

# FRIENDS MEETING HOUSE 12 JESUS LANE CAMBRIDGE CB5 8BA

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Warden : Kirsten Lavers

Assistant Warden : Richard Seed

## SAFETY AT THE MEETING HOUSE

Dear Organiser

We look forward to welcoming you to Jesus Lane Friends Meeting House. As you are hiring a room for your meeting, we ask you to read these guidelines and take appropriate action to ensure that your activity is both safe and rewarding. Please keep these notes for future reference, and please circulate them to members of your group as appropriate

### Fire Precautions

Please familiarise yourself with the procedure to be followed if you hear the fire alarm or if you detect a fire. The procedure is posted adjacent to the door of each room. After leaving the building because of a fire, the gathering point is outside the ADC Theatre. At the beginning of your meeting, the Warden will give a short talk about fire safety to your group and will require a signature that this talk has been given.

Fire extinguishers are located in the kitchen passage, in the ground-floor hall and on the first-floor landing. Water extinguishers (large red case) must not be used on electrical, gas or oil fires.

### First Aid

A First Aid case that is accessible for all users of the Meeting House is located in the Library on the ground-floor, labelled 'First Aid Box'.

### Medical Assistance

The following telephone numbers are also written on a card inside the First Aid case:

Emergency Ambulance 999

Addenbrooke's Hospital Accident & Emergency 01223 217118

GP surgery at 2 All Saints Passage (three minutes' walk) 0844 477 3939

Please see the Warden if you need to use the Meeting House phone.

### Health & Safety

Please take care at all times not to create hazards for people attending your meeting or other events at the Meeting House. Particular care should be taken when using electrical cables. If you believe that any aspect of the Meeting House's structure, furniture or appliances may be hazardous, please report this to the Warden for attention.

Please report any accident that happens on the premises to the Warden.

### Precautions against Covid-19

We have decided to proceed cautiously with relaxing our COVID restrictions so that everyone using our building can feel safe and considered.

We request that all groups wear face masks (unless exempt) in the communal areas and make use of the hand sanitiser which will be made available. As organiser/ leader of your group, you are responsible for advising the group in advance to wear a face covering in all communal areas, to clean their hands on arrival with the hand sanitiser provided and to bring their own books, bottled water and rubbish bag if required. In case the Test & Trace team need to

contact attendees regarding exposure to a case of Coronavirus, you are requested to keep a written record of all attendees including their telephone contact details.

### **Reducing the number of people in the building**

A reminder notice at the main entrance states "If you have any symptoms of Coronavirus, please stay at home and do not enter the Meeting House". Unless previously agreed with the Warden, the maximum number of people in a group will continue to be reduced in order to maintain social distancing of 2 metres in the room that is available for hire:

Ann Docwra room (ground floor)	63 m <sup>2</sup>	18 people
Main Meeting room (first floor)	115 m <sup>2</sup>	36 people
Aldren Wright room (first floor)	27 m <sup>2</sup>	10 people

When there are several bookings for a room on a given day, the start time of the second group will be booked at least 30 minutes after the finish time of the first group; this will allow sufficient time for the first group to clear up, leave the building, cleaning and ventilation before the members of the second group enter the building.

### **Hygiene procedures**

You are responsible for greeting members of your group on arrival in the entrance hall and for explaining the hygiene procedures. All visitors wear a face covering in communal areas (please consult with current government guidelines - certain groups may be exempted from wearing face coverings during their activity). All visitors use the hand sanitiser provided on the table in the entrance hall.

Notices in the toilets request people to use an alcohol wipe provided to clean surfaces they touch when using the toilet. Hands are dried using paper towels.

The Warden will regularly clean with an alcohol wipe those surfaces that are touched (e.g. door handles) between successive groups of people. The building will also be well ventilated by open windows.

The kitchen will not be available for preparing or serving refreshments. Doorways into the kitchen are blocked.

*22 July 2021*