

Health & Safety Policy and Conditions of Use for Neighbourhood Centre Bookings

Revision Table

Date	Reason for change	Reviewed by
Unknown	Creation of Policy	Unknown
12 March 2010	To standardise policy and enforce across all Neighbourhood Centres	Sally Whittaker and CRMs
19 August 2013	Regular Review	Sally Whittaker and Ana Mae Contreras-Ramirez
19 August 2016	Regular Review	Sally Whittaker and Ana Mae Contreras-Ramirez
19 August 2019	Regular Review	Sally Whittaker and Ana Mae Contreras-Ramirez
03 September 2020	Last Reviewed and changes made including clauses referring to Covid-19 Guidelines	Sally Whittaker and Ana Mae Contreras-Ramirez
03 September 2023	Next Review Date	

Approval Process for Current Version

Date	Presented to	Outcome
5 February 2010	Health and Safety Steering Group	Approved
August 2016	Services Committee	Approved

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1. Introduction

1.1 This document is an updated and standardised version of an existing policy and supporting documents used by our neighbourhood community centres for centre bookings.

2. Background and Context

2.1 Poplar HARCA's general health and safety policy requires each directorate to put in place its own arrangements for achieving good health and safety practice. Each neighbourhood centre previously had its own procedures and documents for centre bookings. These have been pulled together into one standard Conditions of Use and Health and Safety Policy for bookings, applicable across the centres.

3. Key Aims

3.1 Corporate Aims 4-7: Better Organised.

4. Objectives

4.1 Acquire the property through application of the Council's Compulsory Purchase Order powers To help ensure that:

- Bookings are consistently well managed;
- Centre users are aware of the terms and conditions of bookings and there is written signed agreement to these;
- Health and safety risks are reduced thereby safeguarding Centre users and legal requirements met.

CORE DOCUMENT

5. CONDITIONS OF USE – CENTRE ROOM HIRE

5.1 Please take the time to read the terms and condition set out below as failure to comply with any of the conditions will result in your deposit being withheld and additional charges being made. Poplar HARCA also reserves the right to refuse future bookings.

Who can book a community centre or room?

Poplar HARCA welcomes bookings by residents and community groups for a diverse range of uses, especially by those who would not normally have access to such facilities.

5.2 The Bookings will only be accepted by those over 18 years of age.

5.3 Poplar HARCA premises are not to be used to promote the views of any political party or group, nor are they to be used for the raising of funds of any political party or group. Poplar HARCA reserves the right to refuse hire and / or remove individuals if the proposed event is used for political purposes or is political in nature.

5.4 Anybody making a booking, whether they are internal staff, a community group where no hire charge is being levied or when the hire is being paid for, must comply with the Health and Safety Policy for centre bookings detailed on pages 3, 4 and 5 at the end of this document.

5.5 During the Covid-19 pandemic, bookings should only be taken for activities permitted in line with government restrictions.

Room Capacities

5.6 The maximum room capacities stated below must not be exceeded. Please take account of the location and size of the rooms before you book.

5.7 These are the usual room capacities and not the Covid-safe capacities. During the Covid-19 pandemic, these should be agreed separately in line with the government guidance on social distancing that may change over time.

Room	Seated	Standing	Maximum
Aberfeldy Main Hall	50	70	70
Aberfeldy Community Room	35	50	50
Linc Main Hall	100	150	150
Teviot Main Hall	50	75	75
Teviot Meeting Room	25	40	40
St. Paul's Way Centre 1st floor Training Room x 2	40	50	50
St Paul's Way Centre Training Room (without dividers – counts as 1 big hall	80	100	100
Poplar Union	120	180	180
Bow Community Hub Main Hall	100	150	150
Bow Community Hub Annex	30	50	50

Bow Community Hub Meeting Room	6	12	12
Granby Hall 1	40	50	50
Granby Hall 2	40	50	50
Granby Hall 3	40	50	50
Granby Hall Community room 1	25	40	40
Granby Hall Community room 2	10	15	15

5.8 Hire of the community facilities at St. Paul's Way Community Centre includes the use of the kitchen areas for serving hot and cold beverages, buffets and pre-cooked meals. (1st floor kitchen at SPWC). Please note that the crockery and cutlery are not provided.

