



Waynflete Infants' School
Academy for Early Learning

Lettings Policy

Non-Statutory Policy (Annual Review)

Delegated to FEAR committee

Date next due for review	Date reviewed by FEAR committee	Any Changes YES/NO Comments	Date approved by FGB
September 20	10th September 2019		
September 21	23 rd September 2020		
September 21	22 nd September 2021	Updated to TSB policy	
September 22	8 th February 2023	Appendix C – Covid 19 removed	

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Statement of intent

Waynflete Infants' School aims to maximise the use of all its facilities. The intended purpose of the trust's facilities is to benefit the school community; however, the trust understands that extending the use of the premises to the wider community allows us to maximise our income and provide an advantage to the clubs and groups who will use our facilities.

The trust endeavours to positively contribute to increasing participation in activities taking place in the local community.

This policy clearly sets out the rules and procedures the trust expects hirers to follow when using the facilities.

Signed by:

_____	Headteacher	Date: _____
_____	Chair of governors	Date: _____

1. Legal framework

This policy has due regard to the relevant legislation, including, but not limited to, the following:

- The School Premises (England) Regulations 2012
- Health and Safety at Work etc. Act 1974
- The Health and Safety (First-Aid) Regulations 1981
- Education Act 1996
- The Control of Asbestos Regulations 2012
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Value Added Tax Act 1994

This policy has due regard to the relevant guidance including, but not limited to, the following:

- DfE (2018) 'Advice on standards for school premises'
- DfE (2015) 'The Prevent duty'
- DfE (2021) 'Keeping children safe in education 2021'

This policy operates in conjunction with the following trust policies:

- First Aid Policy
- Fire Safety Policy
- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Manual Handling Policy
- Asbestos Management Policy

2. Roles and Responsibilities

The board of trustees, or its delegated committee, is responsible for:

- Overseeing the marketing of the facilities to ensure their use is maximised.
- Working with the headteacher to ensure all relevant policies and procedures are implemented and made available to hirers.
- Agreeing fair prices to charge for using the premises: these will reflect the condition of the facilities but remain competitive enough to be accessible to the wider community.
- Ensuring the costs of any bills, e.g. electricity and water, that may be attributed to the use of the premises are covered.

The headteacher is responsible for:

- Ensuring compliance with the premises licence.
- Acting as or appointing a designated premises supervisor.
- Working with the trust to assess whether or not the premises is suitable for hire in its current condition.

- Ensuring the trust has the correct insurance for hiring out the premises.
- Checking the hirer has adequate public liability insurance.
- Accepting and rejecting applications to hire the premises.
- Working with the site manager to ensure the premises is fit for use by hirers.
- Ensuring hirers familiarise themselves with any relevant policies and procedures, e.g. the First Aid Policy and Fire Safety Policy.
- Reviewing and, where necessary, amending the trust's Letting School Premises Risk Assessment to help ensure the safety of the hirer and their visitors.
- Reviewing the relevant safeguarding checks carried out by the hirer to ensure they comply with the requirements outlined in the Child Protection and Safeguarding Policy.

The site manager is responsible for:

- Ensuring the facilities and equipment requested are clean and in a good working condition for each hirer.
- Working with the hirers to ensure high levels of security are maintained.
- Showing the hirers how to properly open the premises and secure and lock the premises after use.
- Maintaining and checking equipment to ensure the general upkeep of the site and its facilities.
- Organising any repairs and/or replacement of equipment.

Hirers are responsible for:

- Ensuring the proper use of the facilities and equipment they have requested to use.
- Taking the necessary steps to ensure there is no damage to any equipment or furniture, or the building itself.
- Ensuring all related visitors and volunteers have signed in during their period of hire.
- Leaving the premises in a clean and tidy condition.
- Working with the site manager to ensure that the premises is secure after use.
- Obtaining adequate public liability insurance.
- Providing the headteacher with proof that they hold a current and relevant insurance policy.
- Obtaining all necessary safeguarding checks where required, e.g. DBS checks, and providing proof of this to the headteacher.
- Reading the Child Protection and Safeguarding Policy and other relevant safeguarding procedures, and ensuring they understand the rules and procedures detailed within.
- Informing the headteacher of the activities that will be undertaken on the premises and of any changes to these activities.
- Reviewing and adhering to the Letting School Premises Risk Assessment.

3. Emergencies and health and safety

The site manager and headteacher will undertake relevant risk assessments for the suitability of the site before activities are carried out on the premises, to ensure the safety of the hirer and any additional visitors.

