



CHECKLIST PRIOR TO VACATING PREMISES AFTER A FUNCTION.

At the conclusion of a function it is the responsibility of the group hiring or using St Luke's premises to ensure that the premises are left in a clean, tidy and safe condition.

- Stack chairs neatly on trolleys or neatly stacked against walls. (Yellow chairs on east side of hall, black chairs on west side of hall, green chairs in Fellowship Room).
- Return toys, books, papers etc to assigned storage areas.
- Remove all items from tables and neatly store.
- Return tables to where you found them. (Round tables in hall)
- Sweep or vacuum floors if they are dirty, particularly if food and drinks have been consumed or items are likely to be dropped/spilt onto the floor. (Vacuum cleaners and brooms are stored in cupboard marked – cleaning equipment on east side of hall, large floor brush is stored on a hook on the stage and other cleaning equipment is stored in a cupboard in the kitchen near the door to the courtyard)
- Turn off heaters, lights and other electrical and gas appliances.
- Ensure all external doors are locked – (9 doors need checking, snibs in locked position plus 2 toilet doors near pre-school entrance).
- Close all windows.
- Remove any marks from furniture, chairs, walls etc.
- Wash & dry any dishes, cups, crockery used from the kitchen and return to appropriate cupboard, drawer etc.
- Wipe down kitchen benches (if used) and dishwasher (if used)
- Sweep (wash if needed) kitchen floor, use hot water – no detergent. (Basin and squeeze mop are stored behind the trellis in the courtyard)
- Collect any rubbish and place in rubbish bins provided in the courtyard.
- Empty kitchen rubbish bins if full and insert new plastic liner in bin. (Plastic liners in top drawer near sliding door to Fellowship Room).
- Lock cupboards, storage containers.
- Return any keys to key racks.
- Check that all toilets are clean and tidy. Clean if required. Wash floors if required. Empty rubbish containers if full or near full into rubbish 'wheelie bin' in courtyard.
- Remove any unused food/drink from kitchen refrigerator and kitchen and take with you.
- The Church Office and Ministers vestry are not for hire and are not to be entered unless a member of St Luke's is using the rooms or is present.





NOTICE TO USERS OF ROOMS AT ST LUKE'S UCA HIGHTON.

As the faith community of St Luke's, we aim to follow Christ, and create a safe place to share and grow together, drawing closer to God.

One of our aims is to maximise the use of our buildings and to offer God's hospitality to the community. As a user of this space, we ask that you follow the guidelines below to ensure that all users of the facilities have a positive experience at St Luke's.

1. Please leave the room/s in a clean, tidy and safe condition at the conclusion of your function/activity.
2. Please make all members of your group aware of the "Checklist prior to vacating premises" included with your hiring agreement and that all items are covered each time you use the facilities.
3. Exit doors must be kept clear at all times. An emergency can arise at any time and very quickly. It is a statutory requirement that emergency access ways be kept clear at all times.
4. Fire extinguishers. These are provided throughout the buildings and are inspected regularly. Two types are provided and are clearly marked:
 - a. Powder type - for use on any fire including electrical.
 - b. Water type - not to be used on an electrical fire.
 - c. Fire hose - in the foyer, not to be used on electrical fires.
 - d. Fire blanket - in the kitchen.
5. No food or drinks are to be consumed in the Worship Centre without prior agreement with St Luke's.
6. Alcoholic beverages are not to be sold or consumed on the premises or grounds without the prior written agreement of St Luke's Church Council. (Each event to be considered separately).
7. No smoking anywhere on the premises at any time.
8. The rights of a group/party who have hired or have been granted use of a room shall be observed at all times. This means they are not to be disturbed/interrupted unless a health or safety issue is involved.
9. Avoid using the driveway in front of the Church entrance to enter or leave the car park as Preschool children access the preschool using the driveway. Always enter and leave the car park via the Scenic Road entrance way.
10. Short term parking is allowed at the Church entrance to unload items from or into a car. When unloaded the car should then be parked in the car park.
11. Kitchen and toilet facilities are assumed to be shared with other users of the buildings unless your hiring agreement specifies exclusive use.
12. A weekly diary is posted on the display board in the passageway showing who has been granted use of a room/s for the next week. If in doubt, contact the Office Co-ordinator on 5244 2997.



