

The Beamsley Project

Information for group leaders to the Centre.

The Beamsley Project
Harrogate Road
Hazelwood
SKIPTON
North Yorkshire
BD23 6JA

  01756 710 255
Email: info@beamsleyproject.org

www.beamsleyproject.org
Registered Charity 701574

The Beamsley Project
Information for Centre Visitors

ACCIDENTS

There is an accident book in the pantry in the kitchen. Please complete a form and pass to the Wardens. Information on how to get to the A&E Dept at Airedale Hospital is on the notice board in the dining room. It is about 7 miles to the hospital. ☎ 01535 652511

ARRIVAL

Normally the Centre is available between 2pm and 4pm on the day of arrival. If you need to make other arrangements please let us know early so that staff can be on hand to show you round and hand over the keys. If you find that you are running late a phone call would be appreciated as there are no resident staff and we may have to make other arrangements.

BANKS

SKIPTON: Barclays, HSBC, Halifax, NatWest, Lloyds TSB, Yorkshire.

ILKLEY: Abbey National, Barclays, HSBC, Halifax, NatWest, Lloyds TSB, Yorkshire.

There are cash dispensers at most of the above banks. In addition there are cash dispensers at Morrison's and Tesco's in Skipton and out

BATHING

In the bathroom there is a wall mounted adjustable height Pressalit changing table. The maximum load is about 20 stones.

There are two shower rooms. There are two shower chairs. In addition there is a Sea horse shower chair. Carers need to make sure that visitors are safely strapped into the chairs.

BBQ

There is a BBQ available for visitors in the front garden.. Visitors are asked to use disposal BBQs and dispose of them safely.

BED LINEN

Spare bed linen is kept in the Visitors' Cupboard on the first floor next to bedroom 7. There will also be supplies of toilet rolls and cleaning materials. Please keep the door locked when not in use.

On departure day it would be appreciated if all used beds were stripped down to the plastic mattress cover. That is please take off the duvet cover, the top sheet, the bottom sheet, the under blanket and the pillowcase and leave at the foot of the bed.

The Beamsley Project
Information for Centre Visitors

BEDROOMS

There are six rooms on the ground floor & two on the first floor. Each room has independent heating controlled by visitors.

Room	Floor	No of beds		Heating / ventilation
1	G	2	washbasin	automatic ventilation. electric convector
2	G	4	washbasin	natural ventilation. electric convector.
3	G	2	washbasin. electrically operated bed	natural ventilation. electric convector.
4	G	2	washbasin	automatic ventilation. electric convector
5	G	4	washbasin	automatic ventilation. electric convector.
6	G	2	washbasin. electrically operated bed	natural ventilation. electric convector
7	1	4	en suite	natural ventilation. electric convector
8	1	4	en suite	natural ventilation. electric convector

CHAPEL

The Chapel is available for visitors use.
Please ask for details of other denominations in the area.

CHEMISTS

Details of out of hours service are displayed in chemists' windows.

Skipton

Boots at Fisher Medical Centre	01756 797 590
Tesco Pharmacy	01756 656 449
Craven Pharmacy	01756 792 767
Lloyds Pharmacy	01756 793 532

Addingham

Clayfield's	01943 831 462
-------------	---------------

Ilkley

Boots	01943 608 476
-------	---------------

The Beamsley Project
Information for Centre Visitors

CLEANING

All facilities and equipment are thoroughly checked and cleaned prior to each group arriving. **However, we do expect groups to 'clean as you go' in order to maintain the premises in a hygienic and safe condition.** In particular, **waste bins and sanitary bins should be emptied on a regular basis. The sanitary bins should be emptied into white bags and placed in the yellow bin at the back of the building.**

A supply of cleansing materials is kept in the locked store at the top of the stairs. A key is available on a hook nearby but out of reach of children.

An extra cleaning will be invoiced after your stay.

CLINICAL WASTE

Nappies and, incontinence pads should be placed in WHITE PLASTIC BAGS inside the YELLOW BINS. The main yellow bin is outside the covered way. **Please make sure bags are firmly tied and do not mix with other waste.**

DEPARTURE

We ask that you vacate the premises by 10.45 am as our cleaners start work at 11 am and we need to prepare for the next group.

