



# **ST JAMES CHURCH CENTRE**

**13 Beauchamp Lane  
OX4 3LF**

## **INFORMATION FOR USERS**

**It is important users read  
this booklet**

**(This allows the Parish to hire its  
accommodation in accordance with its  
insurance cover)**

**July 2023**



## **CONTACT NAMES:**

**Please contact in this order:**

<b>Booking:</b> <b>(Sally Hemsworth)</b>	<b>Parish Office</b> <b>13 Beauchamp Lane</b> <b>Cowley</b> <b>Oxford OX4 3LF</b> <b>Tel: 01865 747680</b> <b>Email: <a href="mailto:office@cowleyteamministry.co.uk">office@cowleyteamministry.co.uk</a></b>
<b>Centre Manager:</b>	<b>Mrs Christine Woodman</b> <b>43 Littlemore Road</b> <b>Cowley</b> <b>Oxford OX4 3SS</b> <b>Tel: 01865 778078</b>
<b>Rector:</b>	<b>The Rev Geoff Bayliss</b> <b>Benson Cottage</b> <b>11 Beauchamp Lane</b> <b>Cowley, Oxford, OX4 3LF</b> <b>Tel: 01865 778596</b>

## **WiFi/Television**

**WiFi is available in the building – Code jcentre77**

**The building does not hold a TV Licence so telephone programmes cannot be viewed on equipment brought to the building.**

**PARISH OF COWLEY**  
**HIRE OF CHURCH PREMISES –**  
**TERMS OF HIRE**  
**ST FRANCIS CHURCH, ST JAMES**  
**CHURCH AND ST JAMES CHURCH**  
**CENTRE**

1. **According to the Fire and Safety Regulations there is a limit on the Church Centre of 80, on St James Church of 85, and on St Francis of 120.**
2. **The full hiring charge plus the returnable misuse deposit must be paid at time of booking.** Payment can be made by Bank Transfer, Cheque or Cash – see booking form for details.
3. Please allow for ‘setting up’ and ‘clearing up’ time in your booking.
4. The deposit will be fully or partially withheld if damage of any kind is discovered or if the premises require additional cleaning after hiring.
5. There is a £20 Cancellation Fee if cancelled within 14 days of the event.
6. Adults must be present and responsible for persons (under the age of 25) at all times, and for anybody else for whom they have a duty of care, and are required to ensure that they are protected by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm. This also includes all outside areas. Where this is not the case previous arrangements need to have been made with the Booking Officer.
7. Arrangements to open the premises on days normally unavailable, i.e. Easter, Christmas, must be at the Booking Officer’s discretion. Arrangements for opening the premises must be made with the Booking Officer.
8. The Hirer shall not bring any equipment (for example, sound equipment) into the premises without the prior agreement of the Booking Officer. The Hirer is responsible for insuring such

equipment against any damage it may cause to the building or its contents.

9. The car park may be used but cars and the property inside them are left at the owners' risk.
10. Evening bookings must clear the building by 10.30 pm, with activities ceasing by 10.00 pm, unless there is prior agreement. Overstay will result in extra charges being applied. Hirers are asked to remember that this is a residential area and take care not to create any noise or cause a disturbance late at night.
11. No smoking, no fireworks and no candles (except on tables and birthday cakes) are permitted on the premises.
12. Stiletto heels may not be worn on the premises as they damage the floor. Tables and chairs must not be dragged across the floor for the same reason. The piano must not be moved.
13. **Nothing should be affixed to the walls or any area in the premises by Blu Tack, drawing pins, adhesive tape or any other method.**
14. It is not permitted to use TV receiving equipment as the premises have no TV licence.
15. The **sale of alcoholic drink** is not permitted as the premises are unlicensed.
16. To comply with **Fire Regulations**, emergency exits must be properly secured and not obstructed nor pinned open. Floor areas in front of emergency exits must remain uncluttered.
17. Hirers use the kitchen at their own risk, and persons under the age of 18 need to be supervised by a responsible adult.
18. All rooms used should be left in a clean and tidy state. Any extra tables and chairs used should be returned to the storeroom. Crockery, cutlery, and utensils should be washed and put away in its original position.
19. All electrical appliances used must be switched off and all lights must be switched off. Windows and Fire Exits must be securely closed.

20. **All rubbish from the kitchen and elsewhere must be taken away from the property and the grounds by the Hirer or the professional caterers (if used) at the end of your booking. Otherwise the deposit will be retained.**
21. The Cowley Parochial Church Council (PCC) reserves the right to make charges against the Hirer for damage, theft, breakages, etc. resulting from the use of the Centre. The PCC and its agents and members shall not in any circumstances be responsible to the Hirer or any other person for damage to, or loss, theft or removal of any property brought or left by any person including the Hirer in or upon any part of the building (including any cloakroom) either before, during or after the period of hire.
22. The Hirer agrees to indemnify and keep indemnified the PCC, its officers, its servants, agents and contractors from and against all claims, actions, losses, damages, costs and expenses which may be brought against or incurred or suffered by the PCC, its officer, its servants, agents and contractors directly, or indirectly caused by or arising out of the said hiring. The Hirer, if required, shall insure the Hirer's liability under this clause. The insurers shall be approved and a receipt for the current premium produced.
23. All or any part of the above provision are subject to revision or alteration by the PCC without notice to the hirer. The hirer agrees to comply with the conditions of hire as here published and with any subsequent variation whether or not he/he has been notified thereof.
24. The PCC, acting through its appointed officers, reserves the right to cancel this agreement at any time in the event of the premises or any part of it being required for any national emergency or any purpose of national or local importance not envisaged at the time of booking. In this matter the decision of the PCC and its Booking Officer shall be final.