Deposits and Charges

5.9 Deposits and charges for each community centre are detailed on the individual centre booking forms.

5.10 Please see the individual booking forms for the conditions regarding deposits. Any damage to furniture, walls or fittings will be charged to the hirer.

5.11 The management request, where possible and practicable, either verbal or written notice of cancellation, to enable the management to give adequate notice to the responsible person covering the function that hirer services will not be required.

5.12 The Community facilities can only be used for the purpose for which they are booked.

5.13 The management reserve the right to cancel a booking, if there is good reason to believe that the facilities will not be used for the purposes for which they have been booked. If unauthorised or unacceptable activities take place, the management reserves the right to withhold the damage deposit.

Hours of use

5.14 Functions must finish with no further food and alcohol served and all music switched off as shown below. The Centre closing times are also shown. All bookings for the centre/hall must include setting up/clearing/clearing time. The Centres are to be tidied up, vacated, cleaned (as agreed) and locked by the times indicated. A HARCA employee will oversee locking up the hall at

the end of your hire period. The Hirer(s) or User group will need to go through the 'premises condition' checklist with the staff member before locking up.

Room	Music Stops	Centre Closes
Aberfeldy Main Hall	22:00	23:00
Aberfeldy Community Room	22:00	23:00
Linc Main Hall	22:00	23:00
Teviot Main Hall	22:00	23:00
Teviot Meeting Room	22:00	23:00
St. Paul's Way Centre	22:00	23:00
Poplar Union	23:00	24:00
Bow Community Hub	22:00	23:00
Granby Hall 1	22:00	23:00
Granby Hall 2	22:00	23:00
Granby Hall 3	22:00	23:00
Granby Hall Community room 1	22:00	23:00
Granby Hall Community room 2	22:00	23:00

5.15 The Community facilities must be returned to the condition in which they were let:

- All areas must be left clean, specifically toilets, corridors, kitchen, and floors:
- All rubbish must be removed, placed in rubbish bags and deposited in the designated area (you will be informed of this on induction): Black bags are not provided; please bring your own supply:
- Any chairs and tables used must be stacked away

5.16 Please be considerate to nearby residents, keeping music and noise low and guests and children inside the hall: When leaving the premises, please ensure that your guests leave the vicinity quietly:

Other

5.17 Poplar HARCA accepts no liability for goods belonging to the hirer or their guests that are lost, stolen or broken during the period of hire:

5.18 Hirers or users must not disturb or interfere with the activities of other users:

5.19 Alcohol must not be sold at private functions or meetings in Neighbourhood Centres/community premises:

5.20 Rudeness to staff or other centre users including the use of racist, sexist, faith-intolerant, homophobic or otherwise abusive language will not be permitted:

5.21 The possession and use of illegal drugs on the premises is strictly prohibited: Persons found either using or in possession will be reported to the Police:

- 5.22 Gambling will not be permitted on the premises, however, the Management will normally allow activities permitted within the scope of gambling laws such as community raffles or bingo:
- 5.23 Any malicious damage to, or theft of property from the Community facilities or its grounds will be reported to the Police: The management reserves the right to seek prosecution of offenders who are caught perpetrating such acts.
- 5.24 If the hirer wishes to bring extra electrical equipment, please notify staff when booking: All such equipment must be checked for H&S compliance at hirer's expense:
- 5.25 A Responsible Person (normally the Hirer) must be on the premises for the duration of the hire:

HEALTH AND SAFETY POLICY

1. RISK ASSESSMENT

- 1.1 A risk assessment must be carried out for all bookings. It is Association policy that those making a booking must be taking adequate steps to control any health and safety risks arising from their activity. Centre Managers/deputies should review these risk assessments before confirming a booking and are authorised to refuse bookings if they have any concerns about the way in which health and safety risks will be managed. A risk assessment checklist and form will be provided by Centre Management.

