



East Anglia Schools Trust
Achieving Success Together

**EAST ANGLIA
SCHOOLS
TRUST**

**JOINT
LETTINGS
POLICY**

Approved by Operations Committee on:

04/07/2018

Review Date: Summer term 2019

East Anglia Schools Trust – Letting Policy

GENERAL STATEMENT OF INTENT

East Anglia Schools Trust will strive to achieve the highest standards of Health, Safety and Welfare consistent with its responsibilities under the Health and Safety at Work Act 1974 and subsequent legislation. East Anglia Schools Trust is committed to the provision and maintenance of safe and healthy working conditions, equipment and systems of work for all of its employees and to the provision of information, training and supervision for this purpose. East Anglia Schools Trust also recognises and accepts its responsibility to protect the Health and Safety of pupils and all other visitors to its sites, to include contractors, temporary staff, members of the public and hirers of the Trusts facilities.

1. Duties of the Facilities Manager/Caretaker

To take such measures to ensure that premises, equipment and systems used by persons other than employees are safe and without risk to health.

2. Duties of hirers

The following rules ensure these directives are adhered to in schools: -

- (a) No climbing on fences, boundary walls, tables or chairs, P.E. equipment (except if part of the letting clubs activities), etc.
- (b) Gardens and car parking areas are not to be used as play areas.
- (c) Cloakroom and toilets are not to be used as play areas.
- (d) No outdoor type games are permitted in the school hall, unless Special permission has been granted. Football must not be played in the hall.
- (e) Running is confined to the field and playground (unless part of the letting clubs controlled activities).
- (f) Smoking on the premises is not permitted.
- (g) Outside play equipment fixed or portable should not be used.

3. Conditions of Hiring of School Premises at East Anglia Schools Trust

The hirer will ensure that all relevant recruitment and vetting checks including DBS disclosures have been undertaken on staff and leaders who have children attending clubs.

4. Hirer Responsibilities

For the duration of the letting period the hirer will be responsible for ensuring the following:

- (i) Adequate supervision is available at all times

- (ii) Normal and emergency procedures are followed
- (iii) Familiarity with emergency equipment, such as fire extinguishers, alarms, first-aid facilities
- (iv) An emergency evacuation procedure is established. This will detail who will be responsible for taking control, calling emergency services and where to assemble. Consideration should be given to the needs of the elderly and any disabled participant
- (v) Facilities and equipment are used in a responsible manner which does not compromise the safety of the users or the premises and equipment.
This includes ensuring that;
 - Alcohol is not consumed without the written permission of the Head of School.
 - Emergency exits, fire extinguishers, alarm points are not obstructed.
 - Adequate walkways are available to allow free and easy access and egress.
 - No gas cylinders or canisters are to be used inside the premises.
 - Combustible materials are not placed adjacent to heat sources.
 - Equipment is used for the purpose for which it was designed.
 - Flammable and/or hazardous substances are not to be used.
 - Nails, tacks, screws etc, must not be driven into or adhesive fixed to walls, floors, ceilings, furniture or fittings.
 - Footwear likely to damage or mark floors is not to be worn.
 - Litter and property belonging to the hirer or his servants or agents is to be removed by the hirer at the end of the period of hire. Any costs incurred in removing these items will be paid by the hirer.
 - Alteration to the heating or lighting system is forbidden.
 - Parking must be in designated areas, leaving access for emergency vehicles.
 - No electrical items can be used on the school site unless they have a current PAT testing label
- (a) School equipment must not be used unless written permission is given by the school, and the hirer ensures they have Liability Insurance cover in place for any school equipment the school gives written permission to use. The equipment must be inspected by the hirer prior to its use, any damage or faults should be reported to the Facilities Manager/Caretaker immediately and the equipment not used.
- (b) School furniture shall not be moved by the hirer except by arrangement with the Facilities Manager/Caretaker. The school dining tables are the property of the school and permission is given for their use providing they are cleaned after use and returned to the trolleys in the original position.
- (c) The hirer undertakes to make good any damage to the property of the School Trust caused by the neglect or default of the hirer or organisation or his or their servants or agents.
- (d) All monies are to be paid to the Finance *Manager/Admin* Officer. Payment of invoices must be made within 7 days of receipt.
- (e) Hirers are responsible for security of areas let during the times of hire.
- (f) All hirers will be required to complete an application to hire school premises form twice a year stating the exact time which they intend to arrive and leave the premises, these times must be adhered to at all times unless the Facilities Manager/Caretaker or appropriate person has been informed in advance. It is a

requirement of the 'Trust' accountants that hirers provide exact dates of hire with their application form. At the end of each session club members should leave the premises promptly and quietly, closing windows and turning off any lights in the area they have used.

