



ST. ANNE'S C.E.(VC) PRIMARY SCHOOL



LETTINGS AND USE OF SCHOOL PREMISES POLICY

'Together With God, Making Learning a Life Long Friend'

Approved:	26.6.2023
Review Date:	31.8.2024

We are a Church of England School and our policies are written with a commitment to our Christian Character, which is rooted in the Bible.

Start children off on the way they should go and even when they are old they will not turn from it (Proverbs 22:6)

1. Letting Arrangements

The Premises Manager and Headteacher are responsible for ensuring that the Letting of the school is carried out with all legal/contractual and insurance requirements in place. The premises manager is responsible for ensuring that appropriate Public Liability Insurance is in place for Lettings and other community activities that take place on school premises.

All correspondence and applications for the hire must be made directly to the school, and are subject to approval by the governing body. However, the governing body delegate responsibility of this to the headteacher.

The hirer must be over 18 years of age, and must complete and sign an Application form in relation to the letting. The hire fee shall be paid in full at the time of booking, and in the event of cancellation, refunds are at the discretion of the governing body. Hire fees are shown in Appendix 2.

The school reserves the right to cancel a booking if it is necessary to hold a school event that would clash with the booking, e.g. school performances, parents'/school meetings. Every effort will be made to give as much advance notice as possible.

2. Health and safety guidance

Staffing requirements: the hirer is responsible for ensuring that children are supervised at all times.

Restrictions on access and use of equipment: the hire agreement will state which rooms and equipment are included in the letting. Property not listed is not included in the hire and therefore out of bounds.

Risk assessments: the hirer is responsible for carrying out their own risk assessments for activities undertaken as part of the letting, and must provide a copy of these to the Premises Manager if requested to do so.

Lettings should ensure that there is no smoking on any part of the school site.

Lettings should ensure that animals are not brought onto school grounds.

Safeguarding: the school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment, undertaking the relevant checks on all staff and volunteers. As part of any lettings agreement, the school will seek assurance that the hirer has appropriate safeguarding and child protection policies and procedures in place, including inspecting these as needed. The hirer must liaise with the school or college on safeguarding matters where appropriate or if they have any safeguarding concerns.

3. Planning –managing risk and hazard exchange

A meeting between both parties must take place, which includes an exchange of information about health and safety and risk assessments relevant to the Letting. The "Hazard Exchange Information for Lettings" form can be found in Appendix 1. This should be completed prior to all lettings and a copy should be kept by both the school and the hirer. The hazard exchange process should include:

1. The hazards that exist on the site, which may present a risk to those letting the premises, and any associated control measures that must be followed by those letting the premises.
2. The hazards created by those letting the premises presenting a risk to the regular users of the school or those present during the Letting, and any control measures the Letting will have in place to reduce the risks.

4. Security and access for Lettings

All Lettings Agreements will state the security arrangements for opening and closing the premises, including times and contact details for the person responsible for doing this. If the hirer is provided with keys to lock up themselves, they must carry out a check to ensure that all doors and windows are closed, lights have been switched off and that everyone has left the premises before locking the site and setting the alarm.

Full instructions and emergency contact details will be provided by the school in advance.

Those letting the premises must provide supervision for those taking part in the letting activity, including those who might arrive before the scheduled start time. This is to ensure that those waiting do not become distracted and stray into unauthorised areas of the site.

Premises managers must discuss with those letting premises the permitted areas to be used and any limits of access on the site. Limits of access may include no access to areas within the building or access for external areas only e.g. use of external sports fields. For example, letting the sports field does not necessarily give access to toilet facilities or any other area of the site, a letting of the hall may not include use of kitchen areas etc.

Where spectators are invited to observe activities - e.g. football matches on the school field, those letting the premises must be able to take responsibility for the spectators as well as those participating.

The premises managers must ensure that access is prevented to all hazardous areas on the site, such as roof areas, D&T classrooms, machinery and substance storage facilities.

Those letting the premises must report adverse incidents - such as trespassers on site to the Premises Manager, or directly to the police if appropriate. Contact details for the premises manager can be found on the hazard exchange form.

5. Safe Condition of the premises

The site supervisor will undertake checks to ensure that the Letting can go ahead in a safe and secure manner. Arrangements may differ in winter and summer for use of sports fields. If the caretaker feels that the area is unsafe, and a solution cannot be found, a letting may have to be cancelled.

The hirer is responsible for the reporting of defects found or created during a Letting.

The hirer should be made aware of gritting or snow clearing arrangements and should ensure that they take responsibility for ensuring pedestrians take the correct gritted access route to and from the premises.

During extreme weather premises managers should review their Lettings and take the decision to refuse access if it is deemed to be unsafe.

Premises managers should undertake regular premises condition checks as part of their normal premises responsibilities and these should be recorded.

6. Emergency procedures / fire

The Letting must have emergency procedures in place for their activities and the premises manager must make any Lettings aware of emergency procedures to be followed as part of the hazard exchange process.

Premises managers should provide the Letting with the fire procedures for the premises and Lettings must then take responsibility to communicate the procedures to all those present.

Emergency procedures for a Letting will need to be created by the hirer to ensure that evacuation procedures are in place for their specific letting.

The hazard exchange form includes contact details and what to do in an emergency.

7. Accidents

The hirer must notify the school office manager if an accident occurs on the site. Premises managers should review this information and investigate any accidents where the condition of premises or site problems may be relevant.

8. First Aid

The hirer is responsible for providing their own first aid equipment and for ensuring that suitably qualified first aiders are present during the letting. All accidents must be recorded and reported to the premises manager. The defibrillator is located at the Village Hall. This can be used in the event of emergency and all lettings should be made aware of its location. Use of the defibrillator must be notified to the office manager.