2. INSURANCE

- 2.1 Anybody hiring a Poplar HARCA centre must understand that any injury/incident arising from their activities will not be covered by Poplar HARCA's insurance and that they will consequently be liable for their own damages. It is therefore a condition of booking for higher risk activities such as martial arts, sports, cooking etc. That groups have their own public liability insurance. Cover is also strongly recommended for lower risk activities.

3. FIRST AID

- 3.1 A first-aid box is kept in all Poplar HARCA centres. The location of this box should be pointed out at induction. Details of appointed first-aiders are displayed at each facility.
- 3.2 AEDs (Automated external defibrillators) are also present at some centres. Their location should be pointed out on induction.
- 3.3 As the Association is unable to guarantee that a first-aider will be present in all its community buildings during normal opening hours and as centre first-aiders will not be available "out of hours" it is strongly recommended that any groups booking a centre make their own first-aid provision. This is a condition of booking for higher risk activities such as martial arts, sports, cooking and crafts, any activities involving young people, etc.

4. QUALIFICATIONS OF TUTORS / INSTRUCTORS

- 4.1 Anybody booking a centre for teaching purposes, e.g., martial arts, sports, cooking, ESOL, adult literacy etc. will be expected to provide confirmation of their qualification to teach the subject.

ACTIVITIES INVOLVING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

5. EXTERNAL BOOKINGS

- 5.1 Where regular bookings or one-off bookings by organised groups are made for activities involving children and young people (under 18s) or for vulnerable adults, it is a condition of booking that the group should submit a copy of its child and vulnerable adults protection policy and copies of the DBS certificates for the teachers/supervisors along with confirmation of their child and vulnerable adults protection training.
- 5.2 Where one-off private bookings, e.g., bookings for birthday parties, are made for activities involving children and young people (under 18s) or vulnerable adults, the person making the booking should outline the measures being taken to protect the children/young people or the vulnerable adults in the risk assessment for the activity.
- 5.3 Any groups booking a centre for activities involving young people between the ages of 18 and 21 must ensure an appropriate level of supervision by adults over 21 years of age.

6. INTERNAL BOOKINGS

- 6.1 It is Association policy that all Poplar HARCA staff involved in activities involving children and young people (under 18s) or vulnerable adults must have valid CRB checks.
- 6.2 Internal bookings for activities children and young people (under 18s) must comply with Association youth work policies in respect of the ratio of supervisors: young people.

7. PHYSICAL ACTIVITY

- 7.1 It is Association policy that anybody organising physical activities within neighbourhood centres / community premises should ensure that all participants complete and sign the Poplar HARCA Physical Activity Readiness Questionnaire (PARQ). This applies whether the activities are run by Poplar HARCA staff or by external providers.

8. HEALTH AND SAFETY INDUCTION

- 8.1 Anybody making a booking must undergo a brief health and safety induction which will be carried out by one of the centre staff using the Poplar HARCA health and safety induction checklist. The person making the booking is responsible for relaying the health and safety information to the people in his/her group.
- 8.2 Session staff/tutors should also be given a health and safety induction.

9. RESPONSIBILITIES OF USERS

9.1 All centre users are to take reasonable care for their own health and safety and the health and safety of other users of the centre:

- The maximum numbers stated in the hire charge/conditions of use information (below) shall not be exceeded.
- Other than in emergencies requiring evacuation, guests should remain within the premises. In particular, it is the user's responsibility to ensure that children do not run outside the premises.
- Work areas and communal areas such as toilets must be kept and left in a clean and tidy condition.
- Any spillages must be cleared up immediately.
- Hazardous materials, tools and electrical equipment must not be brought onto the premises unless a risk assessment has been provided and agreed by the Centre Manager.
- Fire exit routes and doors must be kept clear at all times.
- There must be no smoking on the premises. This is a legal requirement and the hirer is responsible to ensure that his or her own guests do not smoke on the premises.
- Centre users should not try to lift or move heavy furniture without adequate help.
- Centre users must follow any special instruction given to them by the Centre Manager, for example regarding the use of safety equipment or facilities.
- Any accidents or incidents even if minor or anything unsafe should be reported to Centre staff and first-aid treatment sought.