Hirers will conduct their own risk assessments for their activities.

In case of an emergency, the on-site telephones can be used to call the emergency services.

All hirers will be advised to have access to at least one mobile telephone that can be used to call the emergency services, should the on-site telephones not be accessible.

The site manager will check first aid kits daily to ensure their stock levels remain high and, where necessary, restock the first aid kits with the relevant items.

The site manager will show hirers where first aid kits are, should they be required.

Hirers will be responsible for ensuring they have a trained first aider on site during the times they use the premises.

Smoking will not be permitted on the premises at any time.

Alcohol will not be brought on to, or consumed on, the premises unless the trust holds a licence to sell alcohol and this has been agreed in writing by the headteacher.

The hirer will familiarise themselves with the Fire Safety Risk Assessment and other relevant risk assessments before using the premises.

The headteacher will make copies of the trust's Fire Safety Policy available to the hirer prior to the first hire date.

The hirer will be shown the trust's fire exits and evacuation points by the site manager prior to the first hire date.

4. Managing asbestos

Hirers will be provided with a copy of the trust's Asbestos Management Policy before using the site.

An asbestos management survey has been carried out and the trust has made an asbestos management plan (AMP) – these will be shown to hirers.

The site manager will inform the hirer of any asbestos containing materials (ACMs) that have been identified and how they could be damaged or disturbed. Hirers will receive the correct information and instructions and will be clear on what precautions to take.

Risk assessments will be conducted of the areas to let, to ensure no ACMs will be disturbed.

If the trust finds there has been, or may have been, an unplanned disturbance of asbestos after the facilities have been hired, the following action will be taken:

- All activities will stop, and everyone will be evacuated from the affected area
- Staff, pupils and visitors will not be allowed to re-enter the affected areas until any necessary remedial action has been taken
- Items, including equipment, books or personal belongings, will not be moved from the area

- Advice will be sought from an asbestos expert regarding remedial action

Unless the incident is minor, the trust will notify the HSE, as this is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Anyone who has come into contact with asbestos, and is concerned about their exposure, will be advised to contact their GP.

The school's AMP will detail the procedures for staff to follow in the event of an incident, and this will be communicated to all staff.

Any incidents involving the disturbance of, and exposure to, asbestos will be recorded appropriately and dealt with in line with the trust's incident reporting procedures.

5. The lettings process

Potential hirers will contact the trust at least two weeks before they wish to use the premises.

Prospective hirers can apply through an application form which will be submitted in writing to the trust office or emailed to: bursar@waynflete.northants-ecl.gov.uk

For regular hire, only one application form needs to be submitted; however, all the requested dates will be noted.

Hirers will explain their desired use of the premises when completing their application form.

After receiving an application to use the trust's premises, the headteacher will speak to the School Business Manager about whether the premises are suitable for the hirer's needs.

If the application is rejected, the School Business Manager will contact the applicant, either by telephone or email, to clarify the trust's response and outline the reasons for rejection.

Once the application has been accepted, the trust will take a deposit of 10 percent of the overall fee for hiring the premises; this deposit will be deducted from the final costs of hiring.

Fees can be paid via cash, cheque or bank transfer. The hirer will state how they intend to pay in their application form.

Sub-letting of any form is strictly prohibited. If the trust receives any evidence pertaining to plans to sub-let the trust premises, all bookings the hirer has made with the trust will be cancelled.

If the trust intends to sub-let part of the site to a commercial business, it will seek permission from the ESFA and complete a property information note (PIN).

6. Safeguarding

The trust will ensure that appropriate arrangements are in place to keep children safe during the hiring out school premises and facilities. Organisations submitting a lettings request involving working with children and/or young people will submit a signed copy of their current

Child Protection and Safeguarding Policy. The governing board will ensure there are arrangements in place to liaise with the organisation on these matters where appropriate.

The trust will ensure safeguarding requirements are included in any transfer of control agreement, as a condition of use and occupation of the premises. Failure to comply with this will lead to termination of the agreement.

All hirers must state the purpose of the hire. Each application will be vetted by the DSL and any concerns will be reported to the board of trustees prior to approval.

When determining whether to approve an application; the board of trustees will consider the following factors:

- The type of activity
- Possible interferences with trust activities
- The availability of facilities
- The availability of staff
- Health and safety considerations
- The trust's duties with regard to the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the ethos of the trust

An application will not be approved if it:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the trust, balanced or outweighed by freedom of expression of artistic merit).

