

# Upper Dovercourt Social Club

618 Main Road, Dovercourt, Harwich, Essex  
CO12 4LW

## Operational Plan

**Reviewed by**

**Upper Dovercourt Social Club Committee**

**Upon the date of**

07/09/2022

**Signed by**



*Bradleigh Wosko (Chairman)*



*Aimi Wosko (Secretary)*

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## **Aims and Objectives**

Upper Dovercourt Social Club is a friendly, community oriented venture - the idea was conceived as a collaboration between like minded community members to create an asset for a wide range of people and shall continue in the same spirit.

The main objective of the club is to support the local populace all the way from charity fundraising down to simple social support between members.

## **Premises**

The premises is the combination of two separate areas - the front hall complete with members/guest bar, darts throw and pool tables (ZONE 1) and a large community hall with no alcohol supplement focused around local charities and clubs (ZONE 2)

These areas benefit from separate access allowing for complete independence between operations.

An area between the two buildings has been designated as the sole area for smoking, this location was chosen to minimise impact from noise and fumes towards neighbouring residences and businesses, plus allow a safe and compliant area for smoking.

## **Range Of Activities Offered**

### ***Zone 1***

- Darts - Two match boards and two practice boards, with a league standard oche
- Pool - Two well placed pool tables
- Cribbage - Ability to host cribbage in a safe, quiet and enjoyable atmosphere.
- Socialising - Members/Guests bar with stools plus all tables and chairs designed for socialising.
- Music - Jukebox with well placed speakers focused in the right-hand portion of the building away from residential properties.
- Stage area - Doubling not only as the main area for league darts but also for any music events i.e Karaoke, Singers and Bingo callers.
- Television - Well placed televisions with the ability to watch Sports, Music and News

### ***Zone 2***

- Large Community hall - To be available for use for a small fee by all club members and their guests for life events including but not limited to, christenings, wakes and children's birthday parties. No established bar and restricted to NO ADULT parties.
- Charities - Available for free use by local charities to help with community aid efforts.
- Clubs - Hire for a set amount to members of the wider community for clubs, i.e Karate and slimming world etc.

## **Operational Hours**

### **Zone 1+2**

Monday-Thursday 12:00-23:00

Friday-Saturday 12:00-00:00

Sunday 11:00-23:00

## **Ensuring Good Relationships With Neighbouring Residential Properties**

As a community based endeavour this is crucial to ensure the goals of the club are met, prior to operation a noise survey has been conducted to examine any potential disturbances to all surrounding premises/properties - a noise management plan has been drafted and must be followed exclusively, any members found to be acting with behaviour outside of these guidelines or the club's constitution will have their membership brought into question.

Ingress and egress from the club is to be monitored ensuring the closure of all external doors to avoid internal noise spill, and furthermore the smoking area of the club is to be used respectfully of our neighbours - large groups are to be discouraged from using this amenity simultaneously.

Any events that have the potential to cause a nuisance must only be done so once contact and fair agreement with neighbours has been achieved these include but are not limited to Karaoke, Amplified singers and Discos etc.

Parking is to be monitored and members encouraged to use public transport or where viable walk to the premises especially during peak hours, although the club ultimately has no control over this fact every effort must be made to advise members.

Zone 2 in particular must take special consideration to the adjacent public cemetery ensuring not to create a nuisance and be respectful of people using this location - the club will ensure that any charity work or clubs are conducted with this fact in mind and not allow amplified music within Zone 2 between the hours of 12:00-16:30 Monday-Friday.

# **Ensuring The Licencing Objectives**

## ***Crime And Disorder***

High quality 4K CCTV has been installed at the club internally and externally, these recordings are to be kept securely onsite and through a remote cloud backup for no less than 31 days, in the event of a criminal matter these recording will be available to the local police constabulary via .mp4 files either through email attachments or on a USB flash stick.

Any events that could see a large number of people onsite the club will implement a third party S.I.A qualified security service to assist with any problems that may arise.

Memberships will be examined and revoked if necessary to ensure the success of the licensing objectives, additionally a refusal book is kept on-site, to record any denied sales of alcohol.

The club operates a Challenge 25 policy for all members and their guests.

No irresponsible drinks promotions will be allowed at any time whatsoever.

Appropriate signage will always be clearly displayed showing the measures (e.g CCTV, Zero tolerance to drugs) that the club has implemented to make all members aware that the club is strictly enforcing these rulings.

## ***Public Safety***

An up to date fire risk assessment has been completed and is available upon request at any time - all fire escapes are kept clearly lighted and accessible at all times. All staff to be regularly trained in the fire procedures and meeting points. All emergency lighting/fire extinguishers are to be maintained and certified.

All public areas (within reason) of the club are fully accessible to disabled persons and furthermore all future decisions regarding the premises will be conducted with this in mind.

All memberships are to be considered on personal merit with ethnicity, gender, religious or sexual orientation to play no part in any proceedings.

