

**Notes for
Tutors and other Users
at Union Chapel
Fallowfield (Baptist)**

Revised for Autumn Term 2018
1st September 2018

Information on the Church and the buildings

The church has a fairly small active membership – at present about 30 people - and we decided to use our premises to serve the community. The main users are recreational or support groups. We try to ensure that no group is unable to work here because they cannot afford the rent.

The cost of keeping the buildings up to standard is high. The more money we get in rent the easier it is to maintain standards for all.

Conflicts of use

The building is used by the congregation. Every now and then it will be necessary to ask users to give way to special church events. Mostly it will be possible to give good notice but if, for instance, it is necessary to hold a funeral then notice will inevitably be very short. For this reason we would ask each group leader to ensure that they have, at home, a list of members' names and phone numbers so that they can be contacted in the event of a forced cancellation. This conflict of use is uncommon for most groups.

Insurance and Public Liability

The church is insured for public liability and is insured for its own activities. O&A has its own insurance and all O&A tutors are insured. Our insurers ask that other groups must ensure that they are fully insured for their activities as they could be held personally liable for accident or damage.. All groups must carry out an annual risk assessment for their regular sessions and for anything out of the ordinary such as visits. The church must be given up to date copies of your insurance policies.

Safeguarding policies

We want to remind you that groups which include children or vulnerable adults **must** have a written policy on child protection and have in place current police checks (DBS checks) on leaders and helpers. This also applies to groups working with vulnerable adults. Where such policies are needed the church must be given a copy and be assured that the policies are being followed.

Licensing

The church does not have an entertainments licence. Groups cannot therefore organise public performances for which they charge.

Health & Safety

Any health and safety risk must be reported as soon as it is noticed. Please contact a member of the Lettings Team (details at the end of this document), leave a note through the letterbox in the office door or report it in the Lettings Book which is to be found on the Office desk.

Accidents There is a first aid kit and an accident book in the kitchens of both buildings. Please record any accident at once and inform a member of the Lettings Team (details at the end of this document).

In case of fire the tutor/leader must pick up the register, direct the class through the nearest appropriate emergency exit and tell them to make their way to the assembly point in the car park. On the way out whoever is using the Small Hall must check the toilets off the hall and whoever is in the Social Room or End Room must check the toilets off the passage. When the group has assembled in the car park the tutor/leader must check from the register that all are present. Groups in the Large Hall follow the same procedure with the tutor checking the toilets.

Keep **emergency exits** clear at all times. **NB** This means that the slide cannot be stored in the large hall vestibule.

Ladders If any group needs to use a ladder or step ladder they must abide by the church policy '**Working at Heights**'.

Ladders must be placed securely. There must always be a second person present, No one must carry anything too heavy, reach out to one side or go too high.

Be aware of hazards e.g. don't store heavy items at high level; don't try to move heavy objects; don't leave trailing wires.

Portable electrical appliances must be new or PAT tested.

Working alone in the buildings. Be aware that many people have access to the building and exercise care. Carry a mobile phone so that you can summon help in any emergency.

Care of the Building

Each group is responsible for leaving the room ready for the next group to come in. This involves tidying up and cleaning the floor if it has become particularly dirty – especially if art materials may have been dropped. (Vacuum cleaners are available at the back of the chapel, & in the small and large halls.) If drinks are spilled the carpet should be cleaned at once. (Spill kit in the chapel) The church has very limited caretaking, cleaners come in twice a week. All groups need to play their part in the care of the buildings.

The Kitchens

Kitchens must be left clean and tidy and all **surfaces** should be wiped down.

The **Chapel kitchen** has a **refrigerator**. New milk should be placed in the bottom drawers. Use milk from the top shelf first

and ensure use-by dates are adhered to. Food should only be left in there in accordance with the instructions on the door.

There is a **dishwasher**. Please use it for all cups to leave them hygienic. The washer cycle is very quick: it takes only six minutes. (NB make sure the timer is set to 3mins not 1 min – see instructions.)

