



ST MARY'S CATHOLIC PRIMARY SCHOOL



LETTING OF EDUCATIONAL PREMISES

INFORMATION FOR HIRERS

- **Letting Agreement (Conditions of Hire)**
- **Health and Safety**
- **Site Security**
- **Risk Assessment – Lettings and Users of Educational Premises**
- **Emergency Contacts**
- **Discovery of Fire in the Building**
- **Emergency Planning – Bomb Alert**

LETTING OF EDUCATIONAL PREMISES

You are respectfully reminded that the Hirer shall during the hiring be responsible for:-

- For ensuring that appropriate policies and procedures are in place with regard to safeguarding children and child protection;
- taking all measures necessary to ensure that the permitted number of persons using the hired premises is not exceeded;
- for ensuring that the hired premises are efficiently and appropriately supervised and to ensure observance of the school's "No Smoking" policy;
- that all exit doors including fire doors in the hired premises are kept unfastened and unobstructed and that no obstruction is placed or allowed to remain in any corridor giving access to the hired premises;
- ensuring that all proper safety measures are taken for the protection of the users of the premises and equipment and the establishment's exit routes;
- familiarising themselves with the fire alarm positions, the locations of the fire fighting equipment and the establishment's exit routes;
- ascertaining the location of the nearest emergency telephone;
- the provision of a first aid kit.

At the start of the hire period it is recommended that you ensure all users of the premises are aware of the emergency procedures.

A plan of the premises is included in this pack and there are "FIRE ACTION" notices displayed in every room throughout the school. The Fire Assembly point is in the playground to the rear of the building.

Please contact the school in advance if you are cancelling any session so that appropriate security arrangements can be made.

DURING SESSIONS:

Ensure staff and participants respect the school's premises and equipment;

No drinks or food in the Hall - ensure that bottled drinks are left in rooms or hallway after session;

Ensure participants do not enter the building until Hirers arrive, even if they are able to enter the building because school staff may still be on site;

Ensure participants do not stray outside designated area.

ON LOCKING UP AT THE END OF THE SESSION:

Ensure all areas are left tidy and that all rubbish is picked up and disposed of properly.

Put away any equipment used.

Ensure all Fire Doors and Windows are closed properly.

Ensure no one else is left on premises.

Turn lights off.

Alarm school building.

Close and lock front door.

Exit the school site, locking any gates behind you as you leave.

Please inform the school of any security or emergency situation or drill that has occurred

RISK ASSESSMENT: Lettings and Users of educational premises

Introduction

Responsibilities for short-term hiring or leasing and for shared use of educational premises have been set out by in the school's Lettings Policy. When the premises are used for purposes not under the direction of the Headteacher the health and safety responsibility lies with those in charge of the activities conducted within the building and this is established as part of the Contract or Hire Agreement. The Headteacher (or delegated member of staff) will ensure that hirers and others who use the school premises are aware of their responsibilities and carry out their operations in such a manner that all statutory and advisory safety requirements are met. When the school premises or facilities are used either in or out of normal school hours for a school-sponsored activity the organiser of the activity will be responsible to the Headteacher for meeting these requirements.

The key areas that Hirers or Organisers of activities should include in their Risk Assessment include:

- o Use of an appropriate safe place for the activity to take place including safe means of entry and exit;
- o Appropriate policies and procedures with regard to safeguarding children and child protection;
- o Use of safe equipment, plant and systems of work that are appropriate to safe and healthy working conditions (or safe execution of the activity);
- o Safe arrangements for the handling, storage, movement of articles and substances including Personal Protective Equipment if required;
- o Supervision, training and instruction so that the activity can be performed in a safe and healthy manner;
- o Sufficient provision for accident (first aid) and welfare.

Hirers or Organisers of activities are expected to evidence that their organisation has appropriate Insurance cover, Risk Assessment and DBS clearance for the activity to take place on school premises. A signed Lettings Agreement sets out binding Conditions of Hire. The school will provide a copy of this Risk Assessment, instructions for Discovery of Fire, Emergency Evacuation and in the event of a Bomb Threat. A plan of the school will also be supplied.

