

The Bridge Collective

# KEYHOLDER AGREEMENT



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**Adopted: 21 July 2010**

**Updated September 2021**

I, as a keyholder for the premises of the Bridge Collective, agree to be responsible for:

1. Following the keyholder policy and all Bridge Collective policies and procedures.
2. Signing in and signing out in the book by the front door and on the key holder board.
3. Being the responsible person and Appointed Person in an emergency; this includes dealing with fire, accidents, accident reporting, and behaviour which is beyond what the group can deal with.
4. Handing over being the Appointed Person to another keyholder when leaving, if the premises remain open.
5. My set of keys and allow them to be duplicated only with agreement at a Bridge meeting.
6. To give the keys back at any time when requested by the director's meeting. (To be signed for).
7. To pay £5 towards a new set of keys if they are lost.
8. Appropriate use of the premises and office (phone, photocopier and printer) for Bridge business.
9. Oversee the tidiness and cleanliness of the premises. This includes if necessary: washing up mugs, hoovering, putting toilet cleaner in the toilet and emptying bins and putting bags in the bin yard.

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10. Fire safety and ensure the Crow's Nest window is unlocked on entry, and on locking up that paper/furniture/ anything that might catch fire are as safe as possible and that all plugs other than those saying 'leave on' are switched off.
  11. Leaving the premises secure; this includes closing the Crow's Nest window, closing the blinds, turning lights off, checking the office and outer door lock-obstrucuter-tab is down.
  12. Health and safety
  13. Safeguarding
  14. Diversity awareness
  15. If I am unable to facilitate the activity for which I have been given keys and equipment - I will stay in touch monthly or return my keys and equipment.

In order to carry out these responsibilities, I have received induction into:

1. Where the first aid box is and how to record in the accident book.
2. Where to record if equipment is broken or faulty and who to let know.
3. Where to find useful telephone numbers.
4. Where to find all the Bridge Collective policies and procedures.
5. What issues/ emergencies might arise for a key holder and ideas about how to deal with them and debrief.
6. Opening up/locking up routine.
7. How to work the windows.
8. Fire safety
9. Health and Safety

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10. Where the bin yard is for rubbish bags and recycling.
  11. Who and how to let know if we are out of cleaning materials.

As a keyholder, I also understand this implies willingness to:

1. Participate in linking the group/activity I am opening up for with the Bridge collective as a whole and its democratic running.
2. Attend keyholder and health and safety meetings and/or be updated for anything missed.

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Please tick one of the options below:

- a) I agree to all of pages 1,2 and 4 of the Bridge Collectives Keyholder Agreement

- b) I have questions about any of pages 1,2 and 3 of the Bridge Collectives Keyholder Agreement

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|----------------------------|--|
| Name:                      |  |
| Address:                   |  |
| Email:                     |  |
| Telephone:                 |  |
| Signed:                    |  |
| Date:                      |  |
| I have received keys Date: |  |
| Signed:                    |  |
| I have returned keys Date: |  |
| Signed:                    |  |
| Received by Name:          |  |
| Signed:                    |  |