Please use it, then wait and put away the cups at once. If you use plates please scrape them off before washing.

The **water boiler** is best for large groups. It needs turning on some 20 minutes before use and should be **turned off** when leaving. A kettle is available for small groups. Tea, coffee and milk are available at a cost of 40p per cup – money to be left in the marked box.

Water Please ensure that **taps** are turned off carefully and check before leaving that all taps are off. Water is metered and has to be paid for. The **water stop tap for the chapel** building is in the far right hand toilet off the small hall.

Towels and cloths are washed weekly. Some have permanent paint, or other, stains. Art students are asked to be very careful when washing hands or equipment. Clean cloths are kept in the labelled kitchen drawer. Please put **dirty** ones in the basket provided..

The **Large Hall kitchen**. There are two kettles. Please wash, dry and put away cups after use, then wipe down the sink and the surfaces. **Clean** cloths are in the labelled kitchen drawer; dirty ones go in the labelled cardboard box. Please the surface under the window as free & as clean as possible.

The **water stop tap for the Large Hall** is in kitchen cupboard nearest the hall.

Recycling

Please read labels on the bins in the kitchens and the wheelie bins outside. Sorting out bins that have been wrongly used is difficult.

The **blue bin** is for recycling paper, cardboard and cartons, the **brown bin** is for plastic bottles (including plastic milk bottles) glass bottles and tins. If any group holds a special event they should arrange to take waste material, especially food, home as the bins quickly fill with normal use. Dirty nappies must be put in the outside **black bin**.

Lighting and heating

The church electrical circuits are protected by trip switches. If a circuit should trip out the box is in the top of the corridor cupboard opposite the kitchen along with a map of other circuits. The chapel lights have a control box above the metal cupboards in the unlocked store.

In the **Large Hall, the electricity control box** is in the men's toilets.

In the **main building heating** is controlled by a time clock and by two thermostats. One, beside the door from the passage, controls just the chapel and the other, in the Small Hall beside the door from the chapel, controls the hall and the corridor rooms. Beside these thermostats are override buttons in case the boiler is not turned on when heat is needed. Radiators in the rooms off the corridor have individual thermostats but are dependent on the thermostat in the Small Hall.

In the **Large Hall there is a gas central heating system.** Read the notices for directions in use. There are two thermostats on the side wall which should be set as instructed.

If any group alters a thermostat please turn it back again before leaving so that the room is properly heated for the next group. It is a waste of time to turn the thermostat beyond 20°; the boiler will work just as hard to heat the room.

Storage

Storage is limited. Keep items stored on church premises to a minimum. Contact a member of the Lettings Team (details at the end of this document) for advice. The church is not secure and items are left at the owner's risk including those in locked rooms. This also means that confidential personal information should not be left accessible. It is important to keep things tidy so that other groups can get at their items.

Parking

Please will those using the car park keep within the marked spaces. Please leave spaces nearest to the front door for people with limited mobility. If the car park is full please park on Wellington Road or in Sherwood Street, Cars must not be parked on Waller Ave beyond the entrance to the car park. Our neighbours are very helpful to the church but can be irritated when access to their houses is restricted by cars from our community.

Security

Classes in the front of the building should use the main door and leave the back door locked. Likewise those at the back should enter through the back door and keep it locked using the bell to gain entry. They should check that the main door is locked. We have had a few problems with thieves entering unchallenged and stealing cash floats or handbags.

When last leaving will you check that windows are shut, lights off and both doors locked.

For all non urgent communication please contact a member of the Lettings Team using the church email

unionchapelbaptist@gmail.com

or leave a note through the letterbox in the office door addressed to the Lettings Team or report it in the Lettings Book which is to be found on the Office desk.

If urgent problems arise please let us know of any difficulties you cannot deal with yourself.

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We hope that you will all continue to enjoy using the buildings