

Solva Community Clubhouse Hire Policy

Updated 12th November 2020

Introduction

1. Solva Community Clubhouse was established in 2019 and today continues to provide a home for a wide variety of activities & events enjoyed by people of all ages within Solva and beyond.
2. In November 2020 the Clubhouse achieved charitable status with the Charity Commission as a Charitable Incorporated Organisation (CIO).

General Information

3. We invite you to read through the Hire Policy and ask you to pay particular attention to:
 - a. Conditions of Hire.
 - b. COVID-19 Information.
 - c. Fire Safety and Fire and Evacuation Procedures.
 - d. Safeguarding Policy.
 - e. Equality and Diversity Policy.
 - f. Welsh Language Policy.
4. The overall purpose of the CIO is to ensure the sustainability of our community, to help eliminate isolation and loneliness and improve the well-being and quality of life for everyone.
5. Trustees have therefore agreed the following charitable objective:
 - a. The provision and maintenance of a community clubhouse for the use of the inhabitants of Solva and the neighbourhood, without distinction of political, religious or other opinions, including use for:
 - i. Meetings, lectures and classes; and,
 - ii. Other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the residents.

Hire Tariffs

6. The Clubhouse has 3 tariff options:
 - a. Use of the community room with kitchen facilities, £20 for the first 2 hours and an additional hourly cost of £5.

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- b. Use of community room with kitchen facilities and outside grassed area, £25 for the first 2 hours and an additional hourly cost of £5.
- c. Use of community room only, £15 for the first 2 hours and an additional hourly cost of £3.50.

Note:

- i. Community room includes use of screen and projector (Wi-Fi access included).
- ii. Non-profit community groups are also eligible for a 25% discount.
- iii. COVID-19 cleaning surcharge of £10 (applies to all bookings).

Clubhouse Access & Electricity

- 7. **Access.** The front key is available in the key safe box by the side door (ensure you have the combination).
- 8. **Fire Doors.** Ensure all fire doors are unlocked and clear of obstacles.
- 9. **Electricity.** Please ensure you know where the master switch is.

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Conditions of Hire

Introduction

1. Please read the following conditions of hire. All bookings are made on the understanding that groups hiring the Clubhouse agree to abide by these conditions and agree to act in accordance with the following procedures and policy:
 - a. Fire Safety and Fire and Evacuation Procedures.
 - b. Safeguarding Policy.
 - c. Equality and Diversity Policy.
 - d. Welsh Language Policy.

Security & Safety

2. If you have keys to the building, they remain the property of the CIO and must not be copied or given to another party without the express permission of Trustees.
3. Keys may only be used for the session you currently have booked and must be returned and secured in the secure key box by the side entrance.
 - a. If the keys are lost you must immediately notify a trustee.
4. During the booking period you are responsible for the security of the building. At the end of your booking you agree to secure the Clubhouse, checking that all lights are switched off, internal doors and windows are closed and secured, all water taps are off and all electrical items are unplugged.
5. Please ensure that you are familiar with fire safety procedures, the location of fire extinguishers and fire assembly points.
6. A first aid box, fire blanket and accident book are in the kitchen. Please ensure all accidents are entered into the accident book and trustees informed.

Use of the Clubhouse

7. As the hirer, you are responsible for the Clubhouse during the period of hire. This includes being responsible for any actions and behaviour of any member of your group.
8. No alcohol is allowed on the premises without permission of the CIO.
9. Smoking or any naked flames (including candles) are not permitted on the premises.
10. All furniture should be returned to its original position and the building left in a clean and tidy condition.

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11. Any equipment used in the kitchen must be washed and returned to its original position.

12. All rubbish must be removed from the premises.

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COVID-19 Information

1. **COVID-19 Cleaning.** For the duration of the pandemic the CIO will employ a COVID-19 cleaner who will sanitize/decontaminate all areas after every booking; this includes disinfectant fogging of the entire facility. The cleaner will also replenish all hand sanitizing units and paper towels etc. in toilets.
 - a. Please do not leave any rubbish in the facility, milk or other food items.
2. **Maximum COVID-19 Occupation.** 15 People (no one should socialise in a group of greater than 6).
3. **Social Distancing.** Strict adherence to social distancing of 2 metres or 1 metre with risk mitigation (where 2 metres is not viable).
4. **Track & Trace.** The group or organisation hiring the Clubhouse must maintain a register of those attending for a period of 21 days. The Clubhouse has registered for an official NHS QR code which is displayed in the entrance. Users are encouraged to download the NHS COVID-19 app that allows users to 'check-in' to the Clubhouse by scanning the code.
5. **Face Masks.** The wearing of face masks is compulsory for all people using the Clubhouse (does not apply to children under 11).
 - a. Guidance on the wearing of face mask, particularly when exercising indoors is available at the following link: (see "*Do I need to wear a face covering when I exercise in a leisure centre or gym?*")
<https://gov.wales/coronavirus-regulations-guidance>
6. **Staying alert and safe.** Please adhere to the guidance at the following link:
<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>

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Fire Safety and Evacuation Procedures

Fire Safety

1. The CIO is responsible for the management of Fire Safety in Solva Community Clubhouse. They provide and manage resources, and will oversee the effective planning, organisation, implementation, monitoring and review of fire safety matters in so far as reasonably practicable. The CIO will inform Clubhouse users about Fire Safety arrangements and procedures.
2. The CIO will delegate responsibility for the day to day management of fire safety matters and supervision of the fire precautionary measures and equipment to a competent person.
3. The CIO will supervise the implementation of the fire safety policy and in particular will:
 - a. Appoint competent persons as required to assist in the management of the fire safety arrangements on a day to day basis.
 - b. Create and maintain the Fire Emergency Plan.
 - c. Review security procedures regularly.
 - d. Provide volunteers and trustees with fire safety awareness training.
 - e. Ensure an annual fire risk assessment is carried out.
 - f. Ensure that the Fire Emergency Plan is reviewed and practised at least once per year.
 - g. Ensure electrical safety tests are carried out and the findings actioned.
 - h. Ensure that adequate tests, maintenance and training are carried out and recorded in a fire log book.
 - i. Arrange for the testing and maintenance of all fire safety equipment.
 - j. Provide and display policies and procedures to ensure the safety of visitors, hirers and those with special needs.

