



1. General Code of Conduct

Marsh Street Arches and Garden Community Interest Company believe that people encountering the group are entitled to be able to enjoy their experience. The behaviour of others must not, as far as is practical, detract from that enjoyment.

This policy applies to all people engaging with Marsh Street Arches and Garden CIC through visiting the gardens, attending events or through other means of correspondence.

It is the aim of the Marsh Street Arches and Garden CIC to ensure that regular users are aware of the code of conduct; are aware of their responsibilities for their own conduct; are aware of their responsibilities for the conduct of others.

Alcohol and Drugs

The group has a legal duty to take reasonable steps to ensure that staff and volunteers are not under the influence of drink or drugs as this can pose a risk to the individual's health and safety or the health and safety of others. Furthermore, alcohol and drugs can de-inhibit and thus lead to behaviour that spoils the enjoyment of visitors.

Smoking

Smoking is prohibited throughout the site.

Smokers must ensure that matches and tobacco products are completely extinguished before entering the site.

Matches and tobacco products must not be discarded in the manner of litter in and around the site.

Other

Bullying will not be tolerated.

Cruelty to animals will not be tolerated.

Swearing and shouting will not be tolerated.

Respect all visitors and users.

Visitors must respect the garden and its local surroundings.

Visitors must not pick flowers or produce unless you are buying them or have been asked to do so.

Responsibilities

Individuals have a responsibility not to attend activities if they are under the influence of alcohol or drugs.

If a user suspects that an individual is under the influence of alcohol or drugs, they should inform the person in charge of the activity, contact a member of the committee or in the event of not being able to contact someone, leave a message with a member of Marsh Street Arches and Garden CIC management committee.

Monitoring

This policy will be reviewed annually.

Staff and volunteers will be asked for feedback on the conduct of others as part of the review process.

2. Allocation

Marsh Street Arches and Garden CIC's north plot site (community grow your own scheme) will contain approximately 30 raised beds/planters.

These resources will be allocated on a first come first served basis after extensively publishing their availability to local agencies and neighbours.

It is CIC policy to ensure the scheme is available for use by the community as a whole. Any volunteers are therefore welcome to participate in the planting and maintenance of the planters, working alongside the groups to which planters have been allocated, provided they adhere to the Marsh Street Arches and Garden CIC Code of Conduct.

Marsh Street Arches and Garden CIC management committee has the final say on all allocations and also has the right to refuse applications on sufficient grounds. These would include concerns about breaches, or potential breaches of Marsh Street Arches and Garden CIC Code of Conduct (see 1 above) and other terms of use etc.

3. Purpose

Marsh Street Arches and Garden CIC aims to provide a user friendly open space which people can relax in and enjoy.

This includes the south site community garden and barbecue area and the north site 'grow your own' scheme.

The 'grow your own' scheme in particular aims to encourage community growing, promoting well being through access to nature, gardening and healthy eating. It is the intention of Marsh Street Arches and Garden CIC to ensure the 'grow your own' scheme is accessible and inclusive. It is hoped to achieve this by offering raised bed/planter space to a wide range of agencies working within the local community alongside local residents of the nearby area.

4. Responsibilities

Upon allocation of a raised bed/planter each individual or group is responsible for the following;

- Supervising their own work and planting etc
- General maintenance of the raised bed/planter and immediate area, this includes maintaining the area in a generally tidy manner.
- Ensuring the raised bed/planter is in regular use
- Provision of their own produce for planting in the raised bed/planter
- Provision of their own tools

Marsh Street Arches and Garden CIC are not responsible for providing supervision for any group or individual's activities on the site. All groups or individuals are responsible for their own work, work area, visitors and the security of their equipment and the site in general.

If a raised bed/planter is clearly not in regular use;

- After 3 months the group/individual will be notified in writing about the concern
- If during the ensuing three month period the raised bed/planter is still clearly not in regular use Marsh Street Arches and Garden CIC will write to the group or individual withdrawing the access to the resource. The raised bed/planter will be re-allocated to another interested party.

5. Bookings – available sessions

General opening times for the north site 'grow your own' scheme will be 9am-5pm Monday to Sunday. Out of hours access can be negotiated. Please do not visit the site outside of normal hours without approval from the Marsh Street Arches and Garden CIC management committee.

There will be two kinds of sessions available to site users, open and closed.

Open sessions – this means that the site is open for the use of all and numerous groups and/or individuals may be on the site together at any time through the day (9am-5pm)

These sessions are;

Monday	all day
Tuesday	afternoons
Wednesday	mornings
Thursday	afternoons
Friday	all day

Closed Sessions - this enables any groups to book the site specifically for their use and no other users will be on the site during this visit. This does not include Marsh Street Arches and Garden CIC staff/committee members or maintenance work which may require access to the site at any time.

These closed sessions are available on;

Tuesday	mornings (a closed morning session is – 9-12.30pm)
Wednesday	afternoons (a closed afternoon session is – 1-5pm)
Thursday	mornings

Each group may book a maximum of one closed session per week.

If no closed sessions are booked open attendance rules apply. Please check as per details below.

To book a closed session you must contact the Central and Hindpool Neighbourhood Management office at 242/244 Dalton Rd, 01229 876546 or neighbourhoodmgt@barrowbc.gov.uk at least 24 hours before you require the site.

Block bookings are accepted and will last a period of six months before requiring renewal.

Please see point 9 re: health and safety/supervision of sessions etc.

6. Access

Each group or individual will have a key to access the 'grow your own' scheme on the north site of Marsh Street Arches and Garden CIC. This entitlement requires those accessing the site to ensure it is secure on departure.

7. Tools/equipment

Each group or individual is responsible for providing all their own tools and equipment they require for the maintenance of their raised bed/planter. Any tools or equipment left on the site are left at the owner's risk. Marsh Street Arches and Garden CIC are not responsible for any loss or damage to any tools or equipment left on the site.

8. Produce

Each group or individual is responsible for providing their own produce for growing in their raised bed/planter. All produce grown will remain the property of the group/individual maintaining the raised bed/planter.

Marsh Street Arches and Garden CIC may occasionally hold seasonal events and produce sales – donations of produce will be welcomed for these events which will help to cover general running costs for the project overall.

Users of the site must not take produce from any raised bed/planter, other than their own, without permission.

9. Health and Safety

Marsh Street Arches and Garden CIC has its own general risk assessments and insurance to cover general activities on the site.

However, each group or individual are responsible for paying due regard to their own health and safety and that of others. Each group will be responsible for developing its own risk assessment to cover their specific visits and/or activities relevant to their client group.

Marsh Street Arches and Garden CIC carries appropriate Public Liability Insurance however we would encourage all site users to consider their own insurance requirements before engaging in any visits and/or activities on the site.

Marsh Street Arches and Garden CIC will provide no regular supervision of the site during visits. There may be occasions when Marsh Street Arches and Garden CIC staff and/or committee members are present however.

All health and safety issues are therefore the responsibility of the groups and individuals concerned. We would encourage groups to consider issues such as access to a first aid kit, risk assessments, appropriate supervision etc.

Breaches of these terms of use may result in the suspension or complete withdrawal of access to the Marsh Street Arches and Garden CIC 'grow your own' scheme.

Adopted May 2011