



St. Matthew's Church Hall – User Checklist

Meeting & Casual Users

All Hall Users have a responsibility to assist the Church in ensuring that the Church Hall remains safe for all Users. Compliance with the following is a pre-requisite of hire:

- Hall sessions must comply with the times agreed, with arrangements in place for external waiting for Users not collected/ awaiting transport, so as not to cause delays for other Users.
- Any individuals displaying signs of COVID-19 should be asked to leave for the safety of other Users in the Hall. NHS111 can be contacted for advice.
- Hand sanitisation is an important infection control measure – Lead Users are requested to bring their own supplies and encourage its use.
- During the session, maximise ventilation by keeping windows and doors open as much as possible. Please close at the end of the session.
- If tables and chairs are to be used, please take care in handling. Two people are advised to put up each table, and chairs carried singly to prevent injury. Careful stacking of chairs at the end of sessions in accordance with the instructions, will ensure they do not topple
- Regular cleaning plays a vital role in the transmission of infection so Users are asked to avoid general clutter – everything must be removed from surfaces at the end of a session; no personal belongings left on pegs; tea-towels removed from the kitchen and cupboard doors closed.
- All bins are to have liners put in at the beginning of the session and removed at the end of the session. Rubbish is to be removed and this can be placed in the waste bins at the side of the Hall.
- No animals are allowed, except for assistance dogs.
- Noticeboards must contain only essential information and all notices must be laminated.
- In case of emergency – a first aid bag is located in the kitchen cupboard to the right on entry.
- Spot checks by the Church Hall Management Committee will take place to ensure compliance, so that all Users remain safe. Your cooperation is appreciated.

Meeting Cleaning Schedule

At the end of each session, the User is expected to have undertaken the following cleaning. Normal household cleaning agents can be used, and these along with the bin liners are supplied by the Church Hall Management Committee. Please ensure safe storage of any chemicals in the kitchen cupboard which can be secured, during a session. Mops are provided and must only be used in the area for which they have been designated. Please leave mop buckets dry and mops clean, rung out & mop heads left inverted to facilitate drying.

General tidiness

- Leave shelves and surfaces clear of clutter so these can be wiped easily
- Leave tables and chairs stacked neatly at the end of the meeting
- Ensure all personal belongings have been removed

Tables

- All need to be individually wiped on the top surface. Antibacterial wipes are easy as surfaces then dry quickly, but cloths & agents such as Flash are acceptable.

Bins

- Bin liners are provided which should be inserted into the bins at the beginning of the session if required and then removed prior to leaving.

Toilets

- At the end of the session if used these should be checked - the basin; taps; surrounding areas and toilets so that they are clean for the next User. Any spillages must be mopped up to prevent slips and falls.

Kitchen

- All surfaces to be cleaned and sink plugs removed at the end of the session
- Any food or milk must be removed,
- If food has been made for Users, kitchen floor to be mopped, otherwise crumbs swept up

Hall/Entry

- These should be left tidy and where there are signs of footfall; spillage or dirt, mopping is also required