

Girlguiding Wirral residential venue checklist

Venue	The Summer Camp for Girls (Charity No: 227327)/ Wallasey Girlguiding HQ
Reviewer	Sheena Chalmers
Date of visit	14 th June 2025
Date of approval	14 th June 2025
Review date	June 2028
Review requested by	Jenny Brown, County Commissioner

Checklist for Assessing residential site		
It is important that there is a safe supply of drinking water and that the conditions in the section on fire safety are met. Sites and holiday houses do not have to meet all the elements listed below, they should be appropriate to individual requirements. It should be noted that the checklist is not exhaustive and Leaders, Mentors and Advisors can add on at the end of this list.		
Checklist	Check	Comments
INITIAL BOOKING		
Location	✓	138 Leasowe Road, Wallasey, Wirral CH45 8PD
Cost	✓	£7.00 per person per night; maximum users = 30
Contact warden/booking secretary/owner/etc	✓	Initial enquiries handled by Richard Long, Booking Secretary 07879465027 All bookings are overseen by the Wallasey Division Commissioners All Girlguiding bookings are referred by the booking secretary to Judi Smitton and Pam Baker, Wallasey Division Commissioners via wallasey@girlguidingwirral.org.uk
Collect emergency numbers for Doctors, hospital,	✓	Hirers advised to contact emergency services: 111 / 999 Arrowe Park Hospital A & E, Arrowe Park Road, Upton, Wirral CH49 5PE – A&E 0151 604 7116, open 24 hours daily

emergency services etc. Do they need notifying?		Mill Lane walk in centre, Victoria Central Hospital, Mill Ln, Wallasey CH44 5UF – phone 0151 604 7296 open 7 days a week Wallasey Community Fire Station to be notified – contact 0151 296 6180 https://www.merseyfire.gov.uk/about/community-fire-stations/wallasey-community-fire-station
Host Residential Advisor contact details	✓	Judi Smitton/ Pam Baker – wallasey@girlguidingwirral.org.uk
Check how payment for heating/electricity etc is made	✓	Included in hire charge
Venue owners booking rules	✓	Detailed in booking form
EXTERNAL		
Access to site/accommodation	✓	Entrance gate with padlock, straight drive, car parking for 6 cars on grassed area
Access for people with disabilities	✓	Ramp at front door. A level exit is located from the fire door at the rear of the big hall/bedroom
Proximity of roads/public footpaths/neighbours	✓	Building is set well back from the road at the top of the drive. Large grassed area separates the property from the main (and busy) Leasowe Road Private dwellings on either side and at the rear of the property
Boundary Fencing/gates/other access	✓	All private dwelling are separated by boundary fencing, trees on right hand side
Public Transport	✓	Bus and train services are a 3 minute walk away. Trains from Wallasey Village Station run to New Brighton, Liverpool, Chester and West Kirby Buses to Seacombe Ferry or Arrowe Park
Car Parking	✓	On grassed area at front, 6 cars maximum
Size – is the car park suitable for coaches etc	✓	Not suitable for coaches
Nearest Petrol Station	✓	BP service station at the top of Leasowe Road

Nearby railway lines/stations	✓	At Wallasey Village Merseyrail station, 3 minute walk away, train schedules available at https://www.merseyrail.org/
Surface of area		1 acre approx.
Play area	✓	Large grassed area at the rear of the property, includes picnic benches on the blocked paving area outside Plus a large permanent wood/slate roofed gazebo installed in the courtyard at the rear of the property in August 2025 Security lighting installed
Ponds	N/A	None
Swimming pools	N/A	None
Safe walking areas	✓	Local walk (30 minutes approx.) to a 4 mile sandy beach, with sand dunes and nature reserves at Wallasey Beach, Coastal Drive, Wallasey, CH45 3PZ where there is car parking. Also serviced by bus and train via Wallasey Village train station
Walls/trees that could be climbed	N/A	None
Places of interest - group rates etc	✓	Activity for All at Arrowe Park (soft play, climbing walls, high ropes etc) https://activityforall.com/arrowe-park/ New Brighton via Merseyrail – bowling, cinema, crazy golf etc Liverpool via Merseyrail West Kirby via Merseyrail – sailing, swimming pool
Nearest hospital/doctor/dentist	✓	Arrowe Park – details under Initial Booking section Mill Lane Walk in Centre – details under Initial Booking section
Local shopping facilities/supermarket (especially late-night/24hours)	✓	Lidl, Leasowe Rrad Wallasey CH45 8LN, 8am – 10pm (Sundays to 4pm)
INTERNAL		
Type and adequacy of heating	✓	Gas Central Heating; carbon monoxide monitors installed

