

# The Pinder Recreational Trust Committee Training Plan April 2025

## For the Management of The Portal Hall

### 1. Purpose

This training plan ensures all committee members understand their roles and responsibilities in managing The Portal Hall efficiently, adhering to policies, and maintaining safety and compliance standards.

### 2. Training Objectives

- Familiarise committee members with **governance, policies, and legal responsibilities**.
- Ensure members understand **health & safety obligations** related to hall operations.
- Provide training on **fire safety, maintenance, and risk management**.
- Equip members with the skills to manage **bookings, finances, and community engagement**.
- Ensure a **consistent and effective handover process** for new committee members.

### 3. Training Schedule

| Training Topic                                     | Content Covered  | Trainer / Resource                 | Frequency     |
|--|--|------------------------------------|---------------|
| <b>1. Induction for New Committee Members</b>      | Overview of The Portal Hall and committee structure, key responsibilities, introduction to policies.         | Chairperson                        | Upon joining  |
| <b>2. Fire Safety Awareness</b>                    | Fire evacuation procedures, use of fire extinguishers, understanding the Fire Risk Assessment.               | Designated Fire Safety Officer     | Annually      |
| <b>3. Health &amp; Safety and Risk Management</b>  | Understanding the Health & Safety Policy, identifying hazards, accident reporting, and emergency procedures. | Designated Health & Safety Officer | Annually      |
| <b>4. Maintenance &amp; Building Management</b>    | Routine maintenance checks, reporting issues, understanding the Maintenance Plan.                            | Trustee                            | Bi-annually   |
| <b>5. First Aid &amp; Emergency Response</b>       | Location of first aid kits, handling minor injuries, emergency contacts, CPR awareness.                      | Designated First Aider             | Every 2 years |
| <b>6. Hall Bookings &amp; Financial Management</b> | Managing hall bookings, invoicing, financial oversight, budgeting for maintenance and improvements.          | Designated Member / Trustee        | As required   |

| <b>Training Topic</b>                          | <b>Content Covered</b>  | <b>Trainer / Resource</b> | <b>Frequency</b> |
|--|---|---------------------------|------------------|
| <b>7. Governance &amp; Legal Compliance</b>    | Charity/trustee responsibilities, data protection, safeguarding considerations.   | Trustee                   | Annually         |
| <b>8. Community Engagement &amp; Promotion</b> | Encouraging hall use, working with local groups, promoting events and activities. | Trustee                   | As required      |

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#### **4. Delivery Methods**

- **In-person training** – Essential safety training (fire, first aid, risk assessment).
- **Committee meetings** – Brief refreshers on policies and procedures.
- **Handbooks & Guides** – A printed/electronic handbook for all committee members covering policies and procedures.
- **External trainers** – For fire safety, first aid, and legal compliance updates.
- **Mentoring** – Pairing new members with experienced committee members.

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#### **5. Monitoring & Review**

- A **training record** will be maintained for all committee members.
- Annual **review of training needs** during committee meetings.
- Training feedback to be collected and used to improve future sessions.
- Updates to training topics in response to policy changes or new legislation.

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#### **6. Responsibilities**

- **Chairperson** – Oversees training implementation and compliance.
- **Trustee** – Maintains training records and arranges sessions. Provides financial oversight training where necessary.
- **Health & Safety Officer** – Ensures risk assessment and fire safety training are up to date.
- **All Committee Members** – Participate in training and apply knowledge in managing The Portal Hall.

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This plan ensures The Pinder Recreational Trust Committee operates **efficiently, safely, and legally**, ensuring The Portal Hall remains a valuable community asset.