On Sundays it may be possible to stay later by arrangement.

EATING OUT

We can provide details of an outside caterer who will provide home cooked meals at very reasonable prices. Up the road at Storiths is the Buffers Tea room and there are several eating places at Bolton Abbey.

More details can be found in the file kept in the Langbar Hall.

ELECTRICAL EQUIPMENT

All electrical equipment belonging to the Beamsley Project has been P.A.T. tested in accordance with Health & Safety regulations. **It is appreciated that some visitors need to use their own electrical medical equipment. In such cases it must have been P.A.T. tested and the date of testing must be clearly indicated on the equipment. The Project reserves the right to refuse the use of any equipment not so marked.**

EMERGENCY TELEPHONE NUMBERS

Warden : 01282 84 22 39 + answer machine

Mobile 0778 841 4079

Assistant Warden: 01943 830 711

Mobile 0777 9248183

Please note the Wardens are not resident on site, but can be contacted by telephone in an emergency.

The Beamsley Project Information for Centre Visitors

EQUIPMENT

The Centre is well equipped for many disabilities. The instructions for all equipment will be found in the files. If you are in doubt about any equipment please ask the Wardens before using it.

There are hair dryers, personal alarms, and a baby alarm in the Visitors' Cupboard at the top of the stairs.

EVACUATION

Everyone, especially leaders, should familiarise themselves with the emergency exits which will have been pointed out to you on arrival and are labelled with the usual statutory signs. We recommend that you carry out your own practice evacuation as soon as possible after arrival.

Leaders also need to check that they can use the evacuation chairs in the Langbar Hall and the battery operated stair climber kept in the downstairs office.

Assemble away from the building on the paved area and out of the way of any emergency services.

Should you need to evacuate the building please contact the Wardens or one of the Management Committee as soon as possible.

There is a copy of the Evacuation Plan in the folder given to leaders.

FIRE ALARMS

It is the policy that there is **NO SMOKING** within the buildings. The fire alarms are serviced by Castle Alarms Ltd every three months. There are a number of break glass alarm points around the Centre. They do not automatically contact the Fire Service but act as a warning to people in the building. If the alarm goes off, get people out of the building; check that there is a fire and telephone 999. ***Also liaise with visitors in the Cottage as the alarm will have sounded there.***

1. by laundry door
2. by Chapel door
3. end of ground floor bedroom corridor
4. by outside door from dining room
5. top of stairs by visitors' cupboard
6. in Langbar Hall by fire escape door
7. by front door

The Beamsley Project
Information for Centre Visitors

**FIRE
EXTINGUISHERS**

These are for use in small fires. Visitors should not endanger themselves by trying to fight fires. Water type should not be used on electrical or fat fires.

Location	Type
By exit door of ground floor bedroom corridor	Foam spray
Front entrance	Foam
Foyer	Foam CO ₂
Laundry	Powder
Kitchen	CO ₂ Foam spray Blanket
Dining room	Foam
Top of stairs entrance to Hall	Foam
Langbar Hall	Foam spray
By upstairs Office door	Foam spray
Office	CO ₂

FURNITURE

We would appreciate it if furniture was not moved.

However, we do understand that sometimes for particular reasons it is necessary to move things. In such circumstances all furniture must be returned to its original position before the group departs.

GAMES & TOYS

A selection of games and toys is available in the Langbar Hall. Some are kept in the Visitors' Cupboard. The use of any games and toys is at the discretion of carers and leaders. ***The Project cannot provide supervision or be held responsible for misuse.***

The Beamsley Project Information for Centre Visitors

HEATING

The Centre is heated by electricity. In the Langbar Hall there is under floor heating. In the Bathroom, shower rooms and toilets there are radiators. In the bedrooms there are radiators that have thermostats. Visitors can only switch these radiators on if the main time switches are on but they can control the heat and switch them off. Press the ON/OFF switch until the 'eco' light is red.



Electric fans are also available.

ILLNESS

Doctors:

Fisher Medical Centre Skipton ☎01756 799 622
NHS ☎111

Emergency: telephone 999 and give them the post code BD23 6JA The Beamsley Project in the old Methodist Church.

INTERNET

There is WIFI in some parts of the Centre. A code is available on request and terms & conditions for internet access apply.