Review and Revision

The following hazards have been identified as likely to arise on school premises during a letting of school premises. Review is on-going as part of the Governors Security and Health and Safety Audits. Therefore, where other hazards are identified, they will be added to this Risk Assessment and control measures prioritised and implemented.

Monitoring of the control measures devised from the risk assessment will need to be undertaken to ensure that they are working in practice. The behaviour of both organisers and participants during the Hire Period on school premises must also be monitored. Any deviation from the agreed control measures must be dealt with to ensure that safety is maintained on school premises.

November 2014

Hazard	Who may be harmed	Control measures
Fire risk	<ul style="list-style-type: none"> • Any person organising or participating in an activity not under the direction of the Headteacher 	<ul style="list-style-type: none"> • St Mary's Catholic Primary School has completed a Fire Risk Assessment of the building • Emergency Exits are well signposted around the building and must not be locked or obstructed; • Emergency Equipment (eg fire extinguishers) are serviced as per Statutory requirement; • A Fire Alarm Call Point is accessible in all areas; • The whole school site is a No Smoking area; • Hirers and school staff organising activities are instructed in Emergency Evacuation procedures and are responsible for making all participants aware of Emergency Evacuation procedures at the start of each Hire period; • Hirers and school staff organising activities will have access to a mobile telephone at all times
Vehicle and Pedestrian accident	<ul style="list-style-type: none"> • Pedestrians arriving or leaving site • Drivers arriving or leaving site either as participants or to drop off or collect participants • Organisers of activities loading or unloading equipment for the event 	<ul style="list-style-type: none"> • St Mary's Catholic Primary School has completed a Vehicle and Pedestrian Safety on School Premises Risk Assessment • Drivers must exercise extreme caution when pedestrians are in the same area; • Pedestrians must be encouraged (or supervised) to behave in a sensible manner when arriving or leaving the premises; • Drivers arriving to drop off or collect participants should be made aware of possible congestion problems and encouraged to park their vehicles a short distance away from the school; • Organisers should load/unload equipment from an appropriate area not in conflict with pedestrian movement
Accident resulting from unsafe equipment, plant or systems of work used in the event/activity	<ul style="list-style-type: none"> • Organisers • Participants 	<ul style="list-style-type: none"> • St Mary's Catholic Primary School completes a Risk Assessment specific for each school event/activity organised • School activities are Co-ordinated by a member of staff and are approved by the Headteacher; • All plant and school equipment is regularly serviced and tested as per Statutory requirement; • Hirers use school equipment only by prior agreement and at their own risk; • Hirers should complete a risk assessment for the event/activity; • Hirers should ensure that their equipment is well maintained and appropriate to the task being undertaken; • Staff should be aware of risk (i.e. safe working at heights, manual handling) and instructed accordingly to minimise risk; • Personal Protective Equipment (i.e. gloves, goggles etc) should be used as recommended; • Staff should be trained or instructed in the operation of equipment; • Staff should be trained so that the activity can be performed in a safe and healthy manner

