

PORTISHEAD YOUTH & COMMUNITY CENTRE

SAFETY POLICY FOR VISITORS AND USERS OF THE CENTRE

Portishead Youth and Community Centre are committed to ensuring that its premises and facilities are maintained in such a way as to safeguard the well-being and safety of visitors. A summary of individual responsibilities is as follows:

Responsibility of Head of Centre and Youth Provision (HoC/YP)

The HoC/YP will be responsible with the Administration Manager for ensuring that:

1. The premises are kept clean and tidy.
2. There is an adequate supply of soap, towels and toilet paper
3. All entrance doors and emergency exits are clear and unlocked, have opening bars or automatic unlocking with the fire alarm. [The exception is the front entrance which may be locked to prevent intruders when the only activity is in the rear of the building. In this case, arrangements for opening it will be made with the hirer.]
4. All hazardous substances are in a secure cupboard.
5. There is no overcrowding in any part of the premises.
6. All corridors and exit routes are kept clear at all times.
7. The hirer is made aware of the location of the fire exits and fire extinguishers.
8. The hirer is made aware that there is a No Smoking policy in the building and hirers are not permitted to bring in and use smoke machines, lasers, strobes, real flames, firearms, special effects equipment, pyrotechnics or lighted candles (*small candles on a birthday cake excepted*).
9. Ensuring the number of attendees stated in the booking is below the number specified in the Premises Licence, and the booking form is kept as a record.
10. There are no trailing flexes from equipment which could result in injury to patrons.
11. The precautions in the Fire Safety Policy are complied with.
12. The Fire Extinguishers, Fire Blankets and Emergency Exit signs are in good condition.
13. The HoC/YP will terminate a booking where there is refusal to comply with the terms and conditions of hire.

Responsibility of Hirers

1. Hirers accept responsibility for the use of the premises and the conduct of those attending.
2. At the time of hire all hirers will be issued with details of the terms and conditions of hire. These conditions ensure the safety of the hirer and his/her guests and the building. In signing the hiring agreement the hirer confirms that they have read the terms and conditions and agrees to abide by them. Refusal to comply with the terms and conditions will lead to termination of the booking by the HoC/YP.
3. The hirer should only bring electrical appliances into the Centre that are safe, in good working order, hold a PAT certificate when required and are used in a safe

manner. No additional electrical appliances shall be used without the previous consent of the Centre.

Reviewed June 2024

 Recoverable Signature

X J Power

John Power

Chair of Trustees

Signed by: 4073e327-a497-46f6-b601-877797b5f9c5

 Recoverable Signature

X K Jones

Kimberley Jones

Head of Centre and Youth Provision

Signed by: 4073e327-a497-46f6-b601-877797b5f9c5