan fires. If an extinguisher is discharged, either accidentally or on a fire, please let us know.

4. Fire Escape

The steel staircase at the rear of the building is for use in emergency **ONLY**.

5. Fire Instructions (See Appendix)

FIRES (OUTDOOR)

Camp Fires or training fires should be lit only on the fireplace at the bottom of the garden. Remove ashes to the bin when cold.

FLOORS

Those in the bedrooms and sitting room have carpet; they should be cleaned before leaving unless you have booked the cleaner. A vacuum cleaner is provided.

The floors in the main room, kitchen and downstairs corridors are finished in vinyl. They should be brushed and wiped with a damp mop unless you have booked the cleaner.

PLEASE DO NOT USE MUCH WATER.

Those in the washrooms and cloakroom are finished in quarry tiles and non-slip ceramic tiles. These should be mopped unless you have booked then cleaner. **PLEASE DO NOT USE MUCH WATER.**

GAS

The centre has a dual fuel cooker and gas central heating. The cost of gas is included in the standard charge. The meter is situated in the cupboard in the porch. In the event of a gas leak, turn off the gas at the meter and telephone – 0800 111 999.

HEATING

The centre is heated by gas-fired central heating with radiators in all rooms. The heating is controlled by a pre-set programme which gives up to three heating periods a day. These will vary with the season, with one at breakfast time, one at lunch time and the other in the evening, extended into the afternoon in the winter.

The heating system is designed to provide comfortable temperatures when the outside air temperature is above 30 deg. F (-1 deg. C) with INTERNAL AND EXTERNAL DOORS CLOSED. If you leave the doors open with the heating on, you will be cold and our gas bill will force up the charges.

The heating times are preset and cannot be adjusted by the user. The programmer is in the kitchen. Channel 1 controls the hot water and Channel 2 the heating. To get an extra hour of hot water press 'Extend' on Channel 1; to get an extra hour of heating press 'Extend' on BOTH channels. To turn off either channel press 'Crop'. The channel will then turn off until the next planned period. Pressing 'Crop' again will cancel that instruction. The boilers are situated in the storeroom off the back corridor.

The temperature in each room can be adjusted by the user. Each radiator has a thermostatic valve. These may be adjusted by turning the knob. The higher the number, the warmer the room. The highest number is 8 in living and bathrooms but may be set lower elsewhere. The off position is marked thus *.

HOSPITAL

Formby and Southport District Hospital, Town Lane, Kew, Southport. Tel: Southport (01704) 547471. Has Accident & Emergency for adults only. (A&E (01704) 704131)

Turn right out of the gate, left at the T junction, straight on at the next junction, over the old bridge. Turn right at the next T junction. Turn right at the roundabout, the hospital is on the left.

Ormskirk General Hospital, Wigan Road, Ormskirk. Tel: 01695 577111. Has Accident & Emergency for children. (A&E 01695 656670) Turn right out of the gate, right at the T junction, left at the next T-junction, right at T junction on to A570. Follow signs to hospital.

HOT WATER

Hot water is provided by the gas-fired boilers. If large quantities of hot water are required outside the heating periods use the 'Extend' button on the programmer, sited in the kitchen. For an additional boost in cold weather an electric immersion heater can be switched on in the kitchen near the corridor door.

KITCHEN

The kitchen is equipped with a large gas/electric cooker, two refrigerators, freezer, microwave, two toasters, two sinks, washbasin, cupboards and hot cupboard.

Cooker

The cooker is gas with electric ignition. An instruction booklet is provided.

Refrigerators

These are of the larder type, i.e. without ice-making/freezing facilities.

Freezer: An upright freezer is provided in the pantry off the kitchen.

PLEASE READ AND COMPLY WITH THE INSTRUCTIONS REGARDING USE OF THE LARDERS AND FREEZER.

Sink Unit: One sink unit is a commercial type with pan storage below.

Worktops: Please take care of the worktops. All cutting must be done on the boards provided, not on the worktops. A hinged worktop is fixed over one of the sinks. This should be lowered carefully; it is heavy. When raising it, be sure that it is held in the hook. A low level worktop is available for use by Brownies and those in wheelchairs.

Pantry - A walk-in food store is provided off the kitchen. The freezer is sited here.

LIGHTS - see ELECTRICITY

NEIGHBOURS

We have very good relations with our neighbours, please help us keep it that way. Please stay off their land, do not feed their animals and do not park outside Higher House Farm, next door. Please be sure to pass on these requests to parents bringing their children and to your visitors. One upset can spoil things for many others.

NOTICES

There are ten noticeboards in the centre. Two are used for official information, the rest are for your use. Pins are suitable for these softboards but should not be used elsewhere. Blu-tac is alright on gloss painted doors, but notices should not be pinned or stuck to walls. PLEASE DO NOT USE SELLOTAPE, STAPLE GUNS OR BUDDIES ON ANY OTHER SURFACES.

