



# **Letting of Educational Premises and Grounds**

## **Terms and Conditions of Hire**

# Document Control

## Changes History

Version	Date	Amended by	Recipients	Purpose
0.1	June 2023		Audit & Risk Committee	New Policy

## Approvals

This policy requires the following approvals:

Board	Chair	CEO	Date Approved	Version	Date for Review
X			23 June 2023	1.0	June 2024

## National/Local Policy

This policy must not be changed, it is a CAST/National Policy (only change logo, contact details and any yellow highlights)

## Position with the Unions

Does the policy require consultation with the National Unions under our recognition agreement?  Yes  No If yes, the policy status is:  Consulted and Approved  Consulted and Not Approved  Awaiting Consultation

## Distribution

This draft document has been distributed to:

Position	Date	Version
Trust Wide	September 2023	1.0

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# VISION & VALUES

Plymouth CAST is a multi-academy trust of Catholic schools which is part of the mission of the Catholic Church dedicated to human flourishing and the building of a kingdom of peace, truth and justice. The Trust is to be conducted in all aspects in accordance with canon law and the teachings of the Roman Catholic Church and at all times to serve as a witness to the Catholic faith in Our Lord Jesus Christ.

Our vision and values are derived from our identity as a Catholic Trust. Central to our vision is the dignity of the human person, especially the most vulnerable. Our academies are dedicated to providing an education and formation where all our pupils and young people flourish in a safe, nurturing, enriching environment. All governors in our academies are expected to be familiar with the vision, mission, values and principles of the Trust and not in any way to undermine them. They should support and promote the vision and conduct themselves at all times in school and on school business according to the vision and principles of the Trust

Plymouth CAST expects all its employees to recognise their obligations to each school within the Multi Academy Trust, the public, pupils and other employees and to provide consistently high standards of education and performance at all times and in accordance with Plymouth CAST's vision, mission and principles.

## INTRODUCTION

### Definition of Letting

A letting may be defined as “any use of the school premises (buildings and grounds) by either a community group (such as a local music group or football team), or a commercial organisation (such as the local branch of ‘Weight Watchers’)”. A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

Use of the premises for activities such as staff meetings, parents’ meetings, Governing Body meetings and extra-curricular activities of pupils supervised by school staff, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school’s delegated budget.

NB: References in this form to **Plymouth CAST** shall, in relation to school premises, be construed as references to all school staff The Law which applies is the Law of England.

## Charges for a Letting

Plymouth CAST is responsible for setting the framework of charges for the letting of the school premises. A charge will be levied which covers the following:

- Cost of services (heating and lighting);
- Cost of staffing (additional security, caretaking and cleaning) - including “on-costs”;
- Cost of administration;
- Cost of “wear and tear”;
- Cost of use of school equipment (if applicable);
- Profit element (if appropriate).

Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the organisations involved.

When the school is being used for election purposes a lettings request form will still need to be completed, but no charge will be made as the Local Authority will reimburse the school with a token payment to cover the utility charges.

When a Community organisation i.e. PACLS or Youth Service require a period of hire to deliver their services, charges should only be made to cover the costs: electricity, gas, water and administration. A substantial profit should not be made when the community uses the school’s facilities.

The specific charge levied will be reviewed annually, during the summer term, by the Audit & Risk Committee, for implementation from the beginning of the next financial year. Current charges will be provided in advance of any letting being agreed.

## VAT

In general, the letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT (although there are exemptions under certain circumstances). Where the letting is for a continuous period, VAT should be administered as per current UK VAT regulations. VAT is a complex area, and you are advised to refer to the VAT Manual or contact the Plymouth CAST Finance Manager for advice.

## Sporting facilities charges – VAT

Sport facility letting charges are normally subject to VAT, but where certain criteria are satisfied, the hire charges can be treated as exempt.

VAT Regulations state that for a series of ten or more lettings to be exempt from VAT, the following conditions should be satisfied:

- Each period is in respect of the same activity carried on at the same place;
- The interval between each period is not less than one day and not more than fourteen days;
- The charge is payable by reference to the whole series and is evidenced by written agreement;
- The facilities are letting to a school, club, association or an organisation representing affiliated clubs or constituent association.

When letting the general purpose school hall for a sporting activity it will be exempt from VAT. VAT is only added when the facility being let is specifically for that sporting purpose i.e. Swimming pool – being let for a swimming pool sporting activity.