APPENDIX 1

SUPPLEMENTARY DOCUMENTS

The following documents are referred to in this document and form part of the policy and procedures for centre bookings:

- Par – Q form adults
- Par – Q form children and young people
- Community centre induction including health & safety sheet
- Community centre risk assessment sheet
- PH Neighbourhood Centre / Community Premises Booking Form
- Premises condition checklist

APPENDIX 2

ACTION PLAN / IMPLEMENTATION TIMETABLE

Action Required	Person responsible	Completion date
Consultation with CRMs	Sally Whittaker / Ana Mae Contreras Ramirez	Conducted during preparation of policy and procedures
Add translation strapline to backs of documents for Centre use.	Ana Mae Contreras Ramirez	31/3/10
Present and explain policy and procedures plus supporting documents to CRMs	Ana Mae Contreras Ramirez	31/3/10
Publish via CaN and Health and Safety pages on Harcanet.	Sally Whittaker / Ana Mae Contreras Ramirez	31/3/10
CRMs to begin following new policy and procedures and using new documents.	CRMs	1/4/10
CRMs to feed back any comments to Sally Whittaker/Ana Mae Contreras Ramirez	CRMs	30/6/10
Sally Whittaker / Ana Mae Contreras Ramirez to conduct a review of how well the new policy and procedures have been received and then to modify and re-launch the documents if required.	Sally Whittaker / Ana Mae Contreras Ramirez	31/7/10

APPENDIX 3: IMPACT ASSESSMENT

<p>How does the policy procedure / procedure/strategy contribute to Poplar HARCA's aims?</p>	<p>The Association's general health and safety policy requires each directorate to put in place its own arrangements for achieving good health and safety practice. Each neighbourhood centre previously had its own procedures and documents for centre bookings. These have been pulled together into one standard Conditions of Use and Health and Safety Policy for bookings, applicable across the centres. Health and safety should be integral to all of Poplar HARCA's activities. The Health and Safety section of the policy and procedures aims to ensure there is adequate consideration for the health and safety of all centre users including children/young people and vulnerable adults or those with disabilities.</p> <p>The Conditions of Use section of the document aims to ensure that centres would not be hired for illicit activities (such as gambling or the sale of alcohol).</p>
<p>Which group(s) of people benefit from the policy/ procedure/ strategy? If any group could be disadvantaged, what is the mitigation or justification?</p>	<p>Employees, residents and community groups using the Association's community premises.</p> <p>The policy and procedures apply to all Poplar HARCA managers and staff and anybody booking community premises. These groups could include people of various ages, gender, sexual orientation, races and faiths.</p>
<p>How have residents been involved in developing the policy / procedure / strategy? If they have not been involved, why not?</p>	<p>The policy and procedures have been seen and commented on by the CRMs and also by members of the Association's Health and Safety Steering Group.</p>
<p>How will the policy / procedure / strategy be monitored and measured (e.g. Are there KPIs?)</p>	<p>The CRMs will be requested to provide feedback on the new policy, procedures and supporting documents and there will be a formal review after the first three months' use.</p>
<p>If any, what are the Value for Money (VfM) implications?</p>	
<p>Will personal data be collected, stored, used or shared? If Yes, a privacy assessment must be carried out</p>	

EQUALITY IMPACT ASSESSMENT

Name of policy, procedure or function: Health & Safety Policy and Conditions of Use for Neighbourhood Centre Bookings

Supporting documents

Is this a new policy, procedure or function? No. This document is an updated and standardised version of an existing policy and supporting documents used by our neighbourhood community centres for centre bookings.

