



Facilities Lettings Policy

1. Introduction

The Governors' policies are to look sympathetically at all applications for hiring/letting parts of the buildings or use of the School's facilities. The Governors wish to accommodate community use as far as possible but only after making a judgment on whether or not any particular use might be detrimental to the School and its facilities.

1.1 Security of Premises

The School Caretaker / or authorised personnel, will be responsible for the opening and closing of all or part of the School and will be paid according to Local Authority (LA) norms.

1.2 Availability of Premises

At the present time, the School lets various rooms and facilities on weekday evenings, and lettings also take place at the weekend.

1.3 Charges

Users will be charged at a rate which will cover the costs of energy, cleaning and lettings payment for the Caretaker or authorised personnel.

2. Procedures

2.1 Approval Required

All lettings must be approved by the Headteacher/Governing Body.

2.2 Form of Application

All prospective hirers must complete a lettings form. Failure to do so may result in the letting not being approved.

2.3 Time Limit for Applications

A lettings form must be received at least 21 days before the proposed date of use. However, in exceptional circumstances letting requests are accepted with less than 21 days' notice. Where the proposed date falls within a school holiday, the lettings form must be received at least 21 days before the end of term. Lettings forms for the use of playing fields must be received at least 2 months before the proposed date of use;

2.4 Applicant Responsibility

The hirer must personally sign the lettings form and may not assign or sublet the premises.

2.5 Payment of Hire Charges

2.5.1 All charges must be paid by the due date. For casual lettings, this is seven days before the proposed date of use. For regular lettings, payment arrangements will be agreed before the beginning of the lettings.

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2.5.2 The Governing Body will not refund any charge on cancellation of a booking by the hirer;

2.5.3 Applications and charges for regular lettings will be reviewed annually.

2.6 Cancellation

The Governing Body reserves the right to cancel any letting at any time. Any fees paid will be refunded or an alternative date offered, except in the case of misconduct.

2.7 Special Conditions

The Governing Body reserves the right to impose special conditions in respect of any letting, series of lettings or class of lettings to protect its property or employees. Any special conditions will be notified in writing to hirers before the deposit is paid.

2.8 Smoking Policy

A no smoking policy applies at all times.

2.9 All Notifications/Changes in Writing

No letting shall be considered approved or any change confirmed until done so in writing by the Governing Body, the Head Teacher or the Bursar.

2.10 Unauthorised use of grounds or premises

Premises or grounds covered by these conditions must not be used without a current lettings approval. Any person who knowingly uses premises or grounds without authorisation will be charged at the appropriate rate and refused permission to use any facilities in the future.

2.11 Responsible Adult Supervision

The hirer must ensure that a responsible adult is present and able to supervise at all times during the letting.

3. Equipment and Accommodation

3.1 Damage and Environment

The hirer must pay the School the cost of making good any damage to property that may ensue. The hirer must clear away any rubbish and leave the premises in the condition in which they were found.

3.2 Furniture, Fittings, Fixtures

Any desks, furniture or equipment in the rooms hired must not be interfered with, without the prior approval of the Governing Body or the Headteacher. Standing on seats, furniture, window sills, etc, is not permitted. Fittings, fixtures or decorations of any kind are not

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allowed, other than purely temporary arrangements that require no nails, screws or other fixed devices that would damage any part of the premises.

3.3 Floors

Chalk, resin or polishing materials may not be used on floors.

3.4 Lighting & Specialist Equipment

The lighting arrangements of the premises must not be supplemented or altered. Specialist equipment, such as a public address system, must not be installed by the hirer, except with the express approval of the Governing Body, the Head Teacher or the Bursar.

3.5 Use of specialist rooms or school equipment

Specialist rooms and equipment (including gymnastic equipment, public address systems, stage lighting and pianos) are not included in the letting arrangements unless specifically mentioned in the Letting Form and approved by the Governing Body, the Head Teacher or the Bursar. The hirer is responsible for their proper use if approved.

3.6 Emergency arrangements and First Aid

The Governing Body does not provide First Aid facilities for the hirer or guarantee access to a telephone for calling assistance during lettings. Hirers should make their own arrangements in this respect.

3.7 Use of chairs or seating

Chairs installed in the premises may be used by special arrangement. The Governing Body does not undertake to provide suitable chairs or seats for use by the hirer. Any furniture provided by the hirer must be removed immediately after the end of the letting, and written permission must be obtained by the hirer beforehand.

4. Grounds

4.1 Use of Playground or Field

The Governing Body will consider applications to use the playground or field and charge accordingly.

5. Legal Requirements

5.1 Licences, Copyright, music, dancing, singing and intoxicating liquor

The hirer must comply with the legal requirements concerning consumption of intoxicating liquor, music, singing and dancing licences, theatre licences and copyright. The hirer must not apply for licences without the specific approval of the Governing Body.

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Facilities Lettings Policy [Continued]

5.2 Safety supervision & admission

The hirer must comply with any legislation in force at the time of the letting. If the letting is for any play or entertainment provided for children, it is the responsibility of the hirer to station a sufficient number of responsible adults to prevent more children being admitted to the building than can be safely accommodated there, and to control the movement of the children while entering and leaving the building and to take all other reasonable precautions for the safety of the children.

5.3 Race Relations (Amendment) Act 2000

The hirer will to the best of his/her endeavours ensure that the requirements of the *Race Relations (Amendment) Act 2000* (in particular the need to promote good relations between persons of different racial groups) are observed at all times throughout the letting.