On the letting of sports facilities for sports, the VAT exemption does not apply to commercial organisations.

# MANAGEMENT AND ADMINISTRATION OF LETTINGS

The Headteacher is responsible for the management of lettings, in accordance with the Plymouth CAST policy. Where appropriate, the Headteacher may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, they will consult with the Plymouth CAST Chief Operating Officer.

## The Administrative Process

Organisations seeking to hire the school premises should approach the Headteacher (or other designated member of staff), who will identify their requirements and clarify the facilities available. An Application for Hire of School Premises and / or Grounds (a copy of which is found at Appendix 1) should be completed at this stage. Plymouth CAST has the right to refuse an application, and no letting should be regarded as “booked” until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

Once a letting has been approved, a letter of confirmation will be sent to the hirer, setting out full details of the letting and enclosing a copy of the terms and conditions and the hire agreement.

The letting should not take place until the signed agreement has been returned to the school. The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with Plymouth CAST’s current scale of charges. Schools may wish to seek payment in advance in order to reduce any possible bad debts.

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

All lettings fees which are received by the school will be paid into the main school budget in order to offset the costs of services, staffing etc (which are funded from the school’s delegated budget). Income and expenditure associated with lettings will be regularly monitored to ensure that at least a “break even” situation is being achieved.

# TERMS AND CONDITIONS FOR THE HIRE OF THE SCHOOL PREMISES

All terms and conditions set out below must be adhered to. The “Hirer” shall be the person making the application for a letting, and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

## Status of the Hirer

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background. The hire agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school / Plymouth CAST and the hirer.

Persons involved with the hire may have to undergo a criminal record check via the Disclosure and Barring Service (DBS). Further advice and guidance around the requirement for DBS checks when hiring premises can be obtained from the school office. Where DBS checks are necessary, these checks must be made in advance of the hire to ensure that clearance is confirmed prior to the hire taking place.

Any adults working with the school’s pupils (for example, at an after-school sports club) must be appropriately qualified. Sports coaches must follow the LA’s guidelines for working in schools.

## Sub-letting

The Hirer shall not sub-let the premises to another person.

## Priority of Use

The Headteacher will resolve conflicting requests for the use of the premises, with priority at all times being given to school functions.

Plymouth CAST has adopted the following categories of priority user :-

(i) statutory users - usage laid down by statute will not be frequent but must be accommodated, at a rate to recover costs. The charging of a rent is prohibited by law. This could include use of school premises for election purposes as a polling station;

(ii) private users.

## Right of Access

Plymouth CAST reserves the right of access to the premises during any letting and may monitor activities from time to time.

## Attendance

The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approval given.

## Behaviour

The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated.

## **Application & Fees**

1. The signatory of the application shall be the hirer. Where a promoting organisation is named in the application, that organisation shall also be considered the hirer and shall be jointly and severally liable hereunder with the signatory.
2. The fee payable for the hiring shall be calculated in accordance with the scale of charges published by the School. The school reserves the right to alter or revise these charges at any time.
3. The fee for an occasional hiring shall be paid to the person authorising the hiring within five days of such hiring being approved and upon receipt of such fee the hiring shall stand confirmed subject to the provision of condition
4. In the case of a long-term letting the Headteacher of the hired premises may at their discretion permit the periodic payment of hire charges in arrears.

## **Cancellation**

4. The Headteacher or their agent(s) acting on their behalf must reserve the right, having good reason, at any time without notice to cancel a hiring or withdraw permission for the hirer to occupy any part of the hired premises on any particular date. In such event the school shall not incur any liability whatsoever to the hirer other than for return of any fee or the appropriate part of any fee paid in respect of the hiring. It is the Hirer's responsibility to notify parents in writing (where appropriate) of any changes in dates or venues at least a week in advance.
5. If the hirer shall cancel the hiring of the premises then the school shall be entitled to retain or demand as the case may be the whole of the fee paid in respect of such cancelled hiring; PROVIDED THAT if notice of such cancellation is received at least seven days prior to the date of the hiring the fee will be refunded or remitted to the hirer subject only to any necessary deduction or payment in respect of expense already incurred by the school in respect of that hiring.
6. Bookings are taken subject to the premises not being subsequently required for Parliamentary or Local Government elections or other statutory purpose. In the event of the premises being so required, the school will refund to the Applicant all charges made by them and already paid by the Applicant. The school shall not be liable to pay any compensation for any loss incurred by the Applicant.

