

# WORLINGHAM CEVC PRIMARY SCHOOL

## LETTINGS POLICY

This document must be read alongside the school's Health and Safety Policy and both documents signed by the hirer.

### Definitions

Those people making use of the premises hired under a letting agreement between the school and the hirer are known as users in this document. The person or organisation actually entering into the contract with the school is the hirer. The person or persons 'supervising' or organising the users are the Headteacher and Bursar.

### General Conditions

- Lone working procedures need to be in place to cover the person unlocking/locking up and other support activities. Separate guidance on lone working is available if required.
- The hirer is responsible for the Health and Safety issues, not the school.
- Lettings may occur during the hours of darkness. Adequate lighting is provided inside and outside the premises to assist with safe access including around the car park. As the hirer is in control of such lighting, they will be shown where the switches are.
- Details of vehicle and pedestrian entrances and exits, parking facilities, toilets etc. are made known to the users.
- The School and Suffolk County Council will accept no responsibility for damage caused to vehicles and other property while the user is on the school site. Parking is made available only on the basis that it is at the vehicle owner's risk. The hirer is asked to arrange for users to park in designated areas only.
- The hirer must ensure that only the part of the building actually hired is used and must observe any instructions given by the Headteacher or Bursar concerning the area available.
- The main front entrance door must be left locked when not observed.
- Hirers are responsible for signing in and for monitoring persons on site, so that in the event of an emergency, all persons can be accounted for.
- Hirers will be acquainted with the emergency and evacuation procedures (which are on display), including the location of the fire alarms, extinguishers and emergency exits and assembly points during a premises familiarisation session in advance of the actual hiring. Once completed the hirer takes responsibility for briefing other users associated with the hiring. They must also carry out their own fire drills. Fire appliances must not be removed or tampered with other than for fire fighting purposes. The hirer will ensure that the users' activity is not so loud or otherwise obtrusive as to render the fire alarms ineffective. The hirer is responsible for drawing up specific evacuation plans for any disabled people. Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring. Hirers may request to see the school's fire risk assessment.
- The school is not responsible for the users' activities. The hirer is responsible for ensuring that the activity and hired room/equipment are compatible.
- Any precautions required to ensure that users' safety when using equipment are the responsibility of the hirer. Equipment will be provided by the hirer and not by the school. All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should not be less than one year old for earthed equipment, or less than 4 years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition.

- The cost of any maintenance or repair work which is necessary because of the hirer's/user's activities will be borne by the hirer.
- It is the responsibility of the hirer to provide first aid equipment and trained personnel.
- Smoking is not allowed on any part of the school premises.
- The hirer shall not allow so many users into the premises as to exceed the seating and/or dancing capacity of the premises. Even if the stated capacity is not exceeded, the hirer will not use the space provided in such a way as to create conditions of over-crowding or to impede safe and effective escape from the premises in an emergency.
- The hirer shall provide a sufficient number of stewards as may be necessary to ensure adequate and efficient supervision of the users during the letting.
- The Headteacher reserves the right to have a member of school staff present throughout the letting and to put a stop to any event that is not properly conducted.
- The hirer is responsible for providing access to a mobile telephone for emergency purposes.
- The hirer is responsible for procedures being in place should the fire alarm call point be set off accidentally.
- The Headteacher/Bursar must ascertain that organisations and individuals providing out of school activities for children have suitable child protection arrangements, and are suitably informed and vetted. The hirer and Headteacher/Bursar must know what to do if they suspect, or are informed of a safeguarding issue.
- The hirer must report to the Caretaker on arrival and sign in. Hirers are responsible for signing in and for monitoring persons on site, so that in the event of a fire alarm, all persons can be accounted for. If some other arrangement is agreed with the school the agreement must be recorded in writing.
- All statutory requirements, including those relating to health and safety matters, must be observed. School specific requirements must also be complied with. In all cases, the hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises are returned to the control of the school in a clean and satisfactory condition. Any specialist cleaning or disinfection required as a result of the hirer's/user's activity in the premises will be the sole responsibility of the hirer.
- All scenery, costumes and drapes used for stage performances or the like should be of a fire resistant material.
- Children must be supervised at all times.
- The hirer to ensure payment is made for their hire fees half-termly, within seven days of receiving their invoice, which will be sent half-termly in arrears.
- The School will review the hire fees on an annual basis and will inform hirer/s of any changes one term in advance.

#### **Charges for hire;**

- ❖ Sports hall - £17.50 per hour.
- ❖ Badminton Court - £8.00 per hour.
- ❖ School hall - £12.50 per hour.
- ❖ Meeting room/Classrooms and Exhibition spaces £9.50 per hour.

A discount of 10% will be given to lettings that run over a four hour period.

**Insurance**

- It is the responsibility of the hirer to effect suitable public liability and other relevant insurance cover. As a general rule cover up to £5 million is required.

Signed ..... Headteacher                      Date .....

Signed ..... Hirer                                      Date .....

Signed ..... Chair of Governors              Date .....