- Occasional hirers for one off events will be required to complete an application to hire school premises form for each event. The hirer must give an exact time of arrival to the premises and an exact time of departure. The hire charge will be worked out accordingly. Failure to vacate the premises at the time stipulated on the application form may incur additional costs and could preclude future use.
- (g) For security reasons the person responsible for hiring the facilities should be the last to leave. If hirers finish early the Facilities Manager must be informed on 0789 007 9058.
- (h) On the advice of our insurers we have installed an automatic security lock on the inner lobby doors of both schools. This is to comply with safeguarding regulations regarding children and vulnerable adults and to restrict unauthorised entry to the main body of the building during your periods of hire. If these locks are overridden or the door is wedged in the open position, it will become the responsibility of the organiser's of each club to ensure that safety and security is maintained during the periods of hire.
- (i) For school events i.e. Parents Evenings, PTA Meetings, Governors Meetings, Fetes etc. the Facilities Manager/Caretaker must be told in advance the approximate times these events are due to start and finish.
- (j) The school fire alarm is a continuous ringing siren, should this be heard the building must be vacated at once. If it safe to do so the fire brigade should be called by a club member. All club members should assemble outside the Facilities Managers house. If a club member discovers a fire he/she should immediately raise the alarm by breaking a fire glass. These are situated in the main entrance and through the hall doors, also in the changing facilities. (The fire alarm has no direct link to the fire station)
- (k) Access to Cliff Park Schools is via a secure pedestrian access from the highway into the school building. All club members should use this route. The car park and playground does not offer segregation between vehicles and pedestrians and club members must not drop off or collect from these areas.
- (l) Cliff Park Infant and Junior School will not be available to hire weeks commencing 29th July 2019, 5th & 12th August 2019
- (m) The school must be informed 24 hours before a cancellation.
- (n) Should the school require the premises for a school event, the hirer will be informed that they will not be able to use the premises and will not be charged for that session.
- (o) The charges for the hire of school facilities will be set by the Facilities Manager in conjunction with the Business Manager. Charges will reflect the costs for heating, lighting water and caretaking.
- (p) At the end of outdoor activities such as football, netball, basketball, rugby etc., any mud or mess transferred from the field should be cleaned away from all hard areas, pathways and changing rooms. All outdoor activity footwear shall only be put on and off outside the changing room area.

- (q) Hirers are responsible for providing their own First Aid Kits. The school first aid kits can be found in the Infant School main hall and Junior School disabled toilet.
- (r) Hirers must make themselves aware of the sound of the fire alarm evacuation system and have a planned assembly point.
- (s) Each year when the application to hire form is returned to the Facilities Manager/ Caretaker or appropriate person they will advise the hirer on the quickest and safest route to evacuate the school building in an emergency. It is then up to the hirer to ensure all club members are aware of the escape route.
- (t) East Anglia Schools Trust has a Health and Safety Policy. A copy is available for perusal at the school during normal school hours. It is also available on the school web site at www.east.school
- (u) Residential lettings leaders are required to contact the local police and fire brigade informing them how many members will be sleeping on the premises. For contact numbers see the foot note at the end of this policy. Residential leaders are responsible for carrying out their own 'Fire Risk Assessment' and escape plan. Some one-off larger events will have to complete a pre-event organiser check list.
- (v) Any uninvited or unwelcome persons spotted on site should be reported to the Facilities Manager/Caretaker immediately, or in cases of concern for the safety of club/letting members contact the police.

Use of school kitchens

Norse catering contractors have a 'no nuts policy in the kitchens' policy. Please do not bring nuts or items containing nuts or extracts of nuts into the kitchen

Organisations using the school kitchens must ensure that children are not allowed in the kitchen during periods of hire.

It is essential that prior to an event, hirers should contact the Head Cook and make an appointment to visit the school during school hours to run through the operation of the kitchen equipment.

Hirers are only allowed to use kitchen equipment for which they have been trained.

Kitchen deep fat fryers, sterilizing units and steamers can only be used following discussion with the Head Cook and with the written permission from the school.

Hirers are asked to deposit all rubbish in the school skip at the end of each day and when the letting period ends.

Any kitchen equipment used, i.e. pots, pans, utensils etc. should be returned to its original place in a clean condition.

The main gas valve must be turned off each night and at the end of the letting period.

The exterior door to the kitchens must remain unlocked as an alternative means of escape.

Care should be taken not to switch off electric supply to fridges and freezers. All food and drink in the kitchens is the property on Norse and should not be used.

The folding catering tables are available to use and must be returned to the trolley in a clean condition.

