

Wrea Green Community Centre

'Reaching up – Growing Out'



Conditions of Use

Health, Safety and Legal Requirements

1. Please note in line with recent legislation regarding no smoking in public buildings, all areas within the Centre are no smoking. It is the responsibility of the Hirer to ensure that no individual smokes on the premises.
2. It is the responsibility of all Hirers to make themselves familiar with escape routes and procedures in case of fire.
3. There is a bell on the external wall by the front door to enable elderly or less able persons to attract attention to gain access. Each Hirer is to appoint a person or persons who will be responsible for the Centre whilst in their use. It will be within the remit of this person or persons to monitor visitor access and exit so that if an elderly or less able person was to sound the bell they would quickly be assisted by the responsible person or persons on duty.
4. No alcohol without written permission.
5. No animals or pets (assistance dogs excepted).
6. It is a condition of use for events where children or young people under the age of 18 are likely to be present, that in addition to heeding information written on this page, Hirers must read the Child Protection Information on the accompanying sheet. It is also a condition of hire that they understand and accept that the care and safety of children and people under 18 attending events they organise is their responsibility.
7. The stair lift is only for use by those persons physically unable to use the stairs and should not be used for any other purpose, or by any other persons. Hirers should ensure no children play on the lift and appoint a responsible person to supervise its use.
8. No candles are to be used without prior consent from the Centre Manager.
9. Portable Appliance Testing: any electrical appliance brought into the Centre by a group or person(s) hiring the Centre should be tested by a qualified person to ensure that it is safe to use. This is the responsibility of the Hirer.

Insurance

1. It is required that all groups employ adequate Insurance for the activities they undertake.

Usage

1. All incidents, accidents or breakages to be reported in accordance with the Accident Procedure attached.
2. Hirers are responsible for who they let in, and the conduct of those they admit – they should only admit people involved in their activities.
3. Only the facilities booked may be used and key codes must not be disclosed to any unauthorised person.
4. We regret that bookings do not include the provision of any parking places.
5. We reserve the right to cancel a booking due to unforeseen circumstances. Should such an occasion arise the Hirer may choose to be refunded for the booking time in question or choose to accept an alternative booking time if agreeable.
6. We reserve the right to cancel any booking(s) if the Terms and Conditions are not adhered to and, where appropriate, require the return of keys.

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Child Protection Information

The church has and operates an active Child Protection Policy in accordance with the rules laid down by the House of Bishops and Child Protection Legislation.

The Parochial Church Council as owners of the property, is anxious to ensure that all children and young people using the premises are safe. The Parochial Church council accept responsibility for Church events but draw your attention to the need for you to ensure that children for whom you are responsible are also safe.

It is a condition of use that for events where children and young people under the age of 18 are likely to be present, in addition to agreeing to the Conditions of Use, Hirers must read and agree to the child protection information below.

Please make sure that you:

- Know where First Aid equipment is available if you do not provide your own.
- Report any safety hazard to the Centre Manager as soon as possible.
- Make sure that you have sufficient adults present at all times to supervise children present at your activity.
- Make sure that children are not allowed onto the premises before the appropriate adults arrive or are left at the end of your event.
- No child under secondary school age should be allowed in the kitchen at any time. Secondary school aged children and above may be allowed in the kitchen but only under strict supervision and according to appropriate ratios of responsible qualified adults.
- Do not allow children to play on the stairs or with the stair lift.
- The stairs are intended to be used for access, and only when the upper room has been hired. They should be use responsibly and only with close supervision of young children.

The Parochial Church Council wishes it to be clear that the care of children and young people attending your event is your responsibility.

Your use of the Centre is conditional upon this.

You may wish to take this into account in considering insurance as well as safety.

If you wish to examine a copy of the Parochial Church Council policy to assist you in deciding on your own arrangements, please ask the Centre Manager.

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Health and Safety Document

Description of Activity: Usage of the Centre.

Persons Involved: Any persons using the Centre.

Description of Hazard: Any accident that requires medical attention – however trivial.

Procedure: Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the Hirer to ensure that the premises are safe for the purposes for which they intend to use them.

Hirers are required to complete details of any accident occurring during their occupation of the premises which did or could give rise to injury as soon as possible after the accident, but in any case, before the premises are vacated by the Hirers after the event.

In the Upper Room an Accident Book is located over the cupboards to the right upon entry to the room. A First Aid box containing Bandages and Plasters is in the same location.

In the Lower Room an Accident Book is located in the cupboard to the right upon entry to the room. A First Aid box containing Bandages and Plasters is in the same location.

Information: The following information should be recorded.

Name, address and telephone number of person(s) injured.

Exact time and place of the occurrence.

Detailed description of accident or incident, including a description of any apparatus or equipment involved.

Name, address and telephone number of any witness(es) to the accident.

Signed witness statements should be obtained if possible.

Any apparatus or equipment involved must be retained for inspection

Reporting: The Hirer must notify the Centre Manager Tel: 01772 686604 as soon as possible after the accident, but in any event within 24 hours.

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Hygiene / Cleanliness

1. We try to maintain high standards of cleanliness and tidiness. Please leave rooms clean and tidy, and report if they are not clean when you arrive. Please read the E. Coli guidance summary provided by the Food Standards Agency: This is held in the manual located in the kitchen.
2. Cleaning materials and products are made available for your use, please make sure your group is familiar with the COSHH certificates which are located in the cleaning cupboard.
3. Please do not leave any equipment, including kitchen utensils or cleaning materials on the premises unless contained within an allocated locked cupboard.
4. Please do not use drawing pins anywhere, or attach anything to the walls without written permission.

The Parochial Church Council regrets it is unable to accept any responsibility for the loss, theft or damage howsoever incurred of articles brought into the premises.

Use of Kitchen Facilities

The kitchen is not to be used for the preparation and cooking of raw food – e.g. meats, fish, vegetable – as there is no provision of a large double sink.

If an outside caterer is to be used, we recommend that you check the hygiene rating of the business – a rating of 3 or above being compliant. Further information is available on the Food Standards Agency website www.food.gov.uk.