



SECURITY PROCEDURES

Responsibility. Security is the responsibility of all employee's of the Ozanam Centre and visiting staff/ leaders. However, overall responsibility rests with the Centre Manager. In his/ her absence, responsibility passes to the duty person.

Lock-up. The Centre Manager/ Duty Person is to ensure all external doors are locked at a suitable time agreed with the leader of the visiting group. The following doors must be secure:

- Main Office Door
- Entrance Door 1
- Entrance Door 2
- RADAR Door
- External Kitchen Door
- Barn Entrance Door
- Barn Fire Exit Door

In normal circumstances, keys will be given to the group leader for them to affect a lock-up. In these circumstances, areas of responsibility must be discussed and agreed and overall responsibility remains with the Centre Manager/ Duty Person.

All keys are to be accounted for prior to Group departure. In the event of internal door keys being lost, a levy of £6 per key will be raised against the group to cover the cost of a replacement key.

If an external door key is lost, the lock must be replaced an a suitable charge raised against the group.

Issue of Internal keys. Keys for the accommodation rooms 1-19 are available on request. Balcony keys are also available for accommodation rooms 10-19. They must only be issued to a responsible adult. Persons requesting keys are to be made aware of the danger in the event of a fire, of locking their doors from the inside. They must also be made aware of the danger of falling from the balcony when requesting balcony keys.

All keys are to be accounted for prior to Group departure.

Contractors/ Visitors. All Contractors/ Visitors must report to the Main Office on arrival at the Centre. Group Leaders are to be made aware of any Contractors/ Visitors that are on site and which areas they will be in. At the discretion of the Centre Manager, Contractors/ Visitors may require to be accompanied throughout their time on-site.

Internal Keypad Doors. Leaders of groups using the Group Accommodation are to be made aware of the codes for all relevant keypad doors. They are to be advised that these are fire doors and as such, should not be held open permanently by use of a wedge or any other object.

Terms and Conditions

1. We reserve the right to amend our charge schedule without notice. However, once a charge package has been agreed, we have received your deposit and have confirmed your booking, the price will be maintained. Cancellation of bookings will result in the loss of deposit.
2. Please contact the Centre Manager immediately upon arrival in order to facilitate booking in and room allocation procedures.
3. The rules of The Ozanam Centre as displayed must be observed at all times.
4. No pets of any type are allowed on site without the prior permission of the Centre Manager.
5. The Trustees of The Ozanam Centre accept no responsibility for loss, damage or personal injury over and above their legal responsibilities.
6. It is not permitted for walking boots or soiled footwear to be worn inside the main centre building.
7. Fire and Hygiene regulations prohibit smoking within the main centre building. Other prohibited areas are clearly signed. Regular fire alarm tests will take place without notice. Your cooperation is required and will be appreciated on such occasions.
8. Parking is only allowed in designated areas. Access to buildings for emergency services must be maintained at all times.
9. Consideration of other guests and neighbours is of paramount importance. Consequently, whilst "lights out" is a matter for groups and individuals to decide, behaviour likely to disturb others is strictly not acceptable. Where appropriate it is important that group supervision is maintained.