The school kitchens are run by catering contractors and must be left in the clean condition that they are found. The contractors will pass onto the school an invoice for any additional cleaning that may be required; this in turn will be passed onto the person responsible for hiring the kitchens. Any cleaning chemicals, washing up liquid, black bin bags required, should be provided by the hirer. Site staff are able to assist with these items in an emergency. Cleaning chemicals and kitchen black sacks are the property of Norse contractors and should not be used.

All bookings for Cliff Park Infant and Junior Schools must be booked through the Facilities Manager. Period of notice to terminate the hire of the facilities is one calendar month (shorter in exceptional circumstances)

- **EMERGENCY CONTACT NUMBERS**

| | | |
|-----------------------------|---------------|---------------|
| Facilities Manager | Martin Steele | 0789 007 9058 |
| Caretaker | Timmy Bone | 0754 822 8886 |
| James Paget Hospital | | 01493 452452 |
| Great Yarmouth Fire Station | | 01493 843212 |
| Police Headquarters | | 101 |
| Doctors Central Surgery | | 01493 414141 |

5. Liability of Hirer

East Anglia Schools Trust shall not be liable for any injury (including injury resulting in death) or damage to or loss of property, which shall or may occur to, or be sustained by the hirer, his assistants, servants or agents, or others entering the property in the exercise or purported exercise of the hiring (except such injury or damage as may occur by reason of the neglect of the 'Trust' or its servants or agents acting within the scope of their authority).

The hirer will indemnify and keep indemnified East Anglia Schools Trust, it's servants and agents from and against all claims and liabilities in respect of such injury or damage and all actions, proceeding costs, damages and expenses in regard thereto and also from and against all other liability, claims, demands, proceedings, costs, damages and expenses in respect of injury to persons whomsoever which may arise from, or in consequence of, the exercise or purported exercise of the hiring.

Note:

In the particular instance of damage to East Anglia Schools Trust property being caused by fire, the Trusts fire insurers will deal with the case and may have a legal right of recovery from the hirer. In view of the potential liabilities in respect to damage to the Trusts property, however caused, and any other liabilities, hirers are advised to arrange liability insurance.

East Anglia Schools Trust requires that all hirers ensure they have appropriate Liability Insurance cover currently 5 million pounds. The school will request a copy of the certificate each year.

The Facilities Manager/Caretaker must be informed immediately of any accident that happens on the premises. The Head of School must be informed in writing at the earliest convenient

time. The Head of School will acknowledge receipt of the letter to the person responsible for hiring the premises, and the person or persons involved in the accident.

Please take note of the conditions of the hire on the reverse of the application to hire school premises (form 9).

CONDITIONS OF HIRING SCHOOL PREMISES June 2018

BOOKING CONDITIONS

All letting fees shall be paid in advance by the Hirer. Specific bookings may be made for single lettings or repetitive lettings during periods of up to 28 days, defined as one month. In the case of repetitive lettings, the charge for each specific month will be in accordance with the scale of charges that apply in that month and must be paid in advance to cover the specific booking. A provisional booking may be cancelled by the hirer at any time, but a specific booking cannot be cancelled unless 14 days prior notice has been given by the hirer, where this period of notice has been given the fee relating to the cancelled booking may be refunded by the school. Where the school is obliged to cancel a specific booking for any reason other than the hirer's instigation the fee relating to the booking will be refunded.

CHARGES

The school will set its own hire charges

USE OF PREMISES

School Responsibilities

For the duration of the letting period schools will be responsible for ensuring the following provision:

- Adequate means of escape in an emergency adequate equipment available for the use should an emergency situation arise. This should include: Fire extinguishers, first-aid kit, access to telephone
- Adequate heating, lighting and ventilation. This should include external lighting where required.
- Safe Equipment and premises.
- Individual arrangements should detail which equipment should be used and which not.
- Assistants available on call to deal with defects to school plant or equipment to ensure premises are secured. Sufficient information given to hirers on operation of plant, equipment and emergency facilities. (This will include, for pool hire, copies of normal and emergency procedures)
- Arrangements are in place to ensure the security of the premises at the end of the letting period if appropriate.

In addition to the above provisions, schools must ensure that hirers will have adequate supervision in attendance during letting periods. For swimming sessions this will require evidence of valid life-saving qualifications being produced.

Schools will be required to carry out periodic monitoring of hire activities to ensure compliance with hire conditions.

Hirer responsibilities

For the duration of the letting period the hirer will be responsible for ensuring the following:

- Adequate supervision is available. Normal and emergency procedures are followed
- No school equipment, other than that specified at the time of letting is used. School furniture shall not be moved by the hirer except by arrangement with the Facilities Manager/Caretaker or person holding custodianship for the time being.
- The hirer will ensure that all relevant recruitment and vetting checks including DBS disclosures have been undertaken on staff who work with children and young people
- Familiarity with emergency equipment, such as fire extinguishers, alarms, telephone, first-aid facilities. An emergency evacuation procedure is established. This will detail who will be responsible for taking control, calling emergency services and where to assemble. Consideration should be given to the needs of any disabled participants.
- Facilities and equipment are used in a responsible manner, which does not compromise the safety of the users or the premises and equipment. This includes ensuring that; *alcohol is not consumed.*
- Emergency exits, fire extinguishers, alarm points are not obstructed. Adequate walkways are available to allow free and easy access and egress. No gas cylinders or canisters are used inside the premises. Combustible materials are not placed adjacent to heat sources.