The headteacher will file an incident report form if they have reason to believe that the letting has been used for political purposes not previously authorised, the dissemination of inappropriate material or any other purpose that contravenes the Prevent duty.

Where an individual group is found to be promoting views in contravention of the trust's Prevent duty, the person or group is guilty of an offence, under the Education Act 1996, the trust will contact the police/school security who will remove the person or group from trust premises.

All hirers will read and review the trust's Child Protection and Safeguarding Policy.

7. Fees

The trust requires a 10 percent deposit of the overall fee to be paid to the trust to secure a booking.

The remaining amount is to be paid before or on the requested booking date.

Hirers should give the trust at least 5 days' notice if they wish to cancel their booking.

If the trust receives inadequate notice of cancellation, the trust may keep the hirer's deposit to account for any loss of earnings.

Trust staff, on behalf of the trust, reserve the right to refuse access to the premises hired if the whole fees have not been paid.

In the event any fees are outstanding after the hirer has used the premises, their organisation will be barred from using any facilities controlled by the trust until they have paid the full amount.

The trust reserves the right to take legal action should any outstanding fees remain unpaid for 30 days after hiring.

Should any equipment, including items that have not been requested, be damaged, lost or stolen whilst under the hirer's care, the trust reserves the right to charge for repairing or replacing the equipment.

8. Using the site

The hirer will liaise with the site manager to ensure the trust remains secure before, during and after use.

Hirers will be given an emergency contact number for the site manager in case of any security breach or emergency.

The premises will not be available to hirers after 10:00pm, to avoid any noise complaints from neighbouring residents.

The key holder will remain on site until 6:00pm to hand over control of the premises to the first hirer of the evening.

Keys or security codes will not be passed to any hirer or other person without written permission from the board of trustees.

The key holder will return to the site before the last hirer leaves, to ensure the site is clean and secure ready for the next day.

The trust uses a 'three strike rule' when handling complaints lodged against hirers; however, the trust reserves the right to take more severe action depending on the nature of the complaint.

- Strike one – hirers will receive a verbal warning about their conduct on the property and be warned that repeated offences will result in their booking privileges being suspended.
- Strike two – hirers will receive a second verbal warning and a letter explaining that the trust takes a zero-tolerance approach inappropriate behaviour. This letter will outline that any fines for the behaviour that the trust is issued may be passed on to the hirer if there is sufficient evidence to do so.
- Strike three – the hirer will be barred from booking the trust premises for any activity for a period of two months. The trust also expects the hirer to issue an apology to the trust and complainant in writing.

The use of public announcement systems and loudspeakers must be agreed with the headteacher and site manager, this agreement must include a maximum noise level which is not to be exceeded.

The trust's car park is available to hirers during their time on the premises; however, the trust will not accept responsibility for any loss, damage or accident that may occur whilst the car park is in use.

Hirers will only use the car parking spaces allocated and, should any additional spaces be required, the site manager will find suitable spaces on the premises for additional parking.

In the event additional parking is required, the site manager will ensure the trust premises remain accessible to the emergency services, should they be required.

9. Equipment

Hirers will identify any equipment they require from the trust and detail this in their application form; hirers must seek permission from the trust to use any additional equipment once the form has been submitted.

Furniture and fittings will not be removed or interfered with in any way, unless permission has been granted by the site manager or headteacher. In the event permission has been granted, the site manager will oversee the move.

If a furniture move has been agreed, the hirer and site manager will negotiate restoring the premises back to its original state.

Any damage to equipment, furniture or the building will result in the hirer being charged the cost of any repairs or replacements.

Any seating provided is limited to the number of chairs on the premises.

Hirers are allowed to bring their own equipment on to the premises; however, they will be required to acknowledge this in their application forms.

The trust cannot be considered responsible if any of the hirer's equipment is damaged, stolen or lost whilst being used on the premises.

Hirers will report any stolen or missing equipment to the site manager immediately.

Risk assessments for manual handling will be carried out by the headteacher and site manager in accordance with the Manual Handling Policy.

Food and drink may be prepared on the premises; however, hirers must seek direct permission from the trust.

The hirer will prepare food and drink in line with current food and hygiene regulations.

Hirers will be responsible for arranging any additional licences that are required to the nature of their activities, e.g. a music licence or licence to sell alcohol.

Hirers will not bring animals onto the premises without permission from the headteacher.

10. Monitoring and review

This policy will be reviewed annually by the FEAR Committee and the headteacher.

The scheduled review date for this policy is September 2022.

