



**Crofton
Community
Centre**

Hirer Information Managing Risks

- Insurance
- Risk Assessment
- Safeguarding
- First Aid
- Affiliation
- Training

Thank you for hiring at Crofton Community Centre. Supporting groups and individuals to provide activities for the residents of Hill Head and Stubbington is at the heart of what we do.

Please familiarise yourself with the information contained in this leaflet which includes references to legislation and house rules we need hirers to comply with. We require hirers to submit copies of any documentation referred in this leaflet that is relevant to their groups or organisations. If after reading you have any questions or worries, please do get in touch, we are here to try and help.

INSURANCE

Public Liability Insurance is your protection in case something goes wrong. Anyone offering advice, coaching, instruction or events open to the public, particularly if you are charging entry or drawing a wage, must have cover. Whilst smaller and casual groups may not be required to have insurance, it's worth remembering, everyone's friends until something goes wrong. From about £50 a year, it may give you peace of mind.

RISK ASSESMENTS

Although the words Risk Assessment can strike fear to the heart, they are not as scary as they sound. Risk Assessments exist to show that you have thought through your activity, considered the potential risks and have recorded what action(s) you have taken as a result. Use it as an opportunity to run through your activity and think about what you could do better. As a hirer, your level of risk, and what you'll need to do about it, will vary dependent on the activity itself, where it is taking place and who is taking part. Assessing Risk is actually a very simple process answering the following 5 questions:

What could go wrong? - How likely is it to go wrong?

What would the consequences be if it did? - How can I stop or reduce the impact?

Does the remaining risk justify continuing?

SAFEGUARDING

CCA is concerned to safeguard the wholeness and the well-being of every person in our community, of whatever age. It is the responsibility of each one of us to prevent the physical, sexual or emotional abuse of every member of our community and particularly the abuse of those most vulnerable among us, including children and young people. It is the duty of all those who work with children, young people and vulnerable adults to prevent harm and abuse of every kind and to report any abuse discovered or suspected. (*Adapted from Advising Communities 2017*)

Alongside CCA's own Safeguarding Officer and Procedures, if your group or organisation works actively with young people or vulnerable adults then you are required to have a safeguarding policy and confirm that your team are appropriately appointed and checked.

FIRSTAID

Although CCA has its own specific responsibilities to provide First Aid resources, groups and organisations hiring space at the centre are responsible for their own First Aid provision. A publicly accessible defibrillator is located on the exterior wall of the Centre. You will be directed to this, if required, via the emergency services.

As with many topics covered here, the exact cover and training required will vary depending on your activity, those attending the session and other factors. CCA will, occasionally, organise first aid courses on which places can be booked, please see the office if this would be of use to your group.

AFFILIATION AND TRAINING

For some activities, such as martial arts or counselling services, you may already be required to be members of a national body to operate. For others, finding a local, or national, body to affiliate with might be a useful source of support, offering you guidance and often discounts related to many of the issues raised above.

If you are running your group or organisation as a business (whether for profit or not) CCA will need to check that those leading activities are appropriately experienced and recognised in what they are delivering.

New Hirers will be asked for copies of all relevant documentation before any activities commence, with all existing groups being asked for updates on an annual basis. This is part of CCH's H&S procedures and our commitment to the community.

Working together is the best way to provide safe and appropriate activities for the residents of Hill Head and Stubbington. If you have any questions or concerns about anything covered in this sheet, then please get in touch, we are here to help.

Don't be fearful of risks

Identify and understand them – Then manage and minimize them to an acceptable level.