KITCHEN

The kitchen is organised on a self-catering basis and groups are responsible for the use of the kitchen. This means organising it in a hygienic manner and ensuring that high standards of food storage and preparation are maintained. Appropriate supervision of the kitchen is required at all times. The level of involvement of cared for visitors should be commensurate with their age and ability.

LIFT

There is a lift in the entrance giving access to the first floor. This is primarily to enable all people to access the Langbar Hall. It should not be used if there is a fire. **Children and vulnerable adults should only use the lift under supervision.** The lift is maintained by Express Elevators Ltd and serviced and tested every six months.

The Beamsley Project
Information for Centre Visitors

- LOCATION** The Beamsley Project is situated in the former Beamsley Methodist Church. We are on the A59 Skipton to Harrogate road, one mile east of the roundabout at Bolton Bridge with the B6160 Addingham to Bolton Abbey road.
- The full address is:
**The Beamsley Project
Harrogate Road
Hazelwood
Near SKIPTON
BD23 6JA**
- Grid reference: ³086 ⁴532
- MOBILE HOISTS** There are two Arjo Trixie mobile hoists, a Liko mobile hoist and a variety of slings. The slings are kept in boxes in the Laundry room. **Carers should only use the hoist if they have had appropriate training and are familiar with the requirements for lifting people.** Where possible visitors are asked to bring their own slings for hygiene reasons.
- NIGHT LIGHTS** In the ground floor bedroom corridor there are night-lights in the ceiling. The switch is by the outside door and has a green warning light. These lights are for safety at night and may be left on.
- PETS** We regret that we are not able to take pets. In the case of **registered assistance dogs** they must be adequately supervised at all times and not allowed to wander round the buildings or grounds. They must not be allowed in the kitchen and they must be toileted off the site.
- POWER CUTS** In the event of a power cut there are emergency lights. These last for about three hours and give enough time to evacuate the building. In emergency contact Northern Powergrid 0800 375 675 or 0330 123 0675
- RISK ASSESSMENTS** A risk assessment has been carried out for the Centre and is available to Leaders. However, Group Leaders are asked to ensure adequate supervision at all times and to carry out their own risk assessment as required by their LEA or managing body.
- SECURITY** **Four** outside doors must be locked with a key when leaving the building or at night:
- back door by laundry
 - outside door from dining room
 - outside door from ground floor bedroom corridor
 - outside front door

The Beamsley Project Information for Centre Visitors

There are outside security lights that are sensor operated. There are also some outside lights with inside switches. These switches have a red spot. Under the covered way at the rear of the building there are wall lights with switches at both ends of the covered way. Please do not agree to show casual visitors round the Centre. They should make an appointment with the Wardens.

SHOPPING

In Skipton there is a market on Monday, Wednesday, Friday and Saturday. There are Tesco, Morrison's, Aldi supermarkets. Tesco opens 24 hours. In Ilkley there are Tescos, Co-op, and Booth's supermarkets and a Morrisons Local. Tesco opens till midnight.

TAKE AWAY

Fish & Chips	Addingham Old Station	01943 830 610
	Skipton Bizzie Lizzies	01756 793 189
	Skipton Eastwoods	01756 795 458
Pizza	Skipton Chico's	01756 799 808
	Pizza Express	01943 817 776
		01756 798 155
Chinese	Skipton Hong Kong	01756 799 342
	Skipton Tung Po	01756 701 285
Indian	Skipton Raj	01756 795 697
	Skipton Aagrah	01756 790 807
	Ilkley Seemas	01943 607 104
Pubs	Addingham Craven	01943 830 106
	Heifer	
	Addingham Fleece	01943 830 491
	Skipton Craven Heifer	01756 792 521
	Skipton Black Horse	01756 792 145
	Skipton Bay Horse	01756 792 449
	Embsay Elm Tree	01756 790 717
	Embsay Cavendish	01756 793 980
	Arms	
	Gargrave The Anchor	01756 749 666
Inn Brewers Fayre		
Blubberhouses Hopper	01943 880 191	
Lane		

TELEPHONE

 Office 01756 710 255 Calls cannot be put through to visitors.