9. Parking and vehicles

Vehicle access or exit is prohibited between 8.30am - 9.00am and between 3.00pm and 3.30pm when school is open. Cars can be parked on the designated car park or on the school playground after 6pm and at weekends.

10. Cleaning and waste disposal

The hirer should ensure that all waste generated during the letting is removed and placed in the large wheeled bins on the main car park. Thorough cleaning of the school is carried out by site cleaning supervisors, but hirers are expected to leave the school premises in the same condition of cleanliness that they are found in and should bring their own cleaning materials to do so.

11. Equipment

The Lettings agreement states the equipment on site that may be used by the Letting. In most situations, the use of site owned equipment will not be permitted within the Letting and this will be made clear.

Equipment belonging to the group letting the premises must be safe, maintained and suitable for use for the activity and suitable for the use in the premises, this should be made clear within the letting agreement and also included in their risk assessment.

Premises managers must also ensure that any portable electrical equipment brought onto site has been tested under the requirements for portable appliance testing and that where required a Residual Current Device (RCD) is in use. If the equipment is left at the premises, it must be stored safely as agreed with the Premises Manager, and only be used by those letting the premises.

12. Shared events (e.g. School and PTFA)

Much of the good practice around sharing of information and the use of risk assessments should be used for these types of events.

13. Communication

Those letting premises must ensure that arrangements for the use of the premises and access arrangements are communicated and reviewed annually.

14. Monitoring

Premises managers should hold regular review meetings with all Lettings to ensure that all parties have: – the opportunity to update and exchange information, – review activities on site, accidents and incidents and any other issues which have arisen, – review and update hazard exchange and risk assessment information.

Appendix 1- Hazard Exchange Information for Lettings

Premises Name and Address	St Anne's C.E. Primary School St Anne's Vale Brown Edge Staffordshire ST6 8TA
Details of Letting (e.g. Brownies)	
Contact Name	
Contact Telephone Number	

Section 1 - Premises Hazards

The premises manager must identify any hazards in the premises which may pose a risk to those letting the premises. Any control measures required to reduce risk must be followed by those letting the premises.

Hazards identified and notified to those letting premises	Details/location and control measures to be taken.
Asbestos	The structure of the building contains asbestos in several places. There is a detailed asbestos manual at the school office showing exactly where the asbestos can be found. To protect from the risk of asbestos exposure, lettings are not permitted to drill, nail, staple, screw or pin anything into the structure of the building without obtaining written permission in advance.
Fire Exits	Sections of the school will be inaccessible and may be locked during your letting. Please make yourself familiar with the fire exits that you will use if the event of an emergency and ensure that fire exits remain clear at all times. (See fire exits highlighted on the floor plan attached). Please ensure that these are locked before you leave the premises after your letting.

Section 2 - Letting Activity Hazards

Those letting the premises must identify the hazards created by the activity or equipment used which pose a risk to the regular users of the premises or those present during the Letting. Those letting premises must identify the control measures they will have in place to reduce the risks

Hazards-Lettings	Details/location and control measures to be taken.

The following site arrangements for the letting have been agreed by both parties. Any changes to the letting, such as activities, duration or equipment being brought onto the premises must be reviewed by both parties.

Site Arrangements	Details
Safeguarding & Child Protection	The hirer must follow their own safeguarding and child protection policies and procedures whilst providing activities for children as part of their letting. The hirer should liaise with the school's Designated Safeguarding Lead on these matters when appropriate and to report any concerns about pupils attending the activity.
Staffing	There may not be school staff on site during your letting, therefore the hirer is responsible for the supervision and safety of the activity and the persons taking part.

Areas of use	Your letting agreement will specify the areas that are included as part of your letting. All other areas are out of bounds.
Emergency	In the event of a fire, the fire service is not contacted automatically. You will need to dial 999. In the event of a false alarm, please telephone 08448099980 (EMCS) to cancel the security call otherwise charges incurred may be passed on to the hirer.
School Telephone	The school telephone can be used in the event of an emergency only. A phone is accessible on the Reception desk as well as in the staff room.
Storage Rooms	School storage rooms (including PE storage, hall storage, resources rooms) are out of bounds. These areas have limited storage space and may present trip hazards. Access to these areas is not included as part of your letting.
First Aid	The hirer is responsible for their own first aid provision. This includes ensuring suitably trained staff and supplies are provided where appropriate.
Defibrillator	The community has a defibrillator located on the village hall car park. This can be accessed if needed in case of emergency.
Defects and Damage	Any defects noticed or damage that is caused must be reported to the school Premises Manager as soon as possible. The school reserves the right to charge for any damage caused to school property during the letting.
Smoking	The school is a non-smoking site and all lettings are expected to adhere to this.
Access Codes	Where keys or access codes are provided, these are for your sole use and must not be shared with third parties.
Contacts	Site Supervisor, Mr Holdcroft: TBC on agreement Office Manager, Mrs Rosson: TBC on agreement Headteacher, Mr Hobson: TBC on agreement

Please make all leaders aware of the fire exits highlighted below:



Where necessary, both the Premises Manager and the person/group letting the building will be required to exchange written risk assessments.

Sign and date

Premises Manager	
Representative for those letting the premises	
Creation date	
Review Date	

APPENDIX B

Lettings Fees**

Hall £20 per hour for the first two hours,
£10 per hour thereafter.
£60 for full day hire

Field £5 per session

****Church and Community Groups**

The lettings charges above do not apply to Church and Women's Institute community groups, for whom governors have agreed a reduced rate in order to support the groups and ensure their financial viability to continue. Governors recognise the important role that such groups play in the lives of children at our school and within the wider local community. Lettings of up to two hours will be charged £5 per session, and there will be an additional £2.50 per hour (or part hour) thereafter.