Adequate lighting	✓	Strip lighting
Adequate ventilation	✓	Windows open and have locks
Safe floor surfaces	✓	Yes – carpet, wood flooring and vinyl dependant on room. Wet floor signs available
Access to power points	✓	Numerous modern 3 pin sockets
Facilities for people with disabilities	✓	Ramp at front door, and ramps at fire exits. Property is on one level throughout. Disabled toilet and shower
FIRE SAFETY		
Adequate and serviced fire extinguishers suitable for the type and size of accommodation	✓	Fire extinguishers are positioned in kitchen, big hall, small hall and in the new build activity room. All are serviced annually by an approved contractor; CHUBB certificate is displayed on the noticeboard by the kitchen door
Fire blankets with service dates	✓	Fire blankets held in kitchen with certificates in users manual
Smoke alarms	✓	Smoke and fire alarms are interlinked and are serviced every six months by an approved contractor. A nominated site representative checks the system monthly.
Fire alarms	✓	As above. Fire alarm certificate held in a folder in the kitchen
Fire exits - labelled and clear of obstructions	✓	a)Main building – 5 designated fire exits – two at the front entrance (double front doors to the right of the building and a single door to the left of the building), one in the small hall/dining room leading to the outside courtyard, one in the big hall/bedroom at the rear of the hall leading to the grass field and one fire exit in the toilets leading to outside courtyard b)Standalone building - two exits at each end of the room. All are clearly marked.
Fire assembly point - labelled	✓	There are two designated assembly points: Assembly Point 1 - is on the grassed area at the front entrance gate leading to Leasowe Road Assembly Point 2 – at the far end of the grass field against the rear fencing Both are clearly labelled

Emergency lighting	✓	Both an internal and external emergency lighting system is installed and is serviced annually by an approved contractor. A nominated site representative checks the system monthly.
Building Fire Risk assessment	✓	Completed annually each January. See separate document.
FIRST AID FACILITIES		Leaders are expected to bring their own First Aid kit; additional First Aid kit and record book located in the kitchen
Safe water supply	✓	Mains water supply in both the main building and in the outside activity room
First Aid room or area	✓	Small dedicated first aid room off the small hall/ dining room with the alternative option of using the leaders room (Cadet room)
Storage of first aid equipment and medication	✓	Can be stored in the Cadet Room (off the kitchen), the door to which is lockable if needed
First aid locations	✓	First aid room. Signage in both halls and in the external activity room.
Proximity to toilets/washing facilities	✓	Via corridor leading from the front door and kitchen or can be accessed externally via the courtyard door.
SECURITY		
Telephone - type/location	N/A	None
Safety catches/chain on doors/window locks	✓	Yes - lift window handle, swivel knobs to open or close
Is security adequate for the area	✓	Yes, entire site is secure
Can building be secured from inside at night (without compromising escape route in case of emergency)	✓	Yes, operate as above
KITCHEN	✓	Pre-visit recommended to ensure equipment needed is as required Handover/takeover at start and finish of visit
Sufficient space to work in	✓	Yes, includes kitchen table and two working areas
Safe water supply	✓	Mains water supply, hot and cold
Safe hot water supply	✓	Mains water supply, hot and cold via gas combi boiler

