

## Dear St Luke's Hirer/ User

I hope you, your loved ones and members of your group have stayed well during these challenging times. We welcome the news that we can reopen our building for activities. We believe this is a great step towards the efforts in retuning to some kind of normality.

I'm writing to you on behalf of the Parochial Church Council (PCC) to let you know about the preparations that we have undertaken in reopening St Luke's. Our building, thankfully, is used by different individuals and groups for various activities. Our mission, therefore, is to ensure safe return for all users.

To help in our decision to reopen we have completed a **COVID-19 risk assessment, following the government's and Church of England guidance** and taking account of the core guidance on social distancing, cleaning and hygiene and other requirements. For further details, please check the Risk Assessment document. This should be read in association with the following documents which are already on the notice board: Hall Hire Terms & Conditions, Safeguarding Policy, The Health & Safety and Environmental Policy and Lone Working Policy.

We anticipate reopening from **1<sup>st</sup> August 2020**. So, in anticipation of your return and before you can access the building, we're writing to ask you to ensure that the following conditions are met and that you have consulted with the PCC:

- ◆ Have completed a COVID-19 risk assessment, carried out in close consultation with the PCC, taking account of the core guidance on social distancing, safe access, cleaning and hygiene protocols.
- ◆ Have read and understood the **parish Covid Risk Assessment for Opening St Luke's Church Building to the Public: Multi-use** in conjunction with-Hall Hire Terms & Conditions, Safeguarding Policy, Health & Safety and Environmental Policy and Lone Working Policy.
- ◆ Users and hirers of the building have responsibility for managing risks arising from their own activities when they have control of the premises and should take account of any guidance relevant to their specific activity or sector.
- ◆ Live performances, including drama, comedy and music, taking place in front of a live audience are **not** permitted.
- ◆ The building remains closed to the public regardless of whether you're a key holder. Access to the building must be sought by contacting the parish office on 0121 556 0687 or via email: [vicar@paulandluke.co.uk](mailto:vicar@paulandluke.co.uk).

This information will be kept under review in line with the government's guidance on easing lockdown measures.

Finally, we understand the financial strain put on many now and times ahead. The high standard of cleaning and hygiene required, unfortunately, has slightly increased the cost of cleaning the premises. To this end, the PCC is asking all hirers to pay an extra £10 a month from 1<sup>st</sup> of August 2020.

That's all for now, if you have any questions or would like further information, please get in touch.

We look forward to welcoming you back.

**PCC Wood Green Parish**