Premises - initial letting application form

name of applicant:
address (individual or organisation):
telephone number:
name of organisation:
activity of organisation:
registered charity/ company registration numbers:
details of premises requested (hall, playground, football pitch etc):
day of week requested:
<i>first choice:</i>
<i>second choice:</i>
<i>third choice:</i>
start time:
finish time: ...
<i>(please allow time for your preparation and clearing up)</i>
dates required:
use of school equipment (please specify your request):
details of any electrical equipment to be brought:
car parking arrangements requested:
maximum number of participants:
age range of participants:
number of supervising adults:
relevant qualifications of supervising adults:
where applicable have Barred List and/or DBS checks been carried out? when? by whom? (please enclose copies)

Dates during the year when the hall will be unavailable due to school use or closure will be issued at the beginning of the school year in September. These dates may be subject to change, but prior notice will always be given if the premises become unavailable due to unforeseen circumstances. The hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out (see terms and conditions for further details). The hirer confirms that arrangements are in place with reference to first aid (see terms and conditions for further details). The Hirer undertakes to comply with the regulations regarding the use of own electrical equipment)

I have read and understood the policy and conditions required of me as Hirer.

Any other relevant information:
.....

I confirm that I am over 18 years of age, and that the information provided on this form is correct.

Signed: ***Date:***

School letting agreement

The Governing Body of Waynflete Infants' School
the hirer:
address:
telephone:
areas of the school to be used:
specific nature of use:
maximum attendance:
details of any school equipment to be used:
date(s) of hire:
period(s) of hire:
Fee (<i>specify per hour or per session</i>): £

- the governing body agrees to let the premises to the hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee specified.
- the hirer accepts all the conditions of hire as set out in the attached terms and conditions document.
- the hirer's attention is specifically drawn to the indemnities contained in the hire conditions, and the need to obtain suitable insurance cover for any loss, damage or injury.

I have read and understood the conditions required of me as Hirer.

Signatures

..... the hirer

..... on behalf of the governing body

..... date

1.1 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.

1.2 Priority of use and access

The Governing Body reserves the right of access to the premises during any letting. The Headteacher or members of the Governing Body from FEAR Committee *may* monitor activities from time to time.

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

The responsibility of making sure the accommodation is suitable for the needs of all users, is the responsibility of the hirer and not the school, to comply with the Disability Equality Scheme. Access to the school's toilet facilities is included as part of the hire arrangements. 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. The Hirer shall not sub-let the premises to another person. Subject to availability, car parking facilities may be used by the Hirer and other adults involved in the letting. The Hirer will include this in the 'Letting Request Form'.

1.3 Status of the hirer and safeguarding of children and young people

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 and the Hirer.

The Hirer must give their details with the agreement in their name, with their permanent private address (for individual lettings) or (for organization/ company/ charity lettings) named senior personnel, contact details, full business address and any registered Charity/ Company registration numbers.

Persons may have to undergo, at the discretion of the governing body, a disclosure and barring check via the Disclosure and Barring Service (DBS). If a particular letting involves contact with the school's pupils, all personnel involved must be checked in accordance with West Northamptonshire's safeguarding children partnership (NSCP) guidance. All staff in schools must be cleared at enhanced level and therefore this should be replicated across to third party users.

These checks must be made by prior arrangement with the head teacher, with at least half a term's notice in advance to ensure that the checks can be carried out in time. 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. Please note: the hirer shall not sub-let the premises to another person.

The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits.

Where partnership activities take place (e.g. between school, other local authority services and other 3rd parties), a responsible identified lead (if not the school) is to be established who takes full responsibility for leadership, lettings application, finance, safeguarding and all aspects of risk management between all parties.

1.4 Policies

The hirer will be given copies and adhere to school policies – for example lettings, child protections and safeguarding, complaints, equality, accessibility policies, health and safety.

1.5 Charges and cancellations

Hire charges are reviewed annually and the current charge is set out in the **Hire Agreement**. the hirer acknowledges that the charges given may be increased from time to time (they will be reviewed by the governing body on an annual basis) and that the letting may be cancelled, provided that in each circumstance at least 28 days' notice either way is given. it is the hirer's responsibility to notify all involved in writing (where appropriate) of any changes in dates or venues at least a week in advance.

1.6 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.

1.7 Conclusion of the letting / contract termination

The Hirer shall, at the end of the hire period, leave the accommodation in a reasonably tidy condition, all equipment being returned to the correct place of storage. If this condition is not adhered to, an additional cost will be charged.