## **Insurance**

7. The hirer's use of the hired premises is conditional on the hirer holding appropriate liability insurance for a sum no less than £5 million. A copy of such insurance shall be provided to the school at the time of booking.



# Furniture & Equipment

8. The hirer's use of the hired premises shall be deemed to include the use of chairs and tables only, unless specifically agreed.
9. The arrangement of furniture and/or the use of additional furniture or equipment will require the specific approval of the Headteacher. Such use may be subject to the scale of charges published by the school.
10. Where additional equipment is required by the hirer this may be subject to an additional charge according to the published scale.

## Kitchen Facilities

11. Kitchen facilities and facilities for the preparation of refreshment are not included in the hiring unless prior consent for the use of such facilities has been given by the school who will have consulted the catering contractor to arrange for such use at all times to be supervised adequately. Separate conditions of hire exist for catering facilities; where catering facilities form part of the contract these conditions, which can be obtained from the school, are deemed to have been accepted.

# HEALTH, SAFETY AND CONDITION OF PREMISES

12. The hirer/hirers shall during the hiring be responsible for:

(a) taking all measures necessary to ensure that the permitted number of persons using the hired premises is not exceeded; and that Providers who are hiring follow the guidance on protective measures for providers of: -

- community activities
- holiday or after-school clubs
- tuition
- other out-of-school settings

(b) the efficient supervision of the hired premises and for the orderly use thereof including the observance of the schools' policy on no smoking on school premises.

(c) ensuring that all doors giving egress from the hired premises are kept unfastened and unobstructed and that no obstruction is placed or allowed to remain in any corridor giving access to the hired premises.

(d) ensuring that all proper safety measures are taken for the protection of the users of the premises and equipment including adequate adult supervision where young people are concerned.

(e) familiarising themselves and the users of the premises with the fire-alarm positions, the locations of the fire-fighting equipment and the establishment's exit routes, contained in the Schools Fire Risk assessment.

- (f) ascertaining the location of the nearest emergency telephone.
- (g) the provision of a suitable first-aid kit.
- (h) compliance with the Food Safety Act and related legislation where catering facilities are involved.
- (i) Any electrical equipment brought by the Hirer onto the school site MUST comply with Plymouth CAST's code of practice for portable electrical appliance equipment. Equipment must either have a certificate of safety from a qualified electrical engineer or be inspected by the school. The intention to use any electrical equipment must be notified on the application.
- (j) Subject to availability, these may be used by the Hirer and other adults involved in the letting.
- (k) Access to the school's toilet facilities is included as part of the hire arrangements.

**13.** The hirer shall at the end of the hiring be responsible for: -

- (a) ensuring that the hired premises are vacated promptly and quietly.
- (b) ensuring that the hired premises are left in a safe and secure condition and in a clean and tidy state.

Failure to comply with these conditions may lead to additional charges.

## **RESTRICTIONS**

**14.** No nails, tacks, screws, nor other like objects shall be driven into any part of the hired premises nor shall any placards, decorations or other articles be fixed thereto. No alterations or additions to any electrical installations, either permanent or temporary, on the hired premises may be made without the written consent of the Headteacher. Electrical apparatus must be switched off after use and plugs removed from sockets.

**15.** The hirer shall not permit or suffer any damage to be done to the hired premises or any furniture or equipment therein and shall make good to the satisfaction of the Headteacher and pay for any damage thereto (including accidental damage) caused by any act or neglect by himself, his agents or any person on the hired premises by reason of the use thereof by the hirer.

**16.** It is understood and agreed that the school does not, either expressly or by implication, warrant the premises to be fit or suitable for any sporting or recreational purpose for which the hirer intends to use them but rely entirely on the skill, knowledge and expertise of the hirer in choosing so to use them and require the hirer to discontinue that use immediately upon it becoming reasonably foreseeable that by reason of their condition a participant in or spectator to that sport or recreation or any other person is in danger of suffering injury, loss or damage.

**17.** No overnight or residential provision to children.

**18.** Except insofar as the Unfair Contract Terms Act, 1977 (or any statutory modification or re-enactment of it) otherwise requires, neither the Headteacher or someone acting on their behalf will be responsible or liable in any way whatsoever or to any person whatsoever (and whether or not there shall be any negligence by its servants or agents) in respect of:

(a) any damage or loss of any property brought on to or left upon the hired premises either by the hirer or by any other person.