Adequate number of sinks	✓	One sink plus dishwasher
Hand washing facilities	N/A	None
Adequate number of Power points	✓	Six power points
Hob - type of power	✓	Gas – 2 x 4 gas rings. Gas isolation valve located to the right of the cooker hood above the hob. Gas appliances are checked annually by Gas Safe Registered contractor; certificate available. Extractor fan.
Oven - type of power	✓	1 electric oven plus 1 grill/oven combo
Microwave	✓	Two microwaves
Sufficient work surfaces - clean, uncluttered	✓	Two working areas plus a kitchen table
Equipment availability/suitability	✓	Fully stocked for 35+ Plates, side plates , bowls, cups, saucers. Large stock of mugs. Plastic beakers. Knives, forks, spoons and teaspoons Numerous pans of varying sizes, colanders, graters, scales, plastic jugs for measuring and larger jugs for juice and water, plastic and metal bowls Assortment of kitchen utensils. Knives for chopping and cutting stored in a knife block Chopping boards 2 toasters Iron and extension lead Washing up bowls and trays 2 upright hoovers (to be emptied after use) 1 red mop bucket and mop All electrical appliances are PAT tested annually and are labelled with their last inspection date
Adequate Equipment storage	✓	Yes – in range of fitted units with deep drawers for storage
Adequate storage for food	✓	Yes – in range of cupboards

Fridge/Freezer - temperature check	✓	One large larder fridge, one under counter fridge and one chest freezer.
MAIN DINING ROOM (SMALL HALL)		
Sufficient number of chairs	✓	16 red chairs (in small hall) 24 plastic chairs and 24 blue fabric chairs (stored in the big hall)
Sufficient number of tables	✓	6 blue tables (stored at the back of the big hall) 4 grey tables
Safe storage of tables/chairs	✓	Yes – rear of hall Tables and the plastic chairs and blue chairs are stored at the rear of the big hall
Display facilities	✓	Notice boards in main hall
Equipment available		See kitchen equipment
BEDROOMS (BIG HALL)		
Number of beds available	✓	Main sleeping room has sufficient space for 24 camp beds or sleeping bags
Safe space between beds	✓	Sufficient space to position a chair between each bed
Safety rail and ladder provided for bunk beds	N/A	N/A
Bedding provided? Additional pillows/blankets	✓	No
Mattresses/waterproof covers	✓	N/A
Storage space for clothes, luggage and personal belongings	✓	Small office (off the small hall) and in leaders room (Cadet room)
Curtains/blinds	✓	Curtains throughout and in activity room building
Safety latches on windows	✓	Yes, lockable
Night light	✓	Two plug in night lights plus 1 Rechargeable night light

Separate rooms for leaders	✓	Yes (can also be used for Young Leaders/alternative first aid room)
ACTIVITY ROOM (NEW BUILDING AT THE REAR)	✓	Standalone building situated at the rear of the property, with running water, sinks, small fridge and kettle
Sufficient number of chairs		16 blue chairs 8 benches
Sufficient number of tables	✓	Tables can be brought to the Activity Room from the big hall
Safe storage of tables/chairs	✓	Chairs and benches stacked in the building Tables are kept in the big hall but can be brought over to this building as needed Yes, stackable in this building
Display facilities	✓	Yes
Equipment available	✓	Sink, running cold water, kettle, larder fridge, hoover
WASHING AND TOILET FACILITIES	✓	Hot water serviced by a separate combi boiler in the washroom Yellow mop bucket and mop
Number of female/male toilets	✓	Two plus two sinks over 2 washrooms (total four in all)
Can male toilets be used if event all female?	✓	Yes Hirers of HQ are asked to supervise if mixed group on the premises
Facilities for people with disabilities/wheelchair users	✓	One disabled toilet with grab bar. Shower
Number of washbasins	✓	Four
Number of showers	✓	One
Night light	✓	Over head light
Proximity to sleeping area	✓	Through kitchen and along a corridor OR through the door to the courtyard, turn left and enter via the door to the courtyard
CAMPSITES	N/A	Not assessed on this review or previously
Access to site/accommodation		
Safe water supply		
Availability of toilet facilities		
E.Coli risk		
Other environmental risks		

