



St. Matthew's Church Hall – User Checklist

Sessional 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 or other infections should be asked to leave for the safety of other Users in the Hall.
- 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 sessions; no personal belongings left on pegs; tea-towels removed from the kitchen and cupboard doors closed.
- Cleaning schedules are to be adhered to by each User, who will supply their own cleaning products to comply with the cleaning regime. 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. Artwork can be displayed if it is laminated or if not feasible it must be removed at each half term break.
- In case of emergency – a first aid bag is located in the kitchen cupboard to the right on entry.
- Spot checks by the Hall Management Committee will take place to ensure compliance, so that all Users remain safe. Your cooperation is appreciated.

Sessional 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 to be supplied by the User and removed each session. 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
- Ensure all personal belongings have been removed

Tables

- All need to be individually wiped on the top surface. Chairs should be checked where sticky fingers may have left residue. Antibacterial wipes are easy as surfaces then dry quickly, but cloths & agents such as Flash are acceptable. **NB** please ensure several cloths are used, and make sure metallic parts of tables & chairs are dried to avoid rusting.

Frequently touched surfaces/door handles/pegs

- Use of an antibacterial wipe or spray is strongly advised for these areas

Bins

- User to provide liners which should be inserted into the bins at the beginning of the session and removed at the end.
- At the end of the session, bins should be wiped
- A small plastic bin for outside use (marked as such) should be lined & taken outside if children are using the outside area, so they can discard used tissues etc. The bin liner should be emptied at the end of the outdoor session and wiped out.

Toilets

- These will be heavily used during each session so please ensure liquid soap and paper towels remain stocked up
- At the end of the session, the basin; taps; surrounding areas and toilets are to be thoroughly cleaned
- Toilet floor to be mopped to prevent slips and trips where water has splashed

Kitchen

- All surfaces to be cleaned
- Any food removed, unless stored in the fridge/freezer
- If food has been made for Users, kitchen floor to be mopped

Hall/Entry

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