(b) any loss or injury which may be incurred by or done by or happen to the hirer or any person resorting to the hired premises by reason of the use thereof by the hirer. It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

(c) any loss to breakdown or machinery, failure of electrical supply, fire, flood or government restriction which may cause the hiring to be interrupted or cancelled; and the hirer shall be responsible for and shall indemnify the school its servants and agents against all claims, demands, actions and costs arising from the hirer's use of the hired premises or from any loss, damage or injury suffered by any person arising in any manner whatsoever out of the use of the hired premises by the hirer.

**19.** No food or drink may be prepared or consumed on the property without the direct permission of the Governing Body, in line with current food hygiene regulations. All litter must be placed in the bins provided.

**20.** No intoxicants shall be brought on to or consumed on the premises.

**21.** The whole of the school premises is a non-smoking area, and smoking is not permitted.

**22.** No stiletto or any type of thin heel is to be worn. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the premises.

**23.** The Hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify the school against all sums of money which the school may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

## LICENCES

**24.** The hired premises shall not be used for the sale or supply of intoxicating liquor, or the holding of any public entertainment, theatrical performance, film exhibition, lottery or other similar function without the consent of the Headteacher and such consent shall be subject to the hirer first obtaining the necessary licence or permission required under current legislation, and producing this for the scrutiny of the school if required.

## SAFEGUARDING

**25.** Where School premises are hired by/for groups including young people or vulnerable adults, the letting must comply with the prevailing requirements per [Keeping Children Safe in Education](#) (September 2023). This applies regardless of whether or not the children who attend any of these services or activities are children on the school roll or attending the college.

All hirers should be aware of Paragraph 377 of Keeping Children Safe in Education (September 2023):

*“Schools and colleges may receive an allegation relating to an incident that happened when an individual or organisation was using their school premises for the purposes of running activities for children (for example community groups, sports associations, or service providers that run extra-curricular activities). As with any safeguarding allegation, schools and colleges should follow their safeguarding policies and procedures, including informing the LADO.”*

The Headteacher must check that the hirer has signed the lettings agreement to confirm understanding of this.

(a) The hirer must have a safeguarding statement, a safeguarding and child protection policy, clear and robust safeguarding procedures and DBS checks in place. The hirer will be asked to supply a copy of their safeguarding statement and policy at the time of booking.

(b) The hirer will also provide the school with a Letter of Assurance to confirm that appropriate members of the group have DBS clearance and have received relevant Safeguarding training.

(c) The guidance on [Keeping children safe in out-of-school settings](#) details the safeguarding arrangements that schools and colleges should expect these providers to have in place.

## SECURITY

**26.** The School will hire and pay for a person to be responsible for the security of the premises before, during and after the hire, and for the cleaning of the premises after its use. This cost will be included in the charge for the letting. Whilst hirer’s are using the facilities they can be delegated responsibility for the security of the premises, they will still have to cover the costs incurred for a school representative to open and close the school. If no suitable person can be employed, then the letting will not be allowed or will be cancelled. Only named key holders may operate the security system. Keys should not be passed to any other person without direct permission of the Headteacher.

## VACATION OF PREMISES

**27.** The Hirer shall ensure that the premises are vacated promptly at the end of the letting. The Hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult. In the event of an emergency, occupants must leave the school by the nearest exit and assemble on the playground. The Hirer must have immediate access to participants’ emergency contact details, and may use the telephone in the school office in the event of an emergency. Hirers are responsible for familiarising themselves with emergency exits and must ensure that participants are aware of evacuation procedures.

# PROMOTIONAL LITERATURE & NEWSLETTERS

**28.** A draft copy of any information to be distributed to participants or through the school must be sanctioned by the Headteacher a week prior to distribution by the Hirer.

# APPENDIX 1

## Application for Hire of School Premises and/or Grounds

SCHOOL NAME: DETAILS OF HIRER:

Name of Registered Organisation or Hirer (registration details)

.....

Name of Responsible Officer

.....

Address of Hirer

.....

.....

Post Code .....

Position in Organisation .....

Contact phone number (s).....

Room or area to be hired.....

Purpose of Hire.....

Date/s Required.....

Time/s Required (From/To).....

Please complete and sign form overleaf

- I wish to hire the premises as detailed in the attached quotation.
- I have received a copy of the conditions of hire and I agree to abide by them.
- I agree to pay all charges that may be due.
- I acknowledge that my attention has been drawn to the requirement of having at least £5m of insurance cover for Public Liability.
  