Hazard	Who may be harmed	Control measures
Slips, Trips and Falls	<ul style="list-style-type: none"> • All 	<ul style="list-style-type: none"> • St Mary's Catholic Primary School has completed a Slips, Trips and Falls Risk Assessment • All spillages must be immediately marked with a yellow Hazard sign and cleaned up at the first opportunity; • Staff/Hirers will find yellow Hazard Warning signs in the cleaners cupboard; • Any hazards or obstructions such as trailing cables must be minimised and clearly hazard marked; • Any new hazards identified should be notified to the school if the concern cannot be completely addressed during the Hire period
Inadequate supervision or welfare related incidents	<ul style="list-style-type: none"> • Organisers • Participants • Members of the public i.e. families of participants 	<ul style="list-style-type: none"> • Organisers are responsible for the behaviour of all participants in the event/activity; • Organisers must make all participants aware of the limits of the activity within the building; • Organisers must take all measures necessary to ensure that the permitted number of persons using the hired premises is not exceeded; • Organisers have the responsibility to obtain DBS clearance for all activities involving children; • Organisers must make arrangements to provide for first aid cover and have information available for Emergency Contact and known medical conditions of participants; • Staff: children ratios must be appropriate for the activity to ensure the activity can be performed in a safe and healthy manner and that welfare issues can be addressed; • Organisers must ensure they know who is on site at any time and must have a procedure in place to ensure everyone is off site at the end of the activity.
Security of the premises and safety of persons using the premises	<ul style="list-style-type: none"> • Organisers 	<ul style="list-style-type: none"> • Organisers have the responsibility to ensure the security of the premises at all times during the hire period; • Organisers will be aware that the named Key-holder has signed responsibility for security and that the key must not be passed onto any other person until it is returned to the school office; • Staff should maintain a procedure to reduce the risk of intruders onto the site by keeping exterior doors closed unless in sight at all times; • Intruders onto the site should be challenged only where there is no perceived risk to the challenger, otherwise the Police should be called. All incidents of intruders onto the site must be notified to the school; • Organisers should ensure electrical equipment and lighting is switched off or unplugged before securing the building; • Organisers have the responsibility to ensure the premises are left in a secure condition on completion of the Hire period or activity/event; • St Mary's Catholic Primary School has completed a Lone Worker Risk Assessment; • Organisers should ensure that they have made arrangements for the safety of the first person to arrive on site and the last person to leave (generally the Key-holder) in the context of the Lone Worker.

EMERGENCY CONTACTS:

Sean Rolston

Office: 01202 676207

Home

Mobile

Helen Armstrong

Office as above

Home

Mobile

DISCOVERY OF FIRE IN THE BUILDING:

Immediately operate the nearest Break Glass Fire Alarm point.

- (1) Get everyone quickly out of the building in an orderly manner by the nearest available exit. Follow the green EXIT signs and arrows to the designated Fire Assembly point which is on the playground to the rear of the school.
- (2) Check that no-one is left behind.
- (3) Close windows and doors. Turn off or disconnect all lights, equipment, appliances.
- (4) Call the Emergency Services 999.
- (5) If appropriate and steps 1 – 3 have been successfully actioned, use fire-extinguishing equipment to put out fire. Be very confident of success before you attempt this.

DO NOT stop to collect personal belongings

DO NOT run

DO NOT re-enter the building until told it is safe to do so by the Emergency Services.

Staff should make themselves aware of alternative routes and exits from the building.

Staff Members (the Hirer's staff) should take charge of the evacuation and ensure as far as possible that:

- All occupants have left the room and any adjoining store and toilet area.
- Doors and windows are closed.
- Lights, equipment and appliances are switched off.
- A personnel check is made at the Fire Assembly point and the Emergency Services informed of any concerns.
- At all times staff should be aware of changes to conditions and listen for appropriate instructions. Staff must be aware that their expected escape route might become unavailable, either because of severe congestion or because of the location of the fire itself. Staff should make themselves aware of alternative routes and exits from the building.

BOMB ALERT WARNING & EVACUATION PROCEDURES

1. RECEIVING A BOMB THREAT

If you receive a bomb warning telephone call:

- endeavor to obtain full details as to where in the school the bomb has been placed;
- when it is due to explode;
- taking note of the callers accent and any unusual words or phrases he/she uses;
- also if there are any background noise e.g. traffic noise, office noise;
- leave the line open, do not replace handset.

After receiving a bomb warning or if you find a suspicious article, you must **immediately** inform the Police.

The Police will take the necessary action to inform the emergency services. The resultant effect (of this telephone call) will be to initiate a 'bomb alert'.

2. BOMB ALERT

- **DO NOT tamper with any suspicious objects that are in the area.**
- **Immediately SWITCH OFF mobile phones and/ or radios.**
- Open all windows and remain in the building in the hired location, unless the Police have advised immediate evacuation.
- When told to evacuate the building, follow Police instructions and adopt procedures as for a fire evacuation.
- If the Police permit, Hirers and participants should take personal items with them, as they may not be allowed to re-enter the building until it has been declared safe.
- Hirers hosting visitors should escort them to the assembly area.