- Equipment is used for the purpose for which it was designed.
- Any equipment or furniture moved by prior arrangement is to be replaced at the end of the period of hire.
- Flammable and/or hazardous substances are not to be used.
- Arrangements have been made to ensure the premises are secured at the end of the letting period if appropriate.
- Nails, tacks, screws etc., shall not be driven into, or adhesives fixed to walls, floors, ceilings, furniture or fittings and no decoration of any kind shall be put up.
- Footwear likely to damage the floors is not to be worn.
- Litter and property belonging to the hirer or his servants or agents, is to be removed by the hirer at the end of the period of hire. Any costs incurred in removing these items will be paid by the hirer.
- Alterations to lighting or heating systems are forbidden.
- To park in designated areas, leaving access for emergency vehicles

COPYRIGHT

The hirer or his servants or agents shall not infringe any copyright, or performing rights and undertakes to indemnify the Trust against the costs for infringement. Where the let involves the use of sound recordings or music is played, groups might not be covered by the licenses purchased for the school premises. Primarily groups that are linked to the school and consist of teachers, students, PTA members etc., will be covered. For other groups clarification should be sought from the relevant licensing authority prior to the premises being let and the relevant licence purchased, if required. The School/ Lettings Officer will require from the hirer sight of the relevant licence(s) at the time of booking the premises. A licence may also be required for the performance of a dramatic or musical work. (Hirers should be warned that the use of 'home produced' tapes is illegal).

CHARGES FOR SPORTING USE

The hirer is reminded that the charges for sporting use relate to facilities available and at the standards provided for pupils. If a hirer should require facilities of a higher standard then the hirer will be responsible for the additional costs incurred by the school in meeting the special demands.

ALCOHOL

Alcohol shall not be consumed on the school premises except with the permission of the Facilities Manager/Head of School and will be subject to the conditions made at the time of booking, and to the obtaining of such Justice's Licence as may be necessary

DISABLED PERSONS

On those occasions when disabled persons are present on the premises such special arrangements as may be necessary in the circumstances shall be made so as to enable all persons to leave the premises in the event of fire.

LIABILITY OF HIRER

East Anglia Schools Trust shall not be liable for any injury or damage to or loss of property, which shall or may occur to the hirer, his assistants, servants or agents, or others entering on the property in the exercise or purported exercise of the hiring, with the exception of injury or damage as may occur by reason of the negligence of the Trust, its servants or agents acting within the scope of their authority. The hirer will therefore need to ensure adequate insurance is purchased to indemnify the negligent actions of the group, its servants, assistants and agents resulting in a claim for injury and property damage*to members of the group, the Trust or others entering the property. *Under the terms of the hire agreement with East Anglia Schools Trust an insurance policy has been effected on the hirer's behalf. This policy indemnifies the hirer against the costs arising from the claims for damage to the Trusts Property, which have resulted from the actions of negligence of the hirer. The cost of this insurance is included within the hire charges and the hirer will be responsible for the policy excess applicable.

Please note that this is a **NO SMOKING SITE**



APPLICATION FOR HIRE OF SCHOOL PREMISES 2018/19

PART ONE: ACCOMMODATION REQUIRED. (State number)

Name of School: _____

Hall Classroom Field Other

PART TWO: HIRER DETAILS

Name of Hirer: _____

Address: _____

_____ Tel. No. _____

Email Address: _____ Mobile No. _____

Name of Organisation: _____

Date of Hire: _____ Time from: _____ Finish time: _____

PART THREE: DECLARATION

I apply for use of the above accommodation and facilities and if my application is approved I agree to pay all letting charges in accordance with the attached schedule of charges and agree to comply with the conditions overleaf. I have attained the age of 18 years.

Signed: _____ **Date:** _____

Signed by the Business Manager: Date:

| CHANGE LOG | | |
|--|--------------------|----------------------------------|
| <i>CHANGES MADE</i> | <i>DATE</i> | <i>NEW VERSION NUMBER</i> |
| Minor design & font changes | 09/06/2016 | 1.2 |
| Page 6 – date changed, Amends to spelling on Appendix A | 25/04/17 | 1.3 |
| Minor updates, removal of appendix (inserted into main policy) | 14/06/18 | 1.4 |