- I acknowledge that my attention has been drawn to the requirement to comply with the school's safeguarding requirements and have provided the necessary Letter of Assurance.
  
- I can confirm that the use of the premises will not include the playing of pre-recorded music. Yes/No\* (Please circle as appropriate)
  
- I can confirm that I have read and will abide by all DfE guidance which relates to the service I will be providing on the school site.
  
- I can confirm that I have read and understood Paragraph 377 of Keeping Children Safe in Education (September 2023). (Please speak to the Headteacher if you have any queries or wish to seek further clarification relating to these requirements.)

\* If you have circled No, under the terms of clause 24 of the lettings policy, you are required to provide a copy of the Phonographic Performance Licence to authorise the usage of pre-recorded music before this letting can be approved.

**Name**.....

**Signature**.....

**Date**.....

# APPENDIX 2

## Lettings Calculator

Plymouth CAST has a [letting charges calculator](#) that will enable the school to calculate the breakeven costs involved in the letting of any room within the school. The calculator is in the format of an excel spreadsheet which requires completion with certain information to provide a unit cost. Please look at the following advice below:

**Steps to arrive at Energy Costs**

How long is school open (decimal points)

How many days per year is the school open (usually 190)

Total annual energy/hours 997.5

Fuel Budget:

Gas

Electricity

Other (solid fuel, oil)

Water and sewerage

Total energy 18500

Cost of heating the whole school for 1 hour 18.55

**(Not included different charges for different times of year at the moment!)**

Cost of heating whole school for hour 18.55

Total sqm of whole school

Add zone areas:

Zone reference	Hall	zone size sq m	% whole sch	2.97	0.55	£ cost per hour
	1	<input type="text" value="0"/>		0.00	0.00	
	1	<input type="text" value="0"/>		0.00	0.00	
	3	<input type="text" value="0"/>		0.00	0.00	
	4	<input type="text" value="0"/>		0.00	0.00	
	5	<input type="text" value="0"/>		0.00	0.00	
	6	<input type="text" value="0"/>		0.00	0.00	
	7	<input type="text" value="0"/>		0.00	0.00	
	8	<input type="text" value="0"/>		0.00	0.00	
	9	<input type="text" value="0"/>		0.00	0.00	
			Total		0.55	

Enter Relevant School Data into data boxes, all orange boxes are available to be updated and will need to be completed using the unique data for your school.

Information required to be able to complete the lettings calculator include the following:

- Times school is open
- No of days school is open
- Energy budgets for the year
- Total floor area of school (the details of the square meterage of CAST schools can be found [here](#))
- Floor area values for relevant rooms that are to be hired



The second tab on the calculator then enables you to add the staffing costs involved in the lettings process. Once this has been completed the calculator shows hourly rates that can be charged to hirers, including the ability to add a 15% margin for private users to cover administrative costs.

Lettings charges should be evaluated and calculated on an annual basis.

Calculation of cost of basic letting Recovery of open/close cost only 2 hour standard let			
	Monday-Friday 6.00 - 22.00	Saturday/Sunday 6.00 - 22.00	Bank Holiday any time + Sat/Sun 22.00 - 06.00
Opening and closing contractors charges			
Scale charges	7.78	11.66	15.55
Add on energy costs (2 hrs)	1.10	1.10	1.10
Total costs	8.88	12.76	16.65
10% admin/wear and tear	0.89	1.28	1.67
<b>New total</b>	<b>9.77</b>	<b>14.04</b>	<b>18.32</b>
School margin add on 15% (not statutory users)	1.47	2.11	2.75
<b>Total charge for private users</b>	<b>11.23</b>	<b>16.14</b>	<b>21.06</b>
Each extra hour	0.61	0.61	0.61
Each extra hour non statutory users	0.70	0.70	0.70

# APPENDIX 3

## Review and Revision

The following hazards have been identified as likely to arise on school premises during a letting of school premises. Review is on-going as part of the Governors Security and Health and Safety Audits. Therefore, where other hazards are identified, they will be added to this Risk Assessment and control measures prioritised and implemented.

Monitoring of the control measures devised from the risk assessment will need to be undertaken to ensure that they are working in practice. The behaviour of both organisers and participants during the Hire Period on school premises must also be monitored. Any deviation from the agreed control measures must be dealt with to ensure that safety is maintained on school premises.