PLAY EQUIPMENT

Adventure play equipment is installed in the garden. Please read and comply with the instructions regarding its inspection and use. Some indoor games are kept in a box in the Centre. There is also a box outside the kitchen door containing games/play equipment for use outside.

REFUSE

Refuse is collected by the Council once a week. Bin liners must be brought by the user and used. When the bins are full and at the end of your stay, remove the liner, tie off the top and place a fresh liner in the bin. Full bags should be placed in the wheelie bins at the front gate. There is no recycling.

ROAD SAFETY

The road outside has two blind bends and can carry fast traffic. It is advisable to keep the gates closed.

SEWAGE PUMP ALARM

The settlement tank and pump well are situated beneath the front garden. The shed houses the pumps and control cabinet. These should be left alone. An alarm buzzer is sited inside the front door to indicate a pump malfunction. If it sounds, press the red button to silence the buzzer and then ring Alan Mears on 0151 928 1488.

SHOPPING

Shopping is available at a number of locations in Southport. Facilities range from a small group of shops about 1.5 miles away at the far end of New Cut Lane (Chinese and English chip shop) to department stores in the town centre. There is a bus service to a Tesco store near the hospital three times a week. All large supermarkets will also deliver directly to the centre. Souvenirs (items up to £2) are available at the centre, details on arrival.

SHOWERS

The showers in the main washroom are controlled by a pre-set thermostatic valve for temperature and time valves for length of flow. They are operated by pushing the knob in the centre of each shower wall. The temperature cannot be adjusted by the person in the shower and the shower cannot be turned off by them. **DO NOT ATTEMPT TO TURN THIS KNOB.** The knob may be pressed as many times as you wish for a shower. The showers may need to run 3 or 4 times before they become warm. The shower in the small washroom may be controlled by the user. If the water is cold, run the hot tap in the basin. Should a lot of water be drawn off outside the heating periods use the 'Extend' button on the heating programmer. For an extra boost in cold weather there is an electric immersion heater which can be switched on in the kitchen near the corridor door.



SMOKING

Smoking is not permitted in the centre or it's grounds.

STORAGE

A small store room is located off the back corridor. The step ladders, vacuum cleaner, general cleaning equipment and emergency lighting equipment are kept here.

TELEPHONE

A phone is provided in the porch, payment is made into the box provided on a trust basis. The number is 01704 840851. An extension bell sounds in the main room.

TOILETS

WC's, washing and shower facilities are provided. Two rooms downstairs, and one upstairs. Downstairs the larger has two WC's in cubicles, 2 showers in cubicles and 4 wash basins. There is a shaver point and mirrors in this room. The other room contains a WC, shower and wash basin. This room also has a shaver point and mirror. Upstairs there is a WC and wash basin. The toilets, like the rest of the centre, must be thoroughly cleaned before leaving.

The centre is on a separate drainage system with rain water to soakaways and foul water to a three-stage settlement (septic) tank. The consequences of this are:-

Foul water must not be put down grids outside.

Anti-bacterial soap is not to be used at the Centre.

- ALL sanitary towels must be put in the sanitary bins provided. They must not be flushed away. Life will become unpleasant for you if you block the drains!
- Only put toilet paper into the toilet bowls.
- Toilet wipes or anything else which may be described as "flushable" is unsuitable for our system and must not be flushed down these toilets.

Excessive use should not be made of bleach, and on no account should Elsanol, Racasan or any similar fluid be put down the toilets or drains.

Users must provide their own soft tissue toilet paper.

TRAVEL

Please check online for a bus timetable. Frequent trains operate between Southport and Liverpool. Several coach firms operate in the area including:-

Dunlin Travel (01704) 568524 & 54398

Don Fraser (01704) 821556

Timewell's 0151-526 3209

Fusco's Travel (01704) 514008

SHIRDLEY HILL

WATER

The centre has mains water. It is metered, so please don't waste it. In an emergency, such as a burst pipe, the water may be turned off at a stop tap in the kitchen cupboard behind the door. If you turn the water off, be sure to tell us.

The cold water in the kitchen and that at the higher tap in the main washroom is drinking water.

There is a cold tap outside at the back of the building. This may be used for washing wellingtons, etc.

WIFI, PROJECTOR AND SCREEN

The centre has wifi and a digital projector and screen. You can connect to the projector using HDMI or VGA. The relevant cables and adapters are available for use. Please refer to the instructions on the main notice-board for how to connect.

The Wifi does not have a fantastic bandwidth. It is fine for using to download emails and documents, but please do NOT use it to download large files (such as movies) as this will exceed our usage quota.

WINDOWS

All the windows (except those in the vestibule) are double-glazed and fitted with window locks. The keys for these window locks are kept in the main hall on a hook by the door.

