



EcoHub Booking Guide

The EcoHub is a very special place and we really hope you enjoy using it

How to book

- Check that your event fits within our areas of work
 - Environmental Education
 - Health and Wellbeing
 - Creative Arts
 - Community Networking
 - Adult Education
 - EducationOtherwise
 - Gardening
 - Community Inspired Activity
- Check the calendar to see if your preferred date is free. Please note that the diary is a guide and dates without bookings might not actually be free
- Contact us ecohub@growingourfuture.org.uk
- We will arrange a time for an onsite meeting
- Confirm the booking by returning the booking form

Safeguarding

Safeguarding children, young people, and adults at risk

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

Resource List

The EcoHub has a range of resources that you can use to support your activity. Please check with us about what you would like to use and how to access it.

- Cooking equipment
- Plates, bowls, cups and cutlery
- Gardening equipment
- Additional stools
- Data projector

Setting up



Moving furniture - please do not move the sofa unless necessary and then do not push across the floor as it can catch and scratch the surface.



Take care **if you have to move the table**. The tops are heavy and will need two people. Additional legs are under the table and there are four table tops stacked on top of each other. You can use these to make longer trestles for workshops, meetings and community meals.



More stools are in the first outside store. They are very carefully packed so take care when you store them away!

Electric Heaters These are all switched on and off at the plug. Please do not change the settings on the heater. There is no need to switch the main switch in the entrance hall

Kitchen switches There are three switches by the sink. Hot water, Fridge and Oven. If you are using these things please turn them on here and ... remember to turn them off. Please note the induction hob does NOT work. There are portable induction hobs in the cupboard underneath where the cups and kettle are.

Water Heaters There are water heaters for the kitchen and bathroom sinks. Please remember to turn the Kitchen one on at the wall switch. Then let the hot water tap run for a minute. This stops warm water being left for periods of time.

Clearing down

- ☐ Return the layout of the furniture to how it was when you arrived
- ☐ Return any resources used back to where you found them. Let us know if anything has gone missing or got broken
- ☐ Wipe down surfaces and sweep the floor
- ☐ Remove all rubbish and check that nothing is left in the fridge
- ☐ If you've used outside then please check nothing has been left out and that the tool sheds are locked
- ☐ Turn off all lights and the hot water, oven and fridge switches
- ☐ Turn off all the electric heaters at the plug
- ☐ Lock all doors and return the key to the key safe
- ☐ Please email ecohub@growingourfuture.org.uk with any comments or issues after your visit

Troubleshooting

Fire alarm - if you are cooking there is a chance that it could trigger the fire alarm. The key to allow the alarm to be silenced and the system to be reset is on top of the fire alarm box. Please let us know if this happens

Key Safe - there is a key safe by the front door. You will be given the code when you book. Keep the key safe during the session!!! The simplest way is to unlock the EcoHub and then lock the key back into the Key Safe!

Accidental Breakages - accidental breakages happen. Please let us know. If the item is significant GOF may ask for a contribution towards replacement

Accidents and Incidents - if someone has an accident on site that is more than a bump or graze GOF does need to know. Please email us the accident form

Emergency Contacts

Beth Hamer **07903121146**
Kevin Cotter **07871260009**



EcoHub Booking Form

Your Name*	
Group	
Email *	
Mobile *	
What would you like to use the EcoHub for?	
When would you like to use the EcoHub?	
What time? <i>Please include setting up and clearing away times</i>	
Who would you be working with?	
Do you have?	☐ Public Liability Insurance ☐ Safeguarding Policy (if working with vulnerable people) ☐ Risk Assessment for your activity
Which areas of GOF activity does your project cover?	☐ Environmental Education ☐ Health and Wellbeing ☐ Creative Arts ☐ Adult Education ☐ Education Otherwise ☐ Community Inspired Activity ☐ Gardening and Food Supply
Any other information	



Accident and Injury Form

INJURED PERSONS DETAILS	
Name:	
Group Name:	
Age: (if under 18)	
Home Address:	
Post Code:	
DETAILS OF ACCIDENT	
Time and Date:	
Location of Accident:	
Weather conditions:	
What was the person doing before the accident?	
Description of what happened:	
Nature and extent of any injury:	
DETAILS OF TREATMENT GIVEN	
Name of First Aider:	
What treatment was given?	
AFTER THE ACCIDENT Were any of the following contacted?	Parents/Carers Yes ☐ No ☐ Ambulance Yes ☐ No ☐
Follow up action taken (eg. Session cancelled, seeing GP or going to A&E)	
I confirm that this is an accurate version of events. Signed By injured person (or by parent/guardian/ group leader if under 18) I GIVE/DO NOT GIVE consent for my details on this form to be disclosed and made available to safety representatives	Please sign and date
Report Written by	Please give full name sign and date

	All of the above facts are a record of the events to the best of my recollection.
INTERNAL ACTION BY GOF	
Was a RIDDOR form completed?	Yes ☐ No ☐ If yes date sent
Any Internal action required due to accident?	
Signed by GOF	