Date of assessment: 03/09/2020

Date of review: 03/09/2020

Lead officer responsible for assessment: Sally Whittaker, Health & Safety Manager

PEOPLE INVOLVED IN ASSESSMENT

Name	Job title	Knowledge of policy, procedure or function
Sally Whittaker	Health and safety Manager	Worked on current versions of the policy and procedures and consulted the Health and Safety Steering Group.
Ana Mae Contreras Ramirez	CaN Area Co-ordinator	Worked on current versions of the policy and procedures. Is the lead person within CaN for the revised policy and procedures.

AIMS AND IMPLEMENTATION

What are the aims & objectives of the policy, procedure or function?	The Association's general health and safety policy requires each directorate to put in place its own arrangements for achieving good health and safety practice. Each neighbourhood centre previously had its own procedures and documents for centre bookings. These have been pulled together into one standard Conditions of Use and Health and Safety Policy for bookings, applicable across the centres.
Who is intended to benefit from it and how?	Employees, residents and community groups using the Association's community premises.
How does it fit in with HARCA's wider aims?	Health and safety should be integral to all of Poplar HARCA's activities. The Health and Safety section of the policy and procedures aims to ensure there is adequate consideration for the health and safety of <u>all</u> centre users including children/young people and vulnerable adults or those with disabilities. The Conditions of Use section of the document aims to ensure that centres would not be hired for illicit activities (such as gambling or the sale of alcohol).
How will outcomes be monitored and reported?	The CRMs will be requested to provide feedback on the new policy, procedures and supporting documents and there will be a formal review after the first three months' use.

CONSIDERATION OF DATA AND RESEARCH

What is the equalities profile of users or other stakeholders?	The policy and procedures apply to all Poplar HARCA managers and staff and anybody booking community premises. These groups could include people of various ages, gender, sexual orientation, races and faiths.
Is there evidence of complaints against the service?	n/a
What are the barriers to participation?	n/a
What recent consultation exercises have there been (by us or by others)?	The policy and procedures have been seen and commented on by the CRMs and also by members of the Association's Health and Safety Steering Group.
Identify areas where more information may be needed and the action taken to obtain it.	None

OTHER FACTORS

<p>Management Arrangements How is the Service managed? Are there management arrangements which may have a disproportionate impact on any group?</p>	<p>The CRMs will be required to adopt the policy and procedures as and when Poplar HARCA community buildings are booked by internal groups, residents and community groups. This should not have a disproportionate impact on any group.</p>
<p>What is the custom and practice in the provision or allocation of the service? Could these have a disproportionate impact on any group?</p>	<p>No</p>
<p>Service Delivery Is there an assessment of need when deciding who gets the service? Are there eligibility criteria? Is the service free?</p>	<p>n/a</p>
<p>Operation Times When is the service provided? Are there seasonal issues? Are there barriers to the service based on the time and delivery of the service which may affect any group?</p>	<p>n/a</p>
<p>Methods of communication What methods are used to publicise the service? Include review and assessment of methods, media, translations, interpretation etc. bearing in mind the extent to which these media forms are accessible to all sections of the community.</p>	<p>The policy and procedures will be communicated internally within CaN and posted on Harcanet. There is no current requirement to translate the documents into other languages, sound recordings, braille or large print for the benefit of staff but as the documents are also intended to be used by residents and community groups making bookings, an arrangement will be made to add the Poplar HARCA translation strapline to the back of each of the documents.</p>

Assessment of Impact on Age

Identify actual or potential effects if the policy is implemented.	Which groups would be affected?	Is effect adverse impact? (y/n)	What justifications (if any) are there to mitigate the adverse impact?	Does effect discriminate? (y/n)	What justifications (if any) are there to mitigate the discrimination?
None. The policy and procedures are relevant to people of all ages. They include requirements for the protection of children/young people/vulnerable adults. They also include a requirement for Centre staff/those making bookings to put in place emergency evacuation arrangements for these groups of people. The policy and procedures therefore impact positively on age in this respect.	Children / young people Vulnerable adults	No	n/a	No	n/a

