

HEALTH & SAFETY GUIDANCE – SESSION ROOM

The Kirk Session of Cupar St Johns and Dairsie United Parish Church will take all reasonable measures to ensure the Session Room, all equipment and facilities provided there, are safe for the purposes visitors are expected to use them for. Please note that there may be another group using our buildings during your time of hire; all arrangements will take place as agreed with both parties. We hope that you enjoy the use of our buildings and that you will support us in ensuring that your time with us is as safe as possible.

COVID-19 Safe Public Space

All guidelines shown below **must** be adhered to by all adults and if appropriate children when using the hall/rooms.

Please ensure members of your group do **not** attend if they have any COVID-19 symptoms, are generally unwell, have returned a positive lateral flow or PCR test, are awaiting the results of a PCR test, or are currently in a period of self isolation as required under the current Scottish Government rules.

Your group's named contact will be regarded as the COVID-19 Safety Officer in line with Church of Scotland COVID Guidelines. The key contact from your group is asked to ensure that there is appropriate supervision of the premises and that care is taken to prevent any damage during the length of the booking.

Groups should follow their COVID risk assessments and associated procedures however they must include the following;

- All names and contact details to be taken for Track and Trace
- All adults arriving at the venue should wear a face covering and when moving about the building
- Everyone must use hand sanitiser on entering and leaving the building.
- Social distancing to be respected in line with Scottish Government guidelines.
- Only one person at a time is permitted to use the toilet facilities. Wipes are provided to wipe down toilet handles, seat, door handles and locks. Do **not** dispose of wipes down the toilet. Use bin and use hand sanitiser.
- The kitchen only to be used by arrangement through booking process
- **Good ventilation of the room is necessary. Please open the side external door and the internal room doors to facilitate this.**

THE EXTERNAL DOOR MUST BE CLOSED AND BOLTED BEFORE LEAVING

- Surfaces **must** be cleaned down with the spray/cloths provided before leaving. This includes tables, door handles, light switches, tables, chairs

PLEASE SEE NEXT PAGE FOR GENERAL H&S GUIDANCE

General Health & Safety Management

- Fire Action Information can be found on noticeboard in corridor – please be familiar with the contents
- Please ensure that fire exits are **not** blocked
- Please note that there is **no** automated fire alarm system in the church and buildings; vigilance is required
- Should a landline be required; there is a phone in the Jubilee Room, next to the gents toilets.
- **NO** smoking is allowed within the building and grounds
- Any electrical appliances brought to the premises for use shall be safe, in good working order, and used safely
- First Aid Kits can be found both in main kitchen and the old kitchen to the right of the ladies' toilets. Any items used should be listed in small book attached to bag (old kitchen), thank you
- Toilet facilities (Ladies, Gentlemen & Disabled) located off the hall entrance vestibule
- There is also a baby changing room accessed off the Family Room
- Please ensure that any damaged or faulty Church equipment/materials are highlighted to your Church contact as soon as practicable along with any accidents so they can be documented
- If your hire is after the hours of darkness there will be lighting at the front of the Church when accessing the car park and external to the hall door on departure
- We would also appreciate it if you took all your rubbish away with you,
- Please do **NOT** attempt to stack tables away on storage trolleys (main hall)
- If using sound equipment (Hall only); you will be shown how to use the various items to ensure that you are comfortable in doing so.
- The Church will have checked the integrity of all their electrical goods however it is good practice to carry out a quick visual check prior to your own use
- Please ensure that cable covers/tape provided are put in place, on the floor, to prevent slips, trips and falls and switch off after use

If using the kitchen facilities:

Please note that the kitchen will not be generally available; Hall Convenor will advise

- Instructions are available for dishwasher and water boiler – familiarisation will be arranged
- Our kitchens are **no single use plastic zone** your support with this is appreciated – we would ask you avoid using such items so far as it is possible to do so

If closing and locking up the hall:

- Please ensure all lights are switched off plus doors closed and locked when leaving

THANK YOU FOR KEEPING EVERYONE SAFE