- Smoking or vaping is not allowed inside the building.
- Please keep your creative space clean and tidy.

Please ensure to take all your rubbish home with you. It can not be left in the building as this attracts vermin.

The Creative Space and our sessions

Our activities are based in different creative spaces in the building, we achieve our aims by providing access to equipment and materials for the safe use by our members. Every activity session has a supervisor and first aider on hand to support our members, complying with Health and Safety legislation. It will do this by providing an open and collaborative atmosphere in which members can share ideas, knowledge, and expertise to further their individual creative aims and encourage others to do the same. Our activity Co-ordinators are on hand to guidance & support..

Please take a look at our website for all our policies and procedures

www.bhcreativecommunity.co.uk

BHCC
BURGESS HILL CREATIVE COMMUNITY

Registered Charity Number 1203629
Info@bhcreativecommunity.co.uk

Complaints and Concerns

If you are unsatisfied or feel unhappy with an issue and have been unable to resolve it informally, you can raise the matter formally using the BHCC complaints procedure. If you have a safeguarding concern, please look at our adult safeguarding procedures and policy and contact our safeguarding lead. The supervisors and trustees can help you with any issues.

Visitors

The BHCC encourages visitors from our local community and from organisations such as the NHS and local authorities. Some visitors want to see what we are doing and how to access our activities and how to become a member. Others may need help with a project, and some may be able to help us.

Friends

The BHCC has friends and enjoys helping and collaborating with other organisation for the benefit of our community.

Trustees

Trustees are responsible for the running of the charity and ensure the members are safe and happy taking part in the BHCC's activities. They provide guidance on the BHCCs aims, its development and direction. The Trustees can help you with any issue regarding the BHCC.

BHCC
BURGESS HILL CREATIVE COMMUNITY

Welcome to the BHCC Membership Guide

Who we are

The Burgess Hill Creative Community (BHCC) formed in the summer of 2023. We took over the Kiln with the hope we could build on the initiative and vision Burgess Hill Shed began. Our aim is to enable members of our local community to access affordable arts and crafts activities and provide a safe and sociable environment for people to come together and share their skills.

A Registered Charity

BHCC is a registered charity which means we operate and manage our purpose in a responsible way, we have certain rules and regulations to enable us all to be safe and happy taking part in our arts and crafts activities. As a registered charity we are able to support our aims and objectives through raising funds, applying for grants and from donations.

Burgess Hill Creative Community Objectives

Burgess Hill Creative Community benefits the local community by providing access to social, affordable creative art and crafting activities in a safe environment.

We aim to

- Provide ways for members to reduce social isolation, alleviate loneliness, and improve general wellbeing through access to creative activities which might otherwise be inaccessible to many.
- Increase public exposure to, and involvement in, hand-based creative and craft activities in Burgess Hill and the surrounding area, to broaden the idea of arts and cultural participation for individuals from a wide range of backgrounds and abilities.
- Promote equal opportunities to members, encouraging inclusivity and respect for a diverse range of values, opinions and cultural differences.
- Strengthen and build community capacity, encouraging members to be proactive in participating in local economic and social regeneration.
- Serve as a non-profit community organisation that operates for the public benefit and contributes to the wider society through charitable activities and initiatives.

Membership

As a member we hope you'll support the aims and objectives of the Burgess Hill Creative Community (BHCC). We value your participation and hope you enjoy being part of our Charity, whilst creating, socialising and having fun.

Members can use our creative spaces for any project as long it is safe and acceptable to other members. You may like to work on an individual project or consider collaborating with another member. You can enjoy any of the activities we run if there is space in the session. Some sessions are busier than others, although ‘first come is first served’ we will always try to accommodate you in the session.

We believe in sharing our skills and knowledge to enable you to learn something new, this can be from the person sitting next to you or the supervisor giving a demonstration. We value all our members contributions.

Members Rights

As a member you have voting rights on the election of trustees and major decisions affecting the BHCC. You can attend the Annual General Meeting where you can provide ideas, raise issues and discuss what affects you and the BHCC.

BHCC Rules

To keep everyone safe please observe the following when attending our creative space:

- Please do sign in and out every time you attend The Kiln, for our Fire Safety regulations.
- Please make yourself aware of the emergency exits located in the building and external meeting point, you will be shown on your induction after you join. Familiarise yourself with the location of emergency power off buttons, safety switches, first aid kits, fire extinguishers and fire alarms. In case of emergency or when alarm sounds follow the procedure as set out at The Kiln.
- Follow all health and safety guidance and procedures and always wear PPE where appropriate.
- You must be competent in the use of any of the equipment used.
- Report any accidents to the session supervisor and ensure a record is made in the accident book.
- Ensure hazards and spillages are cleared away promptly and debris is disposed of in the appropriate bin.
- Remember you are sharing the space with other members and guests. Please be mindful of individual needs and respect our members differences.
- Please insure there is always somebody else in the building with you at all times. Always be aware of others members safety.
- Please do not leave personal or valuable belongings unattended, they are your responsibility.