



# Fairford Community Centre

## News Update November 2016

### Policy updates and Hirer's Responsibilities

To ensure that we are in line with current legislation and guidelines, we have been reviewing our policies at the centre. Please read the information below to ensure that you are familiar with the updates and make sure you fully understand your responsibilities as the 'Hirer' / group leader.

#### Fire Regulations - Activity Organiser / Hirer's responsibilities

- The hirer must be fully aware of the centre's evacuation plan - copies can be found displayed in each room, in the blue policy folder located in Farmor room and on our website.
- The hirer is responsible for ensuring an attendance register is taken and that all your members are briefed regarding the Community Centre's Fire Action Plan and that the necessary actions are taken in event of a fire including calling of the fire brigade and evacuation of the centre.
- Where necessary, please ensure that you have considered a suitable means of escape for disabled members of your group. If any member of your group requires additional support / equipment for their means of escape please let us know and we can discuss this with you.
- **Don't leave doors wedged open**, we have recently had advice from the fire brigade and in order for the fire doors to be effective in the event of a fire they need to be kept closed at all times.

#### Child protection and vulnerable adult policy

- To keep up to date with current legislation, we have updated our child protection / vulnerable adult policy, copies of this can be found in the blue folder located in Farmor room, from the FCC office or on our website.
- It is our (FCC Ltd) responsibility to ensure that organisations hiring out the centre undertaking regulated activities have the appropriate child protection and vulnerable adult policies and procedures in place in regard to safeguarding children and child protection. In summary, regulated activity means unsupervised work or activities involving regular or close contact with children whether paid or unpaid.
- If you are undertaking regulated activity as part of your booking at the centre (i.e. children are, at any time, left in your care unsupervised) you are required to notify us and provide us with a copy of your current child protection policy and DBS (Disclosure and Barring Service) forms for our records.



## Lifts

- Our lifts are platform lifts and are designed for carrying people not equipment, however if you do use them for moving heavy equipment up and down floors please ensure that you do not exceed the max weight capacity and that items are not touching the walls or the emergency stop button as these could cause damage to the lift. The lifts are very expensive to repair and you would be liable for any damage caused.

We have updated our conditions of hire to reflect the above and your continued booking with is confirmation of your agreement to the above changes. If this is not the case then please let us know via email to [manager@fccentre.co.uk](mailto:manager@fccentre.co.uk)

## Other News

### Security

**We have noticed that users are not always setting the security alarm and external doors are being left wedged open, this means the building is not secure and your, and everyone else's contents insurance may not be valid.**

If you are the last to leave the building please ensure that you activate the security alarm and leave the building secure. You can check the in/out board to see who is still in the building.

**New Codes** - to keep the centre secure we will be issuing new door and alarm codes. The new codes will be effective from **24<sup>th</sup> November 2016** and will be emailed to you in the next week or so. We will use the same email that this newsletter was sent to, so if you want to update the email address we have listed please let the office know ASAP.

### FCC Members

All our regular users interested in the Community Centre are invited to join us and become members of FCC Ltd. We welcome new members, and there is no joining or membership fee, just a general meeting once a year, when we report on the year's activities. If you are interested in becoming a FCC Ltd member and would like some further information then please let the office know of your interest and we will get in touch – [manager@fccentre.co.uk](mailto:manager@fccentre.co.uk), 01285 711571

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**Thank you for taking the time to read through the newsletter, it was rather information heavy this time!**

**We would like to take this opportunity to thank you for your continued custom and support and wish you well with your classes and activities in the future.**