ATTRACTIONS

For a list and web links to a wide range of local attractions, please see our website :

www.shirdleyhillcentre.org



SECTION 2
APPENDICES

**CLEANING ARRANGEMENTS
& FIRE DRILL**



Pack Holiday Fire Drill

On Hearing The Fire Alarm ...

STOP

Whatever You Are Doing

GO

Walk Calmly and Quietly To
The Nearest Fire Exit

GO

To The Gate At The Bootom Of The Garden

WAIT

Stand Quietly And Wait For Instructions

DO NOT

Leave The Garden Without An Adult

DO NOT

Go Onto The Main Road

DO NOT

Go Back Into the House Until An Adult Has
Given You Permission To



Shirdley Hill Residential Centre

CLEANING

- GENERAL -

Side Entrance, Cloakroom & Corridor

Brush/Hoover Floors.

Mop Floors With Clean Hot Water (Using Correct Colour Coded Mop).

Wipe Window Ledges.

Stairs & Landing

Hoover Thoroughly Using "Henry" Vacuum Cleaner.

(Please Loop Up Hose On Frame After Use)

First Aid Room

Remove Any Posters &/Or Mobiles You Have Put Up
& Any Toys You May Have Brought.

Remove All Medicines & First Aid Equipment

Not Belonging To The Centre.

Wipe Window Ledge.

Plus ...

Check That No Lights Are Left On (Security Light At The Top Of Stairs
Is On Permanently) & All Windows Closed Securely.

All Bin Bags Should Be Tied & Placed In The Green Wheelie
Bins By The Small Gate.

Check That The Kitchen Door Is Locked - But Do Not
Leave The Key In The Lock .

Check That The Front Door & Fire Escape Door (Upstairs)
Are Properly Secured.

REMEMBER : The Guider in Charge is ultimately responsible for the condition of the Centre on departure.





Shirdley Hill Residential Centre

CLEANING

- WASHROOMS -

Clean All Washbasins (Including Taps),
Shower Basins And Toilets

Remove All Leftover Soaps

Clean Mirrors

Empty And Wash Out Bins

Wipe Window Ledges

Brush Floor And Mop Thoroughly With
Disinfectant (Non-Anti-Bac)

REMEMBER : The Guider in Charge is ultimately responsible for the condition of the Centre on departure.





Shirdley Hill Residential Centre

CLEANING

- MAIN HALL -

Remove All Of Your Decorations And Notices

Brush The Floor

Replace All Games/Equipment Tidily In Red Toy Box
Or Outside Toy Box As Appropriate

Check The Library Is Tidy If You Have Used It

Stack Chairs In Fives Against The Walls

Clean All Tables Thoroughly And Push Against Walls And Stack
Extra Tables Safely Against The Wall, Below The
Blackboard / Notice Board

Wipe Window Ledges And Wash Out

Wastepaper Bins – Including Those That Have Been In
Bedrooms. (They Should All Be Left In The Main Room At The
End Of Your Stay)

Mop Floor With Clean Hot Water (Using Correctly Coloured Mop)

REMEMBER : The Guider in Charge is ultimately responsible for the condition of the Centre on departure.





Shirdley Hill Residential Centre

CLEANING

- KITCHEN -

Ensure All Crockery & Cutlery Is Put Away Clean & Dry After Final Meal At Centre

Ensure Fridges, Freezer & Pantry Are Left Empty

Wipe Out Fridges With Anti-Bac Spray

Ensure Cooker Top Is Clean & All Burnt-On Food Removed

Thoroughly Clean Glass Panel Of Cooker Cover

Pull Out Cooker & Hot Cupboard & Clean Any Spills Down The Sides & Underneath

Wipe Out The Microwave With Anti Bac Spray

Clean Crumb Trays On The Toaster & Wipe Over

Wipe Down Worktops, Window Ledges & Pantry Shelves With Anti-Bac Spray

Clean Both Large Sinks & Draining Boards (Any Stubborn Stains Can Be Removed With Brillo Pads)

Clean Hand Wash Sink & Taps

Wipe Down Pot Shelf & Stack Equipment Appropriately

Brush Floor & Mop With Disinfectant & (Non Anti Bac) All Purpose Cleaner

REMEMBER : The Guider in Charge is ultimately responsible for the condition of the Centre on departure.





Shirdley Hill Residential Centre

CLEANING

- BEDROOMS -

Hoover All Carpets
(Especially Under The Beds)

Check Under Mattresses And In Underbed Boxes And On Floors For Sweet Wrappers, Items Of Clothing And General Lost Property

Wipe Window Ledges And Remove Any Finger Marks From Windows

Return Wastepaper Bins To Main Room

Clean Mirrors

REMEMBER : The Guider in Charge is ultimately responsible for the condition of the Centre on departure.