Drainage - type of ground		
Provision for members with additional needs		
Wet weather shelter		
Camp shop		
Wood supply		
Shelter with trees/hedges to protect from wind etc		
Drying facilities		
Security		
ADDITIONAL CHECKS		
Activities suitability for guiding members by age	N/A	
Instructors' qualifications	N/A	
Activity risk assessments supplied	N/A	
Privacy Policy / GDPR	✓	Abides by Girlguiding UK policy
Safeguarding policy	✓	None held
USEFUL INFORMATION		
The premises, built in 1890's, consists of two buildings and large grassed areas to the front and also to the rear. Parking for 6 cars on the grass at the front adjacent to the driveway. See the floorplan of the main building below. There is the main building which comprises of: - a kitchen, main big hall/bedroom which can be used to sleep 24, a smaller hall/dining room which accommodates 6, (once the tables are collapsed at night), a leaders room (known as the Cadet Room) and four toilets. Outside at the rear of the building is a modern standalone building constructed in 2016 which comprises one large main room with running water, sinks, small fridge and kettle. There is also a courtyard at the rear with picnic benches where there is also a large wooden, slate roofed gazebo which was installed in August 2025 which can be used for outdoor activities whilst also providing shelter		

The main property and the standalone building meet the requirements of the current disability legislation and have a No Smoking policy throughout.		
A detailed plan of the building and photographs are attached to this document		
The properties' Residential Risk Assessment and Fire Risk Assessment are available/provided with the booking		
IS VENUE APPROVED FOR RESIDENTIAL USE? Add any comments here	YES	
APPROVED BY (NAME)		Sheena Chalmers, Wirral County Residential Adviser
SIGNATURE		<i>Sheena Chalmers</i>
MEMBERSHIP No and ROLE		815906, Wirral County Residential Adviser