Hazard	Who may be harmed	Control measures
Fire risk	<ul style="list-style-type: none"><li>Any person organising or participating in an activity not under the direction of the Headteacher</li></ul>	<ul style="list-style-type: none"><li>XXXXX School has completed a <b>Fire Risk Assessment</b> of the building</li><li>Emergency Exits are well signposted around the building and must not be locked or obstructed;</li><li>Emergency Equipment (eg fire extinguishers) are serviced as per Statutory requirement;</li><li>A Fire Alarm Call Point is accessible in all areas;</li><li>The whole school site is a No Smoking area and this is indicated on signs at every entrance;</li><li>Hirers and school staff organising activities are instructed in Emergency Evacuation procedures and are responsible for making all participants aware of Emergency Evacuation procedures at the start of each Hire period;</li><li>Hirers and school staff organising activities will have access to a mobile telephone at all times</li></ul>

Vehicle and Pedestrian accident	<ul style="list-style-type: none"> <li>· Pedestrians arriving or leaving site</li> <li>· Drivers arriving or leaving site either as participants or to drop off or collect participants</li> <li>· Organisers of activities loading or unloading equipment for the event</li> </ul>	<p><b>XXXXX</b> School has completed a <b>Vehicle and Pedestrian Safety on School Premises Risk Assessment</b></p> <ul style="list-style-type: none"> <li>· All vehicles should observe the 5 MPH advisory signs;</li> <li>· Drivers must exercise extreme caution when pedestrians are in the same area;</li> <li>· Pedestrian pathways and crossing points across vehicle routes are marked;</li> <li>· Pedestrians must be encouraged (or supervised) to behave in a sensible manner when arriving or leaving the premises;</li> <li>· Drivers arriving to drop off or collect participants should be made aware of possible congestion problems and encouraged to drop off/ pick up in the bus bay areas;</li> <li>· Organisers should load/unload equipment from an appropriate area not in conflict with pedestrian movement</li> </ul>
Accident resulting from unsafe equipment, plant or systems of work used in the event/activity	<ul style="list-style-type: none"> <li>· Organisers</li> <li>· Participants</li> </ul>	<ul style="list-style-type: none"> <li>· <b>XXXXX</b> School completes a <b>Risk Assessment</b> specific for each school event/activity organised</li> <li>· School activities are Co-ordinated by a member of staff and are approved by the Headteacher;</li> <li>· All plant and school equipment is regularly serviced and tested as per Statutory requirement;</li> <li>· Hirers use school equipment only by prior agreement and at their own risk;</li> <li>· Hirers should complete a risk assessment for the event/activity;</li> <li>· Hirers should ensure that their equipment is well maintained and appropriate to the task being undertaken;</li> <li>· Staff should be aware of risk (i.e. safe working at heights, manual handling) and instructed accordingly to minimise risk;</li> <li>· Personal Protective Equipment (i.e. gloves, goggles etc) should be used as recommended;</li> <li>· Staff should be trained or instructed in the operation of equipment;</li> <li>· Staff should be trained so that the activity can be performed in a safe and healthy manner</li> </ul>
Hazard	Who may be harmed	Control measures

Slips, Trips and Falls	<ul style="list-style-type: none"> <li>· All</li> </ul>	<ul style="list-style-type: none"> <li>· <b>XXXXX</b> School has completed a <b>Slips, Trips and Falls Risk Assessment</b></li> <li>· All spillages must be immediately marked with a yellow Hazard sign and cleaned up at the first opportunity;</li> <li>· Staff/Hirers will find yellow Hazard Warning signs in the caretakers cupboard or store room in kitchen area;</li> <li>· Any hazards or obstructions such as trailing cables must be minimised and clearly hazard marked;</li> <li>· Any new hazards identified should be notified to the school if the concern cannot be completely addressed during the Hire period</li> </ul>
Inadequate supervision or welfare related incidents	<ul style="list-style-type: none"> <li>· Organisers</li> <li>· Participants</li> <li>· Members of the public i.e. families of participants</li> </ul>	<ul style="list-style-type: none"> <li>· Organisers are responsible for the behaviour of all participants in the event/activity;</li> <li>· Organisers must make all participants aware of the limits of the activity within the building;</li> <li>· Organisers must take all measures necessary to ensure that the permitted number of persons using the hired premises is not exceeded;</li> <li>· Organisers have the responsibility to obtain DBS clearance for all activities involving children;</li> <li>· Organisers must make arrangements to provide for first aid cover and have information available for Emergency Contact and known medical conditions of participants;</li> <li>· Staff: children ratios must be appropriate for the activity to ensure the activity can be performed in a safe and healthy manner and that welfare issues can be addressed;</li> <li>· Organisers must ensure they know who is on site at any time and must have a procedure in place to ensure everyone is off site at the end of the activity.</li> </ul>

