

Girlguiding Wirral residential venue checklist

Venue	West Kirby Guide HQ
Reviewer	Sheena Chalmers
Date of visit	5 th November 2025
Date of approval	16 th November 2025
Review date	5 th November 2028
Review requested by	Jenny Brown, Wirral 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	✓	59 Westbourne Road, West Kirby, Wirral, CH48 4DQ West Kirby. Located behind Westbourne Hall Community Centre.
Hire Cost	✓	Dependent on type of booking – contact the booking secretary via the booking form. On offer is 3-hour sessions, daytime bookings or overnight stays. Day time hire – main hall can accommodate 40 people seated Overnight – can accommodate up to 18 people: – Maximum 12 Brownies + Leaders or 15 Guides or Rangers + Leaders.

Contact warden/booking secretary/owner/etc.	✓	Booking form is available under “Hire our space” on their website at https://westkirbyguidehq.co.uk/ The booking secretary and caretaker is Mr. Richard Thompson who will guide you through prices and information required prior to booking. Hall Manager is Nicky Mullin. A small non-refundable deposit is required to secure the booking.
Collect emergency numbers for Doctors, hospital, emergency services etc. Do they need notifying?	✓	Hirers are advised to contact emergency services 999/111 Arrowe Park Hospital A & E, Arrowe Park Rd, Upton Wirral Ch49 5PE – A&E 0151 604 7116, open 24 hours daily. Walk in at Mill Lane walk in centre, Victoria Central Hospital, Mill Lane, Wallasey CH44 5UF – phone 0151 604 7296 open 7 days a week Not required to notify local services. Fire Service – have advised that they do not need to be informed that a group is staying overnight in West Kirby Guide HQ, so neither the trip leader nor the booking secretary is required to advise the fire service.
Host Residential Advisor contact details	✓	Girlguiding Wirral Residential Advisor Sheena Chalmers email: – residential@girlguidingwirral.org.uk
Check how payment for heating/electricity etc. is made	✓	Included in hire cost.
Venue owners booking rules	✓	Hirers agreement must be signed, exit document given to all hirers. Girlguiding hirers form with GG insurance information is also given.
EXTERNAL		
Access to site/accommodation	✓	Entrance to West Kirby Guide HQ is via gravel drive between Westbourne Hall and No 41 Westbourne Rd. (for leaders) and via the car park behind Westbourne Hall Community centre for parent drop-off

Access for people with disabilities	✓	Fully accessible with level access, wide entrance doors and level throughout.
Proximity of roads/public footpaths/neighbours	✓	Ashton Park (maintained by Wirral Borough Council) is next to the building separated by a robust metal fence and locked gate. There is public access to the car park adjacent to building, but it is only for Westbourne Hall users. Neighbouring houses are about 100-200m away.
Boundary Fencing/gates/other access	✓	Wooden fence and metal fence separate building from Ashton Park
Public Transport	✓	The town is served by both trains and buses. The railway station and bus stops are 5 - 10 minutes away and can easily be reached by turning right onto Westbourne Road as you leave the property. Trains - West Kirby Train Station is at the end of the Wirral line on the Merseyrail network. During daytime, trains for Liverpool leave West Kirby every 15 mins, later becoming half hourly. Buses - services operate from West Kirby to Arrowe Park, Bromborough, Chester and Liverpool. There are links to both services' timetables in West Kirby HQ's website.
Car Parking	✓	Large tarmacked car park for 20 cars in front of West Kirby Guide HQ shared with Westbourne Community Hall. Also dedicated space for 2 vehicles on gravel driveway.
Size - is the car park suitable for coaches etc.	✓	Yes for Mini buses. Coaches must stop on Westbourne Rd.
Nearest Petrol Station	✓	Morrisons petrol station is 5 minute drive away in the town centre.
Nearby railway lines/stations	✓	West Kirby train station is 10 mins walk away - see Public Transport above.
Surface of area	✓	The building is situated within the grounds of Westbourne Community Centre. The building itself is surrounded by flat concrete slabs forming a wide pavement on the