Girlguiding Wirral residential venue checklist

6 PLAN DRAWING

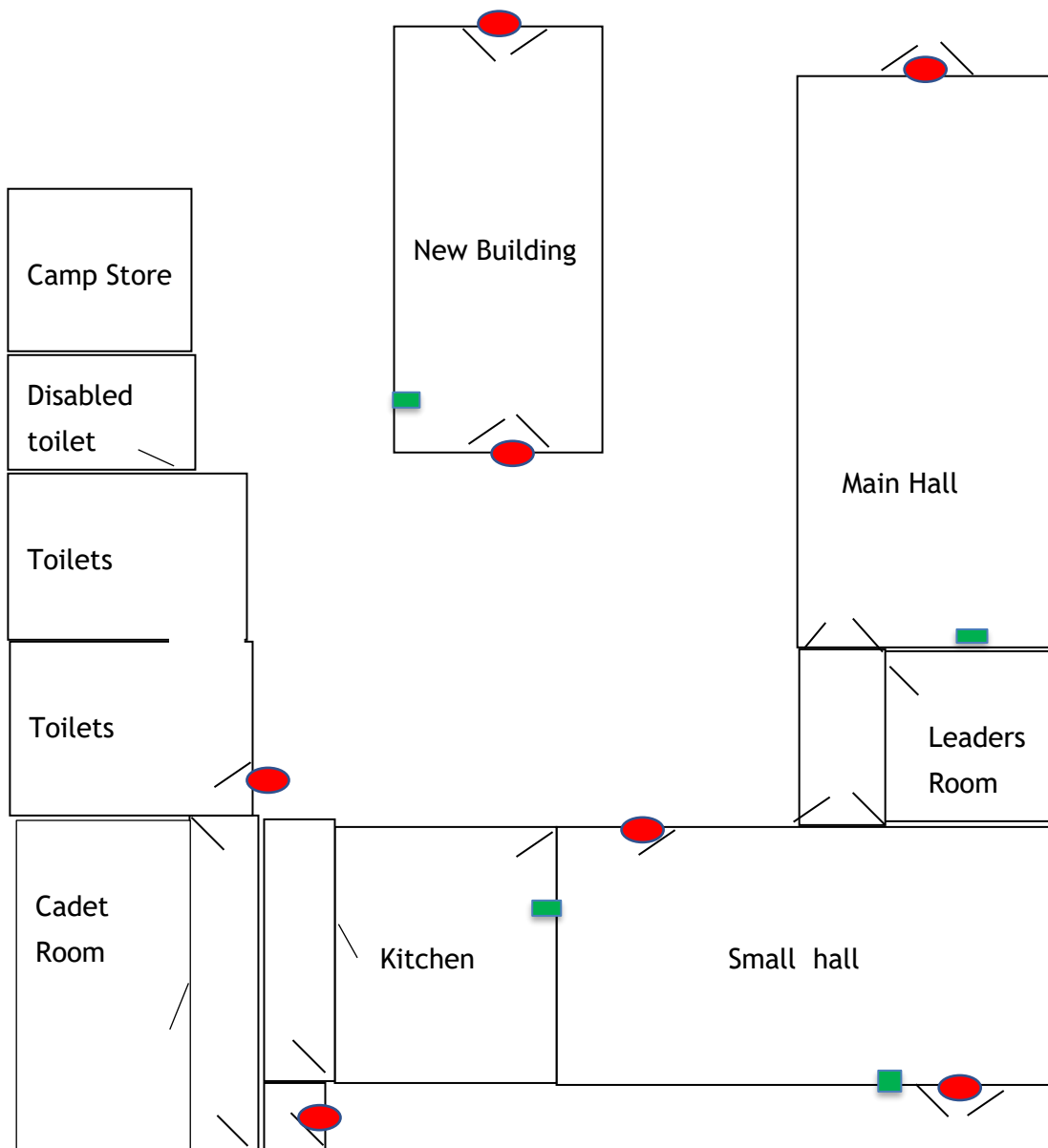
Fire Exits



FIRE EXTINGUISHERS



REAR OF PROPERTY



FRONT OF PROPERTY

Gates and driveway



Small hall/ main dining room from main door



Small hall/ main dining room from kitchen door



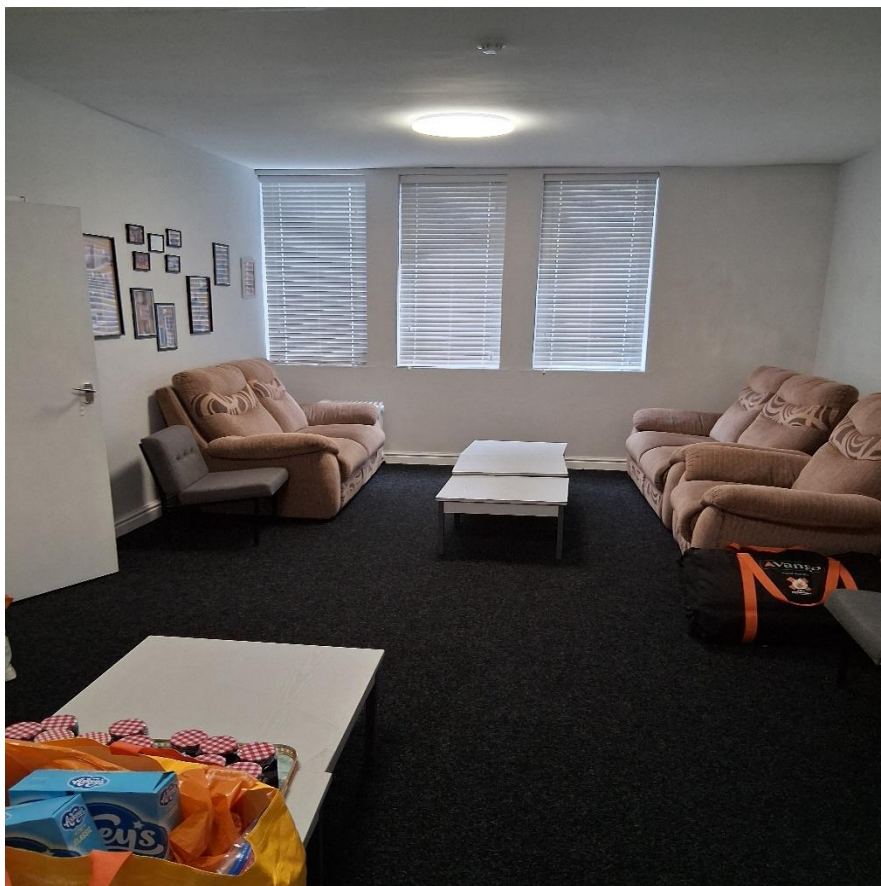
