

Worlingham CEVC Primary School

LETTINGS POLICY

*Like a tree firmly planted by streams of living water we will grow
in knowledge, love, faith and wisdom. Based on Psalm 1:3*



This document must be read alongside the school's Health and Safety Policy and any Risk Assessments and both documents read and understood by the hirer, signed to acknowledge that.

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 arising out of the activity being undertaken.
- 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. Lights to be left on after use.
- 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. If the fire alarm goes off during club activity school Caretaker to be contacted immediately.
- 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 the 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.

