

Dear St Luke's Hirer/User

*While most Covid-19 legal restrictions are now lifted, we are strongly encouraging everyone visiting/using the hall to remain vigilant and take the necessary precaution to help in stopping the spread of Covid-19 virus. To this end The Parochial Church Council (PCC) has completed a **Post Lockdown COVID-19 Risk Assessment** following the Government's and Church of England guidance, and taking account of the core guidance on safe distance, cleaning & hygiene and other requirements. Please refer to the risk assessment document for further information, which will be kept under review in line with the government's guidance on Covid-19. Importantly, the document should be read together with the **Hall Hire Terms & Conditions, Safeguarding Policy, The Health & Safety and Environmental Policy and Lone Working Policy**, as displayed on the notice board in the hall.*

Kindly, note that users/hirers have the responsibility of managing risks arising from their own activities when they have control of the premises and should take account of government's guidance relevant to their specific activity or sector. Therefore, in anticipation of using the hall, we're asking you to ensure that the following conditions are met-feel free to consult with the PCC if it helps:

- ◆ Have completed a COVID-19 risk assessment relevant to your activity/event.*
- ◆ Have read and understood the St Luke's Covid-19 Risk Assessment document in conjunction with-Hall Hire Terms & Conditions, Safeguarding Policy, Health & Safety and Environmental Policy and Lone Working Policy.*
- ◆ No access to the building is allowed regardless of whether you're a key holder or returning user. Access must be sought by contacting the parish office on 0121 556 0687 or via email: vicar@paulandluke.co.uk*

Finally, you will appreciate that the high standard of cleaning and hygiene, inevitably, increases the cost of running the hall. However, we do not wish to pass this cost to users/hirers, many of whom provide essential services and activities for the local community. Therefore, we are asking everyone to ensure that they leave the premises clean and tidy. You will be asked to sign a form at the end of your session to confirm this.

It is our hope that the hall will continue to provide a welcoming and safe space for all in our community. Thank you for using the space and helping us to care for it.

Get in touch if you have any question or for further information.

Yours,

Fr. Daniel & on behalf of the PCC