		car park side of the building and a patio area adjacent to the front door, measuring 6x9m.'
Play area	✓	Is an outside patio next to the building measuring 6m x 9m. Ashton Park, adjacent to the Guide HQ, has a large grassy area and children's play park with swings and other equipment.
Ponds	N/A	None on property. Although there is a large lake Inside Ashton Park nearby.
Swimming pools	✓	Inside West Kirby Concourse Leisure Centre in town centre 10 minutes' walk away.
Safe walking areas	✓	Town pavements and on the Wirral Way.
Walls/trees that could be climbed	✓	None on property. Trees within Ashton Park.
Places of interest - group rates etc.	✓	Ashton Park/Hilbre Island Nature Reserve/Thurstaston Country Park/West Kirby Museum/West Kirby Beach – 10 minute walk away from HQ West Kirby Concourse Leisure Centre – sports centre, swimming pool and library Wirral Way – follows an old abandoned railway track to Hooton (approx 12 miles) Wirral Sailing Centre (West Kirby Marine Lake) Liverpool city centre, Chester city centre, Chester Zoo, all via Merseyrail.
Nearest hospital/doctor/dentist	✓	Details under Initial Booking Section NHS Doctors practice at Marine Lake & Estuary Medical Practice, Orrysdale Road, West Kirby CH48 5AA. Telephone: 0151 625 9171 Open Monday – Thursday 8am – 8pm, Fridays 8am – 6.30pm
Local shopping facilities/supermarket (especially late-night/24hours)	✓	Morrisons, Dee Lane, West Kirby CH48 0QA Open Mon – Sat 7am – 10pm, Sundays 10am to 4pm Aldi, Bridge Road, West Kirby CH48 5EX Open Mon – Sat 8am – 10pm, Sundays 10am to 4pm Local 7-11 shop

INTERNAL		
Type and adequacy of heating	✓	3 x gas wall heaters from main supply, 3 electric wall heaters, 4 electric hot air fans Wi-Fi interlinked Carbon Monoxide alarms are installed in all rooms monitoring carbon monoxide, fire, heat and smoke. These have audio and visual warnings.
Adequate lighting	✓	Strip lighting in all rooms. Movement sensor activated external security lights at the entrance door, at each corner of the building and at the adjacent Westbourne Community Centre.
Adequate ventilation	✓	Yes 2 opening windows in "Ranger Room" and 4 in main room.
Safe floor surfaces	✓	Yes – vinyl flooring in entrance foyer, main room and kitchen. Carpet in the bedroom/"Ranger Room". Wet floor signs available.
Access to power points	✓	Yes – numerous 3 pin sockets all with child safety covers.
Facilities for people with disabilities	✓	Double opening front doors for ease of access into the entrance foyer. Accessible wet room, wide doorways, choice of beds.
FIRE SAFETY		Walker Fire UK Ltd carry out an independent Fire Risk Assessment for which a full report is supplied to West Kirby Guide HQ and is available to hirers on request. The current Fire Risk Assessment is valid to 1st July 2030. Buildings and contents insurance is provided by Girlguiding's partner Unity Insurance Services
Adequate and serviced fire extinguishers, type and suitable for the size of accommodation	✓	Types of fire extinguishers are – 1 x CO2 and 1 x foam Fire extinguishers are positioned in the entrance foyer, kitchen and by the bedroom door. All are serviced annually by Walker Fire UK Ltd. Certificate available.
Fire blankets with service dates	✓	Fire blanket x 1 in kitchen on the wall in its own box by the kitchen door.

Smoke alarms	✓	Combined Wi-fi interlinked CO2 and smoke detectors in both the main room and “Ranger Room”, foyer and kitchen. Tested Monthly, serviced every 3 months.
Fire alarms	✓	Fire Alarm Test / Silence button is on the wall in the entrance foyer – next to the Security Alarm (Fob operated). Instructions are given to all hirers as part of the building induction.
Fire exits – labelled and clear of obstructions	✓	Three in total – one in foyer at the entrance to the building, one in main hall, one in the “Ranger Room”/ sleeping room. All are clearly marked with Fire Exit signs (and emergency lights) and are clear of obstructions.
Fire assembly point – labelled	✓	Is covered during the building induction – all to gather at the gravelled area adjacent to the patio at the front of the property. No – “Fire Assembly Point” signage is not a mandatory requirement under the fire regulations. Walker Fire UK Ltd confirmed this during their fire risk assessment in July 2025, particularly as West Kirby Guide HQ does not own any boundaries.
Emergency Lighting	✓	Emergency lighting in main toilets and above all 3 exits. (“Ranger Room”/sleeping room, main hall and entrance foyer). Tested monthly by Caretaker. For external lighting – see security below. Torch provided in entrance foyer and on rear exit door from Ranger/sleeping room.
Building Fire Risk Assessment	✓	In date – Walker Fire UK Ltd carry out an independent Fire Risk Assessment for which a full report is supplied to West Kirby Guide HQ and is available to hirers on request. The current Fire Risk Assessment is valid to 1st July 2030.
FIRST AID FACILITIES		Defibrillator – the nearest available – is housed in a cabinet mounted on an outside wall by the entrance of the Westbourne Community centre. There is also a defibrillator in the West Kirby Concourse and the West Kirby Sailing Club.
Safe water supply	✓	Mains water supply.