Big hall /Bedroom



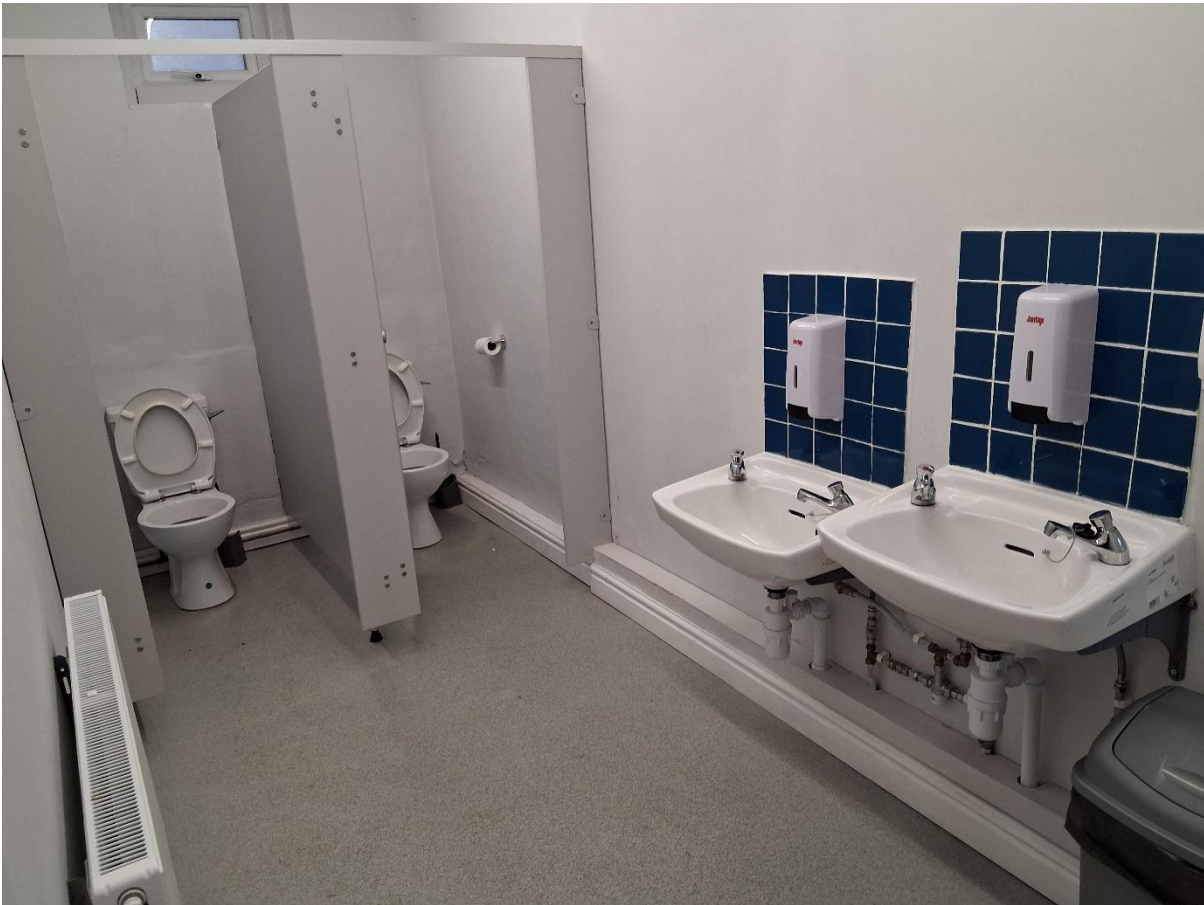
Kitchen



Cadet Room



Toilet Area1



Toilet Area 2



Disabled toilet and shower area



Courtyard with New building / Activity Room



New Build / Activity Room



Courtyard from the New Building / Activity Building with new wooden Gazebo



Rear field



July 2024