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Fire and Evacuation Procedures

4. On Discovering a Fire.
 - a. If any person discovers a fire they should raise the alarm by shouting “Fire, Fire, Fire”.
 - b. Only if the fire is small and if they have been trained to do so, persons may use the firefighting equipment but should not take any personal risk.
 - c. Otherwise close the door of the room involved and commence the evacuation procedures.
 - d. Ensure that the Fire Brigade is called by dialling 999.
 - e. The person responsible for hiring the building or room will, at the fire assembly point, ensure everyone is accounted for and co-ordinate and manage the emergency until blue-light services arrive.
 - f. A responsible person shall meet the Fire Brigade on arrival and brief them of the location of the fire, show them the best point of access, the progress of the evacuation and whether any persons are missing or injured.
 - g. The building should not be re-occupied without the approval of the Fire Officer.

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Safeguarding Policy

Policy Statement

1. Safeguarding is a fundamental part of the CIO work and this commitment is reflected in the values of the CIO which inform and support all safeguarding activity:

- We are respectful
- We treat others as they would want to be treated
- We are inclusive
- We work together, we involve and we consult
- We are solutions-focused
- We ensure that what we do makes a real difference
- We are expert
- We strive to be the best at what we do.
- We are empowering
- We support others to achieve their goals

Guiding Principles

2. **Everyone's responsibility.** Everyone involved with the CIO and Clubhouse has a responsibility to keep children and adults who need care and support safe from abuse and neglect.

3. **Prevention.** The CIO will put sensible measures in place to prevent abuse, promote safe working practice and raise awareness of safeguarding with everyone.

Roles and Responsibilities

4. **All staff and volunteers.** Every individual working for the charity, irrespective of their role, has a part to play in safeguarding children and adults who need care and support. All staff will undertake training and must familiarise themselves with our Safeguarding Policy and Procedures.

5. **Trustees.** The CIO approves the Safeguarding Policy and will take all necessary steps to safeguard those at risk from abuse.

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Breaches of Policy

6. Failure to comply with the CIO safeguarding policy may be managed in a number of ways, depending on the nature and consequences of any incident. In some cases a combination of responses may be required involving:

- Local authority co-ordinated safeguarding investigation
- Police investigation
- Referral to the Disclosure & Barring Service (DBS)
- Serious incident reporting to The Charity Commission

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Equality and Diversity Policy

Hirers & Users

1. All bookings are made on the understanding that hirers operate within the CIO Equality & Diversity Policy.

Diversity & inclusion statement

2. Individuals with different cultures, perspectives and experiences are at the heart of the way the Clubhouse and the CIO works. We want to recruit volunteers, develop and retain the most talented people, regardless of their background and make best use of their talents. The CIO is guided by their values in everything they do, and recognise that being an inclusive charity helps fulfil their responsibility to make a difference for everyone. The CIOs seek to develop an environment where everyone is treated as individuals, fairly and in a consistent way. The CIO will work within the spirit and the practice of the Equality Act 2010 by promoting a culture of respect and dignity and actively challenging discrimination, should it ever arise. The CIO will remove unnecessary barriers for their volunteers seeking opportunities through training and development. The CIO will continue to support all those involved with the Clubhouse to demonstrate the principles of diversity and inclusion in their everyday activities, roles and functions.

Clubhouse Commitment

2. Every volunteer and employee is entitled to a working environment that promotes dignity, equality and respect for all. The CIO will not tolerate any acts of unlawful or unfair discrimination (including harassment) committed against a volunteer, employee, trustee, contractor or visitor because of a protected characteristic:

- sex;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race (including ethnic origin, colour, nationality and national origin);
- disability;
- sexual orientation;
- religion and or belief; and
- age

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Meeting hirer needs

3. The CIO is committed to treating all hirers, volunteers and staff equally and fairly and not to discriminate unlawfully against them. The CIO will also promote equal opportunity and ensure that all hirers can access the CIO and Clubhouse in ways that suit them and have their requirements met whenever possible.

Volunteers

4. Volunteers contribute significantly to the diversity of the CIO. They will always be treated fairly, with dignity and respect, and without discrimination. Volunteers are also expected to treat others fairly, with dignity and respect, and without discrimination.

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Welsh Language Policy

The CIO encourages all groups and organisations using the Clubhouse to provide opportunities to use the Welsh language.

The CIO supports the Welsh Language Commissioner's vision of a **Wales where people can the use Welsh language in their everyday lives**. It is important that Welsh speakers feel confident to use the language as an ordinary part of everyday life. They should be able to do so in all manner of formal and informal situations.

The CIO will:

- Promote the use of the Welsh language
- Facilitate the use of the Welsh language
- Work towards ensuring that the Welsh language is treated no less favourably than the English language

Diolch