First Aid room or area	✓	Separate first aid room with sink reached via a corridor off the entrance foyer leading to the toilets. See building floor plan.
Storage of first aid equipment and medication	✓	First aid box is clearly marked and kept on high ledge in kitchen.
First aid locations	✓	In the kitchen and sign posted.
Proximity to toilets/washing facilities	✓	See building floor plan below.
SECURITY		
Telephone - type/location	N/A	None. There is a reliable mobile signal in the area.
Safety catches/chain on doors/window locks	✓	Window locks, keys attached to window frame. Back fire door is unlocked when building is occupied, key attached to door frame.
Is security adequate for the area	✓	Outside building is well lit and maintained. Movement sensor activated external security lights covering all aspects are sited at the entrance door, at each corner of the building and also at the adjacent Westbourne Community Centre.
Can building be secured from inside at night (without compromising escape route in case of emergency)	✓	Yes.
KITCHEN		
Sufficient space to work in	✓	Yes – for leaders only.
Safe water supply	✓	Yes, mains water supply; hot and cold. No water tank on premises.

Safe hot water supply	✓	Yes, 2 x 10L electric hot water boilers supply instant water, one for the kitchen and one for the toilets. Each circuit is run a 2 weekly basis to 70 degrees by the hall caretaker and records displayed on the main noticeboard.
Adequate number of sinks	✓	Yes, 2 adjacent sinks.
Hand washing facilities	✓	No dedicated hand washing sink in kitchen.
Drains	✓	Mains drains.
Rubbish disposal	✓	Domestic waste collection by Wirral Borough Council.
Recycling facilities	✓	Yes run by Wirral Borough Council.
Adequate number of Power points	✓	Yes – 8 wall sockets.
Hob - type of power	✓	Mains gas supply. Checked annually by a Gas Safe Registered contractor. Certificate available. Gas hob has 5 rings including one large in the middle of the hob. Gas isolation valve location is in the main hall and is sign posted.
Oven - type of power	✓	Gas.
Microwave	✓	Yes – one.
Sufficient work surfaces - clean, uncluttered	✓	2 small working areas on the left and right above the counter level cupboards.
Equipment availability/suitability	✓	Fully stocked with crockery, cutlery, cooking and serving equipment for 30 people. Chopping boards/toasters/iron and extension lead/washing up bowls and trays/hooovers/mop and bucket. Electrical appliances PAT tested annually and labelled with last inspection date. Hirers are discouraged from bringing their own equipment and are offered the opportunity to have their appliances PAT tested by the caretaker before their booking/on arrival.

Adequate Equipment storage	✓	None available in kitchen for leaders equipment. Own equipment can be stored safely in the entrance foyer and in the main hall.
Adequate storage for food	✓	Large fridge and freezer, large larder cupboard with 3 shelves for dry food storage.
Fridge/Freezer – temperature check	✓	One large fridge and freezer incorporating a visual temperature control.
MAIN DINING ROOM		A large room suitable for activities once cleared away after mealtimes
Sufficient number of chairs	✓	20 blue cloth covered adult chairs, 21 blue plastic adult chairs and 20 small red chairs for children.
Sufficient number of tables	✓	Yes – 7 tables seating 4/6 each table dependent on layout Additional folding tables available.
Safe storage of tables/chairs	✓	Yes – adult chairs stacked 8 high alongside right hand wall behind the doors.
Display facilities	✓	Two long noticeboards either side of double entrance doors to the main hall. Blue tack is allowed.
Equipment available	✓	See kitchen equipment above.
ACTIVITY ROOM		Flexible options for activities dependent on preference – rooms which can be used are the entrance foyer, main hall or the “Ranger Room” – see under “Bedrooms”.
Sufficient number of chairs	✓	As advised in each room description.
Sufficient number of tables	✓	Yes – as main dining room above.
Safe storage of tables/chairs	✓	Yes – as main dining room above.
Display facilities	✓	Yes – as in main dining room above.
Equipment available	✓	Projector and screen, buckets and spades, sports equipment, badge machine, sitters, 2 garden benches for outside use.

