



OPERATING PROCEDURES for Sedbury Space activities

1. Principles

- Sedbury Space Trustees are responsible for all activities that take place on the premises or elsewhere under our name.
- All activities run by Sedbury Space are for the purpose of contributing to the aims of the charity and will be run in accordance with the values of the charity. (see noticeboard)
- All Sedbury Space activities are covered by the Charity's insurance policy including public liability.
- All activities are governed by the Charity's policies and procedures.
 - Confidentiality and Data Protection;
 - Health & Safety and Fire Evacuation Procedure;
 - Complaints and Disciplinary Procedures
 - Safeguarding and Lone working
 - Equal opportunities and Volunteers
 - Drugs and alcohol

2. Implementation

Sedbury Space activities will be facilitated by the Centre Manager, either by organising them herself or by supporting a volunteer, or team of volunteers, to organise and run the activity. All activities should be designed with the aims and values of the charity in mind. Sedbury Space reserves the right to close down an activity if it does not comply.

All activity organisers are asked to:

- familiarise themselves with all relevant Sedbury Space policies (See file under serverly sink);
- carry out a Risk Assessment (RA) – check standard Sedbury Space RA and record any particular risks that are likely for your activity and note associated actions to reduce those risks. (if you require help with this please do not hesitate to ask a committee member);
- keep a register of attendance;
- liaise with the Trustees about any proposed changes to timing, closure, name of group, personnel etc before making announcements and putting into place;
- give occasional reports to the Trustees for committee meetings and for the Annual General Meeting.

3. Day to Day Management

Opening up

- by authorised key holder;
- in cold spells turn up thermostat to turn heating on;
- kitchen plinth fan heater can be turned on at the wall above the unit;
- check defibrillator flashing light is active and record initials in book;

- if required turn on internet at the plug in the small room;
- check toilet for cleanliness and loo roll ;
- Please help yourself to refreshments in servery cupboard and to milk in the fridge – if using the fridge please check and record the temperature (thermometer and record book in kitchen drawer);
- Please encourage participants to make donations for use of the space and refreshments.

Afterwards

- Please record numbers of participants and volunteers on the monitoring sheet in the blue file in top drawer of servery
- Turn off under cupboard heating in kitchen and turn down thermostat in main room
- Turn off internet at plug
- Please wipe down toilet and sink with antiseptic wipes (found under the sink)
- If you've served refreshments please wipe down sinks, surfaces and tables.
- Count donations, add to tin and complete petty cash form, claiming receipts as appropriate.
- Empty kettles and turn off all plugs
- Check all back doors are locked
- Check floor and Hoover if necessary (Hoover in boiler cupboard)
- Please put back any furniture you've moved

4. Finance

All Sedbury Space activities will be underwritten by the Charity but need to be self-financing as far as possible. Each new idea for an activity will need to be fully costed and a proposal submitted to the Trustees before being launched.

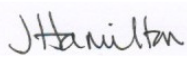
As a general rule, Sedbury Space does not charge for activities unless a regular financial commitment is necessary to make the activity happen e.g. paying a tutor for the exercise class. Instead participants of activities are encouraged to make donations to cover the costs of the premises, refreshments and resources. If significant or capital resources are required, the activity organiser should approach the Trustees with a fully costed request. Trustees may offer to support the activity from general funds or help can be given to make a grant application for a restricted fund.

5. Emergency Contact numbers:

Key holders:	Revd Janice Hamilton	01291 626158 or 07749 130323
	Mrs Chuchi Lyall	07966 962914
	Mr Gary Grant (<i>Health & Safety</i>)	07840 822217

5 Approval and Review

This policy has been approved by the Trustees and will be reviewed on an annual basis.

Signed:  (Chair of Sedbury Space)

Date approved: April 2020

Review date: May 2021