 Centre payphone for visitors 01756 710 514

 Cottage payphone for visitors 01756 710 480

TOWELS

Towels are provided but if visitors can bring their own towels this helps to keep the costs down. In addition towels for swimming or out door use are in the Visitors' Cupboard.

The Beamsley Project
Information for Centre Visitors

**TOURIST
INFORMATION
CENTRES**

Blackpool	01253 478 222
Bradford	01274 753 678
Fleetwood	01253 773 953
Grassington	01756 751 690
Harrogate	01423 537 000
Haworth	01535 642 329
Ilkley	01943 602 319
Leeds	0113 242 5342
Lytham St Anne's	01253 725 610
Malham	01969 652 380
Morecambe	01524 582 808
Ripon	01765 604 625
Skipton	01756 792 809
York	01904 621 756

TV

There are TVs in the Langbar Hall and in the foyer. There is a DVD and video in the Hall.
Both TVs have Freeserve for channel selection.
Channel 1 = BBC 1 from Leeds
Channel 2 = BBC 2
Channel 3 = ITV Yorkshire
Channel 4 = Channel 4

**VEHICLE
PROBLEMS**

AA ☎ 0800 88 77 66
RAC ☎ 0800 55 05 50
GREENFLAG ☎ 0345 670 345

There are several garages in Skipton and Ilkley with major agencies such as Ford, VW and Vauxhall
Petrol can be obtained in Skipton and Ilkley. In Skipton both Tesco and Morrisons have petrol stations. Tescos can be used 24 hours (using credit card) and there is a 24-hour Esso station at Cross Hills.

WATER

The main stopcock is in the laundry room in the corner by the freezers. Immersion heaters heat the water automatically. Washbasins have individual regulators to control the temperature of the water at the taps. Water is supplied by the Bolton Abbey Estate from a private borehole. The system is checked regularly.

**WHEELCHAIR
PROBLEMS**

Airedale Hospital operates a repair service that has been very helpful to visitors. ☎ 01535 292228

BEDROOMS

CENTRE (ground floor)

- Room 1 = 2 people
- Room 2 = 4 people
- Room 3 = 2 people
- Room 4 = 2 people
- Room 5 = 4 people
- Room 6 = 2 people

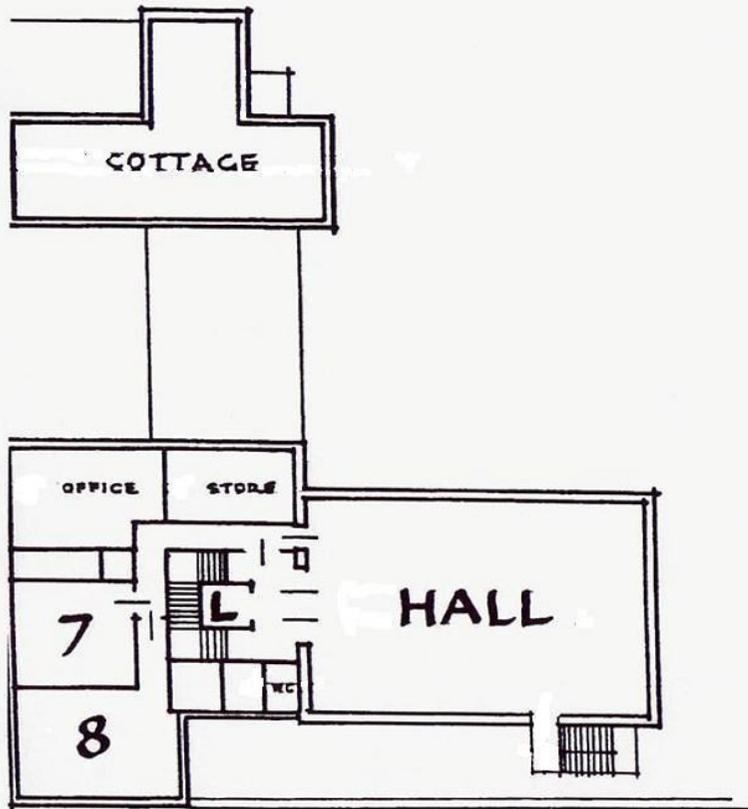
CENTRE (first floor - lift)