Assessment of Impact on Disability

Identify actual or potential effects if the policy is implemented.	Which groups would be affected?	Is effect adverse impact? (y/n)	What justifications (if any) are there to mitigate the adverse impact?	Does effect discriminate? (y/n)	What justifications (if any) are there to mitigate the discrimination?
There is a written policy and procedure which those making community centre bookings need to read and sign for plus a number of booking documents. People with a visual disability might not be able to read these. The policy and procedures include a requirement for Centre staff/those making bookings to put in place emergency evacuation arrangements for any individuals or groups with disabilities. The	Those with visual disabilities.	Yes	The Poplar HARCA translation strapline is being added to the documents.	No	n/a

policy and procedures therefore impact positively on disability in this respect.			This informs people that large print/braille versions can be made available on request.	
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Assessment of Impact on Faith

Identify actual or potential effects if the policy is implemented.	Which groups would be affected?	Is effect adverse impact? (y/n)	What justifications (if any) are there to mitigate the adverse impact?	Does effect discriminate? (y/n)	What justifications (if any) are there to mitigate the discrimination?
None. The Conditions of Use section of the documents makes it clear than faith-intolerant language or behaviour will not be permitted in our Community Centres. The policy and procedures therefore impact positively on faith in this respect.	Faith groups using community centres.	No	n/a	No	n/a

Assessment of Impact on Gender

Identify actual or potential effects if the policy is implemented.	Which groups would be affected?	Is effect adverse impact? (y/n)	What justifications (if any) are there to mitigate the	Does effect discriminate? (y/n)	What justifications (if any) are there to mitigate the discrimination?

			adverse impact?		
None. The policy and procedures are relevant to everybody. The Conditions of Use section of the document makes it clear than sexist language or behaviour will not be permitted in our Community Centres. The policy and procedures therefore impact positively on gender in this respect.	None	No	n/a	No	n/a

Assessment of Impact on Race

Identify actual or potential effects if the policy is implemented.	Which groups would be affected?	Is effect adverse impact? (y/n)	What justifications (if any) are there to mitigate the adverse impact?	Does effect discriminate? (y/n)	What justifications (if any) are there to mitigate the discrimination?
There is a written policy and procedure which those making community centre bookings need to read and sign for plus a number of booking documents. There is consequently the potential for language difficulties. The Conditions of Use section of the document makes it clear than racially-offensive language or behaviour will not be permitted in our Community Centres. The policy and procedures therefore impact positively on race in this respect.	People who have difficulty reading and understanding English.	Yes	The Poplar HARCA translation strapline is being added to the documents.	n/a	n/a

Assessment on Impact of Sexual Orientation

Identify actual or potential effects if the policy is implemented.	Which groups would be affected?	Is effect adverse impact? (y/n)	What justifications (if any) are there to mitigate the adverse impact?	Does effect discriminate? (y/n)	What justifications (if any) are there to mitigate the discrimination?
None. The policies and procedures are relevant to everybody. The Conditions of Use section of the document makes it clear than homophobic language or behaviour will not be permitted in our Community Centres. The policy and procedures therefore impact positively on sexual orientation.	None	No	n/a	n/a	n/a

CONCLUSIONS AND RECOMMENDATIONS

Does the policy comply with legislation?	Yes and the aim of the policies and procedures is to help the Association to comply with legislative requirements and to protect the health and safety of <u>all</u> service users.
What are the main areas requiring further attention? (These should be listed in the action plan).	None
How and when will the policy be monitored?	The policies and procedures will be kept under review by the Association's Health and Safety Steering Group and the CRMs.
Suggested consultation for the future. (Identify areas for future consultation and any barriers to participation in consultation with proposals to overcome these)	The EIA will be reviewed in consultation with the Association's Health and Safety Steering Group when these policies and procedures are next revised.

ACTION PLAN

Specify measures that can be taken to remove or minimise the disproportionate impact, adverse effects or discrimination identified.

Issue	Recommendation	Resources needed	Resources identified	Target date	Officer Responsible