BEDROOM – known as the “Ranger Room”		Room can be used as a permanent bedroom or as an alternative activity room – for example for day event bookings
Number of beds available – bunk (double or triple tier?)/single/none	✓	Separate room leading off entrance foyer. 12 camp beds provided, 3 zed beds and two fitted bench beds together with four mattresses suitable for adults or children.
Safe space between beds	✓	Yes, sufficient space to place a chair between each bed for Brownie and Rainbow sleepovers. Maximum numbers reflect this.
Type of safety rail and ladder provided for bunk beds	N/A	No bunk beds available.
Bedding provided? Additional pillows/blankets	✓	No – Pillows and sleeping bags and/or blankets must be brought.
Mattresses/waterproof covers	✓	Mattress covers not provided.
Storage space for clothes, luggage and personal belongings	✓	12 hooks for coats and towels on the wall behind the doorway, space by bed for bags.
Curtains/blinds	✓	Yes – at all windows.
Safety latches on windows	✓	Yes – lockable.
Night light	✓	No
Separate room for leaders	✓	Yes – the main dining room or entrance foyer are available depending on preference.

WASHING AND TOILET FACILITIES		Access from here to the drying room offering a traditional ceiling pulley airer and 2 high level wall fan heaters
Number of female/male toilets	✓	5 female toilets in total – one in the accessible toilet, four in the main bathroom. Toilet in the accessible bathroom can be designated as either a leaders or male toilet.
Can male toilets be used if event all female?	✓	No male toilets in the hall.
Facilities for people with disabilities/wheelchair users	✓	Accessible bathroom is a wet room with shower, toilet and low basin with grab rails.
Number of washbasins	✓	2 in main toilets, one in accessible bathroom, one in first aid room. 12 hooks in main bathroom for towels and washbags.
Number of showers	✓	2 electric showers in main bathroom, plus one electric shower in the disabled toilet.
Night light	✓	Yes night light in Foyer connected to hot water switch serves as night light and “water heater on” warning.
Proximity to sleeping area	✓	Main bathroom is off the entrance foyer and next door to the “Ranger Room”.
CAMPSITES	N/A	
ADDITIONAL CHECKS		
Activities suitability for guiding members by age	N/A	
Instructors’ qualifications	N/A	
Activity risk assessments supplied	N/A	

Privacy Policy / GDPR	✓	Compliant with Girlguiding UK policies.
Safeguarding policy	✓	Own not held but Girlguiding policies observed.
USEFUL INFORMATION		
Situated about 11 miles from Liverpool and 18 miles from Chester, West Kirby HQ is easily reached by car, coach or by public transport. It is about 10minutes drive from the M53 or can be reached along the Chester High Road (A540) which runs between Chester and West Kirby. The building was built in 1971 and consists of a kitchen, a large entrance foyer, which can be used as a small craft room and for storage, a main room which is ideal for activities and meal times, and a smaller second room (called the Ranger Room) which can be used as another activity area or as a bedroom. West Kirby Guide HQ meets the requirements of the current disability legislation, has a No Smoking policy and is available to hire for day and evening events and for overnight stays. Photographs of West Kirby Guide HQ and its' building floor plan follows below. NB Whilst shown on the building plan, the garage is used for the storage of West Kirby Guides' camping equipment and so is normally out of bounds to hirers. Although should you need extra tables, ground sheets etc. the caretaker will show you what is available for your use.		
IS VENUE APPROVED FOR RESIDENTIAL USE? Add any comments here	YES	Yes
APPROVED BY (NAME)		SHEENA CHALMERS
SIGNATURE		<i>Sheena Chalmers</i>
MEMBERSHIP No and ROLE		815906. Girlguiding Wirral County Going Away With Residential Adviser

West Kirby Guide HQ building photographs

Entrance Foyer



Makes a great space for a small group to complete activities, giving plenty of options for running smaller events.

Main room/Activity room (6.6m x 6.6m)



Suitable for any activity, a bright large space with plenty of tables and chairs available to set up crafts or for meal times.