EMERGENCY MANAGEMENT PLAN

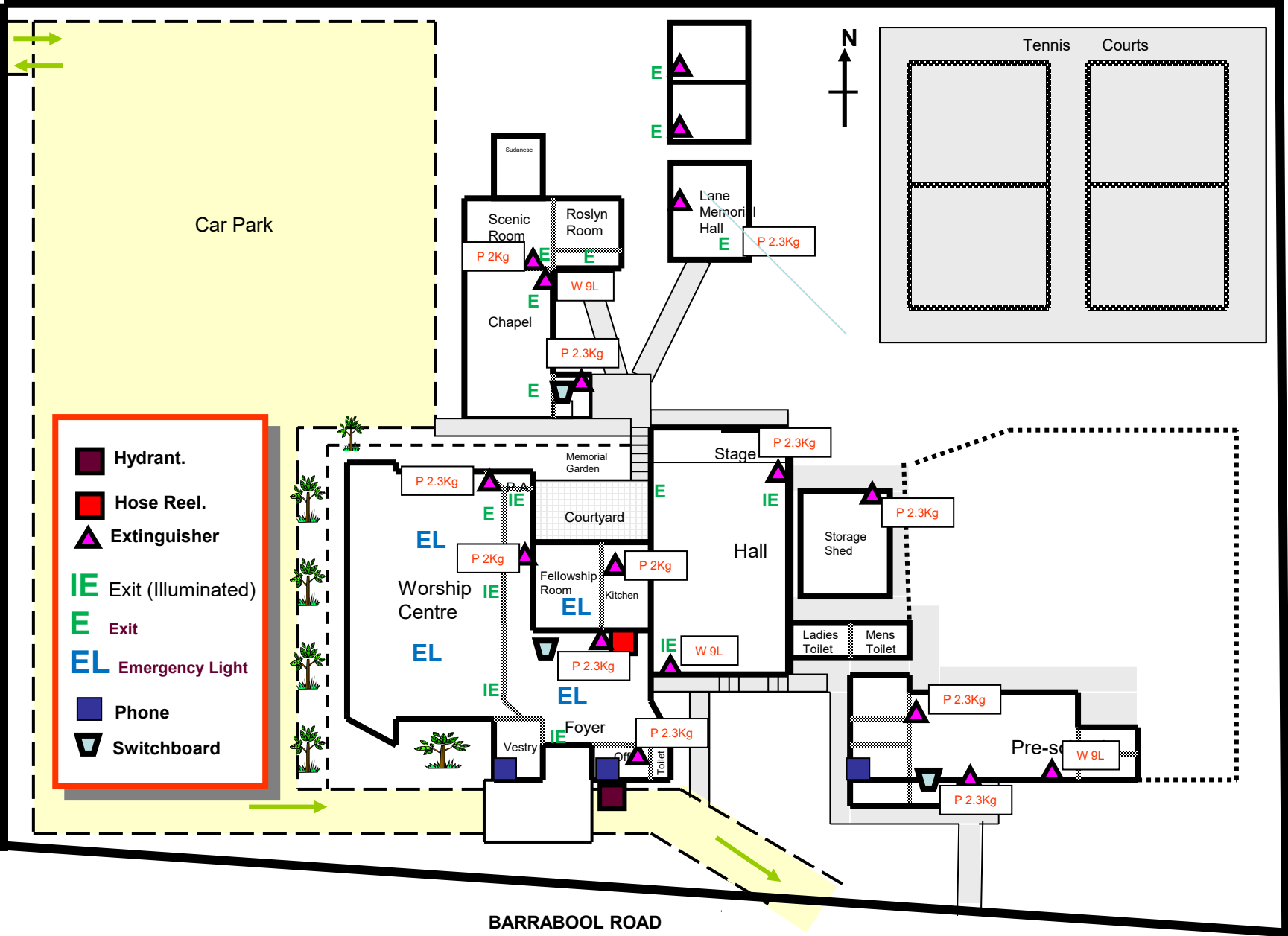
1. Emergency defined – fire, explosion, roof/wall collapse, flood, building filled with smoke, hold up,
2. All exits to be kept clear. Exit signs to be illuminated at all times.
3. Access to hose reels to be kept clear at all times.
4. Emergency warden/s to tell people to vacate the building. (Wardens – Resources Ministry Team members, Church Council members, leader of group hiring/using the premises, others designated on the day).
5. Call emergency authorities – fire brigade, ambulance, police etc by phone. Dial 000.
6. Council members/Resources Ministry team members to assist in evacuating building/s. (open doors, direct people, minimise chaos/panic)
7. Assembly area will be car park
8. Emergency lighting to be maintained and kept in working order.
9. Church, foyer, fellowship room, kitchen – escape routes via main entrance and courtyard (secondary)
10. Hall, kitchen – escape routes via eastern door near stage, via foyer and courtyard (secondary)
11. Chapel – escape via main entrance
12. Scenic & Roslyn rooms – escape via entrance way.
13. Lane Memorial – escape via entrance doors.
14. At assembly area determine if anyone unaccounted for and arrange search to locate them.
15. When emergency is over/contained wardens to advise people what to do next.



SAFETY BRIEFING

- Address is 174 Barrabool Road or Corner Barrabool & Scenic Roads, Highton, 3216.
- Exit doors are clearly marked with illuminated 'EXIT' signs.
- Exit doors and access to exit doors to be kept clear at all times
- All doors can be opened from inside even if latched closed.
- A fire hose is located in a 'red cupboard' in foyer. Keep access to the fire hose cupboard clear at all times.
- Telephones located in office and vestry. Dial 000 for emergency services.
- Fire extinguishers at various locations around building
 - Two types – powder and pressurised water
 - Use powder type for electrical fires
 - Use water type on all other fires. (Note powder type prevent oxygen reaching fire, they don't take any heat away as does water type).
- First aid kit (basic) in kitchen (cupboard on south wall)
- Toilets – off foyer and at bottom of stairs leading to pre-school
- Light switches on wall near main switchboard in foyer
- In event of emergency evacuation.
 - you will be asked to vacate the building
 - leave building quickly and in an organised manner by marked the exit doors
 - the assembly area is in the car park
 - at the assembly area you will be asked to identify if all your party is present, if not to advise the warden so that a search can commence.
- Emergency wardens are – members of Church Council, members of Resourcing Ministry Team and leaders of groups using the property.
- Speed limit in car park and roadways within St Luke's is 5 Km/Hour.
- Take particular care when reversing vehicles to avoid pedestrians, children and other vehicles.
- Church, foyer and Fellowship room fitted with emergency lights (come on if power goes off).