- Room 7 = 4 people
- Room 8 = 4 people

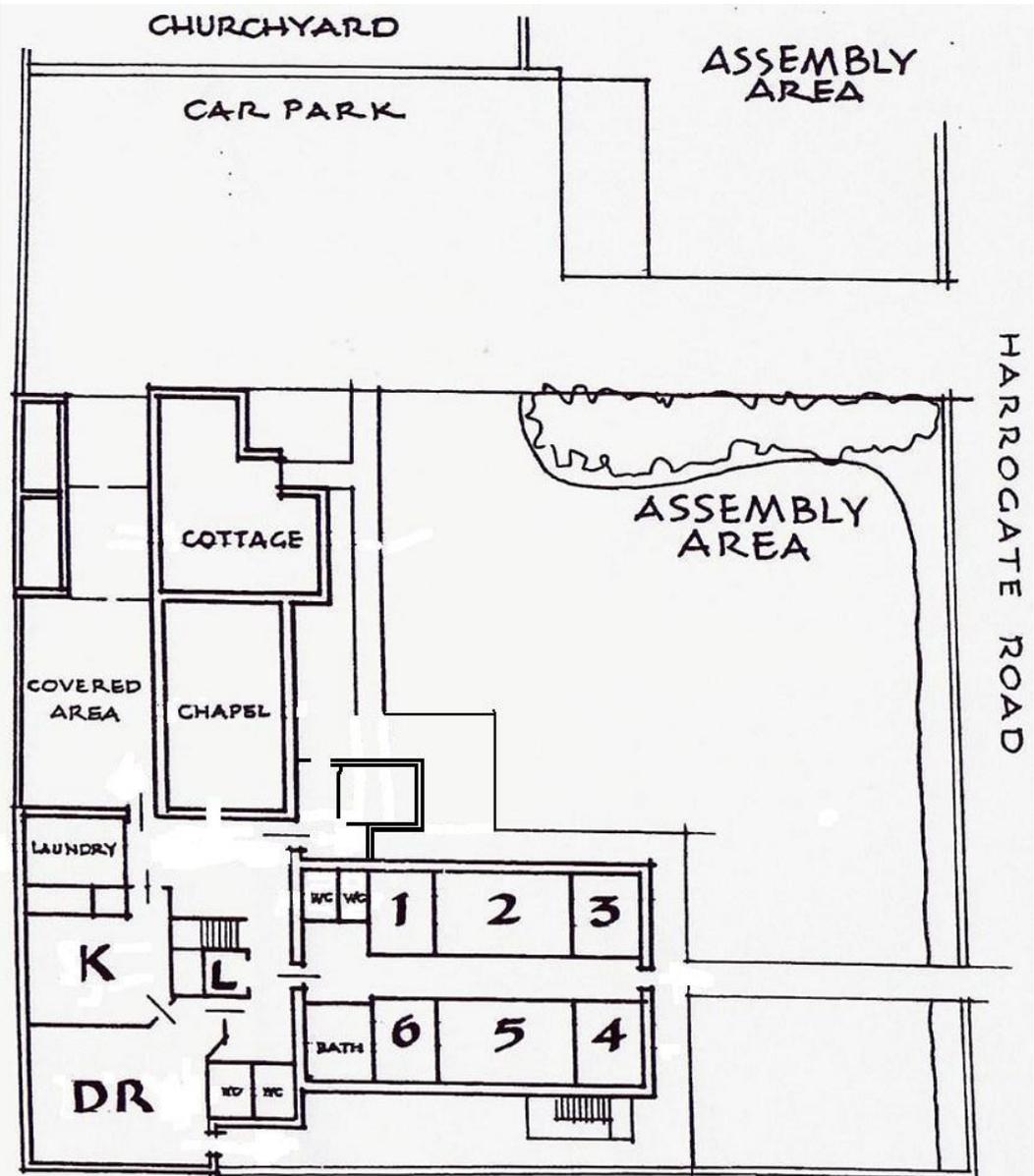
COTTAGE (first floor - lift)

- Room 1 = 2 people
- Room 2 = 2 people
- Room 3 = 2 people

- L = Lift (Centre)
- K = Kitchen (Centre)
- DR = Dining Room (Centre)



UPSTAIRS PLAN



DOWNSTAIRS PLAN

