



Beltonia Rules

Fire Safety

The Premises is a No Smoking premises (including use of Electronic Cigarettes/vapes)

There shall be no naked flames or hot metal working inside the premises, except with permit to work issued by the premises manager.

All persons must sign-in / out of the building - the signing in book is by the door, a magnetic sign-in board is available for regular building users.

An inducted key-holder must be onsite when any activities are taking place in Beltonia, you may not lend out your keys, copy or cut your keys or give access to un-inducted persons, unless you are going to be there.

Comply with all signage and if you are in doubt about something, please consult the Development Manager before proceeding.

Keep walkways and exits clear

Tidy up and clean after yourself

Beltonia Building Fire Extinguishers must not be removed from their housing except for emergency use.

The Fire Alarm system panel is located on the ground floor on the wall of the main warehouse. You should familiarise yourself with the controls and know how to silence the alarm once you have established that there is no present fire risk or risk to health.

The yard is not a place that we can light fires and test things 'willy-nilly' - we are surrounded by residential property - please contact the Development Manager at least 48 hours before any proposed yard based fire activities so that Risk Assessments can be checked and if necessary the Scottish Fire and Rescue Service, and residents can be notified to avoid unnecessary call outs.

General Health and Safety

Report any incidents to the premises officer

All hazardous works to be fully risk assessed and subject to a written method statement and a permit to work issued by the premises officer prior to their commencement

Only Authorised persons may access to the Beltane Warehouse Area (Separate Safety Induction Required)

Only Authorised persons may open the large warehouse door (Separate Safety Induction Required)

Only Authorised persons may access the locked fuel and COSHH stores (Separate Safety Induction Required)

Beltonia is a Safespace, do not endanger yourself or others.

Call out bad practice:- report it to the board

Security

The large warehouse door must remain padlocked shut at all times, except when a loading or tidying operation is underway. Please remain vigilant when the warehouse door is opened.

The thumb turn lock (the top lock) on the little blue door must be locked from the inside when you are in the building.

Security at Weekends and in particular Sundays

When all the other businesses are closed is when we are most active (group meetings/festival prep)

Please only open one half of the gate (unless Great Grog is open)

Beware of onlookers paying particular interest to activities in the yard (especially if you are handling fire or similar)

Locking up check list:

- all sockets are off (no batteries should be left on charge while the premises is unattended)
- all lights are off
- all water taps are off
- external bins are locked closed
- the building is clear of people (upstairs too)
- all windows are closed (upstairs too)
- Yard Gate should be locked if you are the last yard user to leave the yard - if in doubt close and lock the gate

Lights, Heating, Electricity use, Waste and Recycling

All lights must be switched off when leaving the premises.

Heating - please do not alter the controls on the heating. Please contact the Development Manager if the heating is not functioning as you desire.

Keep external and Internal doors closed at all times, unless this interferes with a separate safety consideration.

Electricity usage - Please only use what you need

- Please don't over fill the kettles (if there are more than 10 people who want more than 1 cup of tea: use the catering urn (above the kitchen units))

Waste and Recycling

Please make use of the recycling facilities in the kitchen.

The External Wheelie bins must be locked at all times, the bin key hangs just by the gas meter in the warehouse.

The general waste bins are located in the Kitchen and bathroom, the contents of this bin are incinerated by our contractor (hoping to change this soon) and **must be bagged before putting in the wheelie bin.**

Recyclable materials must be separated (Paper/Card/plastic/cans) and **bagged seperately** in the changeworks bags. Full (sorted) recycling bags can be placed in the recycling bins outside.

If any internal bins are full, please empty (tie bag and place bagged content into the relevant wheelie bin) and replace the bin liner (new ones to be found under the kitchen sink (black bin bags and recycling bags from the green cabinet under the stairs)

Large items of waste must not be stored in Beltonia, and must be disposed of via an approved method of disposal (trip to the tip) in a timely manner.

Please contact the development manager if you require any further information.