

Procedure and responsibilities for all Groups and Clubs using Newcastle Community Centre.

Purpose

Newcastle Community Centre, NCC, wish to create a safe and hygienic environment for all groups and clubs using the centre. This document outlines procedures and responsibilities of all using the Centre.

Procedure

- All visitors to the centre must sign in with the date, time of their visit and contact details
- For Clubs and Groups, the leader/person responsible must sign in at reception and keep log of all members of the groups/clubs.
- The leader/person responsible must ensure they are onsite before children are left in the Centre.
- The leader/person responsible must ensure all children have been collected before leaving the Centre.

Visitors must be aware of NCC Fire Safety Regulations.

- Visitors must read the NCC Health and Safety Policy and obey all mandatory signs
- Visitors must report potential hazards to the NCC Board/contact person.
- Clubs/groups are required to report all accidents and incidents, whether resulting in injure or not.
- Fill in report form (held in kitchen) and report issue to a board member
- Visitors must be aware of the nearest emergency exits and the fire-fighting/first aid equipment
- Visitors must leave the Centre clean and tidy and dispose of any food used.
- All users should be familiar with the exits and emergency doors

Date: 29th November 2022