**The Church cannot be held responsible or liable for any incident caused by non-compliance of these conditions.**

# PARISH SAFEGUARDING POLICY

**The following policy was agreed at the Parochial Church Council (PCC) meeting held on Sunday 13 October 2019, and is reviewed annually.**

**In accordance with the Church of England Safeguarding Policy our churches are committed to:**

- promoting a safer environment and culture.
- safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- responding promptly to every safeguarding concern or allegation.
- caring pastorally for victims/survivors of abuse and other affected persons.
- caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- responding to those that may pose a present risk to others.

**The Parish will:**

- create a safe and caring place for all.
- have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- display in church premises and on the front page of the parish website the details of who to contact if there are safeguarding concerns or support needs.
- listen to and take seriously all those who disclose abuse.
- take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Team and statutory agencies immediately.
- offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.

- ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- inform the Diocesan Safeguarding Team if we use an alternative DBS Umbrella Body to APCS and if we receive any DBS Disclosures that are not clear.
- review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

Our Safeguarding Officer(s) is:

Name: **Lesley Williams**

Address: **9 Wykeham Crescent, OXFORD OX4 3SD**

Telephone: **01863 779 562    07982 439 828**

Email: **lesleyjwilliams@btinternet.com**



# HEALTH AND SAFETY

Hirers must acquaint themselves of the following:

## 1. Accident and first aid

1.1 First aid box is located in: **Kitchen**

1.2 The accident book is located in: **Kitchen**

In the event of an accident all details must be entered in the accident book by the person who has hired the hall.

Accident books and accident records are regularly reviewed [RIDDOR: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995]

## 2. Fire Safety

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:

- An assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general health and safety risk assessments.
- A check that a fire can be detected in a reasonable time and that people can be warned.
- A check that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire exit signage.
- To provide reasonable firefighting equipment.
- A check that those in the building know what to do if there is a fire.
- A regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

2.1 **Fire extinguishers:** Fire extinguishers are kept in the following locations:

Location:	Type of extinguisher and capacity [need capacity]

**2.2 Fire  
Alarm System:**

**Voice**

Kitchen	CO <sup>2</sup>
Hall	Water
Entrance Hall	Water
Hall by stairs	Water
Ranklin Room	Water
Top of Stairs	Water/CO <sup>2</sup>

**2.3 Other fire  
protection equipment:** Fire Blanket - Kitchen

**2.4 Evacuation procedure:** Our procedure for stewarding/evacuation is as follows:

- ☐ All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol.
- ☐ A check must be made that all doors can be opened.
- ☐ A trained steward must be allocated to each door and have responsibility for persons in a specific part of the church:

Area of Church Hall	Exit door(s)
Main Hall	Double door to Hall/Door to Garden/Door to Sheds
Entrance Hall	Double door/door to side door
Kitchen	Door to Entrance Hall
Ranklin Room	Door into Hallway/side door
Offices – upstairs	Stairs to side door

In the event of an emergency (fire/bomb threat, etc), an announcement to leave the building will be made by the **Hirer**.

Persons will assemble in the **Car Park by main double doors**.

The emergency services will be contacted immediately by a person nominated by the Hirer.

**Please leave the hall like this when you leave – three tables each side, with chairs in piles of six  
(No chairs in front of the radiators)**



**Any chairs taken from the Ranklin Room to be returned. Small tables in the Ranklin Room to be left in the centre of that room**

# BEFORE YOU GO

**When leaving the building please ensure that**

<b>1.</b>	<b>Double doors are closed and locked/single door in hall is locked</b>
<b>2.</b>	<b>Fire Doors are closed</b>
<b>3.</b>	<b>Toilets are checked to ensure (4 to check):</b> <ul style="list-style-type: none"><li>• <b>They are left in a clean and tidy state.</b></li><li>• <b>Taps and lights are turned off</b></li></ul> <b>PLEASE CHECK CAREFULLY – LIGHTING CANNOT BE SEEN FROM OUTSIDE THE TOILETS</b>
<b>4.</b>	<b>Windows are closed and locked in all rooms</b>
<b>5.</b>	<b>Kitchen – taps are turned off firmly</b>
<b>6.</b>	<b>All rooms used must be left in a clean state</b> <b>(broom and dustpan and brush are in cupboard in main hall</b> <b>where additional tables are stored)</b>
<b>7.</b>	<b>If appliances are used, they must be left as found</b>
<b>8.</b>	<b>Chairs taken from Ranklin Room to be returned to that room.</b>
<b>9.</b>	<b>Heating thermostat in main hall has been turned down to 10 degrees</b>
<b>10.</b>	<b>Main hall and any other remaining lights are turned off.</b>
<b>11.</b>	<b>You have your rubbish ready to take with you</b> <b>Please note point 20 on the Terms of Letting:</b> <b>All rubbish from the kitchen and elsewhere must be taken</b> <b>away from the property and the grounds by the Hirer or</b> <b>the professional caterers (if used) at the end of your</b> <b>booking. Otherwise the deposit will be retained.</b> <b>THERE IS NO FACILITY ON SITE FOR THE RUBBISH OF</b> <b>PEOPLE WHO HIRE THE HALL.</b>

**PLEASE EXIT THROUGH SINGLE  
DOOR FACING THE STREET**