

# **Rutherglen United Reformed Church**

## **USER GUIDE** *November 2015*

### **CHURCH CONTACTS**

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## **Welcome:**

The congregation of Rutherglen United Reformed Church welcome you to our premises. We hope you enjoy your time here and we extend our welcome to our services. We meet every Sunday at 11:00 and would be pleased to see you, or members of your group, at our services. We have a number of other activities during the year and there is a calendar giving details in the corridor outside the main hall. If you want to know more about anything on the calendar please contact the hall convenor.

## **Definition of terms used in this book:**

### ***Premises***

Applies to the sanctuary, the halls, the kitchen and all other parts of the buildings and grounds but not the Church Flat.

### ***Leader***

Applies to the leader(s) of any group or organisation that meets in the Premises. They are responsible for conveying any relevant information given in this booklet to the members of their group(s).

## **Contact Details**

It is important that the hall convenor is kept informed of any change to the leader of a group.

It is essential that we have contact details so the leader can be contacted in any emergency, such as a failure of the heating system, burst pipe etc which could necessitate cancelling a session at short notice.

## Respect

Please respect the property of the church and the property of other groups. Remember that you may not be the only group using the premises at any given time. A list of all regular users is posted on the notice board in the corridor outside the main hall. We also have a number of single, or one-off events, and these are not usually included on the list.

## Security of Premises

### ***Beware of strangers***

Leaders must ensure that the building is kept secure at all times. With the exception of the external wooden doors (which have interior glass doors locked inside), no doors should be left open unless someone is in attendance. ***Please do not let people into the building if they are not part of your group – unless you are confident who they are.***

### ***Windows***

Please ensure that all windows are closed and locked at the end of your session. Please return the key to its hook.

### ***When You Leave***

At the end of the meeting, if no other group is present, leaders must ensure that all lights have been turned off, the water heater switches in the kitchen and toilets are off, the cooker is off, all electrical appliances (apart from the fridge) are off. All doors are closed and that the premises are secure.

## **Premises to be kept clean and tidy at all times**

Although there is a church caretaker, responsibility for ensuring the premises are left in a clean, tidy, safe and secure condition rests with the groups using the premises.

## **Rubbish & Recycling**

Large amounts of rubbish, or recyclable material, should be placed directly in the appropriate wheelie bins located at the rear of the church car park.

Please place recyclable materials in the recycling bins. There are bins for recycling in the kitchen and in the main hall as well as the blue wheelie bins in the car park. We aim to recycle as much as possible and as South Lanarkshire Council empty our wheelie bins we follow their guidance regarding recycling. They state the following:-

The following items can be put in your blue recycling bin:

- paper such as newspapers, magazines, catalogues, envelopes, leaflets and telephone directories (including yellow pages), junk mail, envelopes, office paper, wrapping paper

- cardboard such as clean packaging card (food and non-food), greetings cards and books

- mixed plastics - rinsed out clear and coloured drinks bottles, mineral water bottles, squash bottles, detergent bottles, bleach and cleaning fluid bottles, shampoo bottles, trays, pots and tubs (please rinse out to avoid contamination)

- metals including cans, aluminium foil and trays, tins and aerosols (please rinse out cans and tins to avoid contamination)

- Tetra Pak cartons

- confidential paperwork including bank statements should be shredded  
[www.southlanarkshire.gov.uk/](http://www.southlanarkshire.gov.uk/)

## **Cleaning materials**

The caretaker is responsible for ensuring adequate cleaning materials are available to all groups. Materials can be found in the cleaning cupboard, on the left, at the end of the kitchen corridor. If you spill anything on a floor or make a mess in any way you must ensure it is cleaned up and the area left ready to be used by another group. If a group has to mop the floor please place the wet floor signs (stored in the cupboard) in a prominent position to warn other users. Please return the signs when the floor is dry.

## **Problems**

If you experience any problems please notify the caretaker or hall convenor.

If the matter is urgent the caretaker or hall convenor can be contacted by phone (details on the notice board).

There is a “general comments” book in the cupboard in the kitchen (where the First Aid kit is kept) please make a note in that book of any problems you see or of any suggestions for improvements to the premises. We do need your help to tell us about any problems so we can work towards fixing them.

## **Damage**

Any damages should be reported to the caretaker or hall convenor and recorded in the general comments book in the kitchen.

## **Chairs**

The chairs in the hall and meeting rooms should never be stacked more than six high and should be stored as shown on the room plans posted on the notice boards in the hall and large meeting room. The chairs in the sanctuary should never be stacked more than three high.

