

## Safe Operating Procedures for Chaplaincy and the Islamic Prayer Halls

This document outlines the procedure that should be followed when managing an event in any Chaplaincy bookable spaces and the use of the Islamic Prayer Halls. In this document, '**organisers**' refers to any persons responsible for booking and delivering the event (Islamic Society in the Islamic Prayer Halls) and '**attendees**' refers to any persons attending, including organisers and participants.

**The Chaplaincy Central Space is available for Faith Societies to book for their events, alongside events run by the Chaplains and general use by students and staff.**

**The Islamic Prayer Halls are primarily available for Muslims to pray.**

**The Buddhist Room is available for Student and Staff Buddhist groups to book.**

**The Multi Faith prayer Room at Westwood is available for Student and staff faith groups to book, alongside Chaplains bookings and general use by students and staff.**

### Summary:

- a) **Bookings cannot take place until you have received a confirmation email from the Chaplaincy.**
- b) **The maximum capacity for Chaplaincy bookings is as follows:**
  - **Chaplaincy central Space 100**
  - **Total in Chaplaincy building 120**
  - **Total in Islamic Prayer Halls 220**
  - **Total in Buddhist Room 10**
- c) **Food:** You may use the Chaplaincy kitchen to prepare food for your event. **Everyone** involved in preparing or serving food to others in any part of the Chaplaincy or Islamic Prayer Halls must have completed the Moodle food safety and food allergen courses.
- d) **Booking the Central Space does not** include exclusive use of any part of the Chaplaincy, other than the Central Space. You **must** ensure that other people can always access and use the kitchen, sofa and library areas and follow the rules in the kitchen.
- e) **Risk Assessment:** You will need to read and agree to the Chaplaincy Risk Assessment before requesting a booking (this includes the Islamic Society in the Islamic Prayer Halls).
- f) **Accessible routes / Fire Exits:** You will need to ensure that all accessible routes are kept clear for wheelchair users and that fire exits are never blocked.
- g) **Room layout for Chaplaincy Central Space:** Organisers and attendees may use the chairs / cushions / beanbags provided in the Central Space plus the spare chairs stacked in the area between the double entrance doors and those stacked around the sofa and student library area. Do not use the chairs at the tables in the student library area.
- a) **Chaplaincy Central Space booking times:** Your booked slot, including set up begins at the time indicated on the booking confirmation email. The **end time** is the time at which everyone must be out of the space having cleaned and cleared up. There should be at least 15 minutes clear between bookings.

## Operating Procedures:

All items should be returned to where they should be in the Chaplaincy at the end of the event and on a regular basis by the Islamic Society in the Islamic Prayer Halls.

Termly Chaplaincy bookings for Faith Societies are not a guarantee of the same bookings for subsequent term / years, as each term's requests are considered by the Chaplains at the end of the preceding term.

### 1. Chaplaincy Central Space Bookings - running the event

- a) Bookings are for the Central Space only and we would ask you to be respectful to other Chaplaincy users and practice generous hospitality to ensure that you do not encroach into other areas of Chaplaincy life. You may find it helpful to close the doors at the bottom of the central space to help with this. Playing faith music at events should only happen in the central space and personal property should not be left in other parts of the Chaplaincy e.g. library, sofa and kitchen.
- b) This is a multifaith Chaplaincy and therefore all activities that take place in the Chaplaincy should be in keeping with this; it is inappropriate to approach others in the Chaplaincy with the intention to convert them to your religion or belief system. Respectful and sensitive interfaith dialogue is welcomed.
- c) Please close the doors at the bottom of the Central Space, except the last door by the steps, where possible, to help avoid disturbing other Chaplaincy users.
- d) Leave enough time to set up and to clear and clean up after yourselves so that you have **vacated the room by the end time of your booking slot.**
- e) Ensure that all items brought to your event, are removed at the end of your event and that all items are within the central space during the event, rather than spilling out to other areas of the Chaplaincy. Any items left / mislaid, will go into the 'lost and found' and people can speak to the Chaplaincy Co-ordinator about this.
- f) Ensure that the area used (including the kitchen) is cleaned and tidied immediately after the event ends. There is a vacuum cleaner behind the piano and cloths available to wipe surfaces.

### 2. Chaplaincy equipment and furniture

- a) There are 11 foldable tables for use in the Chaplaincy: 8 can be found on the wall at the top of the octagonal area steps and 3 are on the opposite wall. Cushions are available for use and extra chairs may be used (and returned, neatly stacked) from the space between the 2 sets of double entrance doors, by the sofa and library although the chairs around the library tables should not be removed.
- b) The Chaplaincy piano must not be moved from its position, nor anything placed on it, even if it is covered and not being used at the time.
- c) Event organisers should ensure that all equipment is returned after use and that all items for the event / people attending and running the event are in the Central Space, rather than spilling into other areas of the Chaplaincy.
- d) Extra furniture must not be brought into the Chaplaincy from elsewhere.
- e) Nothing can be taken out of the Chaplaincy building for use elsewhere including furniture, crockery, cutlery and kitchen equipment.
- f) Please ensure that all appliances are switched off when not used, except for the fridge-freezer, microwave, heaters, water boiler, cooker and central space lights.
- g) Tables must be wiped clean at the end of every event. For craft activities, please use table coverings. For hot food, please use the heat protection mats from the kitchen.
- h) Chairs and tables should be returned to their original positions and the kitchen should be left clean and tidy with all items put away.
- i) If the dishwasher is used it should be emptied and items put away at the end of the event. If this is not possible because it is late in the evening, people should be tasked with returning before 10:00 the next morning to do this.