1.8 Copyright or performing rights

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

1.9 Damage, loss or injury

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. The hirer "should adequately supervise the event, "the letting", and be responsible for any consequences arising from the event", and liability insurance is therefore recommended. A risk assessment must be conducted for each hiring / activity.

EITHER: the governing body has arranged appropriate public liability insurance to cover all legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. A pro-rata cost of the insurance premium has been included in the hire charge.

OR: the hirer warrants to the governing body that it has appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. the minimum limit for this insurance cover is £2 million. the hirer must produce the appropriate certificate of insurance cover before the letting can be confirmed.

(Delete whichever of the alternatives does not apply).

Neither the school, nor the local authority, will be responsible for any injury to persons or damage to property arising out of the letting of the premises.

1.10 Furniture and fittings

Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation required. 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.

1.11 Electrical equipment

Any electrical equipment brought by the Hirer onto the school site **MUST** comply with the LA 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 LA. The intention to use any electrical equipment must be notified on the application.

1.12 First aid facilities

There is no legal requirement for the school to provide first aid facilities for the Hirer. It is the hirer's responsibility to make their own arrangements, such as the provision of first aid training for supervising personnel, and the provision of a first aid kit, particularly in the case of sports lettings. Use of the school's resources is not available.

1.13 Food, smoking, drink and drugs

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. No intoxicants/ unlawful drugs shall be brought on to or consumed/ used on the premises. The whole of the school premises is a non-smoking area, and smoking is not permitted.

1.14 School equipment

This can only be used if requested on the initial application form, and if its use is approved by the head teacher. Responsible adults must supervise the use of any equipment which is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of school equipment they are using, and for the equipment's safe and appropriate use. Use of light or fixed catering / cleaning equipment is limited, and the hirer will need to demonstrate a competence level for use of equipment, plant or other issues on food hygiene standards. Untrained or inappropriate use of equipment may lead to damage to floors etc or render the equipment inoperable causing service delivery disruption the following day.

1.15 Security

The governors 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. 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 governing body of the school.

1.16 Vacation of premises

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 school 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.

1.17 Leaving of premises / trips / transportation of young people

The Hirer must make arrangements for uncollected children, and any permission from parents on arrangements for being taken off premises (and emergency contacts). The Hirer is also responsible for transportation arrangements, transport safety checks, DBS checks of volunteers, appropriate adult: child ratios and supervision arrangements.

Whilst transportation arrangements between establishments are the responsibility of the Hirer, the school may wish to monitor the effectiveness of arrangements. Risk assessments must also be completed by the Hirer when taking young people off the premises and transporting them between premises. The Hirer is responsible for ensuring that young people normal means of travel are effective, after school hours – for example, valid bus passes.

1.18 Promotional literature / newsletters

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.

1.19 Checklist

In addition to the items listed above, the following may be a useful checklist, although does not necessarily cover all eventualities: -

Responsibility of School Business Manager/Site Supervisor/Key Holder

- Establish mechanism for evidence that DBS certificates are up to date and appropriate - SBM
- Communicating out of hours arrangements SBM
- Arrangements for school closure SMB
- Arrangements for keys and alarms in their absence SBM
- Checking switching off technical equipment KH

- Ensuring appropriate risk assessments are completed, SBM
- Explaining fire procedures & fire risk assessments SBM/SS
- Checking fixtures & fittings before and after the letting SS/KH
- Complete annual checks on relevant equipment, SS
- Policies updated & given to hirer (Complaints Policy, Equality, Child Protection & Safeguarding, Health & Safety). SBM
- Signed copies of Lettings Agreement kept on file SBM

1.20 Responsibility of hirer

The Hirer shall:

- ensure public liability insurance has been arranged for all activities
- complete risk assessments, for both lettings and activities out of the premises,
- ensure adequate supervision, ratios and up to date and adequate recruitment and vetting checks, and ensure arrangements to liaise with the school on these matters where appropriate.
- take responsibility of tidying up, reporting and paying for damages, switching off electrical items,
- make a prior judgment before the booking as to whether the facilities available at the school are suitable for disabled access.
- read policies given to hirer and follow procedures accordingly, (to include lettings, complaints, equality, disability & diversity policies, health & safety).
- ensure the insurance and quality of additional resources brought in,
- take into consideration disability equality,
- establish register of emergency contacts
- notify the school of any changes in role, staffing, responsibilities, absence etc.
- inform the school of any car parking requirements
- encouraging all hirers wherever possible to obtain pre- payment for small value services.
- conduct a risk assessment must be conducted for each hiring/ activity.