All chairs should be returned to the correct storage positions at the end of your meeting. Please do not drag chairs across the floors. There is a trolley in the entrance porch to the main hall that can be used for moving stacks of the blue chairs.

## **Tables**

The church has a range of folding tables available for use.

If you require to be shown these please ask the caretaker or hall convenor.

After use please clean tables thoroughly and return to their correct location. Tables should be stored leg to leg and face to face alternately as this protects the surfaces from being damaged. Please ensure that the large tables are secured in their locked storage. The combination number is 1314 (remember Bannockburn).

## **Kitchen**

Please keep the kitchen clean and tidy. The fridge is available for use – groups must label (with their group name) the items they place in the fridge. Any items which are not labelled or are out date must be thrown out. The fridge temperature must be recorded on the record sheet by the first user each day. The fridge switch should not be turned off at any time.

There are many regulations regarding food hygiene and it is the responsibility of the leader of each group that uses the kitchen to ensure that these regulations are not breached. There are courses offered by South Lanarkshire Council.

Please ask the caretaker or hall convenor if you wish to use the dishwasher.

Children under the age of 12 years must be supervised by a suitably qualified adult at all times when in the kitchen.

For catering purposes there is a water boiler in the kitchen which will produce continual hot water. It takes approximately 15 minutes to heat up and can be turned on at the switch on the wall.

There are also electric kettles and these should be used when catering for small numbers.

Please turn off all switches before leaving the premises.

## **Fair Trade**

Rutherglen URC has made a commitment to use Fairtrade products. Stocks of Fairtrade tea, coffee and sugar are available in the kitchen, free of charge, to hall users.

Any hall users or organisations who wish to use their own products are asked not to store these items in the kitchen.

## **Hot Water**

Hot water in the building is controlled by four labelled switches:-

Kitchen sinks – switch to the left of the sinks

Kitchen hand washing sink – switch to the right of the sink

Ladies Toilets – switch in Ladies toilet

Gents & Disabled Person's Toilet – switch in Gents toilet

It takes about 10 minutes for the water to heat up.

Please turn off all switches before leaving the premises.

## **Hygiene**

### ***Hand Driers***

There are hot air electric hand driers in the toilets. These operate automatically when hands are placed under them. These were installed as they are the most hygienic way of drying hands. These also reduce the use of detergents so are in line with our eco-friendly policy. Please do not use toilet paper or other items for hand drying.

### ***Nappy Changing Facilities***

The nappy changing facility is located in the toilet for people with disabilities. Please ensure that the unit is stored away properly after use.

Nappies should be placed in the Nappy Bin – please follow the instructions carefully.

**On no account should nappies be flushed down the toilet.**

### ***Sanitary Waste***

Bags and a designated bin are located in the ladies toilets for all sanitary waste.

**On no account should sanitary waste be flushed down the toilets.**

# Health and Safety

## ***Fire Exits***

Fire exits and fire escape routes are clearly marked. At no time should anything be left obstructing a fire exit. Fire doors within the building should be kept shut at all times.

## ***Fire Evacuation Procedures***

**All groups are required to have a fire drill once a year.**

All leaders must familiarise themselves with the location of all Fire Exits and Fire extinguishers. The Assembly Point is the external Church notice board in the car park.

All groups are required to develop their own procedures for vacating the premises in the case of a fire. These procedures should include a system for -

### **Contacting the Fire Services immediately a fire is discovered**

Ensuring that all members of their group vacate the building immediately by the nearest exit

Alerting all other people in the building that they should vacate the premises

Alerting the church flat residents that they should evacuate the building

Ensuring the safety of the group as they move to the Assembly Point

Using the correct fire extinguisher if this can be done safely

**On no account should anyone attempt to put out a fire if in so doing they risk injury to themselves or others.**

## ***First Aid***

All groups should have their own first aid kit and should be aware of recommended practices concerning their use.

The church first aid kit is located in the kitchen in the cupboard highlighted with the green first aid sign. If you require to use any items from this kit please record the fact in the “Record of items used” book.

## ***Accident Book***

The Accident book is located in the kitchen along with the First Aid kit (see above).

All accidents, whether or not they resulted in first aid treatment, should be recorded in the Accident Book.

## ***Risk Assessments***

To ensure that user groups operate in a safe environment they are required to carry out their own risk assessment. Each group should keep a record of their risk assessments. A copy should be provided to the Hall Convenor and if it is changed a copy of the new document should be provided to the Hall Convenor.

It is important that the leader checks the suitability of the premises every time the group meets. If there are any dangerous defects the group meeting must be cancelled and the Hall Convenor or caretaker informed.