- j) There is some crockery in the lockable cupboards in the kitchen for your use – any other crockery you wish to use, should be brought with you to your event along with extra tea towels, if needed.
- k) Please do not use the cutlery from the kitchen drawers as this should be available to Chaplaincy users so you will need to bring cutlery and any sharp knives you need as we do not keep sharp knives in the kitchen.
- l) Chaplaincy milk, coffee, tea and sugar are for general Chaplaincy users and those using the kitchen for a booking, should bring their own supplies as needed.
- m) Please be considerate of others who may need to access the kitchen whilst you are using it, to make a drink, use the microwave or collect something from the fridge etc.
- n) When using the Audio-Visual equipment in the Central Space, please ensure that the system is plugged in to the left hand socket, not the right hand one as indicated by the signage.

### 3. Fire and First Aid

- a) Organisers to call the Chaplaincy Coordinator or Community Safety Team if first aid is required: (emergency) 02476 52 22 22 (Ext 22222 from internal phone outside the Chaplaincy Co-ordinator's office) - (enquires) 02476 52 20 83.
- b) All incidents and near misses should be reported as directed on <https://warwick.ac.uk/services/healthsafetywellbeing/incidents/>
- c) Gangways, thoroughfares, emergency exits, other exits and corridors should not be obstructed in any way. All attendees must be shown the locations of the fire exits.
- d) Emergency lighting and signs must not be covered, interfered with or moved.
- e) All possible precautions should be taken to prevent fire, to avoid it spreading if it does occur, and to reduce panic among attendees.
- f) If a fire breaks out, no matter how small it may be, the alarm system must be activated and the building evacuated. Organisers should direct all attendees to leave by fire exits in the event of a fire alarm and congregate on the grass outside the front (not back) of the main entrance to Senate House. If the alarm sounds, you must evacuate regardless of the cause / outcome until the alarm has been reset and you have been advised that you can re-enter the building.
- g) Battery operated candles may be used in the Chaplaincy. Real flame candles / paraffin, oil lights and any form of naked flame can only be used in the Chaplaincy spaces under the direct supervision of a Chaplain or when specific permission has been sought from and granted by the Chaplains. If permission is granted, it will always be granted with specific risk mitigations.

### 4. External Speakers

- a) If you are inviting any external speakers, you will need to follow the University's external Speakers process <https://warwick.ac.uk/services/community-safety/events/externalspeaker> and gain approval before receiving confirmation of your Chaplaincy booking although you can still submit your request and note that you are applying for approval in the text box and then email the Chaplaincy resource account with your approval once received.

### 5. Visitors Books

- a) All visitors to the Chaplaincy who are not staff or students should sign-in using one of the Visitors Books located near the entrances.

## 6. Cancellation of Chaplaincy Bookings

- a) If you have made a regular booking and do not need it, please email the Chaplaincy office [Chaplaincy@warwick.ac.uk](mailto:Chaplaincy@warwick.ac.uk) to let the Chaplaincy Co-ordinator know so that the space can be reused by someone else.
- b) The Chaplains reserve the right to cancel bookings once they have been confirmed but will only do this in exceptional circumstances and will give as much notice as possible.

## 7. Health & Safety

- a) All available windows / doors should be opened where practicable but please ensure that the doors are closed and locked after events.
- b) Everyone involved in the preparation / serving of food must have completed the Food Hygiene and Food Allergen Training Moodle before they are involved in the preparation / serving of food. Food safety <https://moodle.warwick.ac.uk/course/view.php?id=44042>  
Food allergen <https://moodle.warwick.ac.uk/course/view.php?id=44124>
- h) Ensure that any food safety guidelines in the kitchen are followed.
- i) Whilst cooking in the kitchen, do not leave your food unattended and turn fans on when beginning to cook and off when finished.
- j) Please use the heat protection mats when taking placing hot items on surfaces / tables.
- k) Do not allow more than the maximum capacity stated in this document at your event.
- l) All spillages must be dealt with immediately.
- m) Bags of rubbish should be taken to the large bins behind the Arts Centre or Humanities Studio.
- n) Nothing should be hung from the lighting / supports in the Chaplaincy Central Space.
- o) Utmost care should be taken when using knives, sharp objects and the boiling water taps in the kitchens.
- p) Never totally empty the boiling water tap / Zip boilers in the kitchens.
- q) The kitchen is not big enough to cater for large groups.