<p>Security of the premises and safety of persons using the premises</p>	<ul style="list-style-type: none"> <li>· Organisers</li> </ul>	<ul style="list-style-type: none"> <li>· Organisers have the responsibility to ensure the security of the premises at all times during the hire period;</li> <li>· Organisers will be aware that the named Key-holder has signed responsibility for security and that the key must not be passed onto any other person until it is returned to the school office;</li> <li>· Staff should maintain a procedure to reduce the risk of intruders onto the site by keeping exterior doors closed unless in sight at all times;</li> <li>· Intruders onto the site should be challenged only where there is no perceived risk to the challenger, otherwise the Police should be called. All incidents of intruders onto the site must be notified to the school;</li> <li>· Organisers should ensure electrical equipment and lighting is switched off or unplugged before securing the building;</li> <li>· Organisers have the responsibility to ensure the premises are left in a secure condition on completion of the Hire period or activity/event;</li> <li>· <del>XXXXX</del> has completed a <b>Working alone in Safety – the Lone Worker Risk Assessment</b>;</li> <li>· Organisers should ensure that they have made arrangements for the safety of the first person to arrive on site and the last person to leave (generally the Key-holder) in the context of the Lone Worker.</li> </ul>
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# Emergency Arrangements

## EMERGENCY CONTACTS:

Name:.....

Telephone 1:.....

Telephone 2:.....

Email:.....

Name:.....

Telephone 1:.....

Telephone 2:.....

Email:.....

## Discovery of Fire in the building:

Immediately operate the nearest Break Glass Fire Alarm point.

- (1) Get everyone quickly out of the building in an orderly manner by the nearest available exit. Follow the green EXIT signs and arrows to the designated Fire Assembly point which is the field.
- (2) Check that no-one is left behind.
- (3) Close windows and doors. Turn off or disconnect all lights, equipment, appliances.
- (4) Call the Emergency Services 999.
- (5) If appropriate and steps 1 – 3 have been successfully actioned, use fire-extinguishing equipment to put out fire. Be very confident of success before you attempt this.

DO NOT stop to collect personal belongings

DO NOT run

DO NOT re-enter the building until told it is safe to do so by the Emergency Services.

Staff should make themselves aware of alternative routes and exits from the building.

**Staff Members (the Hirer's staff) should take charge of the evacuation and ensure as far as possible that:**

- All occupants have left the room and any adjoining store and toilet area.
- Doors and windows are closed.
- Lights, equipment and appliances are switched off.
- A personnel check is made at the Fire Assembly point and the Emergency Services informed of any concerns.
- At all times staff should be aware of changes to conditions and listen for appropriate instructions. Staff must be aware that their expected escape route might become unavailable, either because of severe congestion or because of the location of the fire itself. Staff should make themselves aware of alternative routes and exits from the building.

**BOMB ALERT WARNING & EVACUATION PROCEDURES**

**1. RECEIVING A BOMB THREAT**

If you receive a bomb warning telephone call:

- endeavor to obtain full details as to where in the school the bomb has been placed;
- when it is due to explode;
- taking note of the callers accent and any unusual words or phrases he/she uses;
- also if there are any background noise e.g. traffic noise, office noise;
- leave the line open, do not replace handset.

After receiving a bomb warning or if you find a suspicious article, you must **immediately** inform the Police.

The Police will take the necessary action to inform the emergency services. The resultant effect (of this telephone call) will be to initiate a 'bomb alert'.

**2. BOMB ALERT**

- **DO NOT tamper with any suspicious objects that are in the area.**
- **Immediately SWITCH OFF mobile phones and/ or radios.**
- Open all windows and remain in the building in the hired location, unless the Police have advised immediate evacuation.
- When told to evacuate the building, follow Police instructions and adopt procedures as for a fire evacuation.
- If the Police permit, Hirers and participants should take personal items with them, as they may not be allowed to re-enter the building until it has been declared safe.
- Hirers hosting visitors should escort them to the assembly area.