5.4 Improper Use, Nuisance or Annoyance

The hirer is specifically forbidden to use, or allow the use of the hired premises or grounds for any illegal or immoral purposes and shall not carry on any activity so as to cause nuisance or annoyance to other users of the premises or neighbouring or adjoining premises.

6. Insurance

6.1. Hirer's public liability

Insurance effected by the LA does not extend to a hirer's liabilities. Therefore, it is the responsibility of the hirer to obtain public liability insurance cover of £5 million.

6.2 Hirer's insurance evidence required

Evidence of the insurance must be shown to the School before the letting commences. A copy will be retained on file with regards to expiry dates of hirers insurance.

6.3 City Council Insurance Services

The City Council can obtain insurance on behalf of the hirer at a nominal cost per day — please ask the School to contact the Insurance Services Section.

7. Conditions of Premises

7.1 The Premises

While the Governors give no guarantee as to the fitness, suitability or condition of the premises at the commencement of the letting, every effort will be made to see that the premises are in a reasonable state.

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Facilities Lettings Policy[Continued]

8. Compliance with Conditions

8.1 Right to cancel for hirer's default

Failure by the hirer to comply with any of the above conditions, whether intentionally or not, may be deemed by the Governors to be just cause for the immediate cancellation of any letting or series of lettings.



Facilities Lettings Policy[Continued]

Emergency Evacuation Procedures for Lettings – Appendix 1

Introduction

Welcome to the letting facilities of St Bernadette Catholic Secondary School, Bristol.

This handout is to ensure that you, the hirer, can competently deal with an emergency, should one arise. Hopefully, this will not be the case, but in the event of an evacuation or the need of emergency services being required, the following procedure will help.

Please observe these points and arrange to act on them

- Duty of the hirer is to ensure a knowledge of evacuation alarm points;
- Be able to recognise the evacuation siren;
- Familiarise themselves with exits from the building;
- Brief users of the emergency procedures;
- Ensure that in an emergency, persons leaving the buildings do so in an orderly manner, with the person in charge acting as a marshal;
- Note locations of nearest external telephones and how to access external lines.

Hirers' responsibilities include

- Sounding the alarm in the event of discovering a fire or emergency;
- Summoning the emergency services;
- Advising the emergency services of the location of the incident;
- Liaising with the Caretaker: Mr Gough telephone 07986 700 743 or other named key holder

In short

- The fundamental principle is that the safety of persons overrides all other considerations;
- Hirers will make appropriate arrangements for safety in respect of any appliances, machinery or substances used, and also the level of qualification and competence required of the instructor/supervisor;
- Hirers will be responsible for supplying the necessary first aid cover;
- Hirers are responsible for communicating these procedures to their agents;
- Hirers must not proceed with activities if there is doubt over the safe condition of equipment/ playing surfaces;
- Hirers must ensure furniture/fittings are returned in a clean, safe state on completion of the letting;
- It is the policy of the Governing Body that lettings are conditional on acceptance of these procedures and responsibilities.



Facilities Lettings Policy [Continued]

Emergency Evacuation Procedures for Lettings- Appendix 1

Thank you for your co-operation.

As your receipt and acceptance of these procedures, please sign and return the copy.

Name of Organisation

Signature

Print Name

Date



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Facilities Lettings Policy [Continued]

Health & Safety Incident/Violence Report Form 1 – Appendix 2

Form 1 Health and Safety Incident/Violence Reporting Form

Type of incident. Please tick correct box

Accident Dangerous Occurrence Ill Health Violence Other



Directorate/Section		Form No. for workplace records	
Workplace		Section B Cont.	
Section A Personal (details of injured person)		Did injury occur? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify	
Surname	First Name	Type of injury	
Address		Parts of the body affected	
	Post Code	Left <input type="checkbox"/> Right <input type="checkbox"/>	
Date of Birth	Male <input type="checkbox"/> Female <input type="checkbox"/>	Section C Other details (please tick correct boxes)	
Status (please tick correct box)		Was medical attention given?	
Employee <input type="checkbox"/> Job Title		First Aid <input type="checkbox"/> Doctor <input type="checkbox"/> Hospital <input type="checkbox"/> None <input type="checkbox"/>	
Contractor <input type="checkbox"/> Employer		Was injured person taken directly to hospital from scene of incident? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Client <input type="checkbox"/> Visitor <input type="checkbox"/> Pupil/student <input type="checkbox"/> Other <input type="checkbox"/>		Detained in hospital for more than 24 hours? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Section B Incident/violence details		Has counselling been offered? N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date of incident	Time am/pm	Is injured person likely to take time off sick? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Where did incident occur? (Full address including Post Code)		Is this likely to be more than three days? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Brief description of what happened		First day of absence (date)	
		Return date (if known)	
		Details of witnesses (name, job title and address)	
		Details of witnesses (name, job title and address)	
		Name of person completing form	
		Signature	
		Date	
		Tel No.	
		Job Title	
Line Manager/Duty Officer			
If applicable, has next of kin been notified (eg pupil/service user, etc.) N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>			
I have/have not discussed the above incident with the employee/injured person. Date.....			
Investigation form to be completed Yes <input type="checkbox"/> No <input type="checkbox"/> If investigation form not to be completed please give reason..... Contact Tel. number			
Name..... Signature..... Job Title.....			

Distribution: White copy to Directorate Safety Officer Yellow copy to remain in workplace file

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