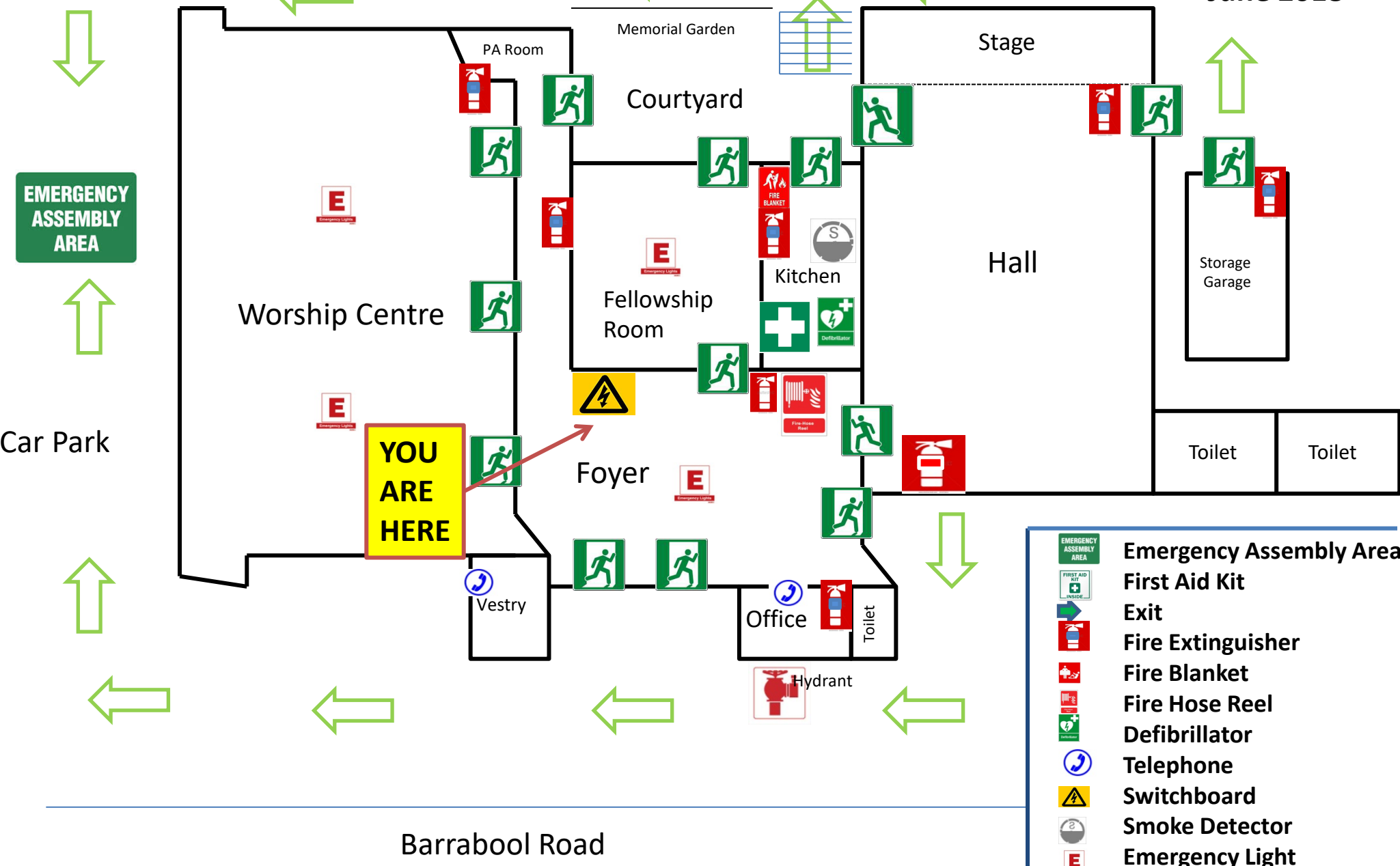
ST LUKES UCA, HIGHTON. LOCATION OF FIRE EXTINGUISHERS



St Luke's Uniting Church.