Activity/Bedroom known as the “Ranger Room” (4.5m x 5.5m)



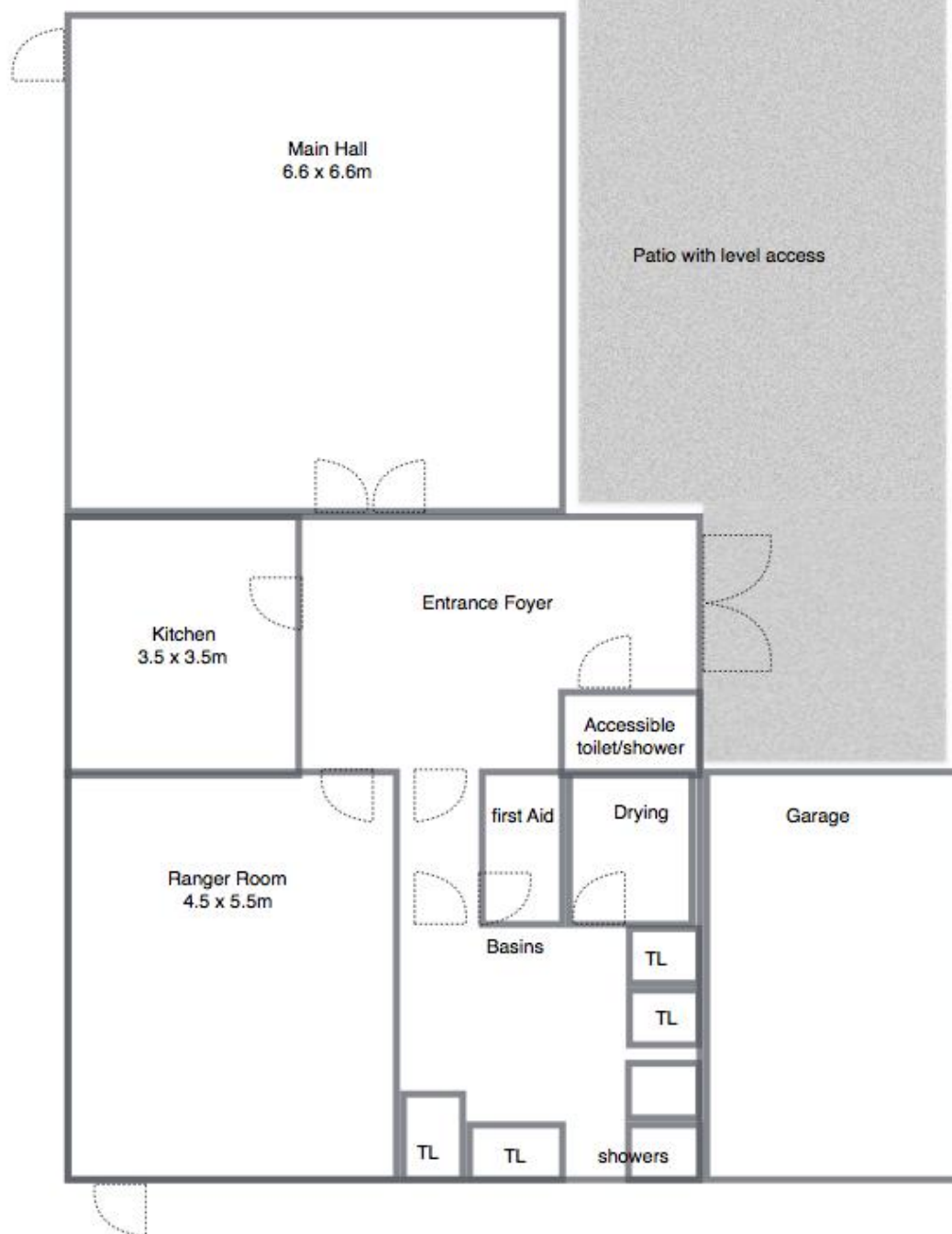
This room is carpeted and can be used as another activity area or as a sleeping space.

Kitchen (3.5m x 3.5m)



The kitchen is well equipped with a double sink, large gas cooker, fridge/freezer, microwave and toaster.

November 2025



Building floor plan

NB Whilst shown, the garage is used for West Kirby Guide HQ's storage. The caretaker will explain what items are available for your use during your stay.