First aid supplies are readily available should the need arise and all staff are requested to attend First Aid related training where applicable, additionally the club will maintain a record of incidents in the form of an accident book.

All relevant certificates have been obtained and are viewable at any time with regards to any building improvement works that require them.

Clean, fresh water is available on request at all times. Local taxi numbers are to be retained on site and under this purpose the club's telephone is available for the use of members/guests for free.

## ***The Prevention Of Public Nuisance***

The noise management plan has been formulated with the express intention of upholding this objective, all regulated entertainment shall be monitored to ensure it is being adhered to at all times.

All windows (excluding the front original design that is retained) are double glazed and will be kept closed at times of regulated entertainment - Air Conditioning measures have been assessed and will be implemented to ensure the internal conditions stay within safe levels.

Signage is clearly displayed informing members/guests to leave the premises in an orderly and well conducted manner respecting all neighbouring properties/residences.

The smoking area has been a point of deep consideration and the location that has been chosen was deemed most suitable with regards to minimising any adverse effects for neighbouring properties/residences. This area is under constant CCTV monitoring and anyone found being excessively disruptive will be put under consideration for revocation by the committee.

The club will not be increasing the light pollution levels of the area, as a closed members club it has no need to advertise to passersby and therefore will only ensure that external lighting is adequate enough to ensure the safe passage of members/guests.

The club and all its grounds will be maintained and kept clean from litter and debris, this is to ensure the safety of everyone and to prevent any unsightly nuisance towards neighbours/members of the public.

## ***Protection Of Children From Harm***

There is no membership available to people under the age of 18.

Under 18's are only permitted in Zone 1 whilst under the supervision of a member/guest over the age of 18, this will be regulated and enforced through the challenge 25 scheme.

At peak times the committee reserves the right to enforce an over 18's only policy within Zone 1 solely in the interest of the protection of children.

Zone 2 will be accessible to under 18's and benefits from a totally independent access from Zone 1 and no provision of alcohol, this usage by under 18's will only be granted under the supervision of a trained professional of the relevant local club/charity applicable at the time in question.

If appropriate Zone 2 will also be monitored by an enhanced DBS holding committee member to ensure this objective is upheld.

## **Committee Structure**

The committee is to be comprised of 4 Senior Officer roles these are as follows:

Chairman  
Vice Chairman  
Secretary  
Treasurer

These 4 roles will complete their duties in line with upholding the constitution and ensure that all club business is completed satisfactorily and to the standards of The Licencing Authority, The Police, HMRC, DWP and all other relevant authorities without exception.

These 4 roles are joined on the committee by a number of no less than 5 non role-holding officers - the aim of this is to provide an impartial advice and decision making process to uphold the clubs high standards and diversity rulings.

## **Staffing**

All staff are to be fully trained in all roles, including operations and the policies of the club, there is an agreement to be signed on commencement of position to confirm understanding of what is expected from their roles and how they are to conduct themselves to ensure the club operates within the licensing objectives.

Staff are required to familiarise themselves with all the club specific fire safety measures and relevant risk assessments.

As an employer the Social Club strives to uphold laws pertaining to diversity within the workplace and equal opportunities where appropriate.

Staff are required to be food hygiene trained to be in charge of any events or activities that include the preparation or storage of food.

## **Membership Details, Fee's And GDPR**

Membership details are to be collected purely in the interest of recording the members of the club and contacting them regarding their membership, these details are to be handled by our designated data handler and stored safely on-site (physical and digital) inside a lockable file - there will be no third party access to any personal information and no use of sensitive information in advertising neither from the club nor an independent.

The fee for a yearly membership is to be determined by the committee with an annual review and will be one set price for all with no concessions - this is in the interests of fairness.

Although members will not be required to fill out every section of the form - full name, D.O.B, address and a signature to confirm acknowledgement and intention of adherence to the club's constitution will however be mandatory. The designation of some points to be optional is to recognise that some members might not have access to a telephone or email system and therefore to avoid discrimination.

Members will be required to carry their membership cards and be able to present them when requested to a member of staff - a key fob access system is currently being assessed with hopes to implement this in the second year of operations.

There is a signing in book, which will record all of the relevant details of members' guests and shall be documented at every visit.

## **Fire Procedure**

All staff and committee are to be trained highly in all fire procedures and to be prepared for all eventualities.

Emergency lighting, break glass, sounders and extinguishers to be maintained and inspected regularly. The fire alarm system is to be tested weekly.

Fire drill to be conducted bi-annually with all staff in attendance to serve as a functional practice and refresher course.

Fire evacuation information to be clearly displayed for members/guests to familiarise themselves with.

## **Risk Assessments**

These are to be kept safely on-site, available to be a reference for staff and/or for inspection by any relevant authorities.

Outside of exceptional circumstances (i.e buildings works etc.) these will be reviewed and amended as seen fit by the committee once annually.