Evacuation Plan

June 2018



EMERGENCY ASSEMBLY AREA

YOU ARE HERE

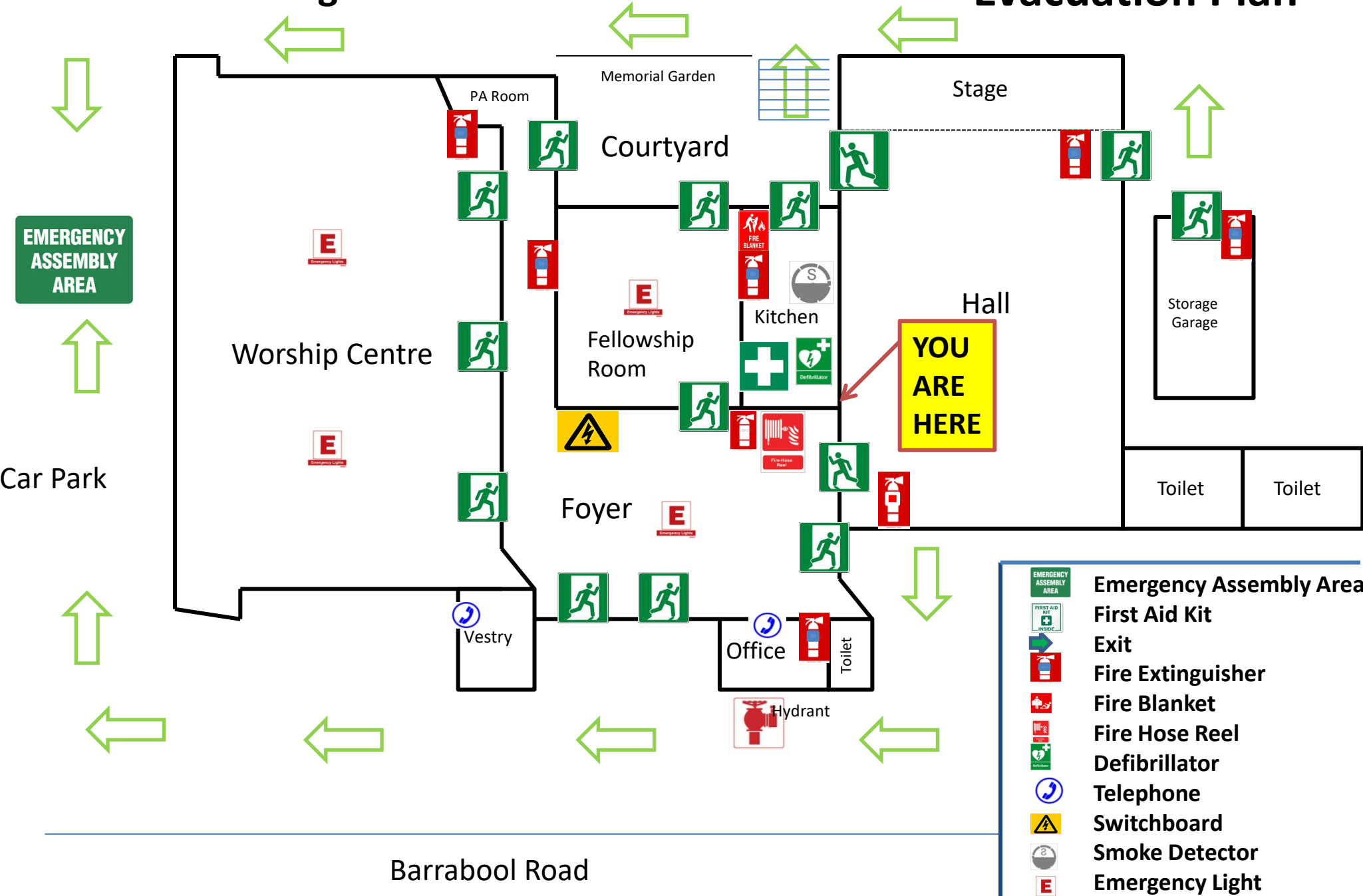
Car Park

Barrabool Road

- Emergency Assembly Area
- First Aid Kit
- Exit
- Fire Extinguisher
- Fire Blanket
- Fire Hose Reel
- Defibrillator
- Telephone
- Switchboard
- Smoke Detector
- Emergency Light

St Luke's Uniting Church.