## ***Snow and Ice.***

There are bins of grit inside each door. Each group leader must ensure this is used to prevent any risk of slipping on icy surfaces.

## ***Portable Electrical Equipment***

By law all portable electrical equipment used on the premises is required to be checked annually by a competent person. Each group must ensure that any electrical equipment belonging to the group is adequately maintained and has a current Portable Appliance Testing (PAT) label attached.

## ***Out of bounds areas***

All hall-users are limited to the ground floor of the premises, and the grounds and must not go into any other area. There are several lofts in the premises and these are for the use of the church and no-one else.

## **Alcohol on the premises**

The church has an alcohol policy, please contact the hall convenor for further details.

## **Smoking**

The premises, including the grounds, are a no smoking area. The use of electronic cigarettes, or similar devices, is also forbidden.

## **Church Equipment**

The church has a number of items of equipment which may be used by groups. Please contact the caretaker if you would like use of the following:

- Computer/DVD projector

- Television - DVD player

- Portable projector screen

Fixed screens in Sanctuary and hall

Some games equipment.

There is also a photocopier available for use. There is a charge for copies, details of the charge are on the notice board above the photocopier. Use of this is by arrangement with the Caretaker, Hall Convenor or Church Secretary.

## **Insurance**

All groups which meet in the name of Rutherglen United Reformed Church are covered by the church's insurance policy.

Rutherglen URC's Insurance policy has limited cover and it is each group's responsibility to ensure the safety of all who attend. All groups that do not meet in the name of Rutherglen United Reformed Church are required to have their own insurance provision.

## **Equipment Storage**

Each group will receive one key for each cupboard which has been allocated to them. A copy is held by the church.

Groups may copy their cupboard key. On no account must any other key relating to the premises be copied without the permission of the Hall Convenor. Groups must not keep anything on the premises unless it can be stored in their cupboards or allocated space. All the cupboards have a lock fitted and no additional locks should be attached to the cupboards. Items left on the floor obstruct free access for other users and will be thrown out. If additional space is required please contact the hall convenor or caretaker.

Property is left at your own risk and is not covered by Rutherglen United Reformed Church's insurance.

Please do not leave clothing on the hooks in the corridor near the kitchen, anything left will be given to charity.

## **Sound systems**

There are sound systems (including loops for those with hearing aids) installed in both the sanctuary and the main hall. If you wish to use these please ask the caretaker.

## **Pin Boards**

A number of pin boards on the premises have been allocated to particular groups or for particular purposes. These are clearly marked. Those not so allocated can be used by any group.

Please do not attach notices to the walls.

## **Telephone**

A pay phone is located in the foyer. On it are buttons labelled 'Caretaker' 'Link Person' 'Secretary' and 'Minister'. To contact any of these people just lift the receiver and press the appropriate button. There is no charge for these calls.

To make other calls please follow the instructions provided.

## **Protecting Vulnerable Groups Legislation**

[www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

All groups must ensure that they fully comply with the current legislation for protecting the people in their group.

## Child Protection

It is considered to be good policy for all organisations which include children under the age of 16 to have a Child Protection Policy.

All such users are required to provide the Hall Convenor with a copy of the organisation's Child Protection Policy. Rutherglen URC will not allow any organisation to use the premises if that organisation does not have satisfactory Child Protection measures in place. An up to date copy of your Child Protection Policy should be provided to the hall convenor before your first meeting. If it is changed a copy of the new document should be provided to the Hall Convenor.

## Safe Church

Rutherglen URC seeks to provide a safe environment for both children and adults. Any allegation of abuse will be taken seriously and every effort will be made to deal with such situations in an appropriate manner.

In order to fulfil its obligations the Church has appointed a **link person** who can be contacted by any child or adult if they have any concerns.

Details of how to contact the Link Person can be found on the Poster displayed in the Foyer. There is a button on the pay phone which connects to the safe church link person.

## **Booking of Accommodation.**

All bookings, changes to bookings, cancellations or requests for additional bookings should be made through the hall convenor.

## **Payments for the use of the premises.**

All payments for the use of the premises should be put in the white mail box in the corridor next to the office. Please use a payment form and envelope so we can identify who the payment is from.

We would ask that you pay regularly, preferably either weekly or monthly.

If a group cancels a regular meeting and does not give us at least 48 hours notice, we will need payment for that time. Without notice we cannot adjust the heating or find an alternative use for the premises.

## **Compliance.**

All hall users are agreeing to abide by the conditions in this booklet by their continued use of the premises.

**Rutherglen United Reformed Church**  
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*We are registered in Scotland as a charity SC 017385  
We are a Fair Trade Church and an eco-congregation*