Evacuation Plan



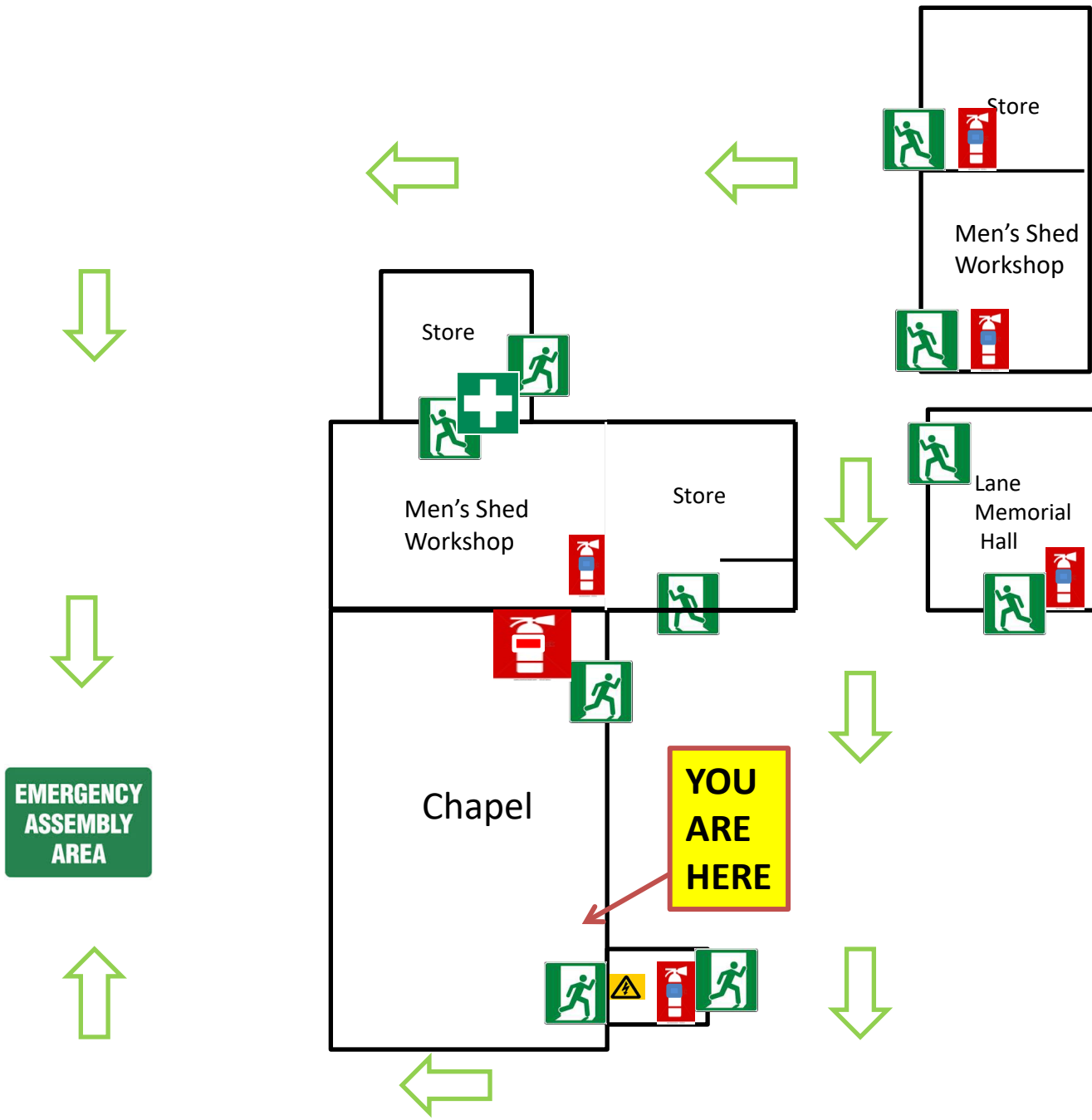
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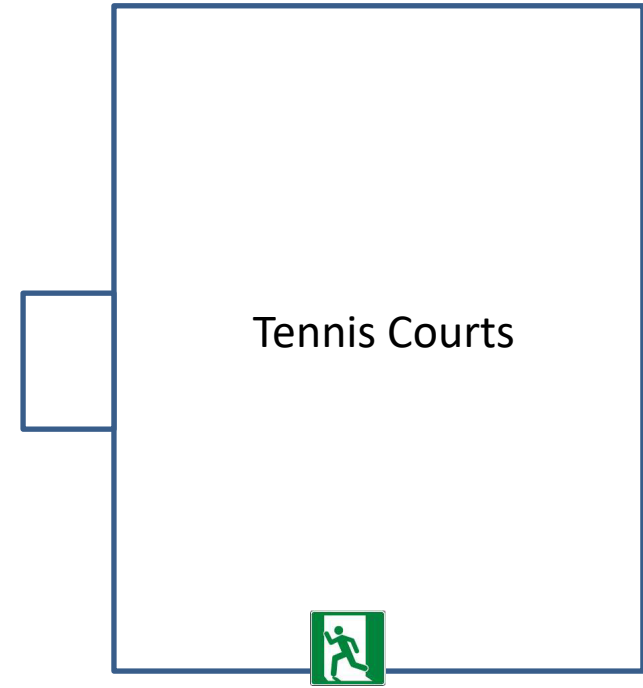
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Barrabool Road

St Luke's Uniting Church.



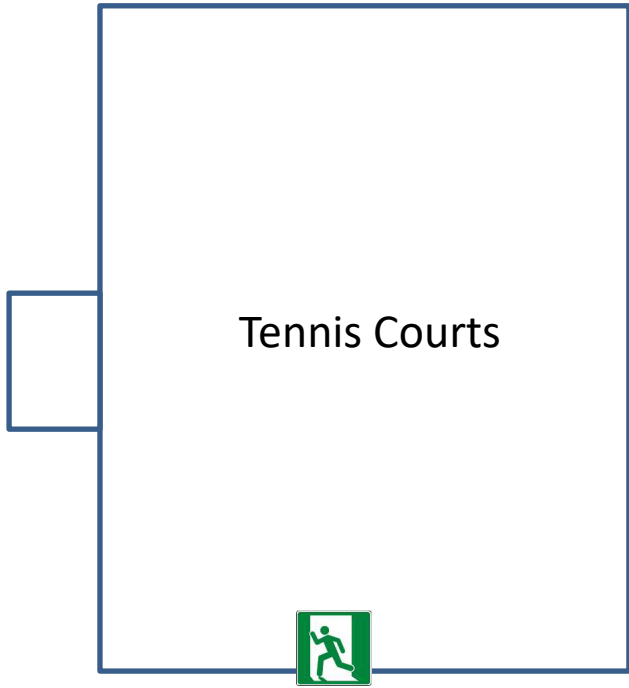
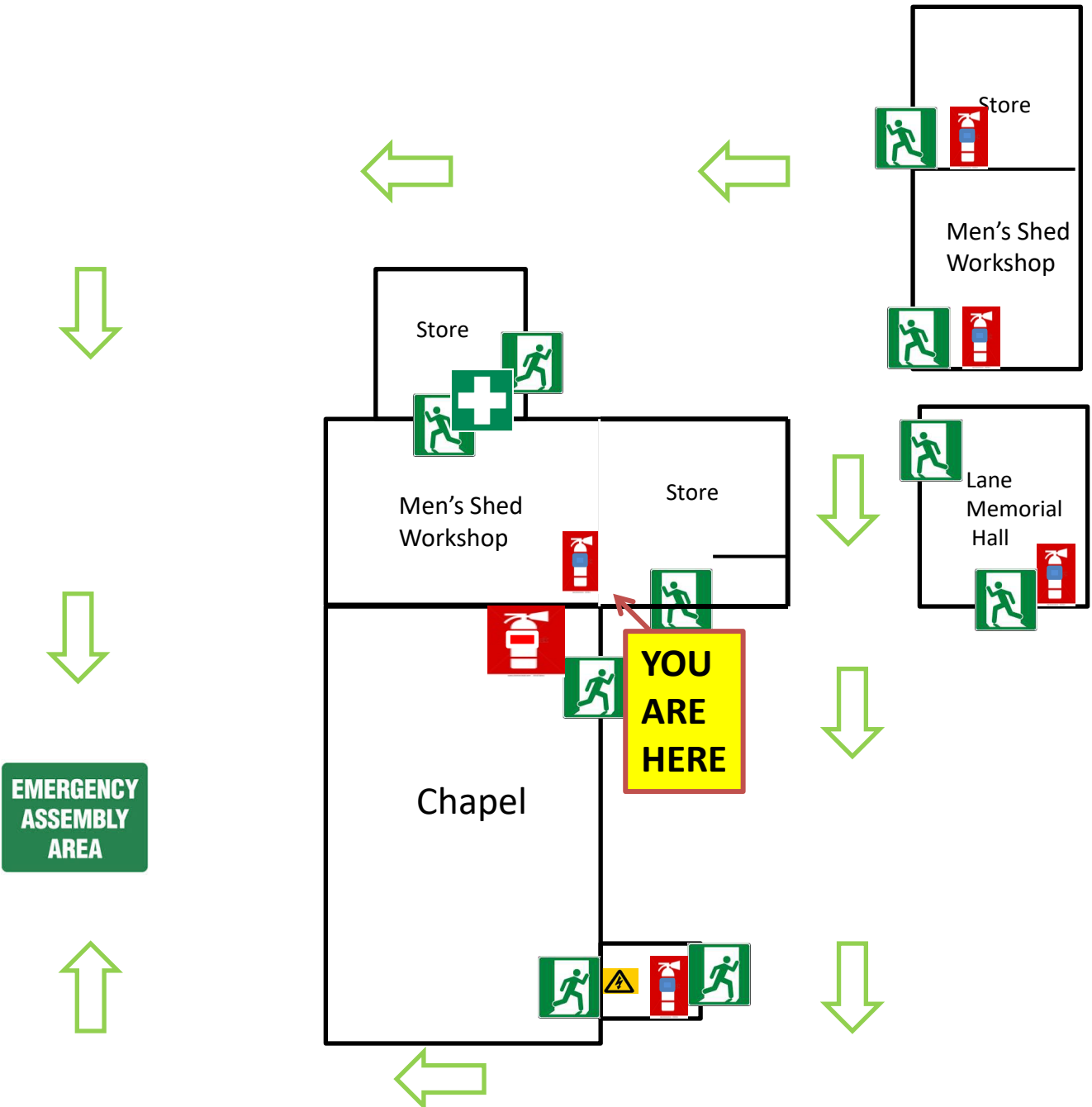
Evacuation Plan








-  Emergency Assembly Area
-  First Aid Kit
-  Exit
-  Fire Extinguisher
-  Switchboard

St Luke's Uniting Church.

Evacuation Plan

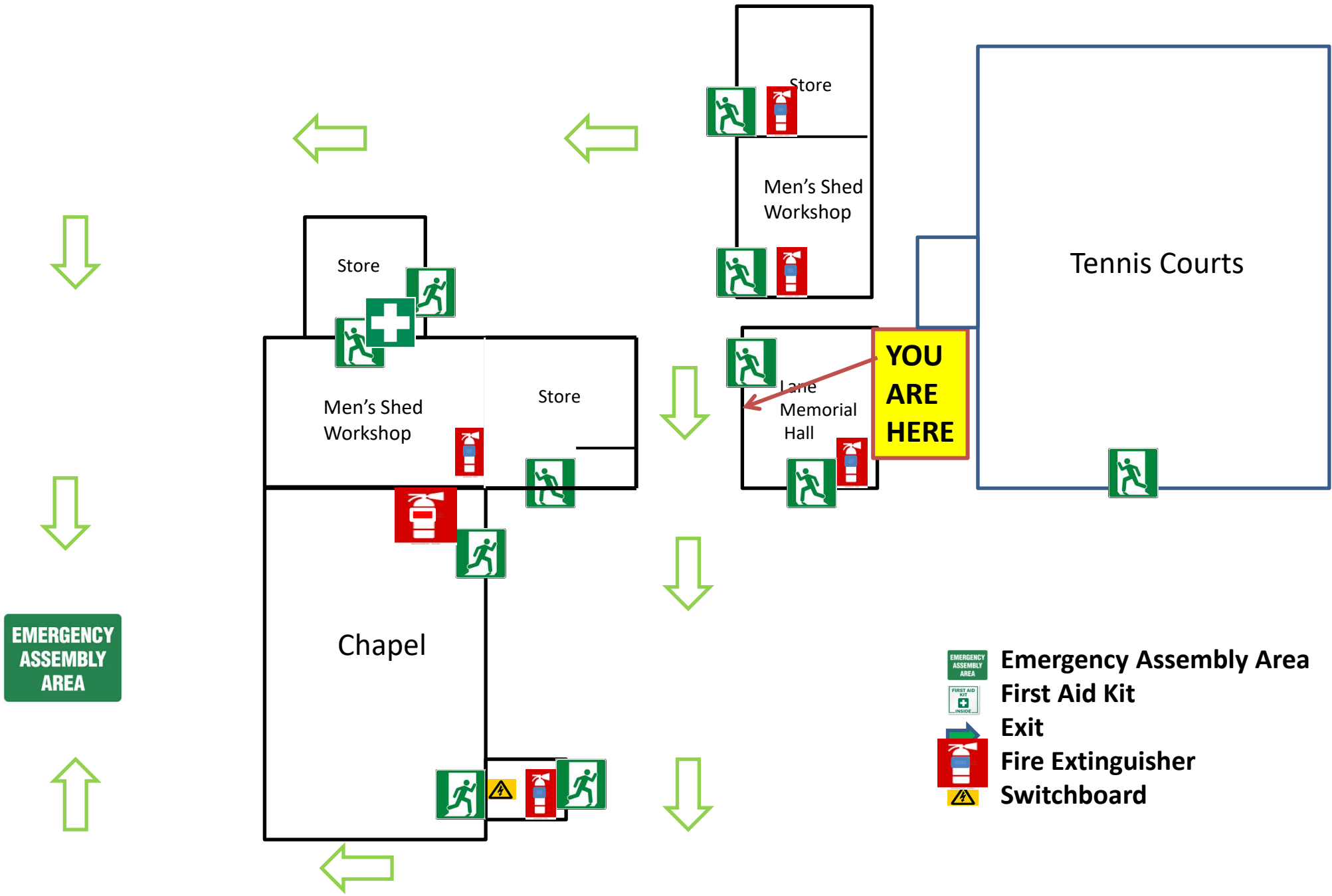


EMERGENCY ASSEMBLY AREA

-  Emergency Assembly Area
-  First Aid Kit
-  Exit
-  Fire Extinguisher
-  Switchboard

St Luke's Uniting Church.

Evacuation Plan





INSTRUCTIONS FOR USING THE KEY SAFE

The Key Safe is located on the Eastern facing doors to the foyer, (facing the PreSchool). To access Key Safe:

To open:

1. Press clear
2. Enter code 9568#
3. Press open button
4. Guide compartment door down to fully open
5. Remove key and unlock door

To replace key in safe:

1. Press clear
2. Enter code 9568#
3. Press open button
4. Guide compartment door down to fully open
5. Replace key
6. Close compartment door.

Best practice is to replace the key immediately once you've used it to open the building.
From the inside of the door you can snib the lock to open if you are needing to come and go.

Keeping Children Safe Code of Conduct



Uniting Church in Australia
SYNOD OF VICTORIA AND TASMANIA

Keeping
Children
Safe



(Name of congregation/ entity) St Luke's UCA, Highton expects all employees, appointed leaders, volunteers and people in specified ministries to abide by this Code of Conduct.

Employees, volunteers and people in specified ministries will:

- Consider the safety and needs of children as paramount.
- Treat all children with respect, embracing diversity and demonstrating a zero tolerance of discrimination.
- Read and abide by relevant policies and procedures for keeping children safe.
- Behave in a manner which is consistent with the values of the Uniting Church in Australia.
- Encourage open communication between all children, parents, staff, vulnerable adults, volunteers and people in specified ministries through the use of empowering and supportive language.
- Enable children to participate in the decisions that affect them.
- Model appropriate behaviours and redirect unwanted behaviours of children, at all times using appropriate behaviour management strategies.
- Respond to any concerns or suspicions of child abuse, and speak up if you see colleagues behaving in ways that concern you.
- At all times be transparent in our actions and whereabouts, and remain aware of each child and the adults who are with the children.
- Seek advice, support and assistance for child protection matters where needed.
- Participate in required training so as to understand our role in ensuring a safe environment for children.

Employees, volunteers and people in specified ministries will not unless otherwise formally authorised¹:

- Be alone with a child.
- Sleep in the same room as a child.
- Do things of a personal nature that a child can do for him/herself, such as assistance with toileting or changing clothes.
- Without prior parental/guardian consent, seek to make contact and spend time alone with any child outside program times, including through personal social media networks or face-to-face and phone contact.
- Photograph or video a child without the consent of the child and his/her parents or guardians.
- Disclose information unless specifically required by law or policy.

¹ There may be settings and events where some variation to the following is required. Such variation will need to be authorised by the board/council/committee that adopts the policy. If you have any questions regarding this please contact the Culture of Safety Unit cultureofsafetycontact@victas.uca.org.au or 03 9251 5288.


Employees, volunteers and people in specified ministries will not under any circumstances:

- Engage in behaviour that is intended to shame, humiliate, belittle or degrade children.
- Use inappropriate, offensive or discriminatory language when speaking with a child.
- Sleep in the same bed as a child.
- Hold, kiss, cuddle or touch a child in an inappropriate, unnecessary, uninvited, or culturally insensitive way in public or isolation.
- Behave provocatively or inappropriately with a child and/or in a way that could be considered as 'grooming'.
- Develop a sexual relationship with a child or a relationship with a child that may be deemed exploitative or abusive.
- Condone, or participate in, behaviour of a child which is illegal, unsafe or abusive.
- Act in a way that shows unfair and differential treatment of a child.
- Smack, hit or physically assault a child.
- Physically restrain or remove/isolate a child or children unless the child's or children's behaviours endanger themselves or others.
- Have inappropriate conversations with a child either in person, through social media or in any other way.
- Use the Entity's computers, mobile phones, video and digital cameras inappropriately or for the purpose of exploiting or harassing a child.
- Make a complaint that they know to be untrue, malicious or improper.

Breaches of this Code of Conduct will result in disciplinary measures or, if required by law, reporting to the authorities.

Organisational declaration:

This Code of Conduct has been adopted for use by:

Name of Congregation/ Entity St Luke's Highton Uniting Church
Name and title of person responsible Lloyd WALKER - Chair of Church Council
Signature 
Date agreed at Church Council 23 Nov 2017

St. Luke's Uniting Church Highton

Hospitality Guidelines for Kitchen Volunteers serving Light refreshments eg Morning Tea, Afternoon Tea

Coronavirus (COVID-19) infection

Coronavirus (COVID-19) is commonly spread through human-to-human transmission via respiratory droplets or aerosols or through contact with contaminated surfaces or items. Respiratory droplets are generated when an infected person coughs, sneezes or talks. These may land directly on mucosal surfaces (for example, nose or mouth) of a susceptible person or on surfaces and items. A person may become infected after touching a contaminated surface then touch their nose, eyes or mouth or bring a contaminated object to their face.

Regularly washing your hands with soap and water or using an alcohol-based hand rub and physical distancing are the most important ways to reduce the spread of coronavirus (COVID-19).

Coronavirus (COVID-19) can be removed from cups, plates and crockery by washing with detergent and hot water.

Hospitality at St. Luke's UCA Highton

Hospitality is an integral part of the St. Luke's community and we are pleased to be able to restart our post worship gatherings and offer a cuppa, a biscuit and an opportunity to catch up albeit in a COVID safe manner. At this point in time we are not setting out tables and chairs for morning tea as we did pre COVID however some chairs can be lifted down for those who need to sit.

What this means for the serving of refreshments is outlined below.

NO SHARING OF food, drink, crockery, utensils, vessels or other equipment is permitted by participants.

Use of reusable crockery and cutlery

The use of reusable crockery and cutlery is permitted provided it can be washed at high temperatures. The industrial dishwasher meets this requirement. All items washed via the industrial dishwasher should be allowed to air dry. Any items not suitable for the industrial dishwasher should be washed in very hot water with detergent and rinsed in very hot water and allowed to air dry.

Service

Minimising multiple contact and therefore the possibility of transmission is vital. Those providing service are required to wear gloves.

All service to attendees should be provided by the morning tea volunteers including:

1. The pouring of the tea/coffee
2. The addition of milk
3. The addition of sugar and stirring
4. The serving of a biscuit

Return of used crockery

Attendees should return their used cup directly to the dishwasher tray (dregs to be discarded into provided bowl).

Should you have any concerns or queries please contact Linda Salamy 0407 806 312

Provision of Morning Tea after worship

Volunteers need to provide 2L milk plus biscuits for Morning tea. (Usually a family pack plus one other fancy biscuit packet is plenty. Check the fridge for in opened milk and use if it is fresh. Emergency leftover biscuits and UTH milk are available in cupboard)

Setup – Arrive at 9am

1. Disinfect/sanitise hands and put on disposable gloves
2. Check all surfaces are clean and wipe down if necessary
3. Fill 2 urns from hot water tank above sink and put them on to boil- once boiling turn down to low while church service is on.
4. Get out one large teapot
5. Set out 20 cups for tea (right side of bench) and 20 cups for coffee (left side of bench)
6. Fill 2 milk jugs (place in fridge until morning tea time)
7. Set out coffee and 8-10 tea bags for big pot
8. Set out flavoured teas on the central bench behind servers
9. Set out 3 bowls for:
 - a. Sugar sachets
 - b. Teaspoons
 - c. Rubbish
10. Set out a jug of water and 6 glasses on central bench behind servers
11. Set biscuits out on a tray (cover with clean tea towel)
12. Switch dishwasher on as per instructions on the wall
13. Set out draining board with a rack on it in front of return window
14. Place a 'dregs' bowl at the return window (dregs bowl is in the corner cupboard by the return service hatch)

Service

1. **All elements to be served by the volunteer including the addition of milk, sugar, stirring and the handing of a biscuit**
2. Come out of worship before the blessing
3. Disinfect/sanitise hands and put on disposable gloves
4. Move one urn to the left hand side of the bench
5. Place biscuits in the middle (place a vase of flowers in front of the biscuits to deter self-service!)
6. Get milk out of the fridge

Clean up

1. Put trays of cups through the industrial dishwasher
2. When cycle is finished pat dry the bottoms and leave to air dry
3. Handwash any items not suited to the dishwasher as necessary in very hot water with detergent; rinse in hot water and allow to air dry.
4. Put everything away and wipe down benches
5. Sweep floor if necessary

Thank you for volunteering! As restrictions change or